

CONGREGATION FOR THE CONFERMENT OF DEGREES, DIPLOMAS & CERTIFICATES
Thessaloniki Concert Hall - Saturday 21 November 2015
GUIDANCE NOTES

For the best possible organisation of the Award Ceremony, the Academic Registrar's Office at CITY College has prepared a set of information and an on-line reply form. Please fill in all necessary details and submit the reply form by Wednesday 15th of July 2015.

Please read these notes CAREFULLY before filling in your form.
The on-line reply form is available at: <http://citycollege.sheffield.eu/ceremony2015>

<u>Whether you wish to attend a ceremony or not</u>	
Whether or not you wish to attend a ceremony, you should check the information contained on your reply form.	
Name, Degree/Award	If your name has changed state this in order the appropriate changes to be made to graduation certificates as well.
Telephone Number/ E-Mail Address	Please give us a telephone number where we can contact you during office hours should we have any queries. If possible, please also provide us with an e-mail address which you check regularly.

<u>OPTION 1 - If you DO NOT wish to attend the ceremony</u>	
If you don't want to attend the ceremony and would like your certificate to be sent, please fill in the appropriate section of the form.	
<u>IF YOU DO NOT PLAN TO ATTEND THE CEREMONY</u> , fill in the address to which you wish your award to be sent.	
<u>PLEASE NOTE</u> : In the case of a graduate who will not be attending the ceremony, his/her degree shall be conferred "in absentia".	
Address for certificate	Please note that your certificate will not be posted to you if you do not return the reply form. Certificates cannot be released until your degree has been conferred on the day of the ceremony. All certificates will be dispatched within due time of the ceremony taking place. Please ensure you complete and return your form. It should show your name and the address to which your certificate should be posted.

<u>OPTION 2 - If you DO wish to attend the ceremony</u>	
If you wish to attend the ceremony, you should complete the appropriate section of the form.	
<u>IF YOU ARE PLANNING TO ATTEND THE CEREMONY</u> , please fill in the numbers of invitations you will need for your personal guests (each graduate can invite up to 2 guests), together with the address to which you wish the invitations to be sent. This section applies to all graduates that have not participated at an Award Ceremony, regardless of whether they have already received their qualifications or not. It also applies to all those expecting to graduate by September 2015. If you need more than 2 guest invitations please fill the exact number you need and we will inform you in due time if it's possible to have more than two guest invitations.	
<u>ROBE ORDER & ROBE HIRING PROCESS</u>	
Ceremony etiquette requires that graduates wear robes and hats. Graduates can hire their robes and hats for the Award Ceremony from a UK company which is responsible for providing academic robes for the award ceremonies of all British universities. The hire cost is 110 €. For the most efficient handling of the order, graduates should submit the reply form by Wednesday 15th of July 2015.	
ATTENTION:	
<u>Payments for hiring the Robe</u> should be also deposited by the 15 th of July 2015 at the latest. In order to arrange the payment of your robe you can deposit the amount in Alpha Bank. The account name is CITY Ltd while the account number is 700-00-2002-010971 with SWIFT CODE CRBAGRAAXX and IBAN NUMBER GR7701407000700002002010971.	

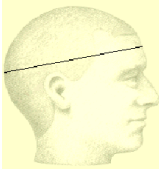
After depositing the fee, it would be greatly appreciated, if you could send a copy of the bank receipt via e-mail or fax to the attention of the Accounts Dept. fax 0030 2310/287.564, Tel 0030 2310/224.186 e-mail: financial@city.academic.gr

For further information regarding the payment you may contact the Executive Secretary, Ms Petridou at: lizapetridou@city.academic.gr
Tel.: +30 2310 224 186, +30 2310 275 575 Fax: +30 2310 287 564

NOTE:

If you are about to graduate and finally your result does not allow you to graduate in November's Graduation Ceremony, the amount of money for hiring the robe will be returned and your participation will be cancelled.

After collecting all necessary information and payments, the Academic Registrar's Office will forward the order to the company and organize the transportation of the robes from UK to Greece.

Tickets	Each student attending the ceremony is guaranteed 2 tickets for guests. Please note that <u>you will automatically receive a candidate ticket and you should not include yourself when requesting guest tickets.</u>
Additional Tickets	Due to limited seating in the Concert Hall, we are only able to issue additional tickets for guests should space permit. Extra guest tickets cannot be guaranteed and any advance arrangements regarding your party's travel or accommodation are made at your own risk. Unfortunately, we will not be able to confirm whether any extra tickets will be available until we have received ALL the reply forms back and therefore have a definite seating plan.
Special Seating Requirements	Should any of your party have any special seating requirements this should be indicated clearly on the form in the space provided. It is vital therefore, that you state clearly on your reply form any requirements for special seating. If you do not notify us of requirements, we cannot guarantee that suitable seating will be available on the day. The Concert Hall itself is fully accessible to those with impaired mobility.
General rules for Robe Order Measurements: 	<p>Gowns: Please give your full height, when requested, in centimetres. If your chest is over 132cm you are requested to note it.</p> <p>Hats : Please supply the measurement, if requested, for the circumference of your head, 2,5 cm above your eyebrows (see diagram).</p>
Delivery of robes and tickets	Robes and tickets for candidates and guests will be available 7-10 days prior to the ceremony. You will be informed within due time how the delivery will take place.
Address for tickets	Ensure you complete and return the form in due time. It should show your name and the address to which your tickets should be posted. Alternatively tickets may be collected with your gown.
Visas	If you require a travel visa to enter Greece, you should contact immediately the Student Affairs Department. You will soon receive a separate e-mail by the dept. to guide you through out the process of obtaining a visa. You may contact: studentservices@city.academic.gr for more information.