

CONGREGATION FOR THE CONFERMENT OF DEGREES, DIPLOMAS & CERTIFICATES
Thessaloniki Concert Hall - Saturday 24 November 2018
GUIDANCE NOTES

For the best possible organisation of the Award Ceremony, the Academic Registrar's Office at the International Faculty 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 Saturday 30th of June 2018.

Please read these notes CAREFULLY before filling in your form.
The on-line reply form is available at: <https://citycollege.sheffield.eu/ceremony2018>

<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.	
Delivery of your degree	Please note that your certificate will not be posted to you if you do not return the reply form. 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. 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 2018. <u>IF YOU ARE PLANNING TO ATTEND THE CEREMONY</u> , please fill in the number of invitations you will need for your personal guests without including yourself in this number as you will get a different type of ticket. Each graduate can invite up to 2 guests. If you need more than 2 guest invitations please fill in the number of additional guest invitations you need and we will inform you in due time if it's possible to have more than the two guaranteed invitations. <u>ROBE ORDER & ROBE HIRING PROCESS</u> Ceremony etiquette requires that graduates wear robes and hats. Graduates hire their robes and hats for the Award Ceremony from the UK company which is responsible for providing academic robes for the award ceremonies of the University of Sheffield. The cost is 120 € and includes robe hiring, transportation from UK and related administrative costs. For the most efficient handling of the order, graduates should submit the reply form by Saturday 30th of June 2018. ATTENTION: <u>Payments for hiring the Robe</u> should be also deposited by the 30th of June 2018 at the latest. Payment should be processed through the online payment system. The link for the online payment is: https://citycollege.sheffield.eu/robe-hire	
---	--

After depositing the fee please forward the bank's confirmation email for your transaction to the financial services at : financial@citycollege.sheffield.eu

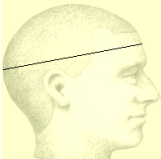
If you are not the holder of the card used for the e-payment you must clearly state your name and the fact that the forwarded payment has been made on your behalf in the relevant above mentioned mail.

For further information regarding the payment you may contact the Financial Manager, Ms. Simitsidou at: financial@citycollege.sheffield.eu
Tel.: +30 2310 224 186, +30 2310 275 575 (ext. 140) Fax: +30 2310 287 564

NOTE:

If you are about to graduate by September 2018 and your final result does not allow you to, so that participate 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 UK 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 early October that we will be able to have a definite seating plan.
Live streaming	The Graduation Ceremony will be streamed live
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 for such 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: 	Gowns: Please give your full height, when requested, in centimetres. If your chest is over 132cm you are requested to note it. Hats : Please supply the measurement, if requested, for the circumference of your head, 2,5 cm above your eyebrows (see diagram).
Delivery and Collection 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 collection will take place.
Visas	If you require a travel visa to enter Greece, you should contact immediately the Student Services and Alumni Department so that support you through out the process of obtaining a visa. You may contact: studentservices@citycollege.sheffield.eu for more information.