

# Dartford College Honorary Degree Ceremony

## Frequently Asked Questions/ Terms & Conditions

On 25 October 2018 the University of Greenwich is hosting honorary degree ceremony for former students of Dartford College of Education.

All former students from Dartford College who were awarded a Certificate in Education (Cert Ed) are invited to receive an honorary degree (**HonBEd**) in recognition of the work required to gain this certificate and the subsequent services of Dartford alumni to society, notably in the field of education.

At the same ceremony, former students who gained a Bachelor of Education degree (BEd) at Dartford College are invited to receive a University of Greenwich BEd, reaffirming your degree qualification and connection to the University of Greenwich.

### The ceremony

The ceremony will be held at the Old Royal Naval College Chapel, on the site of the university's Greenwich Campus, on Thursday 25 October (time to be confirmed later).

The ceremony is scheduled to last around 75 minutes and will be followed by a drinks reception, which will be held in an onsite marquee, a few hundred metres from the Chapel.

The Old Royal Naval College is a World Heritage Site on the banks of the River Thames.

### Booking

Places are limited due to capacity restrictions at the venue. Bookings will be taken on a first come, first served basis.

Confirmation of your place will be subject to the university confirming your eligibility for an award (see below).

Tickets are £25 for former students and £20 for guests. This is exclusive of gown hire (see below). You will collect these tickets on the day of the ceremony – they will **NOT** be posted to you.

Each ticket holder is allowed entrance to the ceremony, and to the reception where refreshments will be served. Please note that tickets will not be allocated if payment has not been received.

**We strongly advise that you and your guests do not make any travel and/or accommodation plans until we have confirmed your attendance. The university cannot be held liable for any travel or accommodation booked.**

**Important:** We advise that you check your Junk or Spam folders to ensure that our e-mails are not being treated as spam in your e-mail programme, and make [@gre.ac.uk](mailto:gre.ac.uk) a 'safe' contact. This is especially important for Hotmail users.

### **Guests**

There has been a high level of interest in this event and unfortunately spaces are limited in the Chapel.

In order to maximise the number of Dartford College alumni who are able to attend, each graduand is restricted to one guest in the Chapel.

There will be a charge of £20 for each guest ticket.

### **Children**

Although young children are welcome on site for graduation celebrations, it is the university's policy not to admit them into the ceremony venue itself.

Please note that we are not able to provide any childcare facilities on the day and that a parent, guardian or family member must remain with children at all times.

### **If you are unable to attend the ceremony**

If you are unable to attend the ceremony on 25 October 2018, you can choose to receive your certificate "in absentia".

The certificate will then be sent to you through the post, subject to the university verifying your eligibility.

There will be a charge of £20 for this service.

### **APPLY FOR YOUR CERTIFICATE**

**[\(https://alumni.gre.ac.uk/dartford-college-honorary-degrees/\)](https://alumni.gre.ac.uk/dartford-college-honorary-degrees/)**

## Disability and access

It is important to the university that all graduands and guests are able to attend and enjoy the awards ceremonies.

Whilst adhering to the health and safety requirements of our ceremony site, every reasonable effort will be made to accommodate any special arrangements:

- Wheelchair access to the Chapel can be arranged, but you must inform us by the booking deadline so the Chapel can provide trained staff for the *Stairmate* machine on the day of the ceremony. Please note that they are unable to accommodate electric wheelchairs, or chairs which exceed the maximum weight/width for the *Stairmate* machine.
- A limited number of university-managed parking spaces are available onsite for anyone with mobility problems or holders of a disabled parking badge. Again, please make sure you inform us when you book if you wish to reserve one of these spaces – these will be allocated on a first come, first served basis.
- Unfortunately, we are unable to provide the loan or hire of wheelchairs on ceremony days. If a wheelchair is required on the day, guests or graduands will need to make their own arrangements.

The Old Royal Naval College Chapel has difficulties associated with providing access for anyone with mobility problems, which are common in historic buildings. The Ancient Monument status of these buildings makes it difficult to find a permanent solution.

However, the Greenwich Foundation for the Old Royal Naval College provides access for people with mobility impairment through the use of a motorised *Stairmate*.

The *Stairmate* equipment has its limitations; the maximum weight the *Stairmate* can hold is 200kg, which is the combined weight of the wheelchair and its user. Additionally, the maximum width of a wheelchair is 69.6cm (27 inches) - this is the overall width, hand-rim to hand-rim. Some electric wheelchairs will exceed these limits. Due to the technical specifications of this machine, we will need specific information regarding the wheelchair being used.

**For health and safety reasons, it will not be possible to accommodate more than four wheelchair users in the Chapel at any one time.**

It is therefore imperative that you advise us of your - or your guest's - requirements when you book. The university will prioritise wheelchair requests on a **first come, first served basis.**

All wheelchair users attending the ceremony should arrive outside the Chapel **at least 30 minutes prior to the commencement of your ceremony** in order to be seated before other guests arrive.

### **Your eligibility for an award**

If you left Dartford with a **Certificate in Education (Cert Ed)** as opposed to a Bachelor of Education (BEd), you are eligible to be awarded an honorary BEd degree. If you later gained further qualifications from other institutions, this does not exclude you from receiving an honorary degree.

This is an honorary degree provided at the discretion of the university. It is not a formal, academic qualification and must not be presented as such. When referenced it needs to be listed as follows: **HonBEd**.

If you left Dartford with a **Bachelor of Education (BEd)**, you are not eligible to be awarded an honorary degree. However, you will be eligible to receive a University of Greenwich BEd degree at the same ceremony. This will celebrate your connection to the university through Dartford College, reaffirm your degree qualification and recognise the contribution to society of Dartford College and its students.

Before any award can be made, the university will need to confirm your eligibility, checking your details against student records held in the Bergman Österberg Union archive.

In order for the university to confirm your eligibility for one of these awards, you will need to supply the following information through the booking process:

- YOUR FULL NAME
- YOUR SURNAME WHILST AT DARTFORD (if different)
- DATE QUALIFIED
- QUALIFICATION GAINED (eg Cert Ed)
- POSTAL ADDRESS
- ANY EMAIL ADDRESS
- ANY TELEPHONE NUMBER

The university will match the details you provide against the student records available and confirm your eligibility for an award.

The university believes that the archived student records available are largely complete, but there are some small gaps. In the unlikely event that it cannot match your details, the university will need to take further time to assess other information sources before making a decision about your eligibility. If you still possess your certificate from Dartford, it may ask you to supply a copy, either by email as a scanned digital copy, or through the post.

If the university is unable to confirm your eligibility for an award at the October 2018 ceremonies, it will be able to consider any additional evidence presented at a later date, with a view to sending you a certificate by post.

### **The certificate**

In line with university policy, the name we will use on the certificate and which will be announced at the ceremony will be your full name at the time you gained your qualification at Dartford College (including any maiden name).

### **Parking**

A limited number of university-managed parking spaces are available onsite for anyone with mobility problems or holders of a disabled parking badge. This is on a first come basis, and you must make your request by the booking deadline.

There are public car parks in the vicinity of the Old Royal Naval College. Please do not underestimate the traffic in the Greenwich area, and allow ample time for travelling and finding a parking space.

### **Gown hire**

Awards Ceremonies are formal occasions. Academic dress is not compulsory, although nearly all graduands do wear it.

If you do choose to hire a gown, you will find it helpful to wear a buttoned shirt/blouse to help secure the hood in position. As you need to negotiate stone steps, we recommend you wear appropriate footwear.

The university's academic gown supplier is Ede & Ravenscroft.

Please order your gown from the [Ede & Ravenscroft official website \(www.gownhire.co.uk\)](http://www.gownhire.co.uk) in order to receive the online discount. You can also telephone their call centre, 9am - 5pm Monday - Friday, on [01223 861854](tel:01223861854).

There will also be a limited number of gowns available for hire on the day.

**Currently Ede & Ravenscroft are not taking orders for the 25 October ceremony. We will advise you as soon as they open for orders.**

Please follow the following process if ordering online:

- **Select Institution:** enter "University of Greenwich" - then press Find  
Then press: Submit
- **Ceremony details:** select "Royal Naval College Greenwich, 25 October 2018", then press Submit
- **Level of award:** select "Bachelors/1<sup>st</sup> Degrees"
- **Name of award:** select "Bachelors Degree, eg BA, BSc, LLB", then press Next

Ede & Ravenscroft require a minimum of three weeks' notice to process your order. Book early to be sure of your order.

If you hire academic dress and subsequently do not attend the ceremony, please ensure that you inform Ede & Ravenscroft, in writing, within the deadline, so that you do not lose entitlement to a refund.

Please return hired robes to the Ede and Ravenscroft representatives after the ceremony. If you fail to return your robes on the day, you become personally responsible for sending them back to Ede & Ravenscroft.

### **Graduation photography**

Tempest Photography studios will be available to take portrait and group photographs from 8.30am.

- Drop-in studios, allowing you to attend at your convenience at any time during the day, without booking.
- A "proof on the day" service which means you do not need to pre-order anything, and will receive instant 'proofs' to take away and with no obligation to buy.
- You can order on the day from the sales area, or afterwards by telephone or online.
- To view a list of packs, frames and products available, please visit [www.tempest-graduations.co.uk](http://www.tempest-graduations.co.uk).

### **Ceremony DVDs**

DVDs of your ceremony are available to pre-order at [www.visionsunlimited.co.uk](http://www.visionsunlimited.co.uk). You can also order on the day but there are only limited copies available.

### **Download the Visions Unlimited pre-order information**

### **Cancellations and refunds**

If you can no longer attend, or you would like to cancel a guest ticket, please contact the Alumni Team to inform us three weeks before your ceremony. As long as you inform **us in advance**, you will be eligible for a full refund of any tickets purchased.

If we have to refund for guest tickets purchased from outside the UK, we are not responsible for any charges incurred in the subsequent refund transaction, and your final refund amount may be substantially lower than the initial ticket purchase price.

### **Award Ceremonies and the Data Protection Act 1998**

The university formally celebrates the success of its graduates at public Awards Ceremonies. The administration of the ceremonies involves the organisation and processing of personal data of large numbers of people, both internal and external to the university.

Personal data is processed prior to the ceremony, on the ceremony day and, to a limited extent, following the ceremony. This includes the marketing of the ceremony to the graduands and the receipt of data from them regarding attendance and ticket requirements.

On the day of the ceremony, the programme will list the names of all graduands attending the ceremony. The public may order souvenir DVDs of the ceremony, official photographers are available for graduate photographs, and live Internet broadcasts of the ceremony may take place.

Graduands should be aware that:

- At the ceremonies, names will be announced and each ceremony will be recorded.
- The publication of personal data in Awards Ceremony programmes, DVDs and, if applicable, on the Internet is regarded as a legitimate interest of the university. By participating in this public event, graduands consent to having their name and image publicly available within the context of the ceremony.
- University staff will not disclose any details about an individual graduand, including time or date of ceremony, to any third party, nor will university staff process any requests for awards ceremony tickets from a third party. The former student should make all requests for guest tickets.
- Where it is intended to use photographs of individual graduands for future communications or marketing, consent will be obtained. However, for general crowd shots of people at a public event such as an Award Ceremony, the consent of individuals will not be sought.