Before the day

Confirm the date and time

Once the date and time of each School's Degree Congregation is published, graduands will be able to confirm the date and time of their Degree Congregation via **www.my.bham.ac.uk (http://www.my.bham.ac.uk)** .

To do so, log in to the portal, click on the myProgress tab and then the Degree Congregations link. You can then select your programme of study, click Submit and the following screen will display the date and time of your Degree Congregation.

Please note that this service is only available once the date and time of each School's Degree Congregation is published.

Check your qualification

We regret that you cannot attend a Degree Congregation if you have been awarded any of the following qualifications:

- Undergraduate Certificate in Higher Education
- Diploma in Higher Education
- Advanced Certificate
- Postgraduate Certificate
- Diploma

You can check your qualification on **www.my.bham.ac.uk (http://www.my.bham.ac.uk)** by clicking on the myProgress tab.

What to wear

Graduands are expected to dress formally and wear the appropriate academic dress (robes). Academic dress should be ordered from the University's gown hire suppliers **Ede and Ravenscroft (http://www.edeandravenscroft.co.uk/graduation-services/)** . Most graduands choose to hire their robes for the day, however you can purchase the robes if you wish. Please note that robes for the Congregations taking place in July should be ordered by **Friday 20 June 2014 at the latest**.

- **Formal wear for graduation ceremonies (/graduation/preparing/formal-wear.aspx)**
- **Order your academic dress (robes) (http://www.edeandravenscroft.co.uk/graduation-services/)**

Tickets

For details of your ticket allocation, including guest tickets, visit our Tickets page.

- **Tickets for Degree Congregations (/graduation/onday/tickets.aspx)**

Photographs

We strongly advise you to pre-order your photography before the day of your Degree Congregation, as this will save time on the day. A range of photography options are available for order from **Ede and Ravenscroft (http://www.edeandravenscroft.co.uk/graduation-services/)** , the University's official photographer. If you are unable to pre-order your photography, it will be possible to make your order on the day.

Graduands with disabilities

During the ceremony, you will mount a short flight of steps to the stage to have your degree conferred. If you are likely to have difficulty mounting these steps please **contact us (/graduation/contacts.aspx)** as soon as possible so that suitable arrangements can be made.

On the day of the ceremony, we can also put a **series of adjustments (/graduation/onday/disabilities.aspx)** in place for graduands and guests with disabilities.

Pronounciation and spelling of names

We would like to ensure that your name is pronounced correctly. If you feel that the Presenting Officer may have difficulty pronouncing your name you can submit a form to ensure that your name is announced correctly during the ceremony. If you intend to attend one of the December ceremonies, please complete the following form and submit it to us by **Friday 20 June 2014**.

- **Pronounciation of names form (/graduation/preparing/pronounce-form.aspx)**

You will also need to complete a form if your name contains an accent and you would like the accent to show on your certificate. We are able to reproduce most accents, however the University reserves the right to issue a non-accented certificate and entry in the Degree Congregation programme if necessary. If you intend to attend one of the December ceremonies, you will need to return the form to us by **Friday 20 June 2014.**

- **Accented names form (WORD - 15.6KB) (/Documents/graduation-accents.docx)**

Now you are ready

Once you have completed these preparations you are ready to graduate. You can prepare further by reading our information about the day of your Degree Congregation.

- **What to expect on the day of your Degree Congregation (/graduation/onday/index.aspx)**
- **Information about the ceremony (/graduation/ceremony/index.aspx)**

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