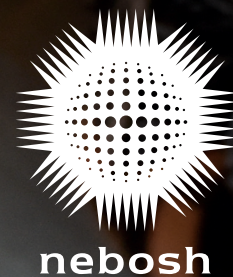


NEBOSH GRADUATION & AWARDS CEREMONY



2024

A guide to your Graduation

Monday 16 September 2024, University of Warwick



Introduction

2024 NEBOSH Graduation and Awards Ceremony

Congratulations on achieving one of the most respected professional health, safety or environmental qualifications in the world.

We are delighted to invite you, your friends and family to celebrate with us at the NEBOSH Graduation and Awards Ceremonies, taking place at the University of Warwick on Monday 16 September 2024.

This Graduation Guide contains all the information that you require for this event.

If you have any questions that we have not addressed in this guide please contact the Graduation Team at graduation@nebosh.org.uk.

We look forward to seeing you there!

You can navigate through this document using the arrows in the top righthand corner of each page. Alternatively, click on the topic of interest from the contents page to go straight to that content. Clicking on the 'NEBOSH Graduation and Awards Ceremony' in the top left of any page in the document will return you to the contents page.





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Confirm your attendance

The 2024 NEBOSH Graduation Ceremonies are primarily for learners who complete a NEBOSH Diploma or Masters level qualification in partnership with the University of Hull, between the 13 June 2023 and 28 June 2024.

Eligible diplomates will receive an invitation email for **either the morning or afternoon session**. The first invites will be sent out when bookings open in March 2024, with further invites being issued to diplomates who pass all their units by 28 June 2024. Diplomates must register via an Eventbrite booking page. When booking your Diplomate ticket, the form will ask you to confirm how many guests you wish to bring with you to celebrate your special day.

When booking you will need to have your NEBOSH learner number to hand. If you do not know this please contact the Graduation team on graduation@nebosh.org.uk or refer to your invitation email.

You can confirm your attendance and book two complimentary guest tickets free of charge. Bookings close on 19 July 2024.

If you do not receive a booking confirmation email from Eventbrite, within 24 hours of confirming your own attendance, please contact graduation@nebosh.org.uk.



Book seats for your guests

Guest tickets

You can book up to two complimentary guest tickets free of charge. Your guest seats are booked via the Eventbrite form when you confirm your diplomate place.

Due to limited space at this popular event, we are only initially able to guarantee you two guest tickets. However, we do operate a waiting list for additional tickets. Requests are limited to two extra tickets per diplomate. You can request additional tickets during the booking process.

Please note that requests for additional tickets will not be processed and confirmed until after the closing date for bookings which is 19 July. We will confirm the extra guest tickets via email.

While children may attend, we would advise that this occasion is not suitable for children under the age of five. Also anyone under the age of 16 must be accompanied by an adult guest.

Confirmation

If you do not receive the confirmation email within 24 hours, please check your junk folder before contacting the Graduation team using the details below.

Cancellations and changes

You can amend or cancel your booking by contacting the Graduation team at graduation@nebosh.org.uk or calling +44(0)116 263 4700.



Order your academic dress

Everyone graduating is required to wear full academic dress, which must be hired from graduation specialists Ede & Ravenscroft. You cannot use your own cap and gown.

Online bookings can be made on their website - www2.edeandravenscroft.com/graduation/

To ensure the correct fit, you will be asked to provide the following measurements when booking, so please have these ready:

- your head circumference for your cap
- your height and chest measurement

When asked to 'select your institution' type NEBOSH.



Please choose the gown option for the qualification you have achieved:

1 Diplomate academic dress

For diplomates graduating with a NEBOSH Diploma, NEBOSH Diploma in Regulatory Occupational Health and Safety or a NEBOSH Diploma in Regulatory Railway Occupational Health and Safety. This consists of a blue gown with a hood trimmed with blue, cream and purple. Caps are blue square mortar boards with a silk tassel.

The cost for diplomate academic dress hire is £46.

2 Masters academic dress

For those who have completed and are graduating with a Master's degree with the University of Hull in partnership with NEBOSH. This consists of a black gown with a hood trimmed with black and light green. Caps are black square mortar boards with a silk tassel.

The cost for Masters academic dress hire is £52.

Please ensure you order your academic dress before bookings close on 19 July 2024.

Make an appointment for souvenir photography

Photography service

Ede & Ravenscroft provide an optional graduation photography service. They offer a range of packages for you to choose from.

If you are based overseas, we strongly advise that you check that Ede & Ravenscroft ships to your country before you book photography.

Their contact details can be found in the [Useful Contacts section](#).

Bookings can be made at www2.edeandravenscroft.com/graduation/
Bookings close 19 July 2024.

In addition, Ede & Ravenscroft will aim to take a photograph of each Diplomate on stage being congratulated by our guests of honour. These photographs will be available to preview and purchase on Ede & Ravenscroft's website after the ceremony. They will email you a link to these photos afterwards.

If you don't want to purchase a photography package, we also have photographers who will be capturing images on the day. Any images posed for will be available to download free of charge.





Getting there

Venue address:

Warwick Arts Centre
University of Warwick, Coventry, CV4 7AL

By rail and taxi

Coventry Train Station is only 3 miles from the University. There is a taxi rank outside Coventry Train Station. The journey to the University takes approximately 10 minutes. On campus, the taxi rank is at the side of Warwick Arts Centre, next to the bus interchange.

By air

Birmingham Airport is the nearest international airport and is approximately 10 miles from the University. If accommodation is required, please visit the list of local hotels page.

By road

The postcode for the central campus is CV4 7AL.

You can use that with route planning services like Google Maps, or with your sat nav to find your way to the University.

As you get closer to the area, joining the A45 or A46, there will be signs marked "University of Warwick" / Warwick Arts Centre.

Where to park

Car parking on campus is extremely limited and spaces fill up very quickly. We suggest you allow plenty of time to arrive and consider car sharing or public transport where possible.

If you are accessing the campus from the A46 direction we recommend you use the Cryfield Village car park which is opposite the Sports and Wellness Hub. It has approximately 450 car spaces and is a 6 minute walk from the Warwick Arts Centre. This car park is accessed off Leighfield Road which is shown on the [interactive map](#) (car parks are indicated by a P on the map. If you click on them, a pop up will provide the number / name of car park). On entering the car park, drive to the far end as the walk through that leads you to Warwick Arts Centre can be accessed from the back of the car park.

If you are accessing the campus from the A45 direction we recommend you use either Lynchgate car park, car park 15, car park 8 or car park 8a, which are shown on the [interactive map](#) (Car parks are indicated by a P on the map. If you click on them a pop up will provide the number/ name of car park).

To access the Lynchgate car park follow Lynchgate Road shown on the [interactive map](#) which runs alongside the

Cannon Park Shopping Centre. Once you have passed the shopping centre, go straight on at the next roundabout to access the Lynchgate car park. On the [interactive map](#) this is the large car park adjacent to the Degree Apprenticeship Centre.

Alternatively, when you approach the second roundabout, you can take the second exit, then at the next roundabout take the first exit (just after the pub), then at the next roundabout, take the first exit down Lord Bhattacharyya Way, which will lead you to car park 15, 8 or 8a, which are signed posted as the main campus car parks.

Free of charge parking (booking required)

We are pleased to offer you free parking in any of the campus car parks if you register [here](#) for a permit in advance. When booking, type HCSTH into the promo code box (please make sure there are no spaces in between characters or before the first character. You must type this code and not copy and paste). Adding this code will ensure that your total changes to "£0.00".

You do not need to print and display your parking permit as the car parks at the University of Warwick use ANPR (Automatic Number Plate Recognition) which will verify whether you have a valid permit. Please ensure you have a valid permit registered to the car on the day.

Please note the cost for all day parking is £25, if code HCSTH is not used. Fines will apply if you do not make a parking booking online.

Disabled parking

There are limited designated disabled bays on campus and in University of Warwick car parks. Please follow the above process to obtain a permit in advance and display your blue badge when parking in a disabled parking space.

The closest disabled parking spaces are just behind the Warwick Arts Centre, in the Conference Reception car park. The best route to these spots is to follow the one way system along the Academic Loop road, turning left onto University Road and then first right down the side of the Faculty of Arts. There are multiple accessible parking spots at this location. Disabled parking is also available on Health Centre Road, which is a left turn further along University Road. The university's [interactive map](#) is a useful resource.

If you have any questions, please contact graduation@nebosh.org.uk or call +44(0)116 263 4700.



On the day timetable

Morning Ceremony

Time	What	Where
8.00 - 10.00am	Registration, gowning and photography	Warwick Arts Centre, ground floor
9.45 - 10.15am	Take your seats	Butterworth Hall, Warwick Arts Centre
10.30 - 12.00pm	Ceremony	Butterworth Hall, Warwick Arts Centre
12.00 - 1.00pm	Drinks reception	Rootes Social Building, Panorama Suite, second floor

Afternoon Ceremony

Time	What	Where
12.30 - 2.30pm	Registration, gowning and photography	Warwick Arts Centre, ground floor
2.15 - 2.45pm	Take your seats	Butterworth Hall, Warwick Arts Centre
3.00 - 4.30pm	Ceremony	Butterworth Hall, Warwick Arts Centre
4.30 - 5.30pm	Drinks reception	Rootes Social Building, Panorama Suite, second floor



On the day – When to arrive

Your email invitation will specify if you are due to graduate in the morning or afternoon. We have supplied timings and logistics for both ceremonies below:

When to arrive - Morning ceremony

Registration, gowning and photography opens at 8.00am in the Warwick Arts Centre, ground floor. You should aim to arrive no later than 9.00am so that you can register, collect your academic dress and have your souvenir photographs taken (if you have booked this).

Please note that the ceremony hall doors do not open until 9.45am.

When to arrive - Afternoon ceremony

Registration, gowning and photography opens at 12.30pm in the Warwick Arts Centre, ground floor. You should aim to arrive no later than 1.30pm so that you can register, collect your academic dress and have your souvenir photographs taken (if you have booked this).

Please note that the ceremony hall doors do not open until 2.15pm.

NEBOSH staff will be available around the venue to help with any questions you have.

Please allow sufficient time on the day so that you can fully enjoy the experience.

*Note: Best Candidate award winners will receive separate instructions for registration.

Things to bring with you

- Eventbrite booking confirmation
- Academic dress booking confirmation
- Photography booking confirmation
- Camera
- Umbrellas or sun cream, just in case!

The Ceremony - morning and afternoon

The doors to both ceremonies will open 45 minutes before it starts. NEBOSH Chief Executive Officer Andy Shenstone will welcome everyone and introduce our guests of honour, who will make an address.

Please note: You will be seated in order of stage appearance, which means you will be seated separate from your guests. Your seat will be unattended when you go on stage, so please leave any personal belongings with your guests or you will be leaving them at your own risk.

All diplomates will be called in turn to the stage where their name will be announced and they will be congratulated.

Awards will be presented to the Best Candidate for Certificate and Diploma qualifications during the ceremonies.

Your family and friends are welcome to take photographs of you during your ceremony, however there will be no opportunity to pose on stage. Please note, flash photography is not allowed in the ceremony hall.



After your ceremony

We'll continue the celebrations with a complimentary drinks reception for you and your guests after your ceremony.

There will be a number of exhibition stands for your perusal and a complimentary photobooth for you to enjoy. Please bear in mind that all attendees will be able to view these pictures online after your ceremony.

The NEBOSH Alumni will be exhibiting at both drinks receptions. You will be able to sign up to the Alumni if you haven't already done so, purchase NEBOSH Alumni merchandise and learn more about what the Alumni has to offer. You will be able to collect your exclusive NEBOSH Alumni pin badge too!

If you have any questions regarding the Alumni prior to graduation, please contact the Alumni Team on alumni@nebosh.org.uk or call +44 (0)116 263 4700.





Frequently asked questions

Who is eligible to attend the 2024 ceremony?

The 2024 ceremony celebrates the achievements of successful diplomates whose results are declared between 13 June 2023 and 28 June 2024.

All eligible diplomates will be invited by NEBOSH via email.

If you already have your results and think you may be eligible but haven't heard from us, please contact us at graduation@nebosh.org.uk.

Why will you not accept bookings after 19 July 2024?

Once the bookings have been received, NEBOSH and the venue have administration work to do before the event to ensure the event runs smoothly.

Will I receive tickets before the event?

When you book, you will receive a confirmation booking email from Eventbrite. Please bring this with you to registration (either in print or digital) where you will be given your name badge and allocated seats for you and your guests.

I cannot attend this year's date, have I missed my opportunity to graduate?

If you cannot attend the ceremony this year, please complete the deferral form [here](#) and we can reinvite you to the 2025 ceremony instead. Please note that you may only defer your place twice.

Can I bring more guests than the two complimentary allocated tickets?

We are initially restricting bookings to up to two per diplomate. If further tickets become available nearer the time, we will release additional seats to be booked. You will be asked to register your interest in additional guest seating when you book your place via the Eventbrite booking form.

Can children attend?

Yes, all family members are welcome. However, we do not recommend bringing children under five years of age, as your guests will be seated in the hall for a long time.

As diplomates are seated separately from their guests, children under 16 must be accompanied by another adult other than the diplomate.

We will allocate your guests with children near an exit so they can leave the hall during the ceremonies with minimal disruption if necessary.

Please note that if the behaviour of your child is disruptive to others, they and the accompanying adult will be asked to leave the hall. However, your party will be alerted when you are about to go on stage.

Pushchairs cannot be taken into the ceremony hall, but we will reserve a space for them in a secure area near the hall. This area will be staffed during the ceremony should you need to retrieve any items from your pushchair.

Are there special arrangements for people with access difficulties?

Both buildings have lift access. However the majority of seating in the ceremony hall is tiered and may be challenging for those with mobility difficulties.

We have therefore allocated a seating area on the flat section and the first few rows of the tiered seating of the ceremony hall for guests who have difficulty with stairs. These spaces are extremely limited and must be requested when you book. If the person who requires the accessible space can no longer attend, please let us know so we can reallocate the seat.

If you have mobility difficulties yourself, please tell us when you book so that we can allocate you a seat close to the stage and arrange any other assistance you may need.

What will I get on the day?

On the day you will receive a commemorative graduation pin, which is presented to you on stage, and a souvenir brochure. The brochure contains the names of all diplomates and Best Candidates for this Graduation. We do not give out scrolls or certificates of attendance.

What catering facilities are available at the venue?

The University of Warwick has a number of eateries available on campus that will be open throughout the day. For more information on the restaurants available on campus. Visit <https://warwick.ac.uk/services/retail/eat-drink/>.

After your ceremony there will be a complimentary drinks reception.



What if I have booked my gown and I can no longer attend?

[Before 9 September 2024](#)

Should you need to cancel your gown booking, you can claim a refund up to 7 days before your ceremony. You can do this through the Ede & Ravenscroft website or by contacting their Customer Services team on +(44) 01223 861 854. Other contact details are on the Useful Contacts page.

[Between 9 September - 16 September 2024](#) (Graduation day)

If you need to cancel your gown between these dates you will not receive a refund, but Ede & Ravenscroft can defer the booking to a future ceremony. Please contact their Customer Services team on +(44) 01223 861 854.

What should I wear underneath my gown?

We recommend wearing smart, comfortable clothing.

It is important to remember that from the elbow down your arm will be visible against the gown, particularly if you're wearing a long-sleeved shirt, so you may want to wear a jacket or long sleeves underneath your robe.

Although most gowns and hoods now have velcro, it's still a good idea to wear something with a buttoned front as it will help the hood neckband to sit better.

We recommend wearing comfortable footwear.

Can you help me with my visa if I need one?

Yes, we can provide you with an invitation letter which can be used as part of your visa application. It is then up to you to apply for your own visa. To request an invitation letter please email graduation@nebosh.org.uk.

When you request a visa letter, please send across your name, your passport number, the names of any guests and their passport numbers too to help speed up the process. You will need to apply for it as early as possible as the visa process can take a long time.

Please note that NEBOSH is not liable for any costs if your visa application is refused. The invitation to your ceremony in no way implies any financial responsibility for you during your visit.

If you are declined a visa that was supported by a NEBOSH invitation letter, no further support can be provided. If you are unable to get your visa in time for this year's graduation ceremony please complete the deferral form [here](#) and we can defer your invitation until 2025.

What if I or a member of my party feel ill or need first aid on the day?

If you need any first aid assistance at any time during the day, please advise a member of University of Warwick staff who will be able to help.

Accommodation – list of local hotels

Scarman

University of Warwick, Scarman, Scarman Rd, Coventry
CV4 7SH
Distance: 0.3 miles

Premier Inn Coventry South (A45) hotel

Kenpas Hwy, Coventry CV3 6PB
Distance: 1.9 miles

Village Hotel Coventry

Dolomite Ave, Coventry Business Park,
Coventry CV4 9GZ
Distance: 1.8 miles

Holiday Inn Kenilworth

212 Abbey End, Kenilworth CV8 1ED
Distance: 2.6 miles

Ramada Hotel & Suites by Wyndham Coventry

The Butts, Earlsdon, Coventry CV1 3GG
Distance: 2.5 miles

Nailcote Hall Hotel

Nailcote Ln, Berkswell, Coventry CV7 7DE
Distance: 2.4 miles

Premier Inn Coventry City Centre (Earlsdon Park) hotel

Earlsdon Park, 53-55 Butts Rd, Coventry CV1 3BH
Distance: 2.4 miles





Useful contacts

NEBOSH Graduation team

Contact with any queries, special requests, changes or delays on the day

graduation@nebosh.org.uk

+44 (0)116 263 4700

www.nebosh.org.uk/events/nebosh-graduation/

Ede & Ravenscroft gowning and photography

Queries relating to academic dress hire or photography

customerservices@edeandravenscroft.com

photography@edeandravenscroft.com

+44 (0)1223 861 854

www2.edeandravenscroft.com/graduation/



Terms and conditions

- 1 When booking, it is the diplomate's own responsibility to ensure that the details on the booking have been completed correctly. NEBOSH cannot accept responsibility for errors made by diplomates in completing the form.
- 2 Please note that as diplomates are seated separately to guests, those under the age of 16 must be accompanied by an adult guest (other than the diplomate).
- 3 Children under 2 years of age who will be sitting on the lap of an adult throughout your ceremony do not use a guest place.
- 4 Pushchairs cannot be taken into the ceremony hall, but we will reserve a space for them in a secure area near the hall. This area will be staffed during your ceremony should you need to retrieve any items from your pushchair.
- 5 All diplomates can book up to two complimentary guest tickets, with an option to be considered for a further two seats, should they become available. These extra places are not guaranteed and your request will be added to a reserve list. Places will be allocated on a first come, first served basis after booking closes on 19 July 2024.
- 6 A limited number of disabled parking spaces are available on site on a first come, first served basis.
- 7 In the event that you have to cancel your booking, please email graduation@nebosh.org.uk to cancel your own place and guest tickets. If you do not advise NEBOSH that you are no longer able to attend, you will not be able to defer your place to another year.
- 8 We do not anticipate that the 16 September 2024 graduation date will change, however NEBOSH reserves the right to postpone or cancel the graduation ceremonies. Notification of any changes will be made to all diplomates as soon as possible. Please note that NEBOSH cannot be held responsible for any costs incurred by diplomates and their guests due to cancellation.
- 9 NEBOSH reserve the right to cancel any bookings made if the diplomate does not meet the specified eligibility criteria.
- 10 NEBOSH cannot be held responsible for any costs incurred if you have to cancel your attendance for any reason (for example, due to visa issues). We recommend that you apply for your visa as soon as possible to avoid disappointment).
- 11 Photos and video footage will be taken at the event and added to our social media channels, website and used in NEBOSH publications. It is not possible or practical to seek consent for image capture from each individual attending this event. We will therefore conclude that by attending the event, participants and their guests (including children) agree to their image being captured for the purposes stated above.
- 12 Please note that with the exception of assistance dogs, animals are not allowed on the premises.
- 13 We will share your intentions to attend with the Learner Partner you studied with. Details include your full name and email address.



Version 1

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NEBOSH, the National Examination Board in Occupational Safety and Health,
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