

Graduation guide

December 2017

Celebrating your time at the University of Leeds.

#LeedsGrad17



Congratulations on your graduation from the University of Leeds

Graduation is a proud day for you, your family and your friends, and a chance to celebrate all that you have achieved throughout your university career.

We're keen to make the day a special one. Find out what to expect on the day and what you need to do to beforehand to ensure that you have happy memories of your graduation for years to come.

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Graduation dates and times

The December 2017 Winter graduation ceremonies will be held in the Great Hall. All graduation facilities will be based in the Leeds University Union (eg gown hire, gown return, photography).

Monday 11 December

9.30am	Faculty of Biological Sciences
	School of Physics and Astronomy
11.15am	School of Electronic and Electrical Engineering
	School of Mathematics
	<i>Long Service Awards</i>
1.30pm	School of Fine Art, History of Art and Cultural Studies
	School of Languages, Cultures and Societies
3.15pm	School of Politics and International Studies
	School of Sociology and Social Policy
5pm	School of Design
	School of Performance and Cultural Industries

Tuesday 12 December

9.30am	Leeds University Business School
11.15am	Leeds University Business School
1.30pm	Leeds University Business School
3.15pm	Leeds University Business School
5pm	Leeds University Business School

Wednesday 13 December

9.30am	School of Education
	School of English
11.30am	School of Dentistry
	School of Education
2pm	School of History
	School of Law
4pm	School of Media and Communication

Thursday 14 December

9.30am	School of Chemistry
	School of Civil Engineering
	School of Computing
11.15am	School of Chemical and Process Engineering
	School of Food Science and Nutrition
1.30pm	School of Healthcare
3.15pm	School of Healthcare
5pm	School of Psychology
	Institute for Transport Studies

Friday 15 December

9.30am	School of Mechanical Engineering
	School of Music
	School of Philosophy, Religion and History of Science
11.30am	School of Earth and Environment
	School of Geography
	Lifelong Learning Centre
2pm	School of Medicine
4pm	School of Medicine

Register your graduation choice

You can attend a graduation ceremony in December, defer to an alternative session or request your certificate to be posted to you.

You will need to register your choice via the student or graduate portal. This can be done online at **students.leeds.ac.uk/graduationceremony**.

The deadline to register your intentions is 23 November.

If you don't want to attend a graduation

If the time and date you have been allocated is not convenient for you, you can defer or request your certificate to be posted. You do need to register your non-attendance. This can be done online at **students.leeds.ac.uk/graduationceremony**

We post your certificate via royal mail or standard air mail free of charge. Certificates posted internationally can take longer to arrive, we offer an optional DHL delivery service and we send you the tracking number so you can track its delivery. You need to pay for this service, it's £15 and available online at **students.leeds.ac.uk/graduationstore**

Graduation visa invitation

If you're inviting your international visitor for your graduation you should request a graduation registration letter at **students.leeds.ac.uk/officialdocumentation**

To support your application you can also submit a copy of the confirmation email you receive when you book your graduation.

Please apply for these documents in a timely manner as they can take up to 4 weeks to produce. Only hard copies are accepted and should not be any older than 6 months.

More information and a template of the invitation visa letter is available at **students.leeds.ac.uk/beforeyougraduate**



Preparing for your graduation day

Check that you are eligible to graduate

You must have successfully completed your course and your name must be listed on a pass list. The main pass lists are released on the 16 November 2017.

You will not be able to graduate if you have any tuition fees owing to the University. It's important to make sure that your fees are cleared by 10 November so you can attend a graduation and your certificate can be produced.

For information on how to check any debts see **students.leeds.ac.uk/graduationhowtoprepare**

Ticket requests

You can request up to two guest tickets during graduation registration.

You can express an interest in extra tickets from midday on the 28 November until midday 30 November. You can apply for extra tickets on our website: **students.leeds.ac.uk/graduationtickets**

There is a maximum of two extra tickets that can be requested*. These are allocated on a first come first served basis – subject to availability. If there are any more tickets available after the extras have been allocated, these will be handed out at the ticket desk on the day (open from 8am in the Leeds University Union).

Tickets to attend the graduation ceremony are free of charge.

If you want to bring more than two people to your graduation day but don't have any extra tickets, your extra guests can watch a live feed of your ceremony.

Hire your gown

All students need to wear University of Leeds academic dress to attend a graduation. The University robe makers are Ede and Ravenscroft.

Once you have registered your attendance for the graduation you will receive a confirmation email with an access code to hire the gown. Go to **www.gownhire.co.uk** to hire the gown, select the institution University of Leeds and use your access code to enter their online ordering system.

We recommend you pre-hire the gown before the 24 November as we cannot guarantee gowns will be available on the day. There is an online discount if you pre-order online before the deadline.

Certificate

Your full legal name will be printed on your certificate so please check we have the correct name for you and that it matches your other forms of ID, such as passports. You may encounter problems in the future if your degree certificate has a different name to all your other documents.

Pre order your photography

Photography packages can be pre-ordered from Ede and Ravenscroft until 10 working days before the ceremony date. During the 10 working days before the ceremony, no pre-orders can be taken, but you can order on the day by visiting the sales desk in Leeds University Union.

Commemorative jewellery

Eva & Eva make the official University of Leeds graduation rings and personalized jewellery. You can place an order online at **www.evalondon.com**. If you wanted to collect the jewellery on the day you need to make an order 10 weeks prior to the ceremony.

Accommodation

A number of hotels in Leeds offer a discount to graduating students and guests who require accommodation. University-owned Weetwood Hall offer 10% off booking when quoting 'Grad' and Storm Jameson Court which is a campus hotel offering 24 hour reception service and ensuite accommodation.

On the day

Your graduation ceremony is a special time for you to recognise and celebrate your achievement and hard work. Read through the below to find out what to expect on the day and ensure that you have happy memories of your graduation for years to come.

How to find us

The University campus is 10 minutes by foot from the heart of Leeds city centre. Leeds is at the hub of the UK rail network with fast and frequent services to London (2 hours 30 minutes), Manchester (1 hour), Newcastle (1.5 hours) Birmingham (2 hours), Hull (1 hour).

The campus is 5 minutes by taxi from the railway station or a pleasant 20 minute walk.

Local bus information can be found at www.wymetro.com

Parking

You can park for free at the Cinder Moor car park on Woodhouse Lane it is open 8am to 7pm. It's the car park directly opposite Woodhouse Moor Park (not the multistorey car park nearer the city centre).

The postcode if you are using a sat nav is LS6 2NA. It is approximately a 20-minute walk to the University campus.

We recommend you drop off any guests with mobility constraints before heading to the car park.

The University operates a car number plate recognition system so it's important to inform us if you require accessible parking. This is available for blue badge holders so please register your details via our special requirements form on our website students.leeds.ac.uk/graduationaccessibility by the 28 November so we can arrange it for you.

Arrival – gown and ticket collection

You can collect your tickets and gown any time from 8am on the day of your ceremony from the Leeds University Union. We recommend you arrive at least 90 minutes before the start of your ceremony. This gives you enough time to collect your tickets and gown and have any photographs taken before the doors to the Hall open.

A map of the services can be found on page 16.

Take your seats

You should make your way over to the Great Hall via the Baines Wing entrance to take your seats 30 minutes before the ceremony is about to start.

Ensure you have your tickets in hand as there will be no entry without a ticket. Guest seating in the Great Hall is not numbered – guests are seated as they enter the Hall. The doors close 15 minutes before the start time.

During the ceremony

Your graduation ceremony will last for approximately one hour. Graduands and guests will be asked to stand as the procession enters the Hall. After a short speech from the presiding officer, graduands will be called up on stage to receive their award.

- A marshal will guide the graduand to the foot of the stairs.
- Graduands come onto the stage one by one, as their names are announced by the presenter. It's customary for each graduand to be applauded as they mount the stage.
- If they wish, graduands may curtsy or bow – and doctoral graduands may tip their hats – at the top of the stairs. Graduands then move forward to the Presiding Officer to shake their hand and collect their certificate. At this point they are formally admitted to their degree and become a graduate of the University of Leeds.
- A photograph will be taken of the graduate as they meet the presiding officer on stage.
- Graduates turn left and exit the stage to return to their seat where they can enjoy the rest of the ceremony.
- The presiding officer will declare the congregation closed and the academic party recesses out of the Hall, followed by all the graduates. Guests will be directed to leave after all the graduates.

After the ceremony

A celebration may have been arranged for you. Please contact your school for details.

Please remember to return your gown to the Leeds University Union after the ceremony.

On the day

Photography

Ede and Ravenscroft are the University official photographers. During the ceremony period they will be in the Leeds University Union offering a professional photography service. An Ede and Ravenscroft photographer will be on stage and where possible will take a photo of you receiving your certificate which will be available to buy on the day.

Guests are welcome to take photos and videos throughout the ceremony but please be considerate to others and respect the solemnity of the occasion.

Frames will also be available on the day.

Graduation DVDs and Blu-rays

I am a graduate produce professional DVDs and Blu-rays which students can purchase after the ceremony from the Leeds University Union or order online at **iamagraduate.com**

Your certificate

Your certificate will be presented to you on the stage as you shake hands with the presiding officer on the day of the ceremony. If you have chosen to receive your certificate in absentia the certificate will be posted to your requested address after all the graduation ceremonies have finished.

All certificates come in a University branded wallet and will include one degree certificate and one transcript. You can get certified copies of your certificate and copies of your transcript from the Student Services Centre in the Marjorie and Arnold Ziff Building or online at **students.leeds.ac.uk/officialdocumentation**

Commemorative jewellery

Eva & Eva make the official University of Leeds graduation rings and personalized jewellery. You can place an order online at **www.evalondon.com** or at the sales stand on the day in the Leeds University Union. If you wanted to collect the jewellery on the day you need to make an order 10 weeks prior to the ceremony.

Gear – University clothing and gifts

The Gear shop is based in Leeds University Union and is the official shop for all the University of Leeds clothing.

Webcast and screening

For any guests unable to get a ticket for the Hall the degree ceremonies will be screened live in the Rupert Beckett Lecture Theatre in the Michael Sadler Building.

For guests unable to come to the campus to see the graduations they can view the ceremonies via a webcast at <http://www.iamagraduate.com/leeds>

Accessibility

Graduation is a proud day for you, your family and your friends, and a chance to celebrate all that you have achieved throughout your university career.

The University is fully accessible and we can provide assistance for graduating students and guests on the day.

The two main areas you will need to access are the Great Hall and the Leeds University Union. The Great Hall is fitted with an induction loop system and there is lift access to the main Hall.

We can provide assistance for graduating students or guests on the day.

To make arrangements in advance please go to our website students.leeds.ac.uk/graduationaccessibility and submit the special requirements form.

Assistance dogs

We allow assistance dogs to attend the degree ceremonies.

Accessible parking

The University operates a car number plate recognition system so it's important to inform us if you require accessible parking. This is available for blue badge holders so please register your details via our special requirements form on our website students.leeds.ac.uk/graduationaccessibility by the 28 November so we can arrange it for you.

On the day

Children

Children are welcome to attend the degree ceremonies but up to the age of 16 they must be accompanied by an adult.

Children must have a guest ticket if they are aged over 5 years. Children aged 5 years and under can get a “sit on knee” ticket if a guest ticket is not available which are allocated by the ticket desk in the Leeds University Union on the day of the ceremony.

First aid

A nurse from the Leeds Student Medical Practice will attend each degree ceremony.

Cloakroom

We offer a cloakroom for coats, bags or luggage in the Great Hall. It is located half way up the steps of the Great Hall.

Refreshments

There are a number of catering outlets throughout the University campus. Drinks and food are available in the Refectory or in the many cafes located around campus.

ATM machines

There is an ATM machine outside the Marjorie and Arnold Ziff Building. They are also available across the road directly opposite the University entrance.

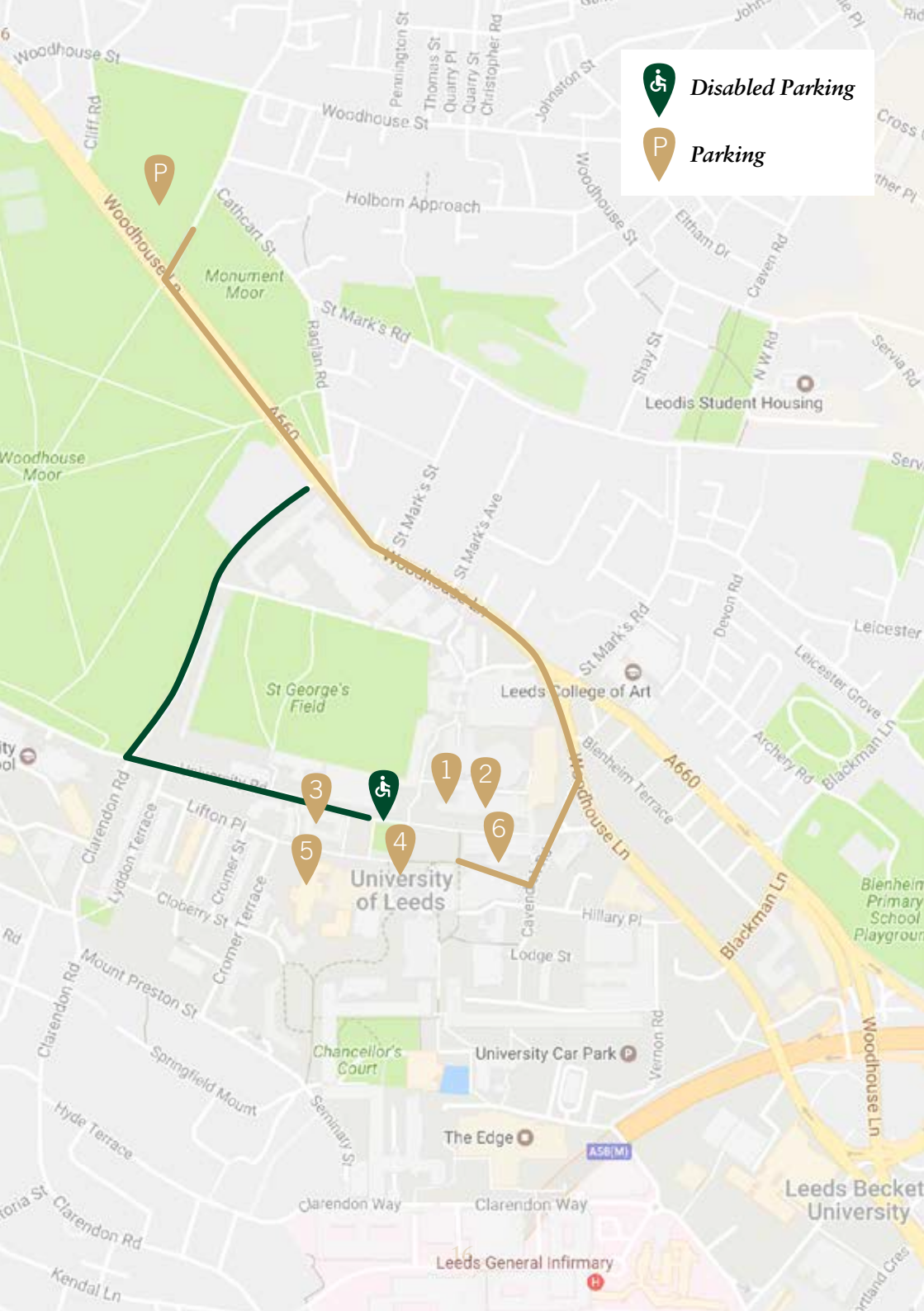




Disabled Parking



Parking



Getting around



1 *The Great Hall*

The venue for our degree ceremonies. Graduates exit via the main door.



2 *Baines Wing*

This is the entrance to the Great Hall on ceremony day for guests and graduands.



3 *Leeds University Union*

The venue for gown hire, ticket collection, official photography.



4 *Marquee area*

This provides refreshments and seating for graduands and guests.



5 *Refectory*

Drinks and food are available in the refectory all day.



6 *Michael Sadler Building*

Live screening is in the Rupert Beckett Lecture Theatre.

Make the most of your day by visiting www.leeds.ac.uk/aroundcampus for things to see and do whilst your on campus.



Staying in touch after your graduation

You may have graduated from the University of Leeds, but your experience doesn't have to end here. Joining our Alumni online is a great way to easily keep your connection to Leeds.

Further study

After you graduate you may want to explore your career options, look at further study, think about starting a business or take some time out. Have a look at the careers centre website to explore further options:

careerweb.leeds.ac.uk/homepage/41/what_next_your_options

Alumni

Leeds alumni online has over 40,000 members. Joining is a great way to stay in touch with your university and your friends. Register to receive email updates and exclusive offers, get career support, promote your business, and get involved with the University's work.

alumni.leeds.ac.uk

Register with the Leeds Network

The Leeds Network is a secure online database of Leeds alumni who have provided career profiles or have agreed to answer career-related questions.

alumni.leeds.ac.uk/Leedsnetworkfaqs

Access to the Network is restricted to Leeds students, recent graduates (last 5 years) and University staff. All these groups can search and look at the career profiles on the database, but only students and recent graduates can contact alumni to ask career-related questions.

The Leeds Network is part of Leeds for Life.

#LeedsGrad17



/LeedsAlumni



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