



Graduation Guide

December 2019

Celebrating your time at the University of Leeds.

#LeedsGrad19



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 start times

The December 2019 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).

Thursday 12 December

| | |
|----------------|---|
| 9.30am | School of Civil Engineering |
| 11.30am | School of Chemical and Process Engineering |
| | School of Electronic and Electrical Engineering |
| 2pm | School of Mathematics |
| | School of Mechanical Engineering |
| 4pm | Faculty of Biological Sciences |
| | School of Computing |

Friday 13 December

| | |
|----------------|---|
| 9.30am | School of Philosophy, Religion and History of Science |
| | School of Politics and International Studies |
| 11.30am | School of English |
| | School of History |
| 2pm | School of Languages, Cultures and Societies |
| 4pm | School of Design |

Monday 16 December

| | |
|----------------|--------------------------|
| 9.30am | School of Law |
| 11.30am | School of Medicine ** |
| 2pm | School of Medicine ** |
| 4pm | School of Dentistry |
| | School of Education |
| | Lifelong Learning Centre |

Tuesday 17 December

| | |
|----------------|---|
| 9.30am | School of Chemistry |
| | School Food Science and Nutrition |
| | School of Physics and Astronomy |
| 11.30am | School of Earth and Environment ** |
| 2pm | School of Earth and Environment ** |
| | School of Geography |
| | Institute for Transport Studies |
| 4pm | School of Music |
| | School of Performance and Cultural Industries |

** See the breakdown on the website students.leeds.ac.uk/graduation

Wednesday 18 December

| | |
|----------------|--|
| 9.30am | School of Healthcare ** |
| 11.30am | School of Healthcare ** |
| 2pm | School of Sociology and Social School of Psychology |
| 4pm | School of Fine Art, History of Art and Cultural Studies School of Media and Communication |

Thursday 18 December

| | |
|----------------|------------------------|
| 9.30am | Faculty of Business ** |
| 11.30am | Faculty of Business ** |
| 2pm | Faculty of Business ** |
| 4pm | Faculty of Business ** |

Friday 19 December

| | |
|----------------|------------------------|
| 9.30am | Faculty of Business ** |
| 11.30am | Faculty of Business ** |
| 2pm | Faculty of Business ** |

**See the breakdown on the website students.leeds.ac.uk/graduation

Am I eligible to attend?

Have you successfully completed your award?

Check your award status on Minerva from the 21 November. It is your responsibility to check you are officially awarded before attending a graduation ceremony. In the event that you have been unsuccessful, your invitation to attend a graduation ceremony will be considered withdrawn.

What if I have logged an appeal?

If you have lodged an appeal that is unresolved by graduation do not attend the ceremony as your appeal will be void. The process is explained in the University Appeals Procedure.

What if I apply to resit?

If you are eligible to resit any modules you will need to apply to resit them on the Results and Resit Application page available in Minerva. If you apply to resit your invitation to attend a graduation ceremony will be withdrawn. To cancel a resit application email examinations@leeds.ac.uk.

What if I receive an Ordinary Degree Classification?

If you check your results and you have an ordinary classification the University will assume you are resitting for Honours. If you wish to accept the Ordinary degree and not resit for Honours you need to accept your classification on Minerva. If you attend a graduation ceremony with an Ordinary Classification you will no longer be eligible to resit for Honours.

Have you paid all University Tuition Fees?

You must pay any tuition fees outstanding to the University by the 13 November. Any student with outstanding tuition fees after this date will be withdrawn from the Graduation Ceremony. **It is your responsibility to check your account is clear.**

Register your graduation choice

All Finalist students need to register a graduation choice, your options are:

- Attend your December 2019 degree ceremony
- Defer your graduation to an alternative Winter or Summer session
- Receive your certificate by post in absentia

Graduation Registration opens on the 16 October and closes on the 21 November.

Instructions of how to register online can be found at students.leeds.ac.uk/registeryourgraduationchoice

Attend a ceremony

If you choose to attend you will receive your degree certificate and one transcript on stage at the ceremony. After registering to attend you will receive a confirmation email within 5 working days, we do ask for a personal email address at this point.

Defer your graduation

If you choose to be invited to an alternative graduation session we will contact you. If you select July 2020 we will contact you in May 2020 by email to register and book tickets. If you select December 2020 we will contact you in October 2020.

Please note that if you do choose an alternative graduation session you will receive your degree certificate and transcript on stage at the ceremony and not before.

Receive your certificate by post in absentia

If you choose to have your documents posted and graduate in absentia, you will receive one certificate and transcript together in a hard-backed envelope.

We aim to post all documents out from Monday 16 December. Delivery time can take 4 weeks for a UK address and 8 weeks for an overseas address by free standard post and cannot be tracked.

DHL delivery for a fee of £15 is available students.leeds.ac.uk/dhl which we recommend for overseas postage. You must order this by the 29 November 2019 for your order to be dispatched in December. Orders received after this will be posted in January 2020.

Take care when selecting your address as any amendments can lead to a delay in posting.

For further information and to order, please visit our website: www.edeandravenscroft.com
Alternatively you can place your order over the phone on 0370 2421 170 (for prices and ordering only).
Enquiries regarding our graduation photography service call: 0870 2421170 or email: photography@edeandravenscroft.com
To avoid delay on the day we recommend that you order at least 10 days before your ceremony.
Should you decide not to pay in advance it is still possible to pay at the sales desk on graduation day.

PHOTOGRAPHY PACK OPTIONS

CANVAS PACK

Framed Canvas 12"x10" graduate portrait • Two 10"x8" graduate prints • Four 8"x6" graduate prints
Two 10"x8" family prints • Free Graduate bonus pack • Free Family bonus pack
High quality CD with images for you to reprint and share
All prints of Graduate from the same image • All family prints from the same image

GRADUATION PACK

Three 10"x8" graduate prints
Four 5"x4" graduate prints
Two 10"x8" family prints
Free Graduate bonus pack
All prints of graduate from the same image
All family prints from the same image

COMBINATION PACK

Framed 12"x10" graduate print • Three 10"x8" graduate prints
Four 5"x4" graduate prints • Two 10"x8" family prints
Free Graduate bonus pack • Free Family bonus pack
All prints of Graduate from the same image
All family prints from the same image

**BEST
VALUE**

DUAL FRAME PACK

Framed 8"x6" print of family and 8"x6" print of graduate
Two 10"x8" graduate prints • 8"x6" graduate print • Two 10"x8" family prints
All prints of graduate from the same image • All family prints from the same image

BASIC PACK WITH FRAME

Framed 10"x8" graduate print
Two 5"x4" graduate prints
All prints from the same image

STANDARD PACK

Three 10"x8" graduate prints • Four 5"x4" graduate prints
All prints of graduate from the same image

BASIC PACK

10"x8" graduate print
Two 5"x4" graduate prints
All prints from the same image

ADD - ON OPTIONS

FAMILY ADD - ON

Only available if ordered with one or more of the other graduate packs. Two 10"x8" copies of a family portrait (all prints from the same image).
There is a maximum of 6 people per group.

BONUS ADD - ON

Individual : Family

Only available if ordered with one or more of the graduate packs.
One 10"x8" print containing 14 multi-sized images, including black and white and sepia toned versions.

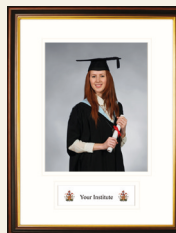
Extra Prints are available once you have ordered one of the above packs.

All frame sizes are approximate.

12"x10"
Canvas
bonded
portrait in
a choice of
wood
or antique
gold frame



12"x10"
Framed



8"x6"
x2 in
Dual
Frame



Graduate 10"x8"



Graduate 8"x6"



Graduate 5"x4"



Family 10"x8"



Choice of frames
available



(Not to Scale)

Having your photographs taken

To enable you to spend more time with your family and friends after the ceremony, our studios are open as soon as the gowns are available so that you can have your portrait taken early (scrolls are provided for this purpose).

Photographic suggestions

Glasses: we would suggest that you consider not wearing glasses for your portrait as they tend to cause reflections in the photograph. If you are in doubt please consult your photographer.

Appearance: please note that you are responsible for your own appearance – please check your hair and attire before having your portrait taken. We provide mirrors for you to use.

What to wear

For men, a dark single-breasted suit or jacket, together with a shirt and tie always looks good. Ladies will find that a front buttoned blouse or some means of securing the hood in place, such as a brooch, is always helpful.

Payment

Save money book online at www.edeandravenscroft.com to ensure a prompt service. You will be sent an acknowledgement card of your pre-paid order. Please bring this with you on your graduation day.

www.edeandravenscroft.com

**Please see our
website for up to
date information
and prices.**



Ede & Ravenscroft

Est. 1689

HIRE YOUR GRADUATION OUTFIT ONLINE AND SAVE £5*

www.edeandravenscroft.com

Remember, you will need to be wearing the correct robes to attend your ceremony.

- Before you begin the order process, please make sure that you know your head circumference, height and chest measurements, and that you have your credit/debit card details available.
- If you are unable to access a computer, you can hire or buy your outfit by calling customer services on 0370 2421 170. We are open from 9am – 5pm, Monday – Friday*.
- On the day of your ceremony, please bring along your order confirmation email and take it to the collection point assigned by your Institution.

BOOK EARLY TO BE SURE OF YOUR ORDER!

We cannot guarantee to supply you with an outfit if you leave your booking later than 21 days before your ceremony. However, you can still try to place an order through our website or customer services after this date. We do take a limited stock to the ceremony but this is allocated on a strict first-come-first-serve basis*.

* PLEASE NOTE: the online discount does not apply to orders placed over the phone or on the day.

Calls may be monitored for staff training purposes. Facilities for the deaf and hard of hearing or those with speech impairment are available using your Textphone. Please dial 1800103702421170 to access the RNID Typetalk system. Terms and conditions, including our cancellation policy, are available online or by calling customer services on 03702421170.

Preparing for your graduation day

Gown Hire

If you wish to attend your graduation ceremony you must wear official University of Leeds academic dress which is provided by Ede and Ravenscroft.

There is an online discount if you pre-order online before the 27 November. Gown orders received on the day will be subject to an extra charge and availability is not guaranteed. The confirmation email will contain a code and instructions on how to hire this.

Is there a dress code?

Although the University does not have a formal dress code we recommend that you dress for a formal occasion such as men wearing a suit or jacket and trousers. Women can wear a dress, skirt or trouser suit.

Photography

Ede and Ravenscroft are the University's official photographers that will be based in the Student Union. They will be offering a pre-ordered and on the day professional photography service. A photographer will be on stage and where possible will take a photo of you receiving your certificate. These photos will be up on display in the Student Union for purchase.

Tickets and extra tickets

All students can select up to 2 guest tickets when registering to attend. Student and guest tickets are free of charge. Graduands will be allocated a specific reserved seat. Guests will be seated upon entry into the Great Hall.

There is an opportunity to express an interest in extra tickets subject to availability and allocated on a first come first served basis via our extra ticket form on our website students.leeds.ac.uk/graduationtickets.

The form is available from midday on Wednesday 27 November until midday Friday 29 November.

Webcast and screening

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 at the below venues:

12 December 2019 Ceremonies starting at 9.30am, 11.30am and 2pm will be shown in the Rupert Beckett Lecture Theatre. Ceremonies starting at 4pm will be in the Speckman Lecture Theatre.

13 December 2019 Ceremonies starting at 9.30am will be at Chemistry West Block Lecture Theatre F. Ceremonies starting at 11.30am will be at Chemistry Lecture Theatre D. Ceremonies starting at 2pm and 4pm will be in the Speakman Lecture Theatre.

16 - 20 December Ceremonies will be shown in the Rupert Beckett Lecture Theatre.

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

Visa invitations for family and friends

If you need an invitation letter for a visa application you need to write this yourself. To support your application you can include your confirmation email or summary page or apply for a registration status certificate from the Counter Services. More information is on the website students.leeds.ac.uk/graduationvisainvitation.

Arrival

What time should I arrive?

You should arrive 90 minutes before your graduation is due to commence. You need to collect your tickets first from the ticket desk in the Student Union. Only students can collect these. You need to bring a form of identification. Please allow time for extremely busy morning traffic in the City Centre as graduations will not be postponed or delayed.

What happens if I arrive late?

No Graduand will be admitted into the Hall once the ceremony has commenced. If you are late you need to go to the ticket desk in the Student Union and they will go through your options with you.

How do I collect my Gown?

Once you have collected your tickets you can go down to the Sky and Scarlett studios in the Student Union to collect your gown. Have your order number and ticket ready.

What about Photography?

If you arrive 90 minutes before the ceremony is due to start this should give you enough time to collect your tickets, get your gown and have your official University photos taken before the doors to the Hall open. There is an opportunity to have photos taken after the ceremony if you are running behind.

What time do the doors Open?

We start seating 30 minutes before the ceremony is due to commence. Entry is via the Baines Wing which is the doorway to the right of the Great Hall main entrance. Graduands and guests are expected to be seated 15 minutes before the ceremony at which point we will close the doors. Graduands and Guests are directed up to the Great Hall by University staff.

What if I have mobility issues?

University staff are on hand to offer assistance into the Hall via the lift. We also have a nurse from the Leeds Student Medical Practice who attends every ceremony. Staff will be on hand to offer assistance out of the Hall at the end of the ceremony. If you or your guests have any additional requirements you would like us to make arrangements for on the day please fill out the special requirements form on the website students.leeds.ac.uk/graduationaccessibility before the 27 November.

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 multi-storey car park nearer the city centre). Security may close the car park at 6pm but will leave contact details to ensure you can exit the car park for 7pm.

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 at the main entrance 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 27 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. These are given out by the ticket desk in the Student Union. When requesting a sit on knee ticket please ensure the child in question is present.

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 and closes at 5pm.

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.

Graduation Services

Commemorative Jewellery

Annotated Studios will be in the Student Union offering a selection of rings, charms and personalised jewellery. You can see the bespoke range online at www.education.annotatedstudios.com/leeds.

Graduation DVD's

I am a graduate produce professional DVD's and Blu-rays which students can purchase after the ceremony from the Student Union.

Gear

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

Squareshare

If you're posting your pictures on Instagram or Twitter, why not take advantage of our social media printing service? Just tag your photos with #LeedsGrad19 and pick up your free prints from the Student Union.

Royal Mint

Royal Mint have designed a bespoke graduation medal which you can purchase on the day of your ceremony from the Student Union to commemorate your time here at Leeds University.

What happens at your ceremony?

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. Ede and Ravenscroft will be on hand to check you are in the correct academic dress as you enter the Hall.

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 Student Union after the ceremony.

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/whatnextyouroptions

Alumni

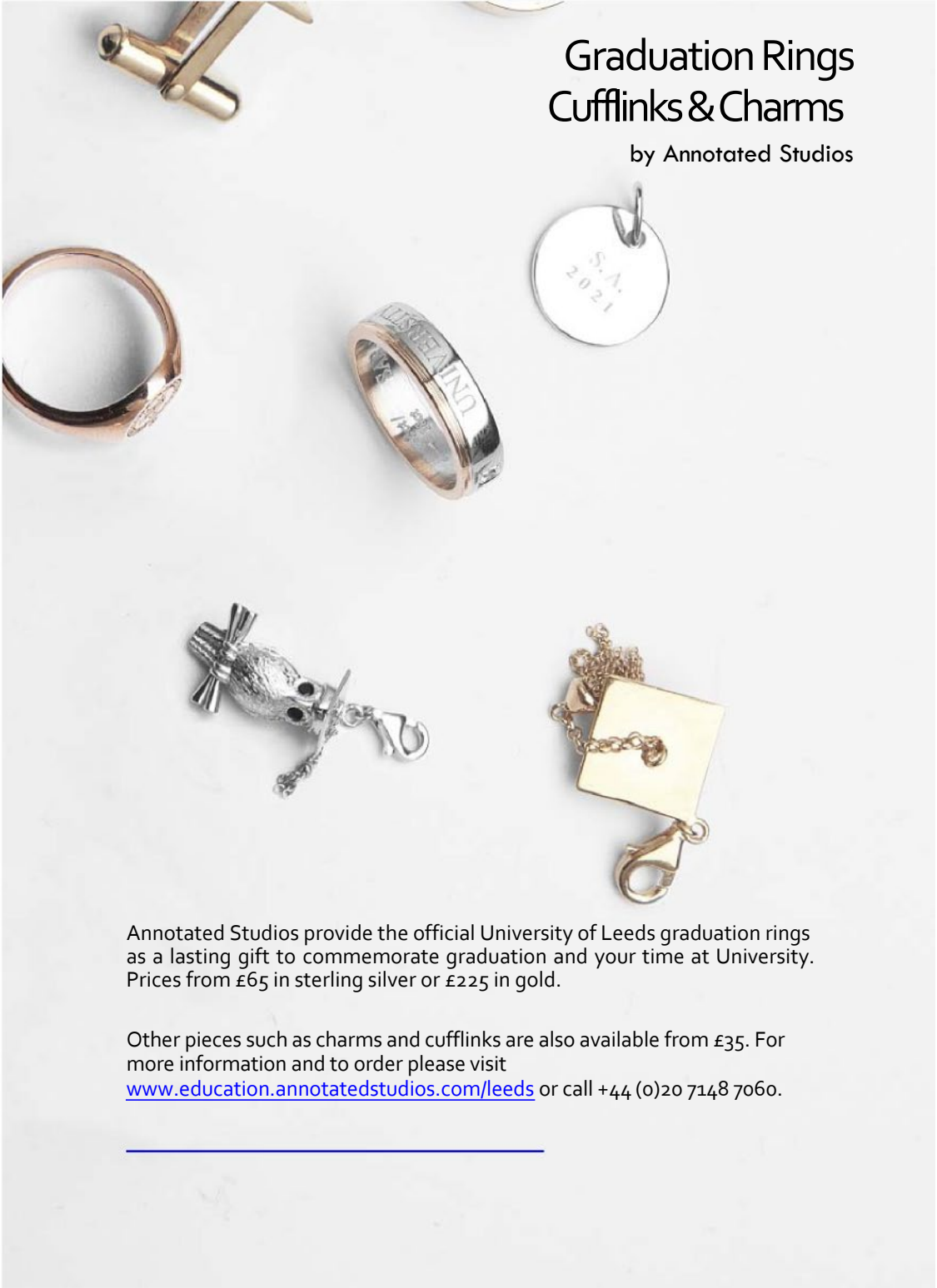
Leeds alumni online has over 40,000 members. Joining is a great way to stay in touch with your university and your friends. Register to receive email updates and exclusive offers, get career support, promote your business, and get involved with the University's work.alumni.leeds.ac.uk

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/Leedsnetworkfaq

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.

A collection of graduation jewelry is displayed on a light grey background. In the top left, a pair of gold cufflinks is partially visible. Below them are two rings: a gold band and a silver band engraved with 'UNIVERSITY OF LEEDS'. To the right of the rings is a circular silver charm engraved with 'S.A. 2021'. In the bottom left is a silver owl charm, and in the bottom right is a gold square charm with a chain and a clasp.

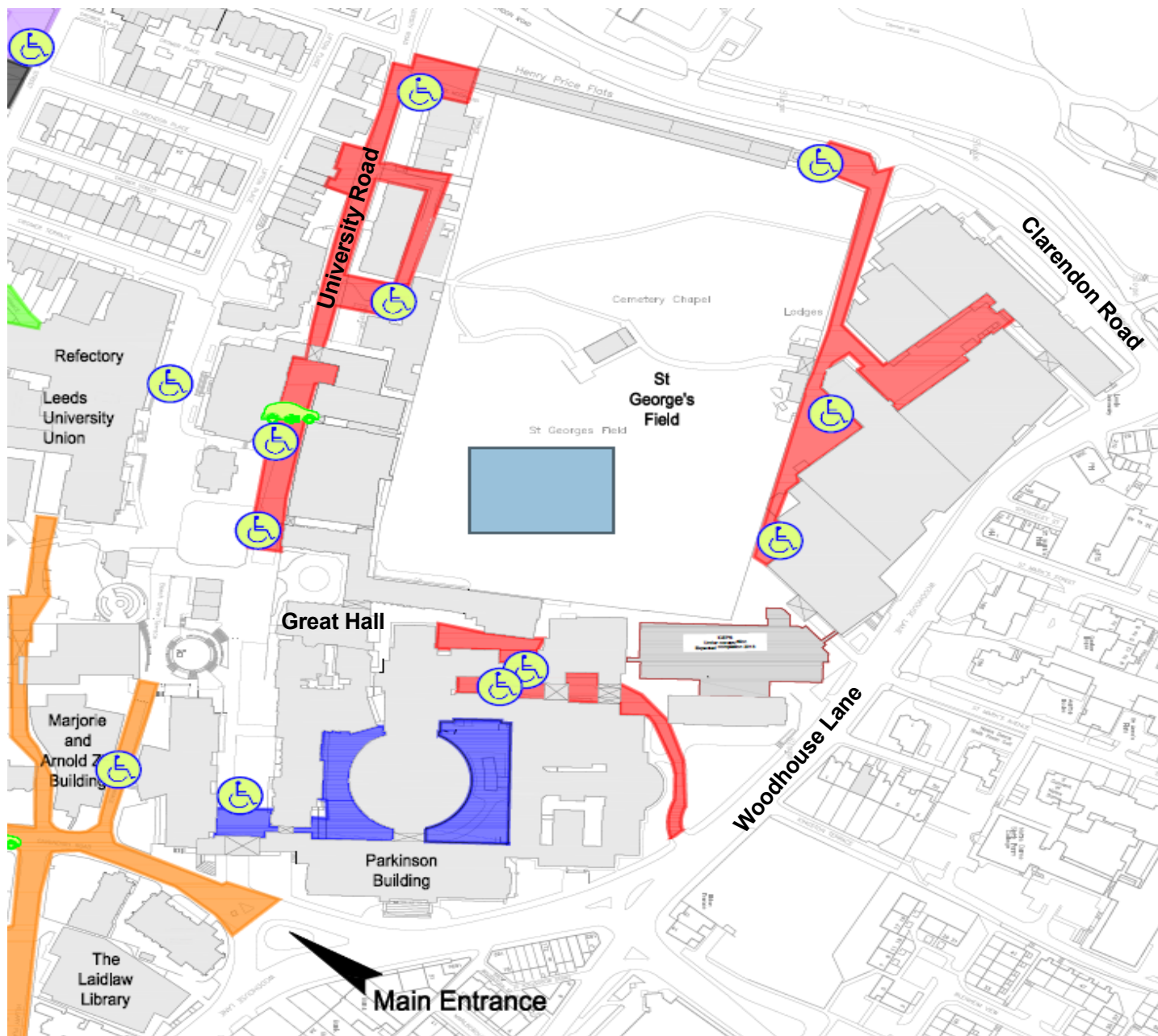
Graduation Rings Cufflinks & Charms

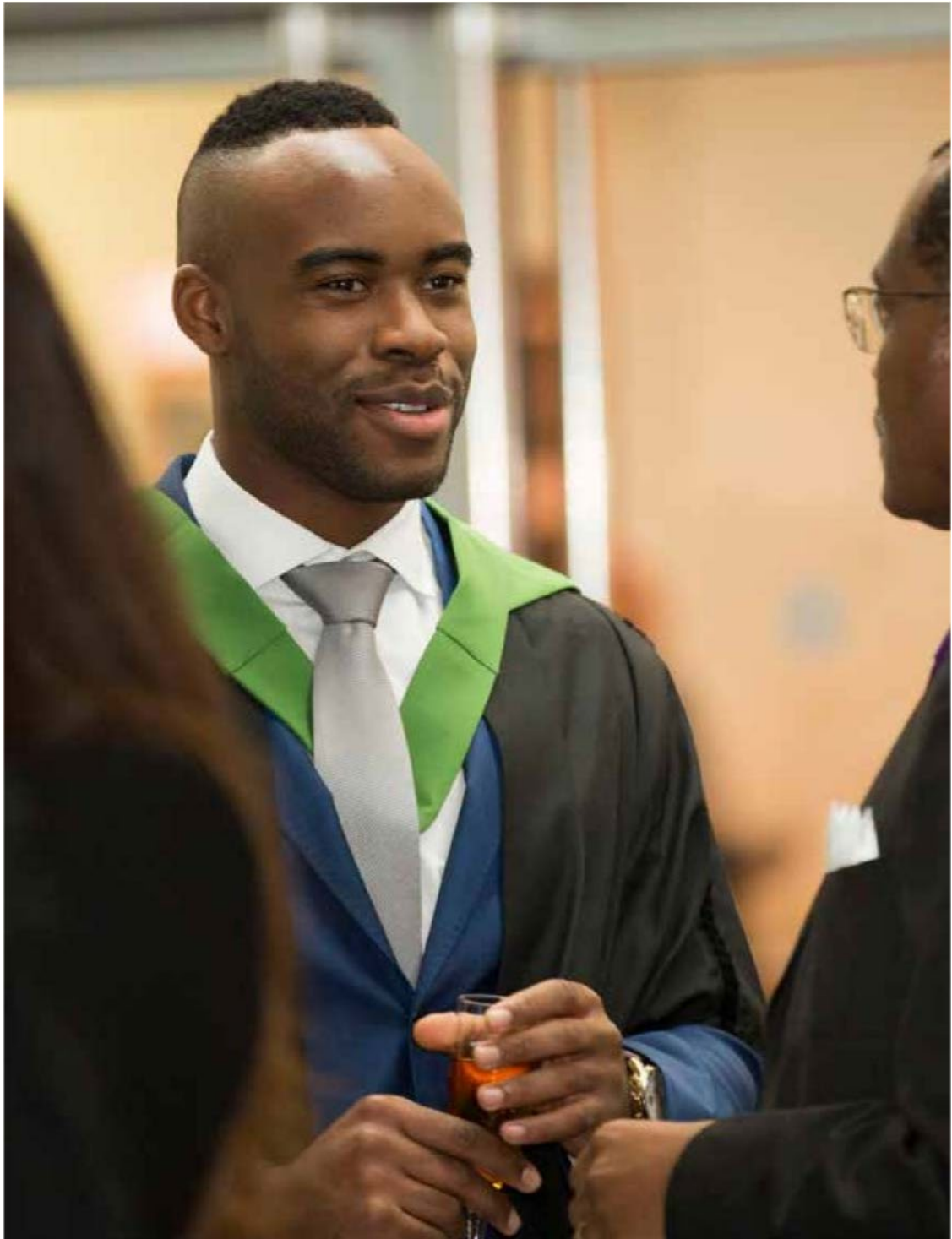
by Annotated Studios

Annotated Studios provide the official University of Leeds graduation rings as a lasting gift to commemorate graduation and your time at University. Prices from £65 in sterling silver or £225 in gold.

Other pieces such as charms and cufflinks are also available from £35. For more information and to order please visit www.education.annotatedstudios.com/leeds or call +44 (0)20 7148 7060.







#LeedsGrad19



LeedsAlumni



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UNIVERSITY OF LEEDS

students.leeds.ac.uk/graduation