



UNIVERSITY OF LEEDS

# Your graduation

December 2016



## Graduation dates and times

The July 2016 summer graduation ceremonies will be held in the Great Hall. All graduation facilities will be based in the Michael Sadler Building (eg gown hire, gown return, photography).

### MONDAY 12 DECEMBER 2016

<b>9.30am</b>	School of Civil Engineering School of Electronic and Electrical Engineering School of Fine Art, History of Art and Cultural Studies
<b>11.30am</b>	School of Chemical and Process Engineering School of Computing School of Mechanical Engineering Long Service Awards
<b>2pm</b>	School of English School of History School of Politics and International Studies
<b>4pm</b>	School of Law Institute for Transport Studies

### TUESDAY 13 DECEMBER 2016

<b>9.30am</b>	Leeds University Business School**
<b>11.30am</b>	Leeds University Business School**
<b>2pm</b>	Leeds University Business School**
<b>4pm</b>	Leeds University Business School**

### WEDNESDAY 14 DECEMBER 2016

<b>9.30am</b>	School of Education Lifelong Learning Centre
<b>11.30am</b>	School of Food Science and Nutrition School of Media and Communication
<b>2pm</b>	School of Chemistry School of Geography School of Mathematics School of Psychology
<b>4pm</b>	School of Languages, Cultures and Societies School of Sociology and Social Policy

### THURSDAY 15 DECEMBER 2016

<b>9.30am</b>	School of Healthcare**
<b>11.30am</b>	School of Dentistry School of Healthcare**
<b>2pm</b>	School of Medicine**
<b>4pm</b>	School of Medicine**

### FRIDAY 16 DECEMBER 2016

<b>9.30am</b>	Faculty of Biological Sciences School of Physics
<b>11.30am</b>	School of Music School of Design School of Performance and Cultural Industries School of Philosophy, Religion and History of Science
<b>2pm</b>	School of Earth and Environment

\*\*Where a school or faculty is listed more than once you can see the breakdown of times for the different programmes online at [students.leeds.ac.uk/graduationschedule](http://students.leeds.ac.uk/graduationschedule)

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## BEFORE YOU GRADUATE - CHECKLIST



### 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 17 November 2016. You must not have any tuition fees owing to the University.



### Register a 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.

- Register your intentions - instructions online at [students.leeds.ac.uk/graduationceremony](http://students.leeds.ac.uk/graduationceremony)
- The deadline to register your intentions is 24 November 2016.



### 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.

- Register your intentions - instructions online at [students.leeds.ac.uk/graduationceremony](http://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](http://students.leeds.ac.uk/graduationstore)



### 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 29 November until midday 1 December.

- Apply for extra tickets on our website: [students.leeds.ac.uk/graduationtickets](http://students.leeds.ac.uk/graduationtickets)
- A maximum of two extra tickets can be requested subject to availability
- Allocated on a first come first served basis
- 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 Michael Sadler Building).

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 in the Rupert Beckett Lecture Theatre in the Michael Sadler Building or the Terrace Bar in the Leeds University Union Building. Unfortunately no one will be allowed into the Great Hall without a ticket.



### Clear your debts

It's important to make sure that your tuition fees are cleared by 11 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](http://students.leeds.ac.uk/graduationhowtoprepare)



### Hire your gown

All students need to wear University of Leeds academic dress to attend a graduation. The University robes 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](http://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 17 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.

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## Optional

### ➤ **Pre order your photography**

Photography packages can be pre-ordered from *Ede & 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 Michael Sadler Building.

### ➤ **Graduation visa invitation**

If you're inviting your international visitor for your graduation you should request a graduation registration letter [students.leeds.ac.uk/officialdocumentation](https://students.leeds.ac.uk/officialdocumentation). This letter includes details of your ceremony. 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](https://students.leeds.ac.uk/beforeyougraduate)

## YOUR GRADUATION DAY - CHECKLIST

### ➤ **From 8AM**

#### **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 email [graduation@leeds.ac.uk](mailto:graduation@leeds.ac.uk) so we can arrange it for you.

### ➤ **90 MINS BEFORE**

#### **Arrival – gown and ticket collection**

You can collect your tickets and gown any time from 8am on the day of your ceremony from the Marjorie and Arnold Ziff Building. 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 8.

### ➤ **30 MINS BEFORE**

#### **Take your seats**

You should make your way over to the Great Hall 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. Guests without a ticket can make their way to the Rupert Beckett Lecture Theatre in the Michael Sadler Building where a live screening is shown.

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**➤ DURING****Your graduation**

Your graduation ceremony will last for approximately 1 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****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 Michael Sadler Building before 7pm.

## Optional

**➤ Photography**

*Ede and Ravenscroft* are the University official photographers. During the ceremony period they will be in the Michael Sadler Building 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 to purchase 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 Michael Sadler Building or order online at [iamagraduate.com](http://iamagraduate.com)

**➤ 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](http://www.evalondon.com) or at the sales stand on the day in the Michael Sadler Building. 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.

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## GENERAL INFORMATION



### 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](http://www.wymetro.com)



### 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 24hr reception service and ensuite accommodation. [www.visitleeds.co.uk](http://www.visitleeds.co.uk) has lots of information about Leeds hotels and restaurants.



### Accessibility

The University is fully accessible. The two main areas you will need to access are the Great Hall and the Michael Sadler Building. 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 email [graduation@leeds.ac.uk](mailto:graduation@leeds.ac.uk) or the graduating student can make a request during online graduation registration.

We allow assistance dogs to attend the degree ceremonies.



### First aid

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



### Webcast and screening

For any guests unable to get a ticket for the Hall the degree ceremonies are screened live into the Rupert Beckett Lecture Theatre. A ticket is not needed for the screening room which is located 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 [www.leeds.ac.uk/webcast](http://www.leeds.ac.uk/webcast).



### 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 Michael Sadler Building on the day of the ceremony.



### Facilities

#### 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.

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## ONE MORE THING



### **Your certificate**

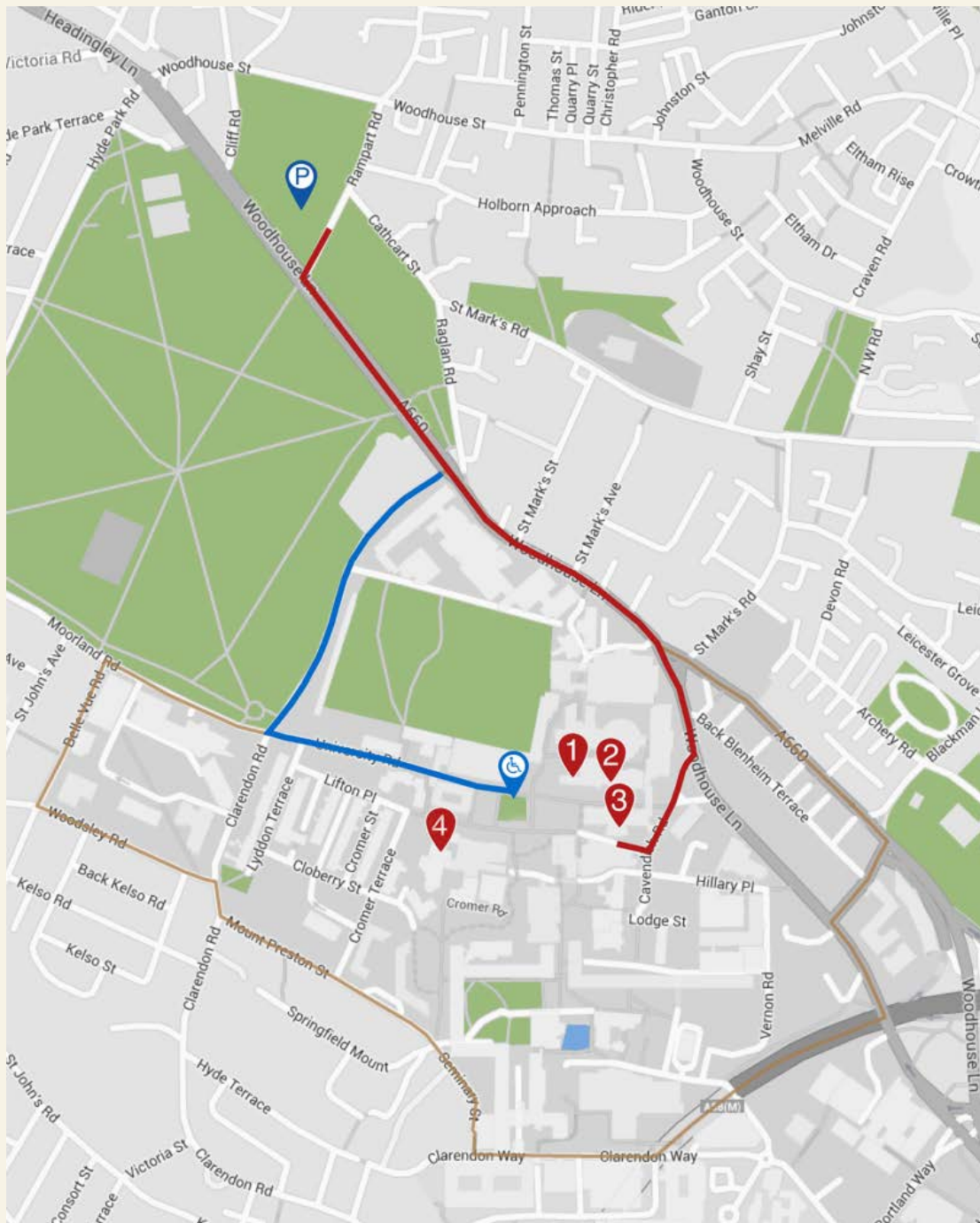
Your certificate will be presented to you on the stage as you shake hands with the presiding officer on the day of the ceremony. If you have chosen to receive your certificate in absentia the certificate will be posted to your requested address after all the graduation ceremonies have finished.

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](https://students.leeds.ac.uk/officialdocumentation)

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.

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# GRADUATION MAP



-  Disabled Parking
-  Parking
-  **1** The Great Hall
-  **2** Baines Wing
-  **3** Michael Sadler
-  **4** Refectory



**1. The Great Hall**  
The venue for our degree ceremonies. Graduates exit via the main door.



**3. Michael Sadler**  
The venue for gown hire, ticket collection, official photography and live ceremony video feed.



**2. Baines Wing**  
This is the entrance to the Great Hall on ceremony day for guests and graduands.



**4. Refectory**  
Drinks and food are available in the refectory all day.

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