Information Guide

Spring 2022

Celebrating your time at the University of Leeds.

#LeedsGrad  #LeedsAlumni  #ForeverLeeds
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 beforehand to ensure that you have happy memories of your graduation celebration for years to come.

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Spring 2022

Graduation celebration dates and start times

The schedule is finalised and available to view at students.leeds.ac.uk/graduationschedule.

Who can attend these celebrations?

We are pleased to be able to confirm the rearranged graduation celebrations for students who have been affected by Covid. The celebrations in spring are for those of you who graduated between July 2020 and July 2021.

What Covid safety measures will be in place?

We will continue to follow the UK government’s guidance throughout this period to keep the event a safe place for you and your guests. You can read more about the safety measure online https://coronavirus.leeds.ac.uk/working-together-to-stay-safe/

What if I can’t attend the date and time given?

We know some of you may not be able to join us in spring for a graduation celebration. Unfortunately, due to the number of you who we are trying to hold celebrations for, we are unable to invite you back at an alternative time.

Register your graduation choice

All students are required to register on the Ede and Ravenscroft site, the deadline to do this is the 16 February at 5pm.

Please go to www2.edeandravenscroft.com/graduation

The date of your graduation celebration will not change but the time might, we will contact you if this is necessary.
Preparing for your graduation day

Gown hire

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

There is an online discount automatically applied if you pre-order online before the 16 February at 5pm. Gown orders received on the day will be subject to an extra charge.

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 a dark suit or dress or other formal attire relating to your cultural tradition or national costume.

Photography

Ede and Ravenscroft are the University's official photographers that will be based in the Parkinson Building. 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 on the stage. These photos will be up on display in the Parkinson Building for purchase. Hats are provided for the official photos.

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. Guests will be seated upon entry into the Esther Simpson.

We will contact registered students the week commencing 28 February with information on what cerebrations we can release extra tickets for and how to apply.

We cannot guarantee extra tickets for every celebration.

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 in the Newlyn G01 Lecture Theatre for celebrations 14 March – 25 March. The Rupert Beckett Lecture Theatre is available for celebrations 28 March – 6 April.

For guests unable to come to the campus to see the graduation celebrations they can view the ceremonies via a webcast at http://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. There are documents you can get to support your application such as a statement letter to confirm you are a student here https://store.leeds.ac.uk/product-catalogue/student-services-centre and your confirmation you have booked tickets, your confirmation email.

Here is some information from the website regarding the visa application including a draft template of the letter https://students.leeds.ac.uk/visits
Arrival

What time should I arrive?
You should arrive 90 minutes before your graduation is due to commence. You need to check in for your ceremony in Parkinson Court, in the Parkinson Building. Only students can check in. 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 Graduate will be admitted into the celebration once it has commenced. If you are late you need to go to the check in desk in the Parkinson Building and they will go through your options with you.

How do I collect my gown?
Once you have checked in you can collect your gown on the 1st floor of the Parkinson Building. Have your order number ready.

What about photography?
If you arrive 90 minutes before the ceremony is due to start this should give you enough time to check in, get your gown and have your official University photos taken before the doors open. The Esther Simpson Building is a 20 minute walk from the Parkinson Building. 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. Graduates and guests are expected to be seated 15 minutes before the ceremony at which point we will close the doors.

What if my guests have mobility issues?
There is no need to pre book accessible seating for your guests at the graduation celebrations. We have an excellent team on hand for any guests who require assistance into the venue. We reserve seating in the venue for lift users so they are an accessible seat near an exit. The Campus is fully accessible. If guests have a blue badge they can park on campus there are accessible parking bays on University Road, see map on page 13. We block reserve these bays. Please have your blue badge on display.
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), and 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 http://www.wymetro.com

Parking

Parking is free if you are attending a graduation celebration, we will try our best to accommodate you on campus in the multi-storey car park. Other chargeable parking is available in Leeds https://www.leeds.gov.uk/parking-roads-and-travel/parking

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 sit on the knee of another guest. Tickets are online and we will have staff checking tickets on entry to the venue.

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.
What happens at your celebration?

You should make your way over to the Esther Simpson Building this is a 20 minute walk from the Parkinson Building. You need 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 Venue.

You will need to present your E Ticket at the checking desk on the day to receive your tickets so we can check you into the venue. Guest seating is not numbered – guests are seated as they enter. The doors close 15 minutes before the start time.

During the ceremony

Your graduation ceremony will last for approximately one hour. Participants will be asked to stand as the procession enters. After a short speech from the Presiding Officer graduates names will be announced.

• A marshal will guide the graduate to the stage area

• Graduates come onto the stage one by one, as their names are announced by the Presenter. It’s customary for each graduate to be applauded at this point.

• If they wish, graduates may curtsy or bow – and doctoral graduates may tip their hats

• Due to Covid there will be no requirement to shake hands with the Presiding Officer.

• A photograph will be taken of the graduate as they meet the Presiding officer on stage.

• Graduates will be directed from the stage area by a marshal.

• The Presiding Officer will declare the congregation closed and the academic party recesses out of the venue, followed by participants of the ceremony.

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 Parkinson Building 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/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.
Map of Campus
#LeedsGrad

LeedsAlumni  @LeedsAlumni  @universityofleeds

students.leeds.ac.uk/graduation