



Information Guide

December 2022

Celebrating your time at the University of Leeds.

#LeedsGrad22 #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 to beforehand to ensure that you have happy memories of your graduation for years to come.

December 2022 Graduation	4
Register your graduation choice	6
Preparing for your graduation day	7
Arrival	9
What happens at your ceremony	12
Staying in touch after your graduation	13
Map of Campus	15

December 2022 Graduation

Graduation dates and start times

The schedule is finalised and available to view at students.leeds.ac.uk/info/10113/graduation/897/graduation_dates_and_times

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?

You will have a graduation choice, you can either attend in person at the date and time allocated to you, defer to an alternative session (July or December 2023) or request your documents to be posted to you, known as being conferred in absentia.

Students can only attend with their Parent School on the time we have allocated, it is not possible for us to change the date or time of your graduation ceremony.

Am I eligible to attend?

Have you successfully completed your award?

Check your award status on Minerva from the 24 December. 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 In the event that you have been unsuccessful, your invitation to attend a graduation ceremony will be considered withdrawn.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 or intend to appeal you must inform us by emailing graduation@leeds.ac.uk so we can update your record accordingly. You must not attend a graduation ceremony as attending will be you accepting the award and the appeal will be void. You can see the [full academic appeals procedure here](#)

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 want to 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 17 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 2022 degree ceremony and receive the certificate at the ceremony.
- Defer your graduation to an alternative one in July or December 2023, your certificate will remain here until the ceremony.
- Receive your certificate by post and be conferred in absentia.

Graduation Registration opens on the 25 October and closes on the 17 November.

Instructions of how to register online can be found at

https://students.leeds.ac.uk/info/10113/graduation/1311/register_your_graduation_as_a_current_finalist

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 2023 we will contact you in May 2023 by email to register and book tickets. If you select December 2023 we will contact you in October 2023.

It is important to know that if you do choose to defer 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 Thursday 22 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. Christmas delivery times may be delayed.

DHL delivery available <https://store.leeds.ac.uk/product-catalogue/student-services-centre> which we recommend for overseas postage. It is £15 for UK and £20 for International delivery. You must order this by the 25 November for your order to be dispatched in December.

Take care when selecting your address as it is not always possible to change delivery addresses and can lead to a delay in posting.

Preparing for your graduation day

Gown hire

If you wish to attend your graduation you must wear official University of Leeds academic dress which is provided by our official supplier Ede and Ravenscroft. Our gowns are specific to our Institution and are not generic.

It is cheaper to order online in advance before the 25 November. On the day orders will be subject to an extra charge. When you register to attend we will send you a link so you can order your gown through our official provider Ede and Ravenscroft.

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 on the first floor of the Parkinson Building, if you walk into the foyer and head up the stairs where the coffee bar is it is at the top of the stairs on the left. 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. 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 Great Hall.

There will be an application form [on the website](#) for students to express an interest in extra tickets. It will open at 9am on the 22 November and will close at 5pm on the 24 November.

We schedule the graduation ceremonies to capacity so we cannot guarantee extra tickets for the ceremonies. Extra tickets are subject to availability and allocated on a first come first served basis.

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 Rupert Beckett Lecture Theatre or the Old Bar in the Student Union.

For guests unable to come to the campus to see the graduation 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 registration status certificate (current students) or a statement letter (former students) to confirm you are/were 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 collect your tickets first from the ticket desk in the foyer of the Parkinson Building. Only students can collect these. 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 it has started. If you are late you need to go to the ticket desk in the Parkinson Building 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 basement rooms in the Parkinson Building rooms B8, B9 and B10 to collect your gown. Have your order number and tickets 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 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.

What if my guests have mobility issues?

We have an excellent team on hand for any guests who require assistance into the Hall via the lift. We reserve seating in the venue for lift users so they are an accessible seat near an exit. We also have a nurse in attendance at the graduations. 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 15. 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

You can park for free at the Cinder Moor car park on Woodhouse Lane it is open 8am – 7pm. It is the car park directly opposite Woodhouse Moor Park (not the multi-storey nearer Leeds 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. Please take this walk into consideration and plan ahead to allow time to get to the 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 is important to inform us if you require blue badge parking which we request during registration so we can book your vehicle in or email graduation@leeds.ac.uk

Other chargeable parking is available in Leeds City Centre <https://www.leeds.gov.uk/parking-roads-and-travel/parking>.

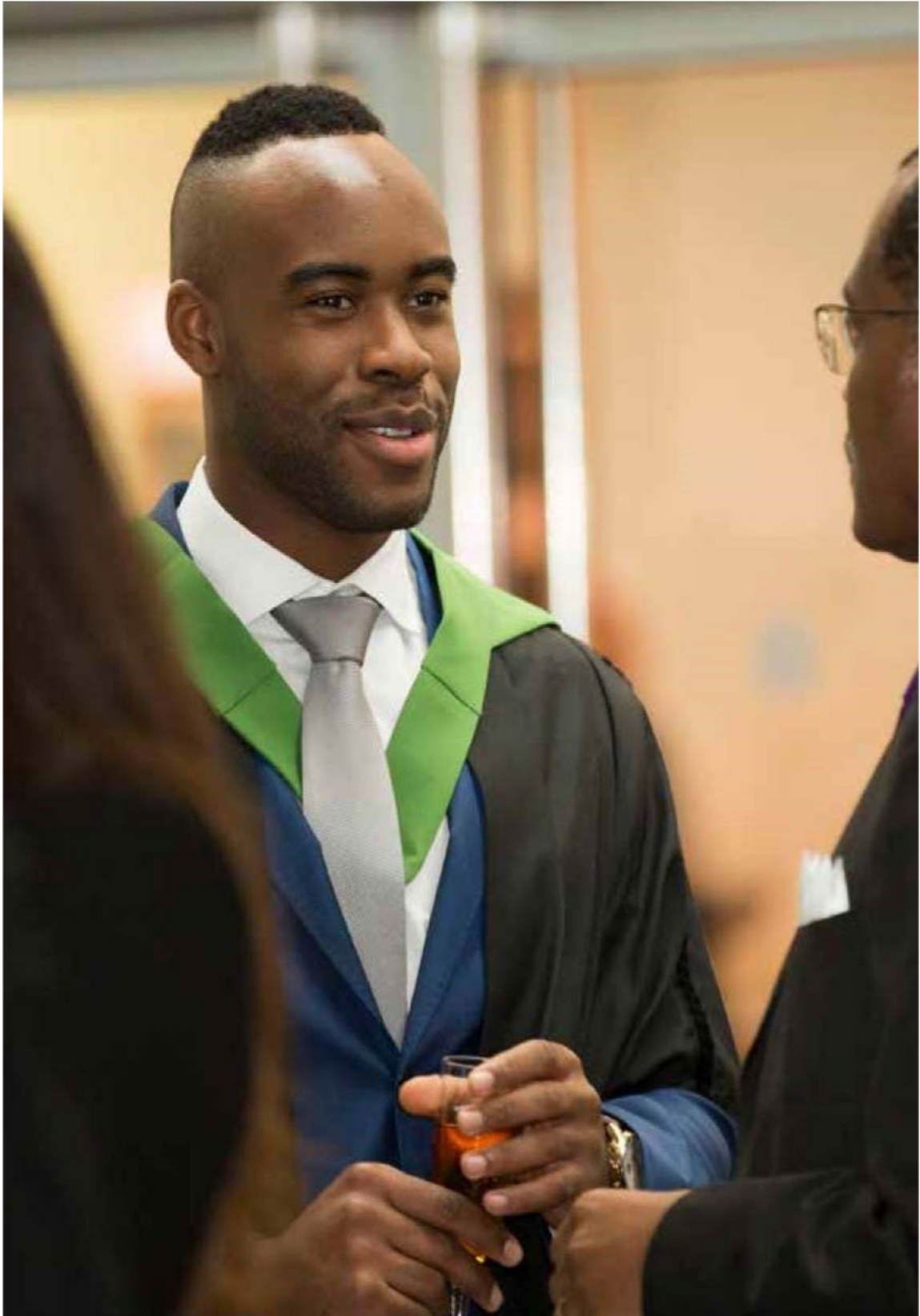
Children

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. Please ask for a sit on knee ticket from the ticket desk and have the child with you.

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 graduation?

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 Venue.

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 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 foot of the stairs
- 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 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/whatsnextyouoptions

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

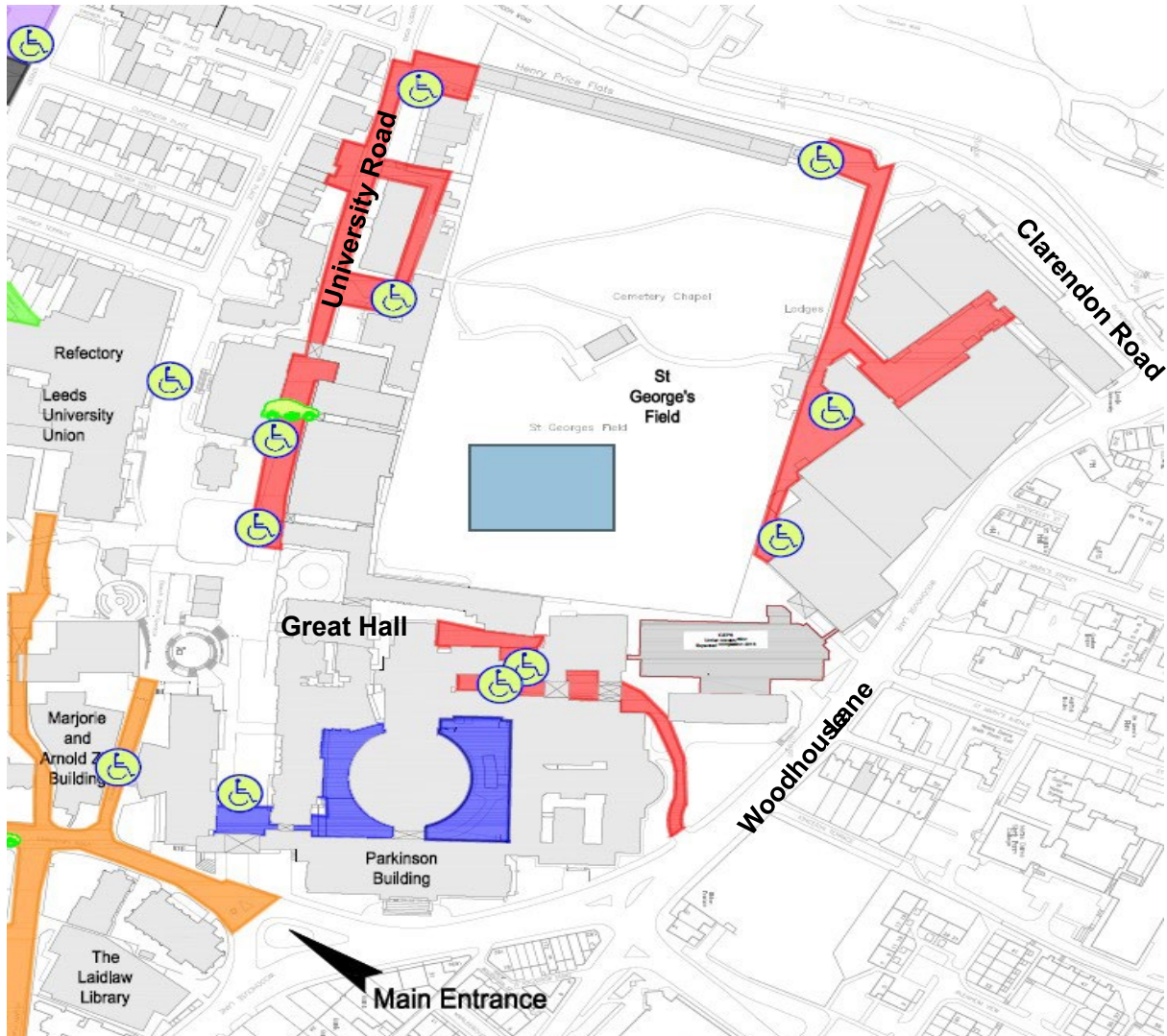
The Leeds Network is a secure online database of Leeds alumni who have provided career profiles or have agreed to answer career-related questions. alumni.leeds.ac.uk/Leedsnetworkfaqs

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



UNIVERSITY OF LEEDS

students.leeds.ac.uk/graduation