



Graduation Ceremony: What to Expect

Doors for the ceremony will open **thirty minutes** prior to the ceremony and all Graduands are to ensure they arrive to take their seats at this time. Please ensure you allow enough time to collect your robes before this.

Graduands should enter the Great Hall via **Main Reception**. Please note this is a different entrance from the guest entrance to the Great Hall. You will enter into the back of the hall to take your seat. Your seat number will be displayed on your ticket and your seat will be labelled with your name. It is very important that you sit in the correct seat during the ceremony. If you have any difficulties finding your seat, please talk to a member of Graduation staff who will be on hand to assist.

It is very important that you sit in the seat labelled with your name.

Before the beginning of the ceremony, marshals will pass along the rows of graduands to check that you are in the correct order. If the person next to you is missing, you may be handed an absence card to hand over immediately before going on stage. An usher will explain how to proceed if this is the case.

The ceremony will begin with the entry of the processions. Graduands and guests are asked to stand when the music begins and to remain standing until the processions have taken their places on the stage and the Chancellor/his representative asks you to be seated.

After the initial addresses by the Chancellor/his representative and the Vice Chancellor/his representative, the presenter will be called upon to present the first cohort of graduates. The marshals will ask each row of graduands to stand and make their way down the left side of the hall towards the stage. There will be marshals along the way to assist and to ensure you remain in the same order.

When you reach the end of the side aisle, the Front marshal will ask you to wait before sending you to the ramp marshal. You will then be directed to wait at the beginning of the ramp.

Please note that you DO NOT have to remove your cap when crossing the stage.

When the presenter reads your name, you will walk across to the centre of the stage to be greeted by the Chancellor/his representative, who will bow; you are able to bow in return and your degree will be officially conferred upon you. Smile! Our photographers will be on hand to capture the moment. You will then continue across the stage and descend via the right-hand ramp. For Graduates of the 2022 cohort, once you have left the stage, you should collect your award documentation from the marshals and then return to your seat via the right side aisle. Marshals will be on hand to direct you.

If your ceremony includes an Honorary Graduate, they will be introduced by a Public Oration and then admitted to their degree by the Chancellor/his representative. They will then be invited to address the congregation.

Following the Honorary Graduate's response, the second cohort of graduands will cross the stage.

At the end of the ceremony, after the closing speeches, the Chancellor/his representative will formally close the ceremony. When the music starts, all graduates and guests should stand for the exit of the processions. Once the processions have left the hall, graduates will be directed by the marshals to exit their rows leaving by the doors they entered by and returning out through **Main Reception** for a group photography session on the Great Hall Piazza.

Once all graduates have left the hall, guests will be asked to leave via the front doors to meet their graduates outside.