



University of Essex

# Guide to Graduation 2020

13, 14, 15, 16, 17 July

## Graduation Enquiry Desk

The Enquiry Desk will be open from 8am to 6pm in the Lecture Theatre Block (LTB) Room 6.

## Car Parking

There is no car parking charges during Graduation. For information on how to find the Colchester campus, please check [online](#)

If you or your guests have mobility problems, almost every part of the University can be reached by flat access, lift or ramp. We can arrange for accessibility parking for guests with disabilities so don't forget to complete the **Access and Disability** section when you go online to book your place and tickets for Graduation so we can arrange this for you. For further information see our [access map](#)

## Ceremonies

**Don't forget to bring with you (in hard copy or on your mobile/tablet) the email confirmation you received when you booked your place and purchased guest tickets. Please also bring your student registration/library card or some form of photo ID (i.e. drivers licence, national id card).** Any paperwork or emails you have received from the gowning company or photographer should also be brought.

You may collect your own ticket and any guest tickets up to 2 hours before the start time of your ceremony from the Lecture Theatre Building (LTB). **Only you can do this**, your tickets cannot be collected by anyone else. Your guests will need their tickets for entry to both the Ceremony and the Departmental Reception. Please note that you must go to the LTB no later than 45 minutes before the start of your ceremony. You need to be seated in the Ivor Crewe Lecture Hall 20 minutes before the start time of your ceremony. **The doors will close at 15 minutes before the ceremony starts. There will be strictly no admittance after this time until 10 minutes after the ceremony has begun.**

**If you are in debt to the University, you will NOT be allowed to attend the ceremony. Please clear any debts in advance including any payment due for accommodation booked with Event Essex for Graduation. Don't forget if you haven't returned any University loaned resources such as library books, these will count as a debt**

## Robing

Robes will be available for collection from LTB 7 on the day of your Graduation ceremony and must be returned by 7.45pm the same day to LTB2. The opening times are as follows:

**10.00am Ceremony:** between 8.00am and 9.30am

**1.00pm Ceremony:** between 11.00am and 12.30pm

**4.00pm Ceremony:** between 2pm and 3.30pm

[www1.essex.ac.uk/students/graduation](http://www1.essex.ac.uk/students/graduation)

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## Your Guests

Your ceremony will be held in the Ivor Crewe Lecture Hall. You and your guests need to be seated in the Hall 20 minutes before the start time of your ceremony. **The doors will close at 15 minutes before the ceremony starts. There will be strictly no admittance after this time until 10 minutes after the ceremony has begun.**

There will be a staffed secure cloakroom on the ground level of the Hall where personal belongings may be left during the ceremony.

**Children aged 5 and over may attend the ceremony** accompanied by an adult and must have a ticket purchased for them. Please note it is not possible to leave the ceremony once it has started; the ceremony can last for approximately 2 hours.

## Babies and children under 5

**Babies and children up to 5 will NOT be admitted into the ceremony.** Children of any age can visit the live screening of the ceremony accompanied by an adult (see below). The ceremony will be screened free of charge in the Lakeside Theatre where it will be possible to leave during the ceremony if your child is unsettled. If a ticket has been purchased for a child under 5, the child will not be admitted to the ceremony and money will not be refunded.

## Live screening of the ceremonies

Graduation ceremonies are screened live in the Lakeside Theatre for guests without tickets to watch the ceremony. The service is free of charge and is available on a **first-come, first-served basis**. The ceremonies can also be seen live in Zest and the outdoor screening area in Square 2.

## Live web-streaming of the ceremonies

Our Graduation ceremonies can also be viewed [online](#). Please note this link is only live during Graduation Week.

## Graduation Memories

### Photography

Tempest Photographers are the University's official Graduation photographers and will be located in the Lecture Theatre Building (LTB) and Silberrad Square. You will have the opportunity to have photographs taken either before or after your ceremony. A photograph of your handshake with the Chancellor or Pro-Chancellor will be available to purchase after your ceremony or it can be downloaded free seven days after your ceremony from [Tempest's website](#)

If you don't want official photographs of your Graduation, you can take your own photographs and have them printed the same day at the Copy Shop on Square 4.

### DVD/Blu-Ray/Flash Drive

Every ceremony is professionally recorded by the Essex Media Centre. USBs of your ceremony will be available to purchase on the day on the Silberrad Square without the need to order.

### Stage Clip

This year we are producing a personalised digital video clip for each graduand as a memento of your academic achievement. Each clip will capture the moment you are on the platform being presented with your degree award and will be available for you to download, purchase and post to your friends and family on social media shortly after the ceremony has finished. You will be notified by email that they are available, shortly after your ceremony, with a

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link to the [Stage Clip](#) portal where you will be able access your clip.

## Campus Clothing – Class of 2020

Hoodies and t-shirts with yours and your classmates names on will be available to buy on the day of your ceremony in the Silberrad Square, or you can order them online from their website [Campus Clothing](#) before or after Graduation

## Merchandise and Gifts

There will be a wide selection of University of Essex clothing, gifts and souvenirs at the everythingEssex stall on Squares 3 and 4.

## Departmental Receptions

Guests with tickets to attend the Graduation ceremony will be able to attend your Departmental Reception. An afternoon tea is included in the price of their ticket. Each reception lasts about 1.5 hours. The receptions are held in either the Woodland Marquee or the Waterside Marquee. Please check our website to see where your reception will be held. If you and your guests decide to visit the University's catering outlets instead of attending your Reception, please note that refreshments from our outlets are not included in the price of your Graduation guest ticket.

## Refreshments

The University's catering outlets on campus will be open during Graduation. In addition there will be a variety of refreshments available in the squares.

## Your Degree Certificate

If you completed your degree **after 31<sup>st</sup> May 2020** your degree certificate will be available for collection in Square 5 **after** your Graduation ceremony. If you completed before this date you will have already received your certificate. For further information regarding your award documents, please see our [web pages](#)

## Important – Procedure for Graduands

Your Graduation ceremony will be held in the Ivor Crewe Lecture Hall and can last up to 2 hours. All graduating students (graduands) will be seated in the balcony area at the back of the auditorium, with guests seated towards the front.

All graduating students are required to wear the University of Essex academic robes. Graduation is a formal ceremony and as such smart clothing must be worn. Graduands can wear what they feel fits their gender identity and expression best underneath their gowns, as long as it is smart. **Denim, t-shirts, trainers, flip-flops and other items of casual clothing are not deemed appropriate for Graduation events.** International students who would like to wear their own national dress under their gown are very welcome to do so. **Any graduand who does not comply with the dress code will not be admitted to the ceremony.**

On the day of Graduation you may find that it takes time to become familiar with wearing your gown, hood and mortarboard, therefore, it is important that the rest of your clothing and footwear are comfortable. During the ceremony you will be required to walk up and down stairs within the Ivor Crewe Lecture Hall to be presented to the Chancellor or Pro-Chancellor. So we strongly recommend that you wear comfortable footwear. If you will be wearing high heels please ensure you feel confident wearing them to walk up and down stairs. We recommend you bring a pair of flat shoes so that you can change into them if you have problems.

The order of the ceremony is be as follows:

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- The ceremony will begin with the procession of Academic Staff, Officers of the University and the Chancellor\* entering the auditorium. The University Mace is carried in front of the Chancellor\*, and signifies their authority to preside at the ceremony.
  - The Chancellor\* will open the ceremony and make a welcome speech.
  - This will be followed by a representative from Departments providing a short overview of the work of the Departments followed by the presentation of graduands. At this time each graduand will be presented individually to the Chancellor\*.
  - If there is an Honorary Graduand or Alumnus of the Year attending the ceremony, they will then be presented to the Chancellor\* and may make a speech.
  - A Sabbatical Officer from the Students' Union will make a brief closing speech and the Chancellor\* will formally close the ceremony.
  - The processions will leave the auditorium, followed by the graduates of the University.

\*or Presiding Officer

**IMPORTANT:** If you or any of your guests have mobility needs, or if you believe that, you or any of your guests may have trouble with using the stairs, please inform us by using the **Disability and Access Arrangement** section of the online booking system. Once the booking system has closed, if you want to make arrangements for guests with either mobility or other needs then contact the Graduation Office as soon as possible in order for us to make alternative seating arrangements.

## Contacting the Graduation Office

Please use our online [enquiry form](#)