Winter Graduation
12 – 13 January 2022

Tickets

You will be issued with an e-Ticket for your booking up to 5 days before the Graduation ceremony. It will be sent to you via the email used for booking, so please keep this email safe. It will contain a QR code that will be scanned before you enter the auditorium in the Ivor Crewe Lecture Hall. You will receive one QR code for your full booking, including guest tickets. You can share the QR code with any guests you have booked tickets to enter the ceremony if they are arriving separately to you.

Your ceremony ticket that will include your name and any prizes you have been awarded will be on your seat in the auditorium. Please make sure you take this with you when you line up to go on stage to be presented.

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.

Ceremonies

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.

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 will last for approximately 1 hour.

Children of any age can visit the live screening of the ceremony accompanied by an adult (see below) on campus, 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 Cine 10 upstairs in the Lecture Theatre Building, which is accessible by lift, 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 watched live in the SU Bar.

Live web-streaming of the ceremonies

https://www.essex.ac.uk/graduation
Our Graduation ceremonies can also be viewed online. Please note this link is only live during Graduation Week.

**Robing**

Robes will be available for collection from Lecture Theatre Building on the day of your Graduation ceremony and must be returned by 8.15 pm the same day to Lecture Theatre Building.

You can collect your robing up to two hours before your ceremony start time. Any paperwork or emails you have received from the gowning company or photographer should also be brought.

The opening times are as follows:

- **10.30am Ceremony:** between 8.00am and 10.00am
- **1.45pm Ceremony:** between 11.15am and 1.15pm
- **5.00pm Ceremony:** between 2.30pm and 4.30pm

**Graduation Enquiry Desk**

A General Enquiry Desk will be available to assist with any queries or questions. The exact location of this enquiry desk will be published closer to the event.

**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.

**Protecting against COVID-19**

All graduation ceremonies will be subject to Government COVID-19 guidance. The University will be implementing a range of measures to ensure we keep our staff, students and guests as safe as possible. More information on the exact measures which will be in place will be published in our Graduation COVID-19 Policy and Guidance. The University may be required to implement changes or additions to these measures, should Government guidance and policy change, with little notice. Please be aware that should the risk of COVID-19 increase, the University reserves the right to postpone Graduation.

**Graduation Memories**

**Photography**

Tempest Photographers are the University’s official Graduation photographers and will be located in the Lecture Theatre Building. 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.
Recordings of the Ceremony

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

Stage Clip

You will be able to purchase a personalised digital video clip 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 link to the Stage Clip portal where you will be able access your clip.

Campus Clothing

Hoodies and t-shirts with yours and your classmates’ names on will be available to buy on the day of your ceremony, 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 to purchase at Graduation.

Departmental Receptions

Guests with tickets to attend the Graduation ceremony will be able to attend your Departmental Reception. Each reception lasts about 1.5 hours. The receptions are held in the Sports Arena. 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 outside areas.

Your Degree Certificate

If you completed your degree after 31st October 2021 your degree certificate will be available for collection in 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 will last 1 hour. All graduating students (graduands) will be seated in the balcony area at the back of the auditorium, with guests seated towards the front. It is not possible for guests to be seated with their graduand.

All graduating students are required to wear the University of Essex academic robes (graduation gowns). Graduation is a formal ceremony and as such smart clothing should be worn underneath graduation gowns. Please be aware that 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.

www1.essex.ac.uk/students/graduation
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:

- 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 and Awards Team

For queries relating to Graduation as an event:

graduation@essex.ac.uk

For queries relating to Award Documents, including your HEAR and electronic Certificate:

award-docs@essex.ac.uk

For queries relating to Alumni Document orders:

alumdoc-orders@essex.ac.uk

Graduation: January 2022 will be subject to current Government COVID-19 guidance.