



# Guide to Graduation: March 2022

## Spring Graduation: 28 March – 1 April 2022

### Tickets

To collect your tickets, you will need to have the email confirmation you received when you booked your place and purchased guest tickets, either on your mobile or as a printed hard-copy, plus some form of Photo ID i.e., a driver's licence, national ID card or student card.

You should also bring any paperwork or emails you have received from the Graduation Gowning Company or Photographer if you have booked these in advance.

You may collect your own ticket and any guest tickets purchased up to 2 hours before the start time of your ceremony from the Lecture Theatre Building (LTB) foyer. 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.

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.

### Ceremonies

You need to be seated in the Ivor Crewe Lecture Hall 20 minutes before the start time of your ceremony. The doors will open 30 minutes before the ceremony start time and close 15 minutes before the ceremony begins. 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. Please note, we are not able to store suitcases in the cloakroom.

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 (see below) accompanied by an adult, 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.

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## Live screenings of the ceremonies

Graduation ceremonies are screened live in the Lakeside Theatre, 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 or Zest.

## Live web-streaming of the ceremonies

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 to the Lecture Theatre Building by 8.15pm the same day.

You can collect your robing up to two hours before your ceremony start time. If you hired your gown in advance, please ensure you bring any email confirmation you have received from the Graduation Gowning Company with you.

The opening times are as follows:

- **For ceremonies starting at 10.30am:** Robe collection between 8.00am and 10.00am
- **For ceremonies starting at 1.45pm:** Robe collection between 11.15am and 1.15pm
- **For ceremonies starting at 5.00pm:** Robe collection between 2.30pm and 4.30pm

## Graduation Enquiry Desk

A General Enquiry Desk will be available to assist with any queries or questions. This will be located in the Lecture Theatre Building Room 4.

## Car Parking

There are no car parking charges during Graduation Week. For information on how to find the Colchester campus, please see our website.

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 graduands or guests with disabilities, if you did not include this information in the Access & Disability section when booking, please email [graduation@essex.ac.uk](mailto:graduation@essex.ac.uk). For further information, see our [access map](#).

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## 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.

We strongly recommend that all attendees to our Graduation events undertake a Lateral Flow Test (LFT) prior to arriving on the University's campus. It is recommended that the test is taken on the morning of the relevant ceremony, please note there are no LFT facilities available on campus. If anyone tests positive, they should follow Government guidance on self-isolation and testing and we strongly encourage that they do not come to campus to protect our community.

If you or any guests are unable to attend your ceremony due to a positive COVID-19 test on the day or shortly before, please email [springgraduation@essex.ac.uk](mailto:springgraduation@essex.ac.uk) to let us know and enquire about refunds.

We strongly recommend that face coverings are worn by all graduates and guests whilst attending indoor activities, including the ceremony and reception.

## Graduation Memories

### Photography

Tempest Photographers are the University's official Graduation photographers and will be located in the Tony Rich Teaching Centre. 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.

### 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](#).

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## 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 marquees in the parkland in-between the lake and Wivenhoe House Hotel. 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. There will also be a variety of refreshments available in the outside areas.

## Your Degree Certificate

If you completed your award before 22 July 2021 your degree certificate will already have been posted to you. If you have not received this, please contact us at [award-docs@essex.ac.uk](mailto:award-docs@essex.ac.uk).

## Important – Procedure for Graduands

Your Graduation ceremony will be held in the Ivor Crewe Lecture Hall and will last approximately 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 official University of Essex academic robes (graduation gowns), which must be hired or purchased from the Graduation Gowning Company. 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.

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.

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During the ceremony you will be required to walk up and down stairs within the Ivor Crewe Lecture Hall to be presented to the Pro-Chancellor. We therefore strongly recommend that you wear comfortable footwear and that if you will be wearing high heels, you 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 will 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 the 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 procession 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 Spring Graduation queries: [springgraduation@essex.ac.uk](mailto:springgraduation@essex.ac.uk)

For Alumni Document order queries: [alumdoc-orders@essex.ac.uk](mailto:alumdoc-orders@essex.ac.uk)

For Award Documents queries, inc HEAR & Electronic Certificate: [award-docs@essex.ac.uk](mailto:award-docs@essex.ac.uk)