**Important dates**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY/DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 March</td>
<td>Invitation emails will be issued to your student account. Follow the link in the email to access the invitation. You will also receive a text alert (where possible)</td>
</tr>
<tr>
<td>30 April</td>
<td>Registration Deadline – you must book by this date</td>
</tr>
<tr>
<td>From 30 April onwards</td>
<td>If you have emailed us asking for more video link tickets then we will contact you to let you know if this is possible.</td>
</tr>
<tr>
<td>24 June</td>
<td>Deadline for Robe Hire</td>
</tr>
<tr>
<td>8-18 July</td>
<td>Graduation Ceremonies - St Paul’s Hall</td>
</tr>
</tbody>
</table>

**Things to remember**

- You will need to provide the full names of your guests when you book your place
- Anyone whose name has not been provided in advance may not be allowed entry to either ceremony venue
- Both you and your guests will need to bring ID on the day in order to gain entry to the venues
- If you turn up late you won’t be able to get into the ceremony so allow yourself extra travelling time, just in case
- Large bags and prams are not allowed into St Paul’s Hall
- Photography can be done either before or after your ceremony

**Useful websites**

- Graduation homepage: https://students.hud.ac.uk/graduation
- How to book: https://students.hud.ac.uk/graduation/bookingyourplaceattheceremony/
- Arrival times: https://students.hud.ac.uk/graduation/arrivaltimes/
- ID requirements: https://students.hud.ac.uk/graduation/idrequirements/
- What happens at the ceremony: https://students.hud.ac.uk/graduation/attheceremony/
- Gown hire: https://students.hud.ac.uk/graduation/gownhire/
- Photography: https://students.hud.ac.uk/graduation/photography/

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**Locations and Venues**

- **The graduation ceremonies**: St Paul’s Hall
- **Registration**: Sports Hall, Student Central
- **Guest tickets**: Sports Hall, Student Central
- **Gown hire**: Sports Hall, Student Central
- **Photography**: Sports Hall, Student Central
- **Graduation drinks reception**: The Oastler Building
- **Cloakrooms**: Harold Wilson
- **Video link**: The Bronte Lecture Theatres
**Before your ceremony**

**Invitations**
You book via an online booking site and the link you need will be sent to your student email account.

Booking opens **6 March** and closes on **30 April**.

**Guest names**
When you book please provide the **FULL** names of your guests; for example, if your guest is called William Jones then don't put W Jones. Please include the surname/family name, even if it is the same as yours. You can swap the names later if your guests subsequently change.

**Guest tickets**
You can request two guest tickets in St Paul's Hall and up to four guests in the video link lecture theatre. All tickets are collected on the day.

**Additional tickets in St Paul's Hall**
It isn't possible to have more than two main venue guest tickets but we will try to upgrade video link tickets prior to the ceremonies if we can. We do not hold a waiting list.

Any spares returned to us will be offered on the day.

**Additional tickets in the live video link lecture theatre**
If you would like to be added to a waiting list for further video link lecture theatre tickets, please email graduation@hud.ac.uk

**Photography**
Official graduation photographs are offered via Tempest. Please take a look at their website www.tempest-graduations.co.uk/ for their range of packages.

On the day, photographs can be taken either before or after your ceremony.

**Special requirements**
When you book, please let us know if you or your guests have special requirements such as wheelchair seating, ground floor seating or a BSL interpreter.

Let us know if you do not wish to shake hands with the Chair or Dean.

**Changes to your booking**
If you need to change anything then please email us at graduation@hud.ac.uk

**How many tickets can you book?**
For St Paul's Hall - you need to order one ticket for yourself and a maximum of two tickets for your guests. So:
- if you want to attend without guests, select 1 ticket
- if you want to attend with one guest, select 2 tickets
- if you want to attend with two guests, select 3 tickets

For the live video link lecture theatre - you can order a maximum of four tickets for guests. So:
- if you don't want any video link lecture theatre tickets, leave it as 0 tickets
- if you want one video link lecture theatre guest ticket, select 1 ticket
- if you want two video link lecture theatre guest tickets, select 2 tickets
- if you want three video link lecture theatre guest tickets, select 3 tickets
- if you want four video link lecture theatre guest tickets, select 4 tickets

**Missed deadlines**
If you miss the deadline to book then you may not be able to attend your original ceremony or have guests in the main venue.

**Confirmation of booking**
You will receive an email to confirm your booking. If you don't get this, it may be that you haven't completed the process correctly.

**Gown hire**
Gown hire will be open from 6 March until 24 June via the William Northams website. A gown must be worn if you are attending the ceremony.

**Post-ceremony reception**
Ceremonies last approximately one hour and are followed by a celebratory drinks reception where you can enjoy a free glass of sparkling wine or soft drink with your friends, family and tutors.

**On the day**

**Registration**
Once your registration opens, please come along to the registration room to confirm your arrival and collect your tickets. If you want to see if we have any spare tickets, this can be done here.

Once registered you can follow the signs to collect your robes.

**The ceremony**
Doors open 30 minutes before the start of the ceremony and will close promptly at the advertised time. If you arrive late then you will not be able to join the ceremony.

Unfortunately, if we don't receive guest names prior to the ceremonies then it will not be possible for your guests to enter either of the ceremony venues.

**ID requirements**
ID will be required to gain entry to the venues so please remember to bring everything with you. Details can be found at https://students.hud.ac.uk/graduation/idrequirements/

**Watching online**
If you have a family member or friend who can't attend, they can watch from home via https://students.hud.ac.uk/graduation/watchlive/. Guests without tickets are welcome on campus and we will have a variety of cafes and seating areas where they can watch on their own mobile device.

**Photography**
Official graduation photographs are offered via Tempest. Please take a look at their website www.tempest-graduations.co.uk/ for their range of packages.

On the day, photographs can be taken either before or after your ceremony.

**Everyday you need to know is at** [https://students.hud.ac.uk/graduation](https://students.hud.ac.uk/graduation)