

INSTRUCTIONS TO CANDIDATES

Winter Graduation Ceremonies

Convocation Hall, Octagon Centre

12 & 13 January 2012



This booklet contains important information regarding your graduation ceremony. Please ensure you read it carefully.

We recommend you plan to arrive at the University **at least** 90 minutes prior to the start of your ceremony

Doors to the Convocation Hall for graduands **ONLY** open 45 minutes prior to the start of the ceremony.

Doors to guests will be opened approximately 30 minutes prior to the start time of the ceremony, or as soon as possible once all graduands are seated.

9.30am Ceremonies

Doors open for graduands at 8.45am. Graduands must be seated by **8.50am**

12.00 Noon Ceremonies

Doors open for graduands at 11.15am. Graduands must be seated by **11.20am**

3.15pm Ceremony

Doors open for graduands at 2.30pm. Graduands must be seated by **2.35pm**

3.30pm Ceremonies

Doors open for graduands at 2.45pm. Graduands must be seated by **2.50pm**

6.00pm Ceremony

Doors open for graduands at 5.15pm. Graduands must be seated by **5.20pm**

Graduands should ensure the times given are adhered to. **Doors to the hall will be closed 10 minutes prior to the start of the ceremony. Graduands and guests not seated by this time will not be admitted.**

Graduands, please ensure you sit in the seat you have been allocated (as shown on your ticket) and remain seated to enable Marshals on duty to check that you are present and in the correct ceremony order. Arriving later than the times stated above, sitting in the wrong seat or moving from the seat you have been allocated could result in you being marked as absent and being removed from the presentation list.

Guests with children are requested to ensure that their children are well behaved. If a child disrupts the ceremony, we request that they are taken out of the hall and all exits will be unlocked for this purpose. All children aged 3 or over must have their own ticket and occupy their own seat. Due to Health and Safety Regulations, it is regretted that **pushchairs cannot be accommodated in the Hall.**

Mobile phones must be **switched off** for the duration of the ceremony.

Guests are permitted to take photographs during the ceremony, however, they must do so from their seat and not move around the hall once the ceremony has started. Please note there is strictly no admittance onto the platform at any time.

We regret that food and drink are not permitted in to Convocation Hall.

Live Video Link. All ceremonies will broadcast live in the Auditorium, Union of Students Building. No booking is required and seats are available on a first come, first served basis. The Auditorium is wheelchair accessible.

IMPORTANT – this facility is provided by the University as an “extra” service. Although we endeavour to provide a full, unbroken link from the ceremony venue, unfortunately, on occasion, we may experience a break in service. Guests using this facility should be aware that, should a break in service occur, the University cannot be held responsible.

Official Photographers. The Union of Students has arranged for Ede & Ravenscroft Photography to be available in the Union of Students Building throughout the duration of the ceremonies.

Opening Times:

Thursday 12 January (8.00am to 8.15pm)

Friday 13 January (8.00am to 5.45pm)

During the day professional photographers will be taking photographs and these may be used in the University's future promotional literature. If you do not wish your photograph to be used for such purposes, please inform the photographer on the day.

Official DVD. There will be a professional video recording taken of each graduation ceremony. This will be available for purchase on DVD after the ceremony from the stand in the Octagon Centre. Graduates and guests seated in Convocation Hall should be aware that they might appear on this recording.

Catering. The University offers a wide variety of options for you and your family on graduation day, please visit our catering page for more information.
<http://withus.com/eventswithus/celebrate-your-graduation-with-us>.

THE CEREMONY

Candidates must be in their seats in the Hall **ROBED not later than 40 minutes before the start of their ceremony.** This will enable Marshals to check your name and seat number against the order of presentation. Please ensure that you sit in the seat you have been allocated and remain seated to enable Marshals on duty in the hall to check that you are present and in the correct ceremony order.

You should stand when the processions commence entering the Hall and remain standing until the Presiding Officer has taken his seat. The Presiding Officer will then declare the ceremony open.

You will be presented individually and will approach the platform by the steps to the left-hand side. Once on the platform, you should give your name to the Marshal at the top of the steps to confirm that you are in your correct place for presentation. At the beginning of each group for the same degree or diploma, the Presenter will read out a presentation statement and the Presiding Officer will reply, conferring awards for the group. The Presenter will then read out the list of names and when your name is announced, the Marshal will release you and you should walk across the platform, shake hands with the Presiding Officer, and then proceed off the platform and return to your seat in the hall as directed by the Floor Marshals. You will be handed your certificate at the foot of the stairs as you leave the platform, if you have not already received it.

At the end of the ceremony, the congregation will stand for the departure of the processions. Graduates will then process out of the hall under the direction of the Floor Marshals. Graduates should arrange to meet their guests outside the Octagon Centre following the ceremony. You should not return to the hall once you have processed out.

Further details regarding the ceremony can be found at www.sheffield.ac.uk/eventsteam/day.html

ACADEMIC ROBES

Regulations:

The University's Regulation 17 concerning Academic Costume states that candidates and others who are to be presented at a Degree Congregation shall wear the appropriate academic dress (robes) over clothes of a subdued colour, or Naval, Military or Air Force uniform. Candidates may also wear their national dress under the robe if they wish. The Marshal may exclude from presentation any candidate whose attire does not comply with this regulation.

NB: You will find it easier to secure the hood if you wear something with buttons as it is designed with a loop to hook over a button.

Robe Collection Point and Timetable:

Robes should be collected from The University Food Court, Level 4, University House, at the times shown below.

Date and Time of Ceremony	Robe Collection Times
Thursday 12 January 2012 at 9.30am	Wednesday 11 January – 4.30pm to 5.30pm Thursday 12 January – 7.30am to 8.45am
Thursday 12 January 2012 at 12.00 Noon	Thursday 12 January – 9.30am to 11.15am
Thursday 12 January 2012 at 3.30pm	Thursday 12 January – 12.00 Noon to 2.30pm
Thursday 12 January 2012 at 6.00pm	Thursday 12 January - 2.40pm to 5.15pm
Friday 13 January 2012 at 9.30am	Thursday 12 January – 5.30pm to 7.00pm Friday 13 January – 7.30am to 8.45am
Friday 13 January 2012 at 12.00 Noon	Friday 13 January – 8.45am to 11.15am
Friday 13 January 2012 at 3.30pm	Friday 13 January – 12.00 Noon to 2.45pm

Return of Robes:

Please return all robes to Level 4, University House.

The latest robe return time is:

Thursday 12 January – 8.15pm

Friday 13 January – 5.45pm

Candidates who have paid to retain their robes for a longer period are responsible for the return of robes to Ede and Ravenscroft Ltd.

PARKING

Parking is scarce and the ceremonies take place on working days for University staff and others in the area and for this reason we advise that guests do not bring a car to the Octagon Centre unless absolutely necessary. Limited parking for graduands and guests is available on a first-come-first-served basis on the University's Durham Road Car Park.

However, Durham Road car park has a small capacity and tends to fill up very quickly. Additional parking is available on the outskirts of campus at the QPark Rockingham site. This is a 530 space long stay off street car park, approximately half a mile from the Octagon Centre. We have negotiated a discounted rate of 50% off the advertised price for University visitors. To claim this discount, vouchers will be available from the Octagon Centre on the day of your ceremony. Please present the voucher on return to the car park. Further information can be found on the QPark web site: <http://www.q-park.co.uk/>

LOST PROPERTY AND LOST CHILDREN

Please hand in lost property to the Enquiries Desk in the Octagon Centre. Staff at the Enquiries Desk will also deal with children who become separated from parents or carers.