

GRADUATION

DEGREE AND AWARD CEREMONIES

27, 28 and 29 November 2018

Carlisle Cathedral

University of
Cumbria 

Degree and Award Ceremonies

27, 28 and 29 November 2018

Dear Graduand,

This booklet contains the information you need to ensure that your graduation day runs smoothly.

Please note you may only attend a graduation ceremony subject to the successful completion and confirmation of your award, and providing you have cleared all academic fees. You may already have received your results but those of you awaiting results will receive an email by 23 October 2018.

Your guest ceremony and celebratory reception ticket(s) are to be collected on the day of your ceremony from the Tithe Barn, at the designated time. (Please see next page for ticket collection times).

If you require any additional information not covered in this booklet please visit www.cumbria.ac.uk/graduation where you will find further information and latest announcements.

We look forward to welcoming you and your guests to Carlisle Cathedral in November to celebrate the success of your academic achievement.

With best wishes.

The Ceremonies Office
ceremonies@cumbria.ac.uk



Timings and locations

(see map on page 9)

Course listings by ceremony and date can be found at www.cumbria.ac.uk/graduation

Activity	Location	Timings		
Collect guest ticket(s) and gown	Tithe Barn	7.30 - 8.45	9.45 - 10.45	12.00 - 13.45
DVD sales	Crown and Mitre Hotel Ballroom Foyer	Until 17.00	Until 17.00	Until 17.00
Merchandise	Main Foyer and Ballroom Foyer			
Photographs	Pre-paid and access difficulties: Edwardian Room (via stairs and lift) Bookings on day: Supper Room (lower ground floor)			
Postgraduate study stand	Main Foyer			
UCSU stand	Ballroom Foyer			
Graduand lining-up	Tithe Barn	9.00	11.00	14.00
Guest seating (ticket holders only)	Carlisle Cathedral	9.00 - 9.30	11.10 - 11.30	14.00 - 14.30
Live video link (ticket holders only)	Lecture Theatre, Tullie House Museum and Art Gallery	9.00 - 9.45	11.10 - 11.45	14.00 - 14.45
Ceremony	Carlisle Cathedral	10.00	12.00	15.00
Celebratory reception (ticket holders only)	Ballroom and Green Market Room, Crown and Mitre Hotel	11.00 - 12.00	13.00 - 14.00	16.00 - 17.00
Return gown	Drawing Room, Crown and Mitre Hotel	11.00 - 17.00	13.00 - 17.00	16.00 - 17.00

Graduation day - general information

What should I wear? (graduands and guests)

Dress code

Except for the obligatory academic dress for graduands there isn't a specific dress code. We do however suggest that both graduands and guests dress smartly, as for a formal occasion. For practical reasons, graduands are advised to wear a buttoned blouse or shirt underneath their gowns, as this will make it easier to attach the academic hood. Guests should also come prepared for cold and wet weather as there will be some queuing outside venues throughout the day.

Should graduands prefer to wear high heels, wedges are preferable to stilettos in order to help negotiate the walk from the Tithe Barn to the cathedral, and any steps inside the cathedral.

Belongings (graduands and guests)

There are restrictions on large items of luggage such as rucksacks, suitcases, prams and pushchairs in the Tithe Barn and cathedral, for security purposes. You are asked to plan ahead and bring only bags small enough to carry into the cathedral and fit comfortably under your seat without obstruction to others. We have no provision for storage of any items. There are no cloakrooms available.

When should I arrive?

Arrive in good time - at least two hours before your ceremony.

Parking in Carlisle city centre

There is no parking in the cathedral grounds. Please see map on page 9 or visit: www.carlisle.gov.uk for details.

What should I do upon arrival and where do I go?

Collect guest ticket(s)

First point of call is to collect your guest ticket(s) from the Tithe Barn. (These should be handed to your guest(s). You can arrange to meet them after you have collected your gown, due to limited space at the Tithe Barn). Collection is at a designated time. Please see page 3 for details. Please note there is no cloakroom. If there are spare tickets available on the day please ask when you collect your allocated guest tickets. Payment will need to be Cash only, £15 for cathedral and £10 for video link. (Subject to availability)

Collect gown

Please collect this from the Tithe Barn after collecting your guest ticket(s) and handing them over. You do not need a reception ticket for yourself at this point. Full academic dress must be hired or purchased from Ede and Ravenscroft, who are the university's official suppliers.





Alumni Association stand / Data gathering

The Alumni Association stand will be situated in the Tithe Barn. They will ask you to fill in a short contact form to let them know your plans after graduation and to enable them to stay in touch.

A new national survey capturing the activities and perspectives of graduates will be launching soon. This new survey will be run by HESA (Higher Education Statistics Agency) and is designed to briefly find out what sort of employment, or further study, graduates enter into after successfully completing their courses.

The responses to this Graduate Outcomes survey will be crucial in allowing current and future students to make informed choices and in helping us to evaluate and promote our courses.

All graduates who completed a course in 2017/18 will be contacted by email during one of four specific weeks throughout the next 15 months. If you completed your studies between:

August 2017 – October 2017, you'll be contacted during the first week of December 2018

November 2017 – January 2018, you'll be contacted during the first week of March 2019

February 2018 – April 2018, you'll be contacted during the first week of June 2019

May 2018 – July 2018, you'll be contacted during the first week of September 2019

To support the survey, we are required to hold accurate contact details for you, including a personal email address, at least one telephone number, and a postal address (this can be a parental / guardian address).

You can view and update your contact details on our alumni database at <https://alumni.cumbria.ac.uk> or simply email alumni@cumbria.ac.uk

Photographs

Once you have collected your guest ticket(s) and gown you can head to the sales desk and studios located at the Crown and Mitre Hotel. Photography is always busy, so we encourage you to pre-order and pay for your chosen package on-line at www.gownhire.co.uk.

Graduation DVD

You can relive and share this important day with your family and friends with a souvenir DVD, Blu-ray or memory stick. There will be a number of options available to you:

A DVD on the day, which will be the ceremony inside the cathedral from start to finish

A celebratory DVD or Blu-ray which can be ordered for delivery after the Graduation. This will include the presentation of each graduand, the academic procession and speeches, and additional footage of the event and the university.

- A MyClip MP4 file, provided as an add-on item for posted DVD/Blu-ray/USB graduate orders. This is a 2 minute video with footage to give sense of the atmosphere of the graduation and includes the specific graduate crossing the stage – perfect for sharing on social media!
- A memory stick, in the shape of a graduand, that will hold the celebratory event, in a presentation box.

The cost of these items will be confirmed near the time and it is expected that these can be ordered in advance. Alternatively, you can purchase items on the day from the sales desk at the Crown & Mitre Hotel. Look out for the sales stand that will be branded www.iamagraduate.com.

DVDs will be dispatched within 4-6 weeks of the last ceremony of the graduation period.

Please note:

We will make every attempt to make a film available for each graduand but, due to the nature of a live event, this cannot be guaranteed.

Filming of graduands and guests will take place during the day but please don't assume that direct shots taken of you or your guests will automatically be included in the DVD. For more information about filming at the ceremonies, visit our [Data Protection page](#).

One hour prior to the ceremony (graduands and guests)

Graduand lining-up and procession to the cathedral

This will take place in the Tithe Barn (where you collected your guest ticket(s) and gown upon arrival). You need to make sure that you are in the Tithe Barn with ample time for lining-up, at the latest 1 hour prior to the ceremony.

Lining-up – during the lining-up process, members of staff will marshal you into the correct order by course. Please keep to the position allocated to you – if you do not, you will be presented to the Presiding Officer at the wrong point.

Name card – you will be given a name card to hand to the Presenting Officer who will announce your name at the point of presentation. **(Do not lose this!)**

Graduand procession through Carlisle city centre

Approximately 30 minutes prior to the ceremony, you will be led in procession through Carlisle city centre.

As you look at the map on page 9, the procession turns left out of the Tithe Barn (2) front entrance and then left again on to Heads Lane. You will pass St Cuthbert's with St Marys Church and head down St Cuthbert's Lane towards English street, towards the Crown and Mitre Hotel (1). You will process down English Street to the entrance gates of Carlisle Cathedral (3)

At the cathedral the marshals will direct you to your seat. In the event of wet weather umbrellas will be provided to graduands for the procession. Personal umbrellas can also be used by graduands and can be stored underneath your seat in the cathedral.

Guest queuing ahead of ceremony

There will be activities and things to see in the city centre for your guest while you are waiting to line-up in the Tithe Barn.

Squashshare

As an extra gift from the university to you on the day, to help you celebrate your success and remember the occasion, the team at Squashshare will be printing out your social media photographs for you to take home as a memento, FREE of charge. Simply use the hashtag [#wearecumbria](#) on all your Instagram and Twitter photos on the day and we will print them all out for you to collect.

Guests must be aware that seats are not numbered and reserved seating is only permitted for those that have notified us, prior to the ceremony week, of any additional needs or mobility issues.

Guests queuing outside the cathedral and the Live Video Link will only be given access at the time stated on their ticket. Any guests who take seats ahead of the stated time will be asked to re-join the outside queue. Guests will need to make their own provision for wet weather if queuing outside.

Guest tickets in the cathedral and Live Video Link (Please see timings on page 3)

Guests must be seated by the time stated. This includes anyone with reserved seats, which will be released if not taken by this time. We regret that fire regulations do not permit standing in the venues. Food and drink is not permitted in the cathedral and Live Video Link. Tickets must be presented at the door and then retained to be presented at the celebratory reception, following the ceremony. Guest seating is not numbered and guests can sit in any area of the cathedral and Live Video Link that is not reserved. Guests wishing to leave the cathedral must carry their ticket with them in order to re-enter.

Seating for children: Children aged 2 years and over must have their own seat and, therefore, be included in your guest ticket numbers. Children 12 years or under must be accompanied by an adult.

The ceremony is a formal event and young children may find it less entertaining than the adults in attendance. Therefore, if you do bring young children, we ask that your guests sit at the end of an aisle, near an exit, so they can easily pop out if your child becomes restless.

The graduation ceremony

How will I know when to walk onto the presentation area and what to do?

Before the ceremony, marshals will demonstrate the presentation process. Marshals will direct you at all times throughout the ceremony. You must have your name card (handed to you during lining-up) ready to hand to the Presenting Officer.

What happens on the presentation area?

When your name is announced, you will walk onto the presentation area, shake hands with the Presiding Officer who will gesture to you to turn to the photographer taking your presentation shot. You will then exit the presentation area, turn right and will be directed down the North Aisle and back to your seat in the South Aisle. If you are receiving a badge, this will be handed to you after you have exited the presentation area.

Filming and photography on graduation days

Filming will take place in the Tithe Barn, cathedral/grounds and Carlisle city centre throughout the graduation days. In addition, there may be a professional photographer taking pictures in the same areas. All coverage may be used on the university's website and in other promotional material (including a DVD).

Please note: Graduates (and guests) should not assume that direct shots they see taken of themselves throughout the day will automatically be included in the DVD footage. Filming will be edited and tailored to a standard coverage format. All graduates will, however, be captured as they are presented to the Presiding Officer on the presentation area.

Personal photography and filming

Graduates and guests are not permitted to take flash photography, videos or recordings in the cathedral. Please visit our website (www.cumbria.ac.uk/graduation) for more information.

After the ceremony

Where can we celebrate with our guests and university staff?

A celebratory reception will take place at the Crown and Mitre Hotel. The university wishes to express its congratulations to all graduates and, in doing so, invites them and their guests to join university staff for light refreshments (hot or cold beverage, strawberries and cream or chocolate profiteroles). Tickets must be presented. Graduates will be handed a ticket before they leave the cathedral.

Gown

Don't forget to return this to the Drawing Room, Crown and Mitre Hotel.

Graduation DVD

Please visit the sales desk in the Main Foyer, Crown and Mitre Hotel.

Merchandise

Some of the merchandise that is available on our [online shop](#) may be available to purchase on the day. Please visit the sales desk situated in the Main Foyer and Ballroom Foyer, Crown and Mitre Hotel.

Alumni Association - congratulations class of 2018!

Welcome to the Alumni Association. You are now part of our global network of over 41,000 University of Cumbria graduates. Your graduation certificate is not a receipt, it is a membership card. There are no joining fees, no need to sign up, we will be in touch with you shortly. As an alumnus you will receive exclusive benefits and services, the latest news, event invites and opportunities to stay connected to Cumbria and each other.

During graduation week keep a close eye on [facebook.com/uocalumni](https://www.facebook.com/uocalumni) where we will be posting many photographs; visit us and tag yourself and your friends. We would love to stay in touch with you; keep us up to date with your career news, when you move house or change email address, if you have anything exciting to share or just want to say hi.

We are your first point of contact if, for any reason, you wish to get in touch with the university in the future, and we will always be happy to hear from you.

There are many ways to stay in touch:

Visit the alumni pages on the university website www.cumbria.ac.uk/alumni

'Like' us on [facebook.com/uocalumni](https://www.facebook.com/uocalumni)

Follow us on twitter.com/uocalum

Connect with our LinkedIn group [University of Cumbria Alumni Association](#)

Email alumni@cumbria.ac.uk

Telephone us 01228 616391

We wish you all the best for the future.

Careers and Employability Service

Not sure of your next step? Don't worry! You can still use the university's careers and employability service after graduation. And it's free. We can help you work out what you want to do as well as find and apply for jobs, internships and postgraduate study. Our team will help you increase your chances of success in a competitive job market.

Check out www.cumbria.ac.uk/careers for further details or contact us on careers@cumbria.ac.uk. Follow us on twitter.com/uoccareers for news, events and tips and don't forget to register with the university's free Jobshop at <http://cumbria.prospects.ac.uk> for a wide range of graduate vacancies.

Graduate Enterprise Services

The university provides a graduate enterprise support service and can help you develop a business idea if you are looking to start your own business, including help with business planning, producing your cashflow forecast, information on funding, developing pitching skills, business workshops and a whole lot more.

If you are already running your own business we would love to hear from you. We can help you develop a case study to raise awareness of your business and also provide general help and support - so please get in touch, details below.

If you would like further information on any of the above please contact studententerprise@cumbria.ac.uk

Postgraduate study stand

There has never been a better time to study a postgraduate course at the University of Cumbria. We offer Alumni preferential discounts and support. email: enquiry.centre@cumbria.ac.uk

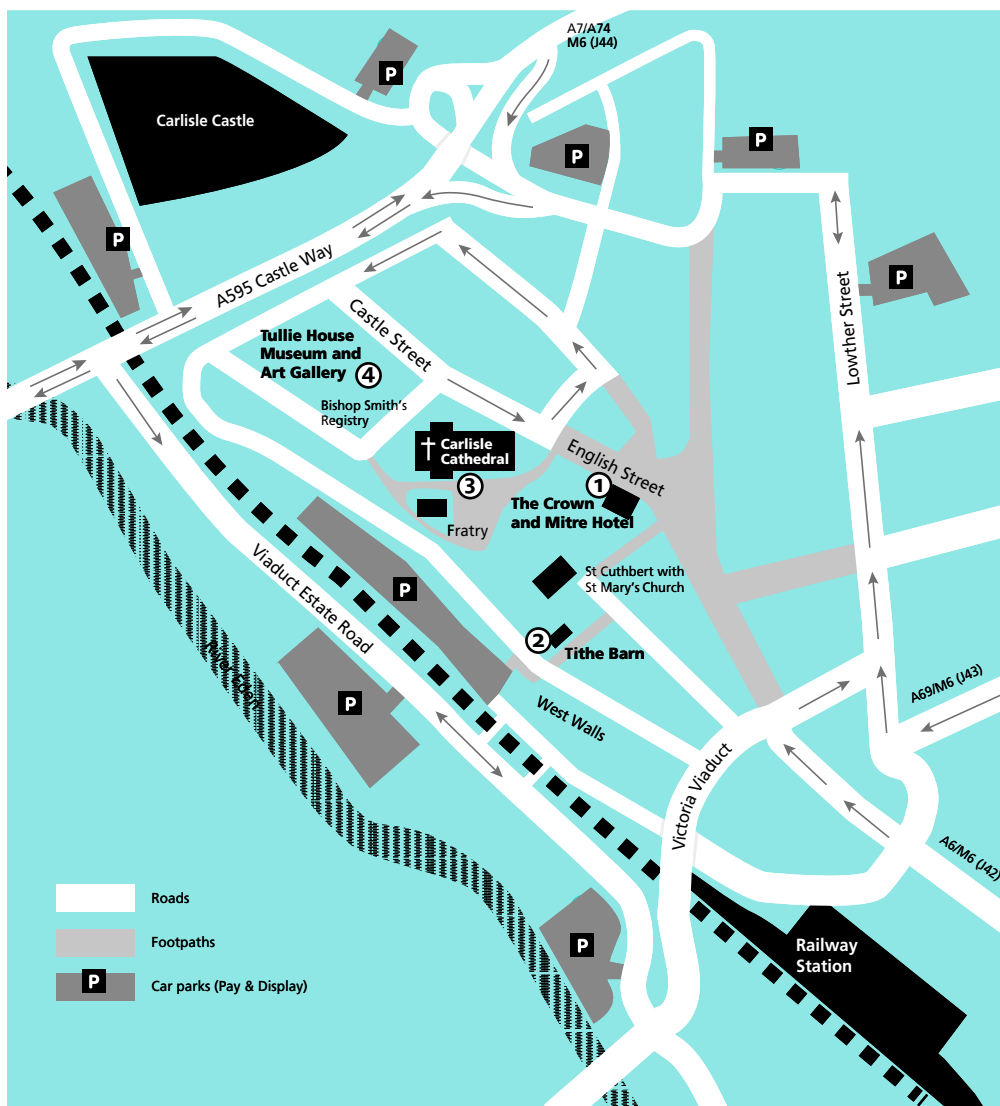
UCSU – Representing and supporting you to achieve your ambitions

UCSU is here to celebrate with you. Whilst you're leaving your academic studies behind, hopefully the experiences and memories from your time at the University of Cumbria will live on forever. Come and visit our stand at graduation to buy merchandise that will help you remember your time with us. We can also explain how to get an NUS Extra card so you can continue enjoying the benefits of NUS Extra after you graduate! www.ucsu.me

Feedback

We are keen to hear about ways of improving our ceremonies. Please forward any comments to ceremonies@cumbria.ac.uk

How to find us



P Car Parks

- a** Lower Viaduct
CA2 5BN
- b** Damside
CA3 8AU
- c** Devonshire Walk
CA3 8AN
- d** Bitts Park
CA3 8UZ
- e** Peter Street
CA3 8UY
- f** Civic Centre
CA3 8XP
- g** Lowther Street
CA3 8DP
- h** Upper Viaduct
CA3 8AJ

① Crown and Mitre Hotel

Celebratory receptions (Ballroom and Green Market Room)

DVD ordering via StillPoint Productions Ltd
(Main foyer)

General information desk
(Main Foyer)

Gown return
(Drawing Room)

Merchandise
(Main Foyer and Ballroom Foyer)

Photography studio and sales desks:

Pre-paid and access difficulties
(Edwardian Room)

Bookings on day
(Supper Room)

Postgraduate study stand
(Main Foyer)

UCSU stand
(Ballroom Foyer)

② Tithe Barn

Alumni Association stand
Graduand gown collection
Graduand lining-up
Guest ticket(s) collection point

③ Carlisle Cathedral

Ceremonies

④ Tullie House Museum and Art Gallery

Live video link
(Lecture Theatre)

Plan of Carlisle Cathedral

Graduand seating is in the South Aisle. Guests/families/friends can take seats (that are not reserved) in the remainder of the cathedral.

