# ‘Before the Day’ Checklist

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
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<tbody>
<tr>
<td><strong>1. Check that you are eligible to graduate</strong></td>
<td>30 June 2017</td>
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<tr>
<td>You must have completed your course and appeared on a pass list by 30 June 2017</td>
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<td><strong>2. If you want to attend</strong></td>
<td>24 March 2017</td>
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<tr>
<td>Students who are eligible to attend the July 2017 ceremonies will be sent an email with a link to the application form in February 2017.</td>
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<td><strong>3. If you do not want to attend</strong></td>
<td>24 March 2017</td>
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<tr>
<td>You should complete the application form to let us know you will not be attending, and to make sure your delivery address is up to date. If you do not already have your parchment, there are various options for receiving it.</td>
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<tr>
<td>You can also choose to defer to a future Congregation by completing the application form.</td>
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<td><strong>4. Tickets</strong></td>
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<tr>
<td>Your graduate ticket and up to 2 guest tickets are free of charge and include:</td>
<td>Extra Tickets will be released in May and June 2017</td>
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<tr>
<td>- Entry to the Congregation Ceremony</td>
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<tr>
<td>- Entrance to the post-ceremony reception</td>
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<tr>
<td>Extra Guest tickets are sold online on a first come first served basis. You will be sent details of the ticket release dates once you have registered to attend your ceremony.</td>
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<tr>
<td>Extra guest tickets for King’s Hall* cost £15 and include:</td>
<td></td>
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<tr>
<td>- Entry to the Congregation Ceremony</td>
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<tr>
<td>- Entrance to the post-ceremony reception</td>
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<tr>
<td>Extra guest tickets for the Live Screening* cost £10 and include:</td>
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<tr>
<td>- Entry to the Live Screening to watch the ceremony live on a large screen</td>
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<tr>
<td>- Entrance to the post-ceremony reception</td>
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<tr>
<td>*The availability of Extra Guest Tickets may be limited and the majority of Extra Tickets available will be for the Live Screening</td>
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<tr>
<td><strong>5. Hire your Gown</strong></td>
<td>23 June 2017</td>
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<tr>
<td>All candidates must wear the Newcastle University academic dress (gown) for their ceremony, which can be either bought or hired from the University Robemakers, Gray &amp; Son of Durham. Hire your gown online or complete the paper application form via our gown hire webpage.</td>
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<tr>
<td><strong>6. Clear your debts</strong></td>
<td>30 June 2017</td>
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<tr>
<td>Any debt must be reduced to under £100 in order for a student to attend a July 2017 ceremony, and the debt must be cleared completely in order for a student to receive their parchment.</td>
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</tbody>
</table>
‘Before the Day’ Checklist (Optional)

Alumni
Stay in touch to hear about the latest Alumni events, news and opportunities. Update your details using the Alumni Form.

Visa Invitation Letter
If you are a student and you wish to request an invitation letter to your ceremony in order to support a visa application for either yourself or your friends and family, you will be able to complete the visa letter request form.

Student Orator
‘Student Orator’ is the name given to the graduate who makes the closing speech at their graduation ceremony. If you are interested in applying for this role please go to the Student Orator information page.

Financial Assistance
We are pleased to offer a ‘Congregations Package’, which covers the cost of academic dress and include a photography bundle, to any students who are eligible for financial assistance via the Hardship Fund or the Financial Assistance Fund.

For details of how to apply, visit our Financial Assistance page.
**Academic Dress**
Newcastle University is one of the few remaining institutions that do not charge for graduation. However, all candidates must meet the cost of Gown Hire as wearing the Newcastle University academic dress (gown) is compulsory. Gowns can be either bought or hired from the University Robemakers, Gray & Son of Durham.

**Gown Hire**
Hire your gown online or complete the paper application form via our gown hire webpage.

The deadline for Gown Hire is Friday 23 June 2017.

Gowns will be available to collect from the Lower Floor of the King’s Road Centre from 8.00am on the day of your ceremony and must be returned by 7.30pm on the same day.

If a registered student is unable to cover the cost of the Academic Dress hire they may be eligible for financial assistance.

**Hoods**
During the ceremony a hood will be placed over your shoulders in recognition of your award. The colour of the hood varies according to the type of degree. Visit our Academic Dress page to view your colours.

**What should I wear for my ceremony?**
Although the Congregation Ceremonies represent a chance to celebrate your achievements, they are also traditional formal events and therefore you are encouraged to dress accordingly.

We advise candidates to wear a light coloured shirt or blouse with dark trousers or a skirt. A buttoned shirt or blouse is recommended as there is a loop on the academic hood which can be affixed over a button. Alternatively you may wish to bring a safety pin to help hold the hood in place. Traditional and national dress is encouraged.

**How do I wear my Gown?**
Watch the 'How to Wear Your Gown’ video for more information.
Your Ceremony

What is a congregation ceremony?
A congregation ceremony or graduation ceremony is a celebration of the achievement of those who have been awarded Undergraduate degrees, Postgraduate degrees, Certificates, and Diplomas.

What happens at a Newcastle University congregation ceremony?
Graduates and guests will be allowed to take their seats 30 minutes before the start of the ceremony. The beginning of the ceremony is marked by the academic procession entering King’s Hall. The Presiding Office (the Chancellor or his representative) will make an opening speech. Graduates will be called to the stage in order of their academic School, award and surname. They will be hooded with the appropriate colours of their award, and will shake the hand of the Presiding Officer before returning to their seat. At the end of each ceremony, one graduate selected to act as Student Orator will give a speech, which will reflect on their time as a student at Newcastle University and look forward to the future. The whole ceremony will last approximately 45 minutes to 1 hour.

When is my ceremony?
Our website gives the dates of upcoming ceremonies. You will be eligible to attend a ceremony if your name has appeared on an official Newcastle University pass list by the 30 June 2017 and you are debt-free to the University by that date too.

Will my final grade or classification be read out during the ceremony?
There will be no mention of your classification (e.g. 2:1) during the ceremony or in the programme. However, this information will be stated on your degree parchment (certificate).

Will I receive my parchment (certificate) on stage?
At Newcastle University (as at most other universities) we do not present you with your degree parchment on stage. The graduation ceremony is a hooding ceremony, during which your award is recognised publicly and you shake the hand of the Presiding Officer. This is usually a special occasion for your friends and family to recognise the hard work that you have undertaken. More information about parchment issuing.

Post-Ceremony Reception
All graduates and guests attending the ceremony are invited to a reception immediately after the ceremony where a light refreshments will be served. Please note that food is served at the start of the Reception so you are advised to arrive punctually. This is a time when you can socialise with your fellow graduates and professors. Some Schools also award Academic Prizes during the reception. Details of your Reception Venue will be printed on your ticket and in the Ceremony Programme, which you will receive on the day.
"Parchment" is the word which the University uses to mean your certificate. Your parchment is an official document which proves that you have a Newcastle University qualification.

Each parchment is unique and contains security features to prevent fraudulent use. If your qualification is a modular one (this includes most undergraduate and postgraduate taught programmes but not the MBBS or the BDS), you will also receive a HEAR (Higher Education Achievement Report) with your parchment.

At Newcastle University (as at most other universities) we do not present you with your degree parchment in your graduation ceremony.

To receive the parchment, you have four options:

1) Collection – By You

To collect your parchment from the campus during Congregations you will need to bring photographic ID.

2) Collection – By a Friend

If you would like your friend to collect your parchment, please complete the Parchment Collection Form.

3) Delivery by Courier (DHL)

To pay for DHL Delivery please visit:

Delivery within the UK and ROI (£10)
International Delivery (£18)

We particularly recommend using the DHL service if your address is in Africa or Asia.

4) Standard Delivery – Home Address on S3P

Parchments which are available during the Congregations period but are not collected or sent by DHL, will automatically be posted by Royal Mail standard delivery for UK addresses, and by Royal Mail airmail for overseas addresses after the Congregation period is over. Please note that parchments which are sent by Royal Mail are NOT trackable.
Congregations Checklist

Your step by step guide for what you need to do, where and when for your graduation

- Collect your gown & tickets
  1hr 30 before ceremony - Lower Floor, King’s Road Centre

- Report to Armstrong Building
  30mins before ceremony

- Guests to be seated
  15mins before ceremony - Armstrong Building

- Enjoy the ceremony
  Armstrong Building

- Enjoy the reception
  Check ticket for details

- Return your gown
  Before 19:30 - Lower Floor, King’s Road Centre

#NCLgrad
Useful Information

Guest Tickets
Your graduate ticket and up to 2 guest tickets are free of charge, and include:

- Entry to the Congregation Ceremony
- Entrance to the post-ceremony reception

Due to the maximum capacity of King’s Hall Extra Guest tickets are in limited supply and will be sold online on a first come first served basis after the Application Deadline. The majority of tickets available will be for the Live Screening rather than the King’s Hall.

Accommodation
For information on nearby hotels and discounted rates visit our Accommodation in Newcastle page.

How to Find Us
Our Campus is located in Newcastle City Centre and easily accessible by public transport. Visit our Travelling to Newcastle page for more information.

Parking
Unfortunately we are unable to offer parking on campus, although we do have a limited number of spaces for visitors with mobility issues.

The nearest NCP car parks are:
- John Dobson Street (NE1 8HL)
- New Bridge Street (NE1 8AB)
- Carliol Square (NE1 6UL)

Local Taxi Companies
NODA Taxis - 0191 222 1888
Blueline - 0191 262 6666
Five Star Taxis - 0191 222 0555

Accessibility
If you or your guests require a disabled parking space please contact the Congregations Team.

Children
Children are welcome to attend the graduation ceremonies; but they must be under the direct supervision of an adult who should remove them from the venue if they become restless, in order not to disrupt proceedings. Children over the age of 5 will need their own ticket. Children under 5 will not need a ticket if they will be sitting on the knee of a guest.

Facilities
- Cloakroom
Luggage may be left in the cloakroom in the Basement of the Students’ Union. Belongings are left at the owners risk.
- Refreshments
There are a number of catering outlets across Newcastle University Campus which are marked on the map on the last page of this guide. Light refreshments will also be served at the post-ceremony reception.
- ATM
There are two Barclays Bank ATM machines located at the front of the campus near Campus Coffee and one Santander ATM Machine located inside the Students’ Union Building.

Live Web Broadcast
If any of your friends and family are unable to attend they can watch the ceremony live.

Social Media
You can share and view images from the day using #NCLgrad on Twitter or Instagram.

Don’t forget to bring:
- Student Card or ID
- Gown Hire Confirmation
- Camera
- Safety Pins to secure your hood
Photography

Studio Photography
The official university photographers, Ede and Ravenscroft, will be on campus throughout the Congregations period. They will be welcoming candidates, family and friends into their photography studios located in the Students’ Union between 8.00am – 7.30pm every day during the Congregations. Additionally, a photograph will be taken, wherever possible, of each candidate on stage during the ceremony. There is no need to pre-book this service.

Outdoor Photography
If weather conditions allow, an outdoor studio will also be in operation in the Old Quadrangle.

Award Photography
Wherever possible, a photograph will be taken of each candidate on stage during the ceremony. These photographs will be available to purchase on the day from the Students’ Union at a cost of £10 each or online after the ceremonies.

If a registered student is unable to cover the cost of graduation photography, they may be eligible for financial assistance.

Camera Use During the Ceremony
Guests are welcome to use cameras and video equipment during the ceremony but out of respect for other guests we ask that you do not leave your seat or move about the hall.

Commemorative DVD
A DVD of each graduation ceremony can be purchased from Achievement TV. The DVD includes the whole ceremony plus an introduction with views of the city and campus, and can be purchased from the Students’ Union on the day of your ceremony. Orders can also be placed online after your ceremony.

Graduation Gifts

Graduation Jewellery
Newcastle University Jewellery is available to purchase from our supplier Eva & Eva. The jewellery range includes personalised graduation rings, cufflinks, charms and necklaces and prices start from around £30. View full jewellery range.

During the Congregations period Eva & Eva will also have a stand selling Newcastle University Jewellery.

Students’ Union Shop
A full range of University memorabilia is also available from our Union Shop.

During the Congregations period the Union Shop will have a stand selling Newcastle University memorabilia.

Newcastle University Parchment Covers
During the Congregations period Parchment Tubes and Parchment Folders will be available to purchase from the Parchment Collection Desk in the Students’ Union.
Graduation Services

Watching the ceremonies
1. Guest waiting area (guests are permitted to enter the Armstrong Building 15 minutes before the ceremony).
2. King’s Hall, Armstrong Building.
3. Live Screening, second floor, Armstrong Building.

Ticket and gown collection
9. Ticket collection, King's Road Centre.
9. Gown collection and return (08.00am–7.30pm), King's Road Centre.

Congregation outlets
2. Commemorative DVD, Students’ Union Building.
2. University memorabilia, Students’ Union Building.
2. Photography studios, Students’ Union Building.
3. Outdoor photography studio (weather permitting).

Congregation reception locations
(Please check your ticket for details)
5. Union Lawn.
6. Lindisfarne Room, King’s Road Centre.

Catering
4. Tea and coffee cart, Student Forum.
7. Tea and cakes on the lawn, Old Quadrangle.
8. The Courtyard Restaurant, Old Library Building.
9. EAT@CENTRAL, King’s Road Centre.
10. McKenna’s at Northern Stage.