



Newcastle  
University

# CONGREGATION GUIDE



**CLASS OF 2024**

**#NCLGRAD**

**CONGRATULATIONS ON YOUR GRADUATION!**

**GRADUATION IS NOT AN END, IT IS A BEGINNING. YOU  
ARE NOW PART OF A NEW GLOBAL FAMILY THAT IS  
THE COMMUNITY OF ALUMNI OF NEWCASTLE  
UNIVERSITY.**

**FIND OUT WHAT TO EXPECT ON THE DAY, TO ENSURE A  
MEMORABLE DAY FOR GRADUATES AND GUESTS.**



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# ON THE DAY OVERVIEW

## **You should arrive 90 minutes before your ceremony:**

1. Register and collect all tickets and your certificate from The Boiler House, King's Road\*
2. Collect your gown from the Student Union Basement
3. Graduates to be admitted to the Armstrong Building 30 minutes before the ceremony begins. Guests will be admitted to the Armstrong Building, 20 minutes before the ceremony begins. *(Ensure you have given your guests their tickets before you enter the hall).*

Your ceremony will last approximately 45 minutes, with the exception of honorary ceremonies which can last up to 75 minutes

## **After your ceremony:**

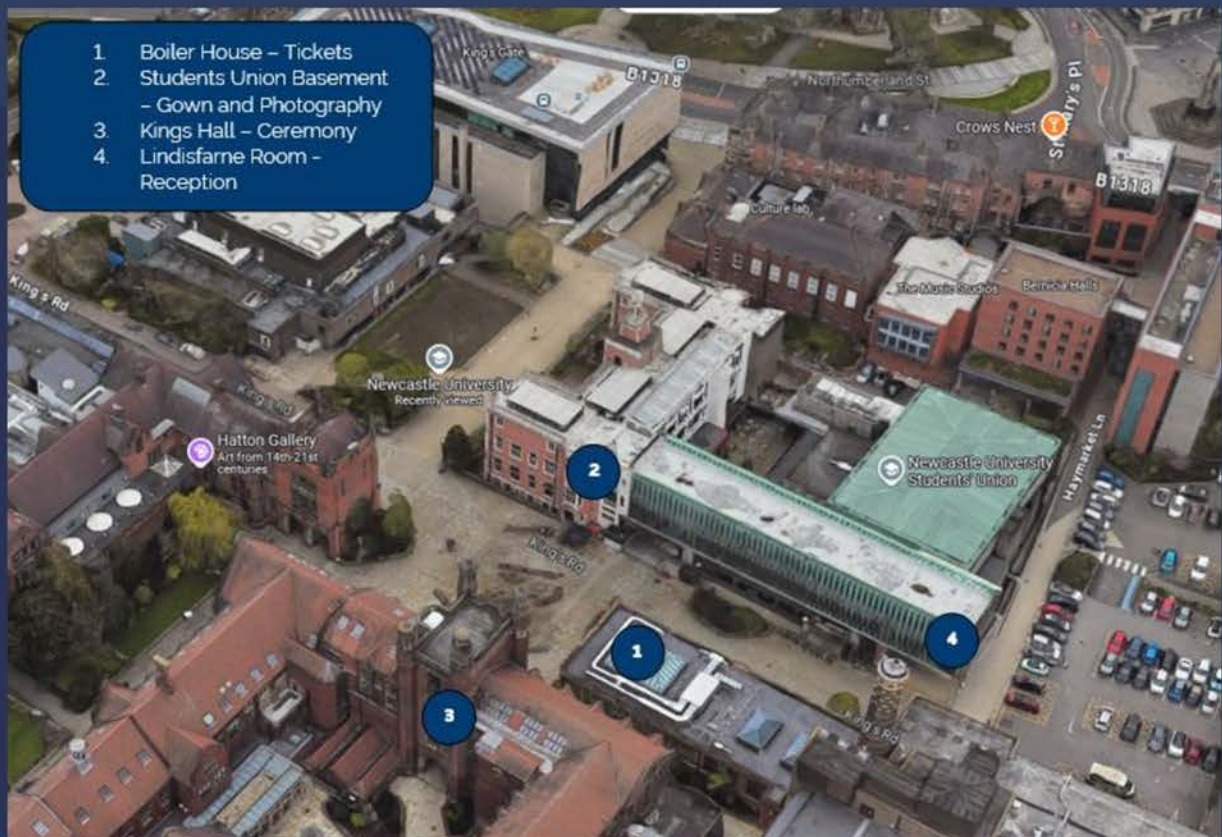
4. Straight after your ceremony, attend 45 minute reception in the Lindisfarne Room, Hadrian Building

## **Anytime during the day:**

2. Visit the professional photography studios in Student Union Basement

Before you leave, **return your gown** to the Student Union Basement

*\*Only graduates can collect tickets. Bring your Student ID (or other photographic ID)*



# TICKET AND DEGREE COLLECTION

Check in and collect all your tickets and degree parchment from **The Boiler House, King's Road**. Seat numbers are allocated on a first come, first served basis when you arrive at the Ticket Desk.

We must give the tickets to the **graduate only**, so please don't send one of your guests to collect them. **You will need to bring your Student ID (or other photographic ID) with you.**

<b>Your ceremony time:</b>	<b>Collect your tickets from:</b>
<b>9:30am</b>	<b>8am</b>
<b>11:30am</b>	<b>10am</b>
<b>1:30pm</b>	<b>12noon</b>
<b>3:30pm</b>	<b>2pm</b>
<b>5:30pm</b>	<b>4pm</b>

You will receive your degree certificate from the ticket desk on the day of your graduation. You will not need your certificate for any part of the ceremony.

## **What if I have already received my certificate, do I bring it with me?**

You do not need to bring your certificate with you. You will not need your certificate for any part of the ceremony.

# GOWN COLLECTION

If you have not pre-hired your gown, you will be able to hire one on the day of your ceremony, from **Student Union Basement**. This will be **CASH ONLY**.

Collect your gown from **Student Union Basement**. Bring your Gown Hire Confirmation if you have already booked your gown.

**Return your gown the same day to the same place.**

<b>Your ceremony time:</b>	<b>Collect your Gown from:</b>	<b>Return your Gown by:</b>
<b>9:30am</b>	<b>8am</b>	<b>5:30pm</b>
<b>11:30am, 1:30pm, 3:30pm</b>	<b>9:30am onwards</b>	<b>5:30pm</b>

## **No Mortar Board**

Most academic dress at Newcastle University does not include a mortar board, by tradition. The story goes that when Newcastle became an independent university in 1963, students celebrated freedom by throwing their traditional hats into the River Tyne. Since then, Newcastle University academic dress has not included a mortar board.

# PROFESSIONAL PHOTOGRAPHY

Professional photography studios will be based in the **Student Union Basement**.

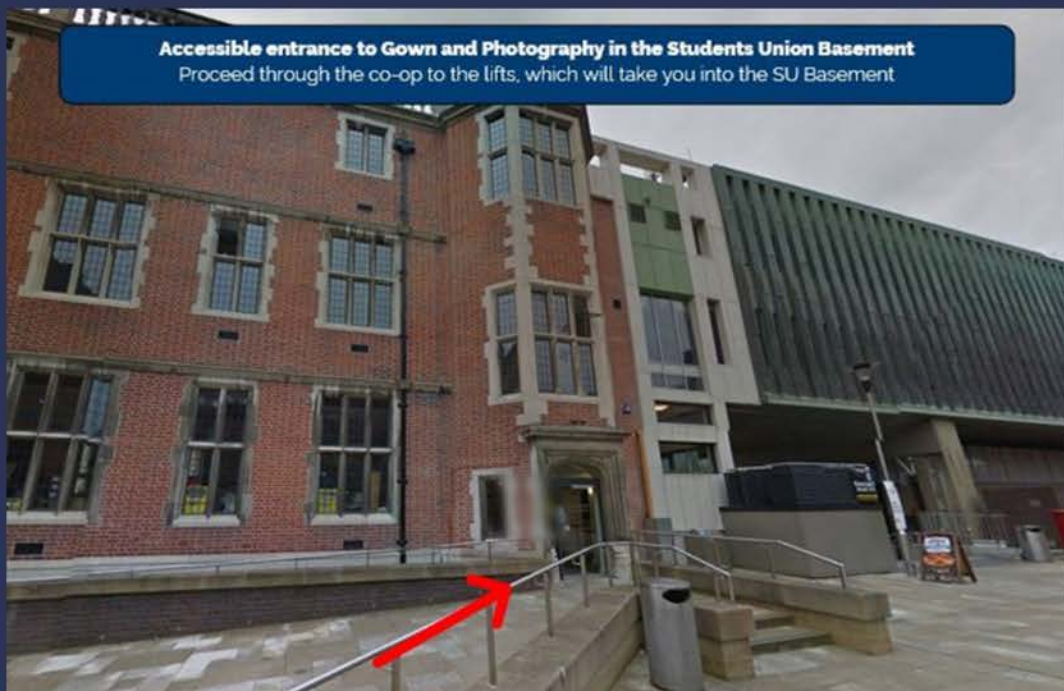
The photography studios will be open daily from **8am – 5:30pm**, except on Monday 2 December they will be open **9:30am - 5:30pm**.

There is **no pre-booking required**. Drop in for your photography proofs, and then purchase online after your graduation via Tempest Photography.

## **Pricing**

Please see the [Tempest photography website](#), where you can view the packages available. Click 'not had your graduation yet' and enter your details.

# ACCESS TO STUDENT UNION BASEMENT



# THE CEREMONY

Your ceremony will last approximately 45 minutes, with the exception of honorary ceremonies which can last up to 75 minutes.

The academic procession will enter, and the Presiding Officer will deliver a short welcome speech. A marshal will then indicate when you should stand, and you will be guided down edge of the hall to the side of the stage. From there the Hooding Marshal will place the hood\* over your head to rest on your shoulders and the Reader will announce your name. You will then walk across the stage to the Presiding Officer and shake hands (if you do not wish to, please hold a copy of the graduation brochure in both hands to signal this). You will then return down the centre aisle to your seat.

The presentation of graduates will end with a speech from the Student Orator. After this the Academic Procession will leave the hall first, and then graduates will be applauded out of the hall and past the Martin Luther King Statue where a group photo will be taken. The guests will follow out behind the graduates shortly after.

\*Please note recipients of certificates and diplomas will wear a stole rather than a hood





# RECEPTION

Straight after the ceremony all graduates and guests are invited to a reception in the Lindisfarne Room, Hadrian Building.

Each reception will take place immediately after the ceremony and will last for approximately 45 minutes. Graduates and guests will be served a free glass of prosecco (or non-alcoholic alternative) and a bar will also be open for graduates/guests to purchase further drinks.

Alongside refreshments, there will also be photo opportunities at the reception, including a flower wall, 360 video booth and light up letters.

Any prize giving from the schools will be awarded in the reception.



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# LIVE SCREENING

Live Screening is a lecture theatre within the same building as the ceremony venue (Armstrong Building) where guests will be able to enjoy the live streaming of the ceremony on a large screen. The theatre is on the second floor of the Armstrong Building.

Guests with live screening tickets will also be able to access the post ceremony reception in the Lindisfarne Room.



# WHAT ELSE IS HAPPENING ON CAMPUS?

The Alumni team will be organising celebratory activities in the Lindisfarne Room (as part of the Reception) including:

- A 'Key to Success' wall, where students can take away a message of advice from a fellow graduate
- A 'spin-to-win' game offering prizes of Newcastle goodies in exchange for updated contact details



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# PHOTO OPPORTUNITIES ON CAMPUS

Alongside the official photography based in the Students Union Basement, there will be many other photo opportunities on campus, including:

- 360 video booth in the Lindisfarne Room
- Flower wall in the Lindisfarne Room
- Light up letters in the Lindisfarne Room
- Photobooth in the Boiler House
- Grass letters in the Student Forum



# MYGRADUATIONCLIP

MyGraduationClip create short, personalised video clips which capture your special moment on-stage during the ceremony. Each graduate will receive a free personalised clip which you'll be able to download and share to your favourite social media apps.

To receive your free personalised video clip, register your email address [here](#) or scan the QR code below. You will be sent your video moments after your ceremony.



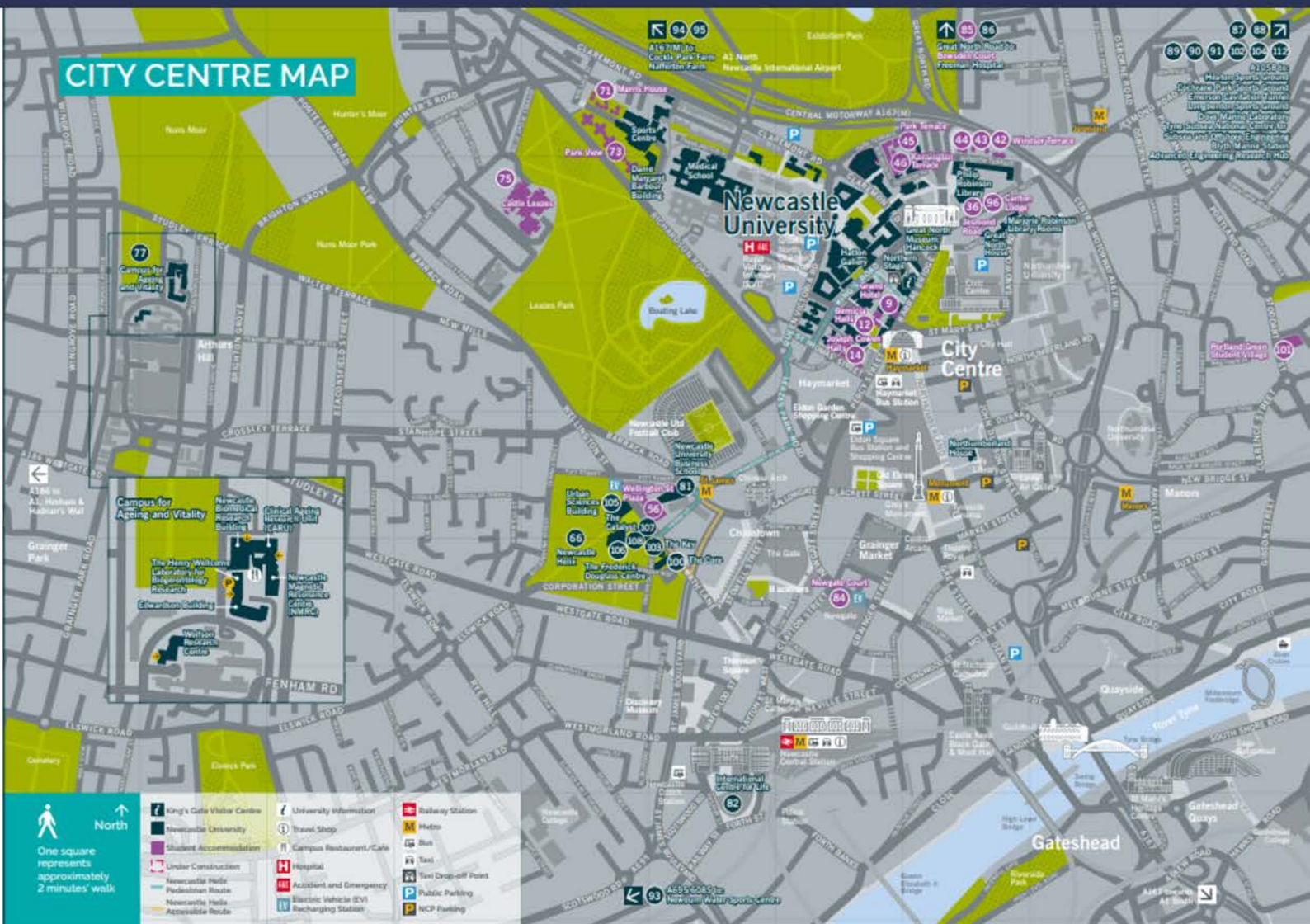
# HOW TO FIND US

Our postcode is NE1 7RU if you're using a sat-nav or route planner. See [our website](#) for more information on public transport.

## Car Parking

Car parking is unfortunately not available on campus\*, but there are many car parks within walking distance. Please see the city and campus map.

\*except for blue badge holders and must be arranged in advance with the [Congregations Office](#)



# CONNECTED FOR LIFE

Your University is for life. As a Newcastle graduate you can access support, professional and personal development opportunities any time you need.

[Find out more](#) about how we can support you.



**IF YOU HAVE ANY  
ADDITIONAL QUESTIONS,  
PLEASE SEE THE  
CONGREGATIONS WEBSITE.**