



University of
Salford
MANCHESTER

GRADUATION 2023

18 - 21 JULY

ON THE DAY REGISTRATION
UNIVERSITY OF SALFORD
MEDIACITY CAMPUS
SALFORD QUAYS

CEREMONIES
THE LOWRY THEATRE
SALFORD QUAYS

YOUR COMPREHENSIVE
GUIDE TO GRADUATION

IN THIS GUIDE, YOU WILL FIND DETAILS OF:

Ceremony dates and times	3
Getting to the venue	4
Registration – at the University of Salford building, MediaCity	6
Robing – at the Lowry Theatre, Salford Quays	7
Lowry Theatre map	8
Guest tickets	9
Information for guests	10
What to do at the ceremony	11
The ceremony schedule	12
Official photography	13
Help available on the day	13
Graduation ceremony checklist	14
Robe hire guide	16

CEREMONY DATES AND TIMES

Make a note of your ceremony date and time.

TUESDAY 18 JULY 2023

TIME	CEREMONY NO.	SCHOOL
10:15	1	School of Health and Society
13:30	2	School of Health and Society
16:15	3	School of Health and Society

WEDNESDAY 19 JULY 2023

10:15	4	Salford Business School
13:30	5	Salford Business School
16:15	6	Salford Business School

THURSDAY 20 JULY 2023

10:15	7	School of Science, Engineering and Environment
13:30	8	School of Science, Engineering and Environment
16:15	9	School of Science, Engineering and Environment

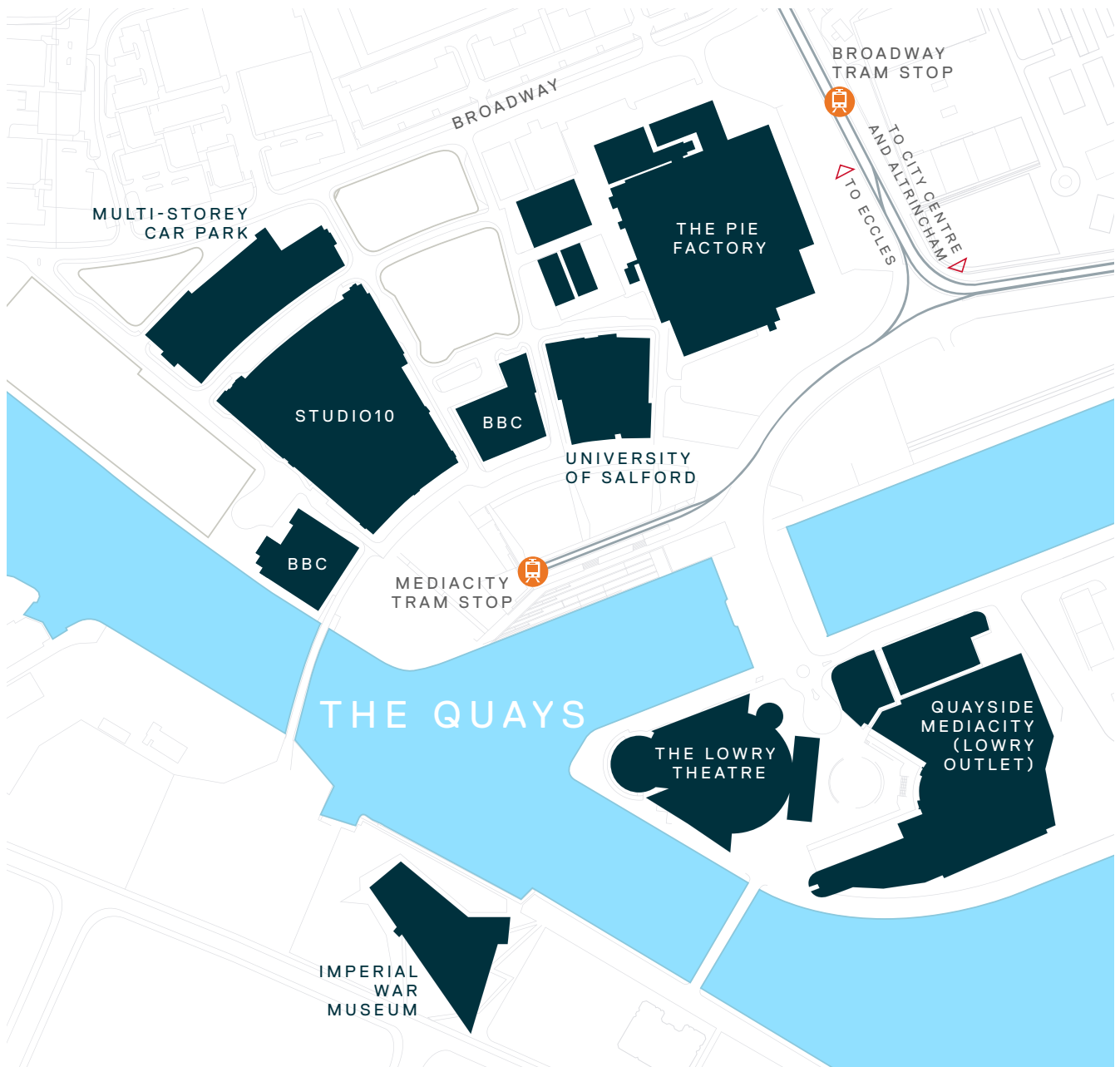
FRIDAY 21 JULY 2023

10:15	10	Salford School of Arts, Media and Creative Technology
13:30	11	Salford School of Arts, Media and Creative Technology

GETTING TO THE VENUE



- Registration will take place at **the University of Salford building, MediaCity, Salford Quays, M50 2EQ**
(5 minute walk from the Lowry)
- Graduation will take place at **the Lowry Theatre, Pier 8, Salford Quays, M50 3AZ**



ARRIVING BY CAR

The Lowry is a 15 minute drive from Manchester City Centre, 30 minute drive from Manchester Airport, and a quarter of a mile from the motorway network.

From the M60 take junction 12 for the M602. Salford Quays is a quarter of a mile from junction 3 of the M602. Follow the brown Lowry signs.

Secure parking is available in the Quayside MediaCity multi-storey car park, which also has designated areas for disabled people on each level. Car parking charges apply at £1.10 per hour for the first four hours, for further details of charges please visit their [website](#).

ARRIVING BY TRAM

You can travel to the Lowry from both Manchester Piccadilly and Victoria Train Stations using the Metrolink tram route. Normally you can board an Eccles line tram and alight at MediaCity, a 5 minute walk from the University of Salford MediaCity building and the Lowry.

For up to date information please see metrolink.co.uk or call Metrolink on 0161 205 2000.

/ FOR FURTHER INFORMATION AND DOWNLOADABLE MAPS PLEASE GO TO:
thelowry.com | quaysidemediacityuk.co.uk

REGISTRATION

Upon arrival at Salford Quays, **graduates only** should go directly to registration in the University of Salford building, MediaCity, M50 2EQ.

Please note, registration takes place in the University of Salford building at MediaCity. You must register first before going to the Lowry.

It is extremely important that you treat registration as a priority; **if you do not register, your name will not be on the presenter's list and you will NOT be able to graduate.**

GRADUATES

Follow the map to locate the University of Salford building at MediaCity. *Please remember, only graduates are allowed in the registration area.*

- ✓ At the registration desk, you will need your University ID card and your registration confirmation email.
- ✓ The staff will provide you with a ticket which will allow you to collect your gown and enter the theatre.
- ✓ Upon successful completion of registration you will be issued with your seat number.

At registration you will receive one complimentary copy of the graduation souvenir brochure as a keepsake. Additional copies will be on sale priced £3.00 at the graduation information desk (in the Lowry Theatre foyer area, ground floor).

- ✓ You should arrive at registration at least **two hours** before your ceremony is due to start. The following table illustrates what time you should arrive, dependent on the time of your ceremony.

CEREMONY TIME	ARRIVAL TIME
10.15	08.15
13.30	11.30
16.15	14.15

REGISTRATION CLOSES 30 MINUTES PRIOR TO THE START OF YOUR CEREMONY

Once registration closes, you will be classed as a 'late arrival' and you will **NOT** be able to graduate.

It is your responsibility to ensure that you arrive at registration at the appropriate time – travel disruptions are highly likely, so please ensure that you leave plenty of time to arrive at Salford Quays. This is particularly pertinent if your ceremony is early morning or late afternoon.

ROBING

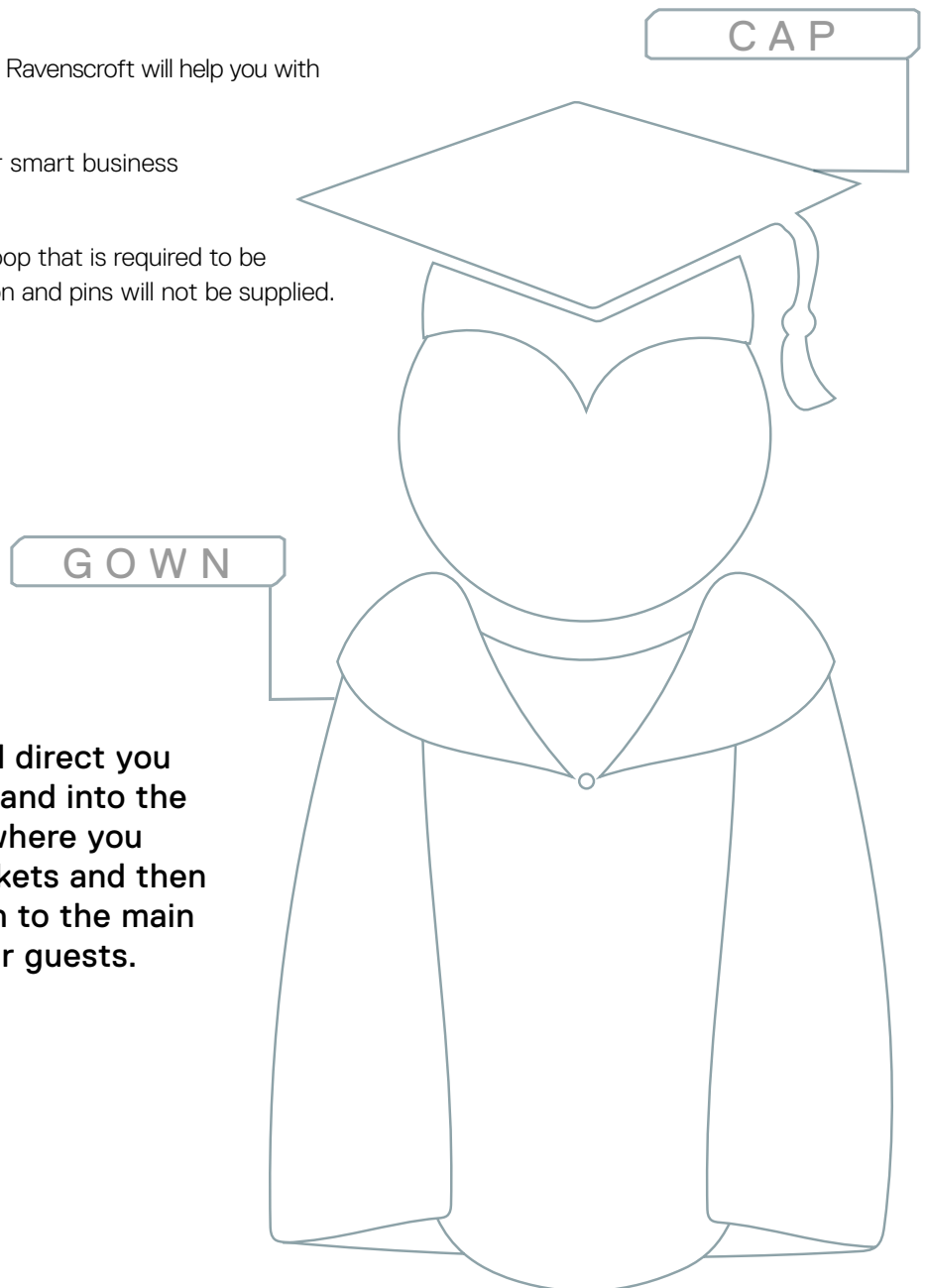
Once you have attended registration at the University of Salford building, MediaCity, please make your way back to the Lowry to collect your gowns from the gown makers, Ede & Ravenscroft, situated in the Quays Theatre.

PLEASE NOTE: In order to collect your robes, you will need the ticket issued to you at registration and the reference number you received when you ordered your gowns online.

Guests are asked to wait in the main foyer for graduates to return.

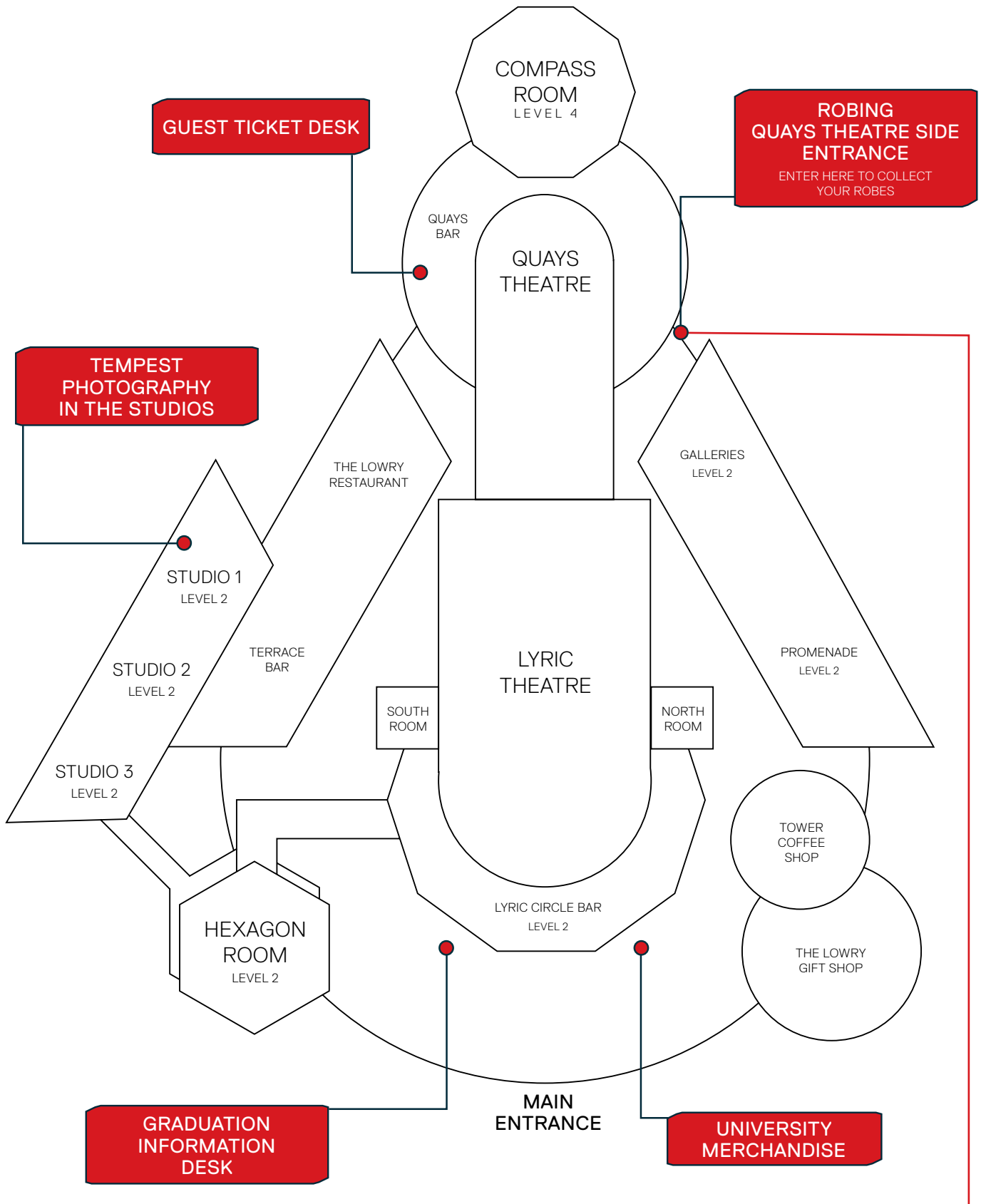
Please see the plan of the Lowry Theatre on the following page for further instructions.

- ✓ Staff from the gown makers, Ede & Ravenscroft will help you with your robing.
- ✓ It is advised that you should wear smart business dress under your robes.
- ✓ Please note that the hood has a loop that is required to be fastened to a shirt or blouse button and pins will not be supplied.



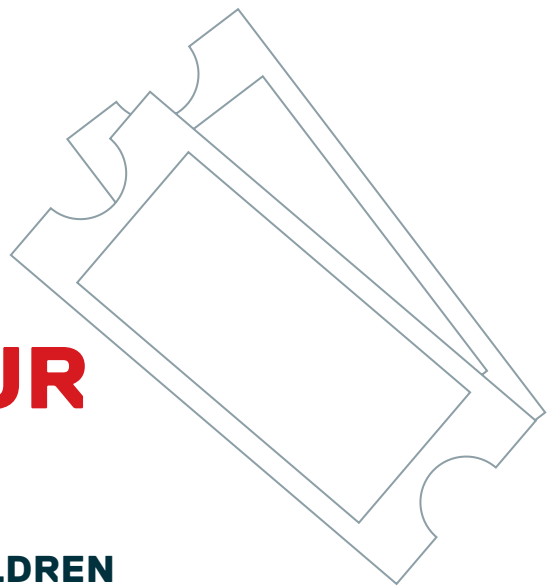
Following robing, staff will direct you out of the Quays Theatre and into the Quays Theatre bar area, where you can collect your guest tickets and then make your way back down to the main foyer to meet up with your guests.

LOWRY THEATRE MAP



FOLLOW THE RED LINE AROUND THE OUTSIDE OF THE LOWRY TO GET TO THE QUAYS THEATRE.

COLLECTING YOUR GUEST TICKETS



Guest tickets will be available for collection from the guest ticket desk two hours before the ceremony begins. Graduates will need to attend registration and robing prior to collection of the tickets. See the Lowry floor plan on page 8 for the guest ticket desk.

Guest tickets will be issued in the name of the student. Therefore, tickets can only be collected by the graduate upon production of their student ID card.

ADDITIONAL TICKETS

Please see your confirmation registration email for details of your ceremony time and date.

Tickets for the graduation ceremonies are limited and there is no guarantee that any additional tickets will be available for your ceremony. If the University is able to release additional tickets for your ceremony these may be limited to two tickets per person and will be sold on a **first-come first-served basis**.

Please note, if you are able to purchase additional tickets, the invoice that you receive is **not** your actual ticket. On the day the **graduate will need to collect the ticket(s) from the guest ticket desk, at the Lowry**. They can be collected up to two hours before the ceremony starts. Where possible, complimentary and additional guest tickets will be seated together.

A live stream of all ceremonies will be shown in the University's MediaCity building (where registration takes place). This is free of charge; no booking is required.

CHILDREN

Children are welcome at the ceremonies; however sometimes they can prove to be too long for younger children who may become restless. For the comfort of other guests, guardians may be asked to take any child that becomes agitated or distressed out of the Theatre to the foyer area.

Health and Safety regulations determine that all participants and guests at the ceremonies are to be seated. Therefore children over **2 years of age must have their own seat in the Theatre and therefore must be included in your guest numbers for full priced tickets**.

Children up to the age of 2 may sit on an adult's lap, but will require a free 'Child Under 2' ticket. These can be booked once you have purchased any additional guest tickets by calling the Quaytickets hotline on 0843 208 0500 (Calls to this number will cost 7 pence per minute plus your network operator's access charge) or by emailing info@quaytickets.com

Children under the age of 16 are not allowed into the Theatre without an accompanying adult. Alternatively, there will be a nursery available supervised by fully trained staff. Please note, the nursery is located at Allerton Building on the Frederick Road campus at the University of Salford, and you will need to make arrangements with the Nursery Manager regarding sessions and availability of places. There will be a charge for this service and places are limited.

Contact:

Busy Bees at the University of Salford
Stratham Street
Salford, M6 6PU

T: 0161 295 0722

Please allow sufficient time to drop your child off prior to the ceremony. You must be at registration **at least two hours before** your ceremony time.

INFORMATION FOR GUESTS

Guests are not allowed in the registration area at the University of Salford building, or the robing areas in the Quays Theatre (The Lowry).

Guests should be in their designated seats **at least 30 minutes** before the ceremony begins and should listen for the Lowry Theatre announcements asking graduates and guests to take their seats.

Guests should enter the Lyric Theatre for the ceremony via the door letter indicated on their ticket. Lowry staff will be available to show guests to their seats.

PLEASE NOTE: Announcements made by the Lowry Theatre cannot be heard outside of the Lowry building or in the Quays bar area where the guest tickets are situated.

ACCESS REQUIREMENTS

It is very important that if you have any guests who have access requirements in terms of seating, that you tell us about this when you order your tickets. Access requirements can include, but are not limited to:

- / Mobility difficulties
- / Visual or hearing impairment
- / Vertigo
- / Babies in prams

We can usually accommodate your needs if we know in advance, but it can be very difficult to re-seat a guest on the day.

Please phone 0161 295 2313 to discuss requirements in advance.

DEADLINE FOR INFORMING US ABOUT ACCESS REQUIREMENTS: **FRIDAY 9 JUNE 2023**

salford.ac.uk/graduation

WHAT TO DO AT THE CEREMONY

Graduates should be in their designated seats **no less than 45 minutes** before the ceremony begins.

Please listen for the Lowry Theatre announcements asking graduates and guests to take their seats. Please note that the announcements cannot be heard outside of the building.

You will be required to enter the Lyric Theatre via the doors on either side of the main foyer. Please have the **ticket issued at registration with your seat number** ready to present to the usher who will show you to your seat.

IT IS VITAL THAT YOU OCCUPY THE SEAT RESERVED FOR YOU TO ENSURE YOU ARE IN THE CORRECT SEQUENCE AS YOU GO ON STAGE.

You are required to leave your seats in rows in order to process across the stage and as such you must have nothing in your hands, apart from your hat or mortar board.

We advise that you do not bring any bags or large items but if this is necessary, please ask a guest to look after them for the duration of the ceremony to ensure that all aisles are clear. Under no circumstances must you leave bags under your seats as this may pose a health and safety risk and in some instances, you may not return to your original seat after processing across the stage.

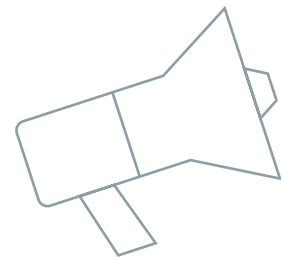
PLEASE NOTE: For University of Salford ceremonies, mortar boards are not worn as part of the ceremony. As the ceremony concludes and the audience stands, you should put your hat on for processing out of the theatre. Graduates will be directed out by the ushers in order of rows, behind the main procession.

TAKING YOUR SEAT

Please check you are in the correct seat. This will ensure when your name is called you are in line to go on the stage.

If this order changes and does not match the official list of graduates, somebody else's name may be read out instead of yours.

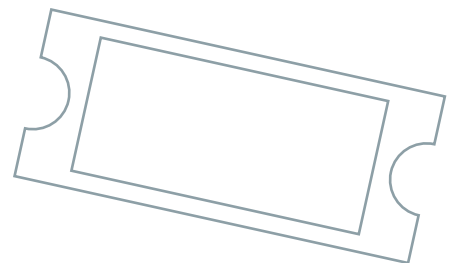
Thirty minutes before the ceremony begins, verifiers will check that everyone is sitting in their correct seats. If you are not sitting in your seat by then, your name may not be read out when you go up on stage.



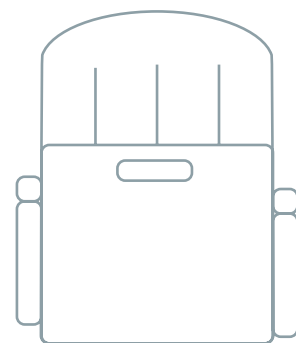
LISTEN FOR ANNOUNCEMENTS ASKING GRADUATES AND GUESTS TO TAKE THEIR SEATS



TAKE YOUR SEAT NO LESS THAN 45 MINUTES BEFORE THE CEREMONY BEGINS



HAVE YOUR SEAT NUMBER READY TO PRESENT TO THE USHER



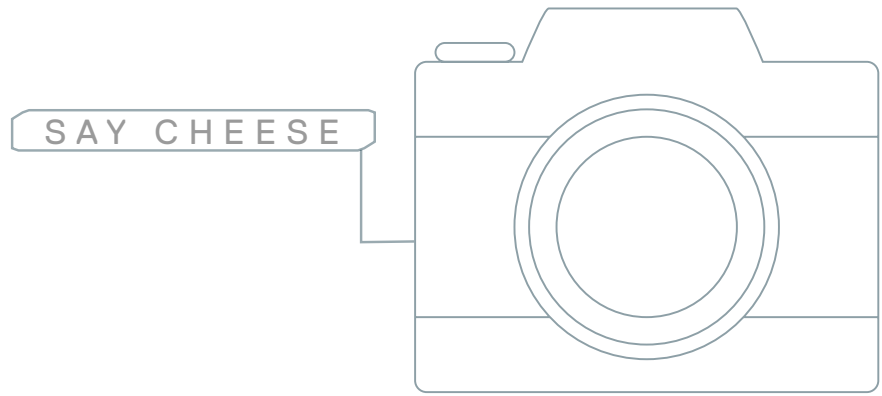
IT IS VITAL THAT YOU OCCUPY THE SEAT RESERVED FOR YOU

THE CEREMONY SCHEDULE

(approximate times)

BEFORE CEREMONY	
45 minutes	Graduates are requested to take their seats in the Lyric Theatre
45 – 30 minutes	Verifiers begin checking graduates are in the correct seats
30 minutes	Guests are invited to take their seats in the Lyric Theatre
20 minutes	University band performs selection of pieces
5 minutes	Academic procession enters the Lyric Theatre
2 minutes	Chancellor's procession enters the Lyric Theatre
AT CEREMONY	
0 minutes	Chancellor's (or representative's) speech, declaring the ceremony open
10 minutes	Honorary Graduate's speech (if applicable)
20 minutes	Celebration of postgraduate awards (postgraduates process across stage)
30 minutes	Celebration of undergraduate awards (graduates process across stage)
55 minutes	Chancellor (or representative) declares the ceremony closed - Chancellor's procession exits Lyric Theatre, followed by academics, followed by graduates, followed finally by guests.

** Please note the ceremony order may vary from the above on occasion*



OFFICIAL PHOTOGRAPHY

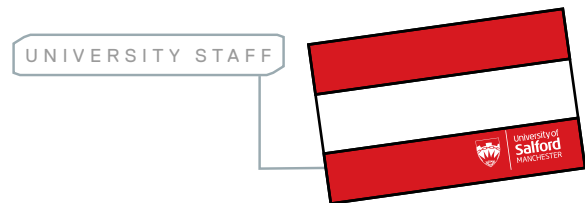
The University has appointed Tempest Photography as its official graduation photography service. For the ultimate memento of your special day, visit Tempest Photography's studios for individual and family portraiture. The studios will be open throughout the day and there is no need to book in advance. In the interests of planning your day and to avoid the busiest period (immediately after your ceremony) we also highly recommend visiting the studio before your ceremony.

PLEASE NOTE: the University cannot be held responsible for photographs taken by any other companies who might operate in the area. Please be aware of possible rival photography suppliers that operate in the Lowry Outlet Mall.

HELP AVAILABLE ON THE DAY

Should you require any assistance, please approach the graduation information desk or any member of University staff who will be wearing a badge displaying the University logo and their name. Lowry staff wearing red T-shirts and the Lowry logo will also be on hand to assist with your queries.

Tempest Photography staff are based in the photography studios and will be on hand to answer your questions about official photography.



GRADUATION CEREMONY CHECKLIST

BEFORE THE DAY:

- Confirmed your attendance by registering at salford.ac.uk/graduation
- Applied for you or your guests' Visa. More information can be found here: askus.salford.ac.uk/page/graduation
- Ordered your robes from Ede & Ravenscroft at gownhire.co.uk (*Deadline: 3 weeks prior to your Graduation ceremony*)
- Arranged for any access requirements for yourself or your guests (*Deadline: 9 June 2023*)
- Returned all library books you may still have (*Deadline: 9 June 2023*)
- Paid any outstanding debts you may have with the University (*Deadline: 9 June 2023*)

YOUR GRADUATION

DATE:..... TIME:.....

ON THE DAY:

STEP 1

TIME:..... Arrive at Salford Quays 2 hours before your ceremony.

STEP 2

Register and receive your robing and seat number tickets at the University of Salford building, MediaCity.

STEP 3

Collect your robes at the Quays Theatre, the Lowry.

STEP 4

Collect your guest tickets at the Quays Bar, the Lowry.

STEP 5

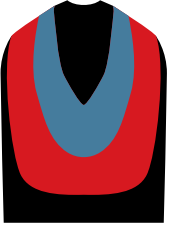
Visit Tempest Photography located in the Lowry Theatre Studios to have your pictures taken.

STEP 6

TIME:..... Make your way to the Lyric Theatre 45 minutes prior to your ceremony.

AND FINALLY, DON'T FORGET YOUR REGISTRATION CONFIRMATION, PHOTOGRAPHIC ID AND YOUR EDE & RAVENSCROFT REFERENCE NUMBER.

ROBE HIRE GUIDE



BTEC/EDEXCEL HND/HNC

- / a gown of black cloth of the Oxford BA pattern (not shown);
- / a BTEC hood of red and blue;
- / a mortarboard of black cloth. (not shown)



CERTIFICATE

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk. Cowl edge faced with two inches of gold satin;
- / a mortarboard of black cloth. (not shown)



DIPLOMA (INCLUDING NURSING DIPLOMA)

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk. Cowl edge faced with two inches of gold satin;
- / a mortarboard of black cloth. (not shown)



LICENTIATE DIPLOMA

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk. Cowl edge faced with two inches of cream brocade;
- / a mortarboard of black cloth. (not shown)



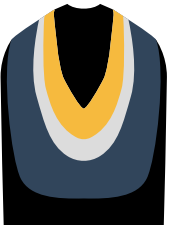
FOUNDATION DEGREE (FDA, FEDENG, FDSC)

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk, lined in blue and tipped in gold satin;
- / a mortarboard of black cloth. (not shown)



ORDINARY DEGREE (BA, BENG, BSC)

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk, fully lined with gold satin. Cowl edge faced inside two inches with light blue silk;
- / a mortarboard of black cloth. (not shown)



HONOURS DEGREE BA(HONS), BSC(HONS), BENG(HONS)

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk, fully lined with gold satin. Cowl edge faced inside two inches with grey silk;
- / a mortarboard of black cloth. (not shown)



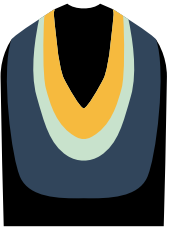
GRADUATE CERTIFICATE/DIPLOMA (GRADCERT, GRADDIP)

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk, fully lined with gold satin. Cowl edge faced inside two inches with pale blue silk;
- / a mortarboard of black cloth. (not shown)



INTEGRATED MASTERS DEGREE (MCHEM, MENG, MENV, MPHYS, MARCH)

- / a gown of black cloth of the London Masters pattern; (not shown);
- / a hood of simple shape in mid blue silk, fully lined in gold satin. Cowl edge faced inside three inches and bound 3/8" with light blue silk;
- / a mortarboard of black cloth. (not shown)



CERTIFICATE (PGCERT)

- / a gown of black cloth of the Oxford BA pattern; (not shown);
- / a hood of simple shape in mid blue silk, fully lined in gold satin. Cowl edge faced inside two inches with pale green silk;
- / a mortarboard of black cloth. (not shown)



DIPLOMA (PGDIP)

- / a gown of black cloth of the London Masters pattern; (not shown);
- / a hood of simple shape in mid blue silk, lined and cape edge bound 3/8" with gold satin. Cowl edge faced inside three inches with dark green silk;
- / a mortarboard of black cloth. (not shown)



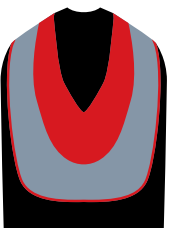
MASTERS (TAUGHT) (MA, MBA, MENT, LLM, MSC)

- / a gown of black cloth of the London Masters pattern; (not shown);
- / a hood of simple shape in mid blue silk, lined and cape edge bound 3/8" with gold satin. Cowl edge faced inside three inches with grey silk;
- / a mortarboard of black cloth. (not shown)



MASTERS (RESEARCH) (MRES, MPHIL, MSC)

- / a gown of black cloth of the London Masters pattern; (not shown);
- / a hood of simple shape in mid blue silk and lined with gold satin. Cowl edge faced inside three inches and bound 3/8" of scarlet satin and cape edge faced inside two inches and bound 3/8" of scarlet satin;
- / a mortarboard of black cloth. (not shown)



DOCTORATE (DBENV, PHD, DMA, DPROF)

- / a gown of black cloth of the London Masters pattern, with three inch facings of University blue silk; (not shown);
- / a hood of simple shape in mid blue, lined and bound 3/8" with scarlet satin;
- / a black cloth bonnet with a scarlet cord and tassels. (not shown)



HIGHER DOCTORATE (DSC, DLITT)

- / a gown of scarlet cloth of the London Doctors pattern, with five inch facings of, and sleeves lined in, gold satin; (not shown);
- / a hood of simple shape in dark blue, lined and bound 3/8" with gold satin;
- / a black velvet bonnet with gold cord and tassels. (not shown)



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