

ATTENDANCE INFORMATION - WINTER CONGREGATION

VENUE AND TRAVEL

Congregation (graduation) ceremonies are held in Durham Cathedral.

Robing, Photography and the Congregation Fair is located at the Teaching and Learning Centre (approximately 15 - 20 minutes walk from the Cathedral) for graduands (students) and guests to enjoy before and after the ceremony.

- **Graduands must report to the Teaching and Learning Centre 2.5 hours before the time of their ceremony** and proceed directly to register their attendance and pick up their robes. It is useful if graduands can bring along their campus card to assist with registration on the day.
- **Graduands must report to the Great Hall of the Castle by 1 hour and 15 mins prior to their ceremony** (i.e. 8:45am for a 10am ceremony) to allow time to be put into procession order. Graduands who do not arrive on time will be excluded from the ceremony.
- **Guests will be directed to enter the Cathedral approximately 45 minutes before the ceremony** start time and should take advantage of facilities at the Congregation Fair in the Teaching and Learning Centre beforehand.
- Each ceremony confers degrees on around 280 students so there will be queuing. Please be mindful of this when planning your day.
- **It is approximately 20 minutes walk from the Teaching and Learning Centre to Palace Green so graduands and guests must allow sufficient time for this.**
- More information is published on the Congregation web pages:
<https://www.durham.ac.uk/about-us/professional-services/ceremonies/congregation/winter/accommodation-and-travel/>

PARKING

There is no public parking or vehicle access to Palace Green.

Graduands and guests with mobility issues can be dropped off by car or taxi at the top of Owengate, before the security barrier.

Howlands Park and Ride is situated approximately 500 metres from the Teaching and Learning Centre, and the bus goes past the Centre on its way into the city.

Parking in the city will be busy so please allow plenty of time for your journey. Further information can be found at: [Parking - Durham County Council](#)

Note that Palace Green lies within the city congestion charge zone: [Durham Peninsula charging zone - Durham County Council](#)

CONGREGATION INFORMATION POINT

Congregation Information Points will be located on Palace Green outside of the Music Building and on the ground floor of the Teaching and Learning Centre for general enquiries.

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GUEST TICKETS

Guests OR graduands can collect tickets on the day of the ceremony (only tickets for that day's ceremonies will be available to collect) from the Guest Ticket desk in the Teaching and Learning Centre:

- 10:00 am ceremony from 7:45 am
- 12:00 noon ceremony from 9:45 am
- 3:00 pm ceremony from 12:00 noon.

Tickets are strictly non-transferable and are allocated to the graduand. Once tickets have been collected they are the responsibility of the graduand and we cannot replace lost tickets.

THE CEREMONY DAY

- Graduands collect robes from the first floor of the Teaching and Learning Centre (only graduands can access the robing area).
- Guests or graduands collect tickets from the Guest Ticket Desk on the first floor of the Teaching and Learning Centre.
- Graduands give guest tickets and belongings to guests before going to the Great Hall in the Castle.
- **Graduands report to the Great Hall of University College (Castle) 1 hour and 15 minutes prior to the ceremony to be put into procession order. Names will be scored off the list if graduands do not arrive on time. Graduands should allow 15-20 minutes' walk from the Teaching and Learning Centre.**
- Guests, with tickets, queue at the Information Point on Palace Green approximately 45 minutes before the ceremony start time and will be escorted into the Cathedral via the Galilee Chapel. Guests are seated separately from graduands.
- Graduands process from the Great Hall to the Cathedral approximately 30 minutes before the ceremony.
- On entering the Cathedral, graduands will be seated in the order they will go onstage. Names will be checked multiple times as it is vital that graduands remain in order for the ceremony.
- During the ceremony graduands names will be called to process across the stage individually, pausing in front of the Presiding Officer to shake hands.
- The ceremony lasts approximately one hour.
- After the ceremony, graduates and guests can visit the Congregation Fair in the Teaching and Learning Centre.
- **Graduates must return robes before 5:30pm** to the drop off point in the Teaching and Learning Centre on the day of their ceremony.

GUEST ENTRANCE INFORMATION

Entrance to the Cathedral is approximately 45 minutes before the ceremony start time. There is no shelter outside the Cathedral, and it can be extremely cold in winter so guest are advised to dress accordingly.

Guests queue from the Information Point on Palace Green and will be escorted to the Galilee Chapel entrance. Guests may have to wait at the Galilee Chapel for a short period until the venue is ready.

Guests must have a ticket to enter the Cathedral, these will be checked upon entrance to the Galilee Chapel so should be readily at hand.

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On entering the main body of the Cathedral, guests will be guided by marshals to fill all seats from the front to the back, in the Nave and then the Side Aisles. Guests wishing to sit together must arrive together.

The view of the stage in the Side Aisles is restricted due to the Cathedral architecture; however, television monitors are installed throughout the Cathedral to enhance the viewing of the ceremony.

GRADUANDS AND GUESTS WITH SPECIAL REQUIREMENTS

Graduands can advise of any special requirements for themselves and guests when registering for the ceremony on Banner Self Service. Graduands and guests can also contact the Ceremonies Unit directly to discuss any special arrangements.

Induction loop facilities are available throughout the seating areas in the Cathedral and those who require it should use the 'T' position on their hearing aid.

Guests using wheelchairs and with mobility issues can report to the Congregation Information Point on Palace Green 30 minutes before the ceremony start time (with a companion if they wish) to be escorted into the Cathedral via an accessible route. A bus will be operating between the Teaching and Learning Centre and Palace Green throughout the day for those who require assistance.

GUESTS WITH CHILDREN

The ceremony is a formal occasion and can involve a lot of waiting around. Disruptions by small children can disturb the graduands and their guests. Please consider this before bringing a small child along. Tickets are required for children over the age of 2, under 2's do not require a ticket as they can sit on a guests lap.

Children and babies cannot be seated with the graduand, they must be seated with an adult guest in the guest section of the Cathedral. Anyone under the age of 18 must be accompanied by an adult in compliance with our Safeguarding policy [Safeguarding Children - Durham University](#)

Pushchairs can be accommodated inside the Cathedral, however, please bear in mind they cannot block the aisles and there are restrictions on personal belongings.

The ceremony is also streamed live to the lecture theatre in the Teaching and Learning Centre which may be more comfortable for guests with small children. All children must be accompanied by an adult.

PHOTOGRAPHY

Photography is not permitted during the ceremony, this includes the use of still, digital and video cameras and mobile telephones. Ceremonies are professionally filmed and photographed with DVDs/photos available to purchase afterwards. Flash photography is not permitted within the Cathedral.

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PERSONAL BELONGINGS

Graduands are advised to keep personal belongings to a minimum, and these should be left with guests prior to the ceremony. No personal belongings should be carried onstage by the graduands and there is no capacity to store them in the Cathedral. This includes mobile phones.

Large bags/rucksacks/luggage are not permitted into the Cathedral and cannot be left unattended. Bags may be searched as you enter the Cathedral. There is a supervised luggage drop in the Teaching and Learning Centre for graduands and guests use during the ceremony (luggage is left at owners risk).

CONGREGATION FAIR

The following activities are located in the **Teaching and Learning Centre** for graduands and guests to visit before and after the ceremony:

- **Refreshments** – Zing Cafe will supply food and refreshments for sale throughout the day with a selection of celebratory drinks, hot and cold drinks, soup, sandwiches, cakes and snacks.
- **Dunelm Alumni** – The Dunelm alumni team will be located at the Congregation Fair handing out the 'I bagged a Durham degree' bags-for-life and commemorative graduation pins.
- **Official Merchandise** – A wide range of official Durham University merchandise (including the bestselling graduation bear) will be available at the Congregation Fair in the Teaching and Learning Centre. The full range of merchandise is available at: [Durham University Official Shop](#)
- **Ceremony Film** – Galaxy Media will record each ceremony and produce a final film, available to take home, which includes images of Palace Green, the University and region. DVD's, digital downloads and personalised social media clips can be pre-ordered online at: www.mygraduationfilm.com or purchased on the day.
- **Photographs** - Ede and Ravenscroft photography studios are available to take images of graduands and guests either before or after ceremonies. They also capture each graduand on stage with the Presiding Officer during the ceremony and these images will be available to view, purchase and take home on the day from the Photography Sales Desk. Photography packages can be pre-ordered online by 16 December or ordered on the day: [Graduation Services | Ede & Ravenscroft \(edeandravenscroft.com\)](#)

LOST PROPERTY

Lost property will be held at the Police Office on Palace Green or at the Teaching and Learning Centre Reception Desk.

DRESS CODE

Graduands **must** wear graduation robes (gown and hood for the award) hired from our affiliated supplier at Congregation. Mortar boards are not worn at ceremonies although the photographers will have some available for photographs on request.

Hire robes by 16 December from Gray & Son Robemakers, print the confirmation email and bring this on the day. If not ordered by the deadline it may not be possible to obtain the correct robe. Robes can be ordered online at:

<https://www.graysofdurham.com/pages/secure/SelectCeremony.aspx>

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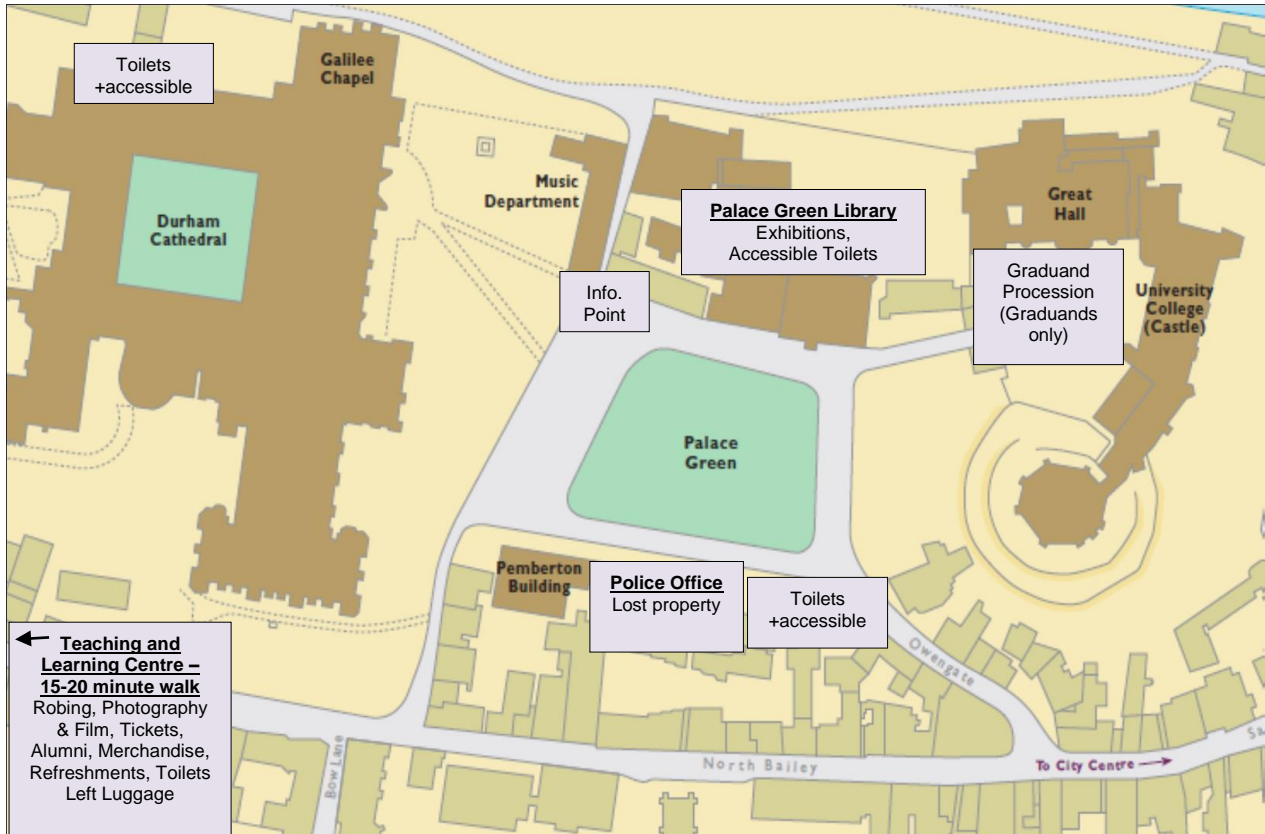
Graduands and guests are advised to dress appropriately for the weather as they will be outside at certain times of the day, and it can be cold inside the Cathedral.

Graduands are recommended to wear smart clothing beneath robes either skirts or trousers are acceptable. Clothing with buttons down the front, such as blouses and shirts, are highly recommended to secure the hood which drapes over the shoulders.

Graduands are advised to wear appropriate footwear to process across cobblestones and walk up and down 2 steps at the stage during the ceremony. Guests are recommended to dress smartly but without hats which can restrict the view for other guests.

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MAP OF PALACE GREEN AREA



Directions from Teaching and Learning Centre to Palace Green (on foot)

1. Turn left out of TLC walking down South Road towards Whitechurch
2. Cross the traffic lights onto Church Street, continue along this road
3. Turn left at the traffic lights and cross Kingsgate Bridge
4. Up the stairs and carry along Bow Lane until you encounter North Bailey
5. Here, cross the road and walk up Dun Cow Lane to Palace Green
6. Durham Cathedral is on your left and Durham Castle (the Great Hall) is the far right of the green.

Directions from Teaching and Learning Centre to Palace Green (accessible)

1. Turn left out of TLC walking down South Road towards Whitechurch
2. Cross the traffic lights onto Church Street, continue along this road
3. Continue past the Students Union and Elvet Riverside
4. Turn left just after the Half Moon Inn and cross Elvet Bridge
5. At the top of the street, turn left up Saddler Street, continuing up until you encounter Owengate on the right.
6. Head up Owengate to Palace Green
7. Durham Castle (the Great Hall) is on your right and Durham Cathedral is the far side of the green.

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QUICK GUIDE: BEFORE YOUR CEREMONY DAY

Before 5pm on 16 December

Complete Congregation and Parchment registration on Banner Self Service



Before 12noon on 16 December

Contact your **Faculty Office** to confirm the pronunciation of your name, only if it is often mispronounced



Before 16 December

Hire graduation robes with Gray & Son Robemakers

Before Arrival – Plan your day

Familiarise yourself with the key locations:

- Teaching and Learning Centre - to collect robes/guest tickets
- Route to Palace Green
- Great Hall in the Castle (graduands)
- Queue at Information Point (guests)

Ensure you give yourself enough time:

- Durham City will be busy, consider parking arrangements
- There will be queues for robes/tickets
- It is a 20-minute walk from the Teaching and Learning Centre to Palace Green
- Graduands must report to the Great Hall (robed) 1 hour and 15 minutes before their ceremony

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QUICK GUIDE: YOUR CEREMONY DAY

Graduand to arrive at Teaching and Learning Centre

10:00 am ceremony By 7:30 am	12:00 noon ceremony By 9:30 am	3:00 pm ceremony By 12:30 pm
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**Graduand to collect robe from the Teaching and Learning Centre
(access for graduands only in the robing area)**

10:00 am ceremony 7:30 – 8:30 am	12:00 noon ceremony 9:30 – 10:30 am	3:00 pm ceremony 12:00 – 1:30 pm
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Guest or graduand to collect guest tickets from the Teaching and Learning Centre

10:00 am ceremony From 7:45 am	12:00 noon ceremony From 9:45 am	3:00 pm ceremony From 12:00 noon
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Graduand to give tickets and belongings to guests before reporting to the Great Hall in Castle



Graduand to report to the Great Hall, Castle

10:00 am ceremony 8:45 am	12:00 noon ceremony 10:45 am	3:00 pm ceremony 1:45 pm
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Guest queue to be escorted from the Information Point on Palace Green to the Cathedral

10:00 am ceremony From 9:15 am	12:00 noon ceremony From 11:15 am	3:00 pm ceremony From 2:15 pm
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**Graduate must return robe to the Teaching and Learning Centre
On the ceremony day before 5:30 pm**

**Congregation Fair opening times – Teaching and Learning Centre
8:00 am – 6:00 pm**