

SUMMER CONGREGATION 2022

ATTENDANCE INFORMATION

VENUE, TRAVEL AND PARKING

Congregation (graduation) ceremonies are held in Durham Cathedral with related activities taking place around Palace Green, the area between the Cathedral and Castle. The Congregation Fair is located in a marquee on the green for graduands (students) and guests to enjoy before and after the ceremony.

- **Graduands must arrive at Palace Green at least 2 hours before the time of their ceremony and proceed directly to the Pemberton building to pick up their robes and register their attendance.** Please bring your campus card if you have one to assist with registration on the day.
- **You are required to collect your robes no later than 1 hour and 30 mins prior to the ceremony, to allow for queuing time.**
- **Graduands must report to the Great Hall in the Castle by 1 hour and 15 mins prior to their ceremony (i.e. 7:45 am for 9:00 am ceremony), to allow time to be put into order for walking on stage. The Graduand procession will enter the Cathedral approximately 30 minutes prior to the ceremony.** If graduands do not arrive on time they will be excluded from the ceremony.
- **Each ceremony confers degrees on up to 320 students so there will be queuing. Please be mindful of this when planning your day.**
- Guests will be directed to enter the Cathedral from approximately 45 minutes before the ceremony start time and can enjoy the facilities in the Congregation Fair in the marquee beforehand.

A map and directions to Durham are published on the Congregation web pages: [Information for students and guests travelling to Durham for Congregation - Durham University](#)

There is no vehicle access to Palace Green. Vehicles will be allowed to drop off at the bottom of Owengate but will not be able to access Palace Green.

Parking in the city will be busy so please allow plenty of time for your journey. Graduands and guests are advised to use the various car parks situated around Durham, including [Durham's Park and Ride](#) service, and the metered on-street parking which is available all over the city.

Note that Palace Green lies within the city congestion charge zone: www.durham.gov.uk/article/3437/Durham-Road-User-Charge-Zone-congestion-charge

CONGREGATION INFORMATION POINT

A Congregation Information Point will be located on Palace Green outside of the Music Building for general enquiries.

COVID-19 MITIGATION

Please do not attend the event if you have any symptoms of coronavirus (COVID-19) Attendees are encouraged to wear face coverings whilst indoors.

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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 marquee on Palace Green:

- 9:00 am ceremony from 7:15 am
- 11:00 am ceremony from 9:00 am
- 1:45 pm ceremony from 11:00 am
- 3:45 pm ceremony from 1:30 pm

Guest tickets are strictly non-transferable and are allocated to the graduand. Please be aware that due to number of students / guests collecting tickets, queuing is inevitable.

THE CEREMONY DAY

- Graduands to collect robes from the Pemberton Building on Palace Green (due to limited capacity, only graduands are allowed access to collect robes).
- Graduands or guests to collect tickets from the marquee.
- Graduands must give tickets and belongings to guests before going to the Great Hall.
- **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. Graduands must arrive by this time so that various checks can be undertaken, names will be scored off the list if graduands do not arrive on time and may not be able to graduate.**
- Guests, with tickets, will be directed to enter the Cathedral from the Information Point approximately 45 minutes before the ceremony start time to be 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 order. Names will be checked multiple times as it is vital that graduands remain in order for the ceremony.
- During the ceremony graduands will be called to process across the stage individually, pausing in front of the Presiding Officer.
- The ceremony lasts approximately 1 hour and 15 minutes. The use of cameras and recording devices is not permitted during ceremonies and flash photography is not allowed inside the Cathedral.
- After the ceremony, graduates and guests can enjoy the facilities in the Congregation Fair in the marquee.
- **Graduates must return robes to the Pemberton Building before 6:00pm on the day of the ceremony.**

GUEST ENTRANCE INFORMATION

Entrance to the Cathedral will only be allowed from 45 minutes before the ceremony start time. Guests will be directed from the Information Point to the Galilee Chapel entrance before being guided into the main body of the Cathedral. Guests may have to wait at the Galilee Chapel for a short period until the venue is ready. Guests must show tickets to be allowed entrance to the Cathedral.

On entering the main body of the Cathedral, guests will be guided into seats by University marshals. Seats are filled from the front to the back in the Nave (centre) and then in the Side Aisles. Guests wishing to sit together must arrive together. The view 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.

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It would be appreciated if guests respected others and did not move from their seats once they have been seated and throughout the ceremony so as not to obstruct the view of fellow guests.

GRADUANDS AND GUESTS WITH SPECIAL REQUIREMENTS

Graduands are given the opportunity to advise of any special requirements for themselves and guests when registering for the ceremony. 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.

Access for guests with mobility issues:

- **Guests using wheelchairs** will be escorted into the Cathedral and are requested to report to the Congregation Information Point, with a companion if they wish, 45 minutes before the ceremony;
- **Guests with mobility issues** may take a seat in the Galilee Chapel and should report to the Congregation Information Point, with a companion if they wish, 1 hour and 10 minutes before the ceremony.

GUESTS WITH CHILDREN

The ceremony is a formal occasion and 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 as they will require their own seat, children under 2 can sit on guest's knees. Pushchairs can be accommodated inside the Cathedral but must not obstruct the central or side aisles.

The ceremony will also be streamed live to the Assembly Rooms (located on the Bailey) which may be more comfortable for guests with small children, but please note 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.

PERSONAL BELONGINGS

Graduands are advised to keep personal belongings to a minimum which should be left with guests prior to the ceremony. No personal belongings should be carried by the graduands as there is no capacity to store these when the graduands go on stage. This includes mobile phones.

IMPORTANT: Please do not bring any large handbags/rucksacks or luggage as they are not allowed within the Cathedral and cannot be left unattended. Please note you may be subjected to a bag search on entry to the Cathedral. There will be a supervised baggage drop in PG28 on Palace Green for graduands and guests to use during the ceremony. Please leave your bags here before attempting to enter the Cathedral. Please note baggage is left at owner's risk.

CONGREGATION FAIR

The following activities are located in the marquee on Palace Green for graduands and guests to enjoy before and after the ceremony:

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- **Refreshments** - University Catering will supply refreshments for sale throughout the day with a selection of champagne, alcoholic beverages, hot and cold drinks, sandwiches, cakes and snacks. Beat the queues and pre-order your Champagne to collect and enjoy from the marquee:
https://shop.dur.ac.uk/browse/Graduation_266_0_0_de_c.html
- **Dunelm alumni** – Come and see the Durham alumni team in the marquee. Find out about the Dunelm alumni community and how Durham can continue to support you as you go out into the world. We have lots of alumni events around the world so you can make new connections across the community as well as meeting up with your Durham friends. You can access benefits such as a dunelm.org.uk email address, continued access to online journals through JSTOR, and career support. Visit us at the fair to collect your 'I bagged a Durham degree' bag-for-life.
- **Official Merchandise** – A wide range of Official Durham University Merchandise will be available in the marquee over the Congregation period, selling everything from prints of Durham to our bestselling graduation bear, helping you to commemorate your time here at the University. Our full range of Merchandise is available at [Durham University Official Shop](#)
- **Photographs** - Ede and Ravenscroft photography studios are available to take images of graduands and guests either before or after ceremonies but remember that graduands need to report to the Great Hall by 1 hour and 15 minutes prior to the ceremony. Ede and Ravenscroft photography will also capture each 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 after the ceremony. Photography packages can be pre-ordered online by 22 June or ordered on the day: [Graduation Services | Ede & Ravenscroft \(edeandravenscroft.com\)](#)
- **DVDs and Blu-Ray Discs** – Galaxy Media will record each ceremony and produce a final film, available to take home from Congregation, which includes images of Palace Green, the University and region. DVD's and Blu-Ray Discs can be pre-ordered online or purchased on the day: www.mygraduationfilm.com

Please note, where possible, we would prefer contactless methods of payment.

LOST PROPERTY

Lost property will be held at the Police Office on Palace Green. If the office is closed please ask a member of Security staff on Palace Green.

DRESS CODE

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

Hire robes by 22 June from Gray & Son Robemakers, print the robe order 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: www.graysofdurham.com
- Telephone: +44 [0] 191 386 4168
- Email: grayandson@btconnect.com

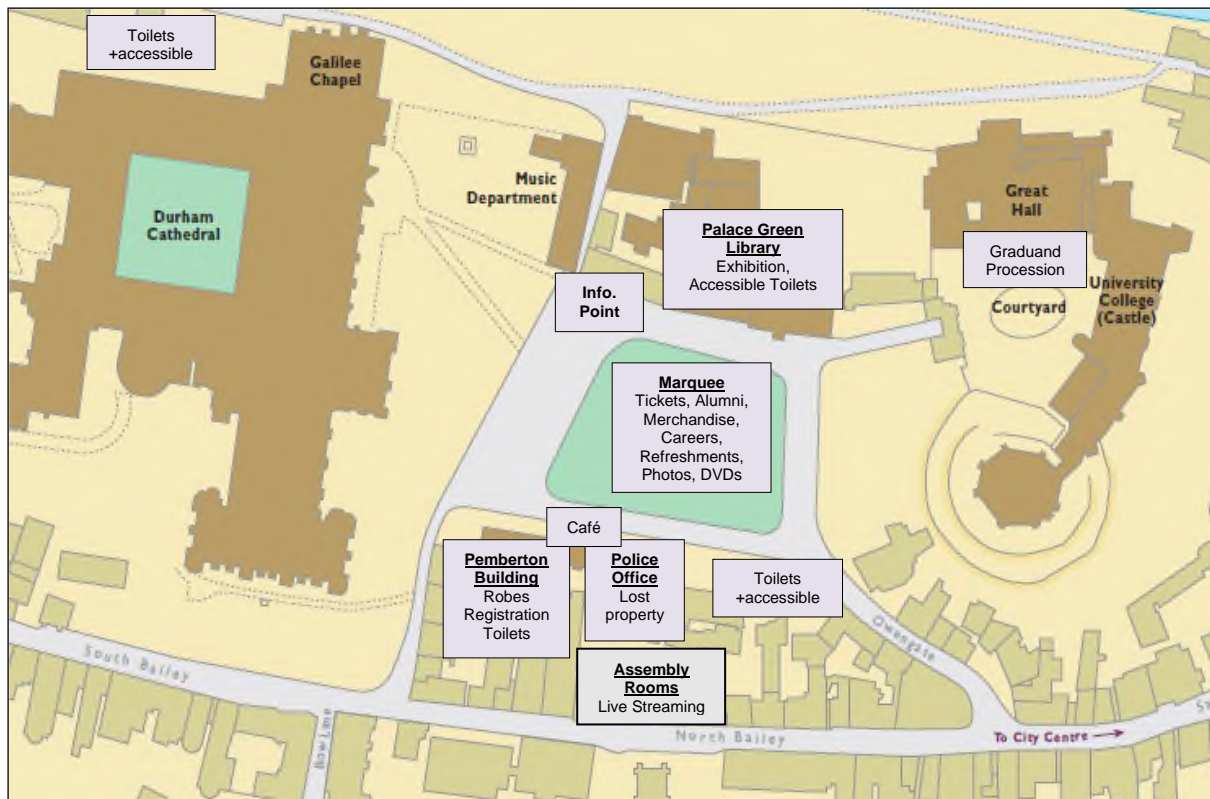
Graduands are recommended to wear smart clothing beneath robes; either skirts or trousers are acceptable. Clothing with buttons down the front, such as blouses and shirts, are highly

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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.

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, even in Summer.

MAP OF PALACE GREEN AREA



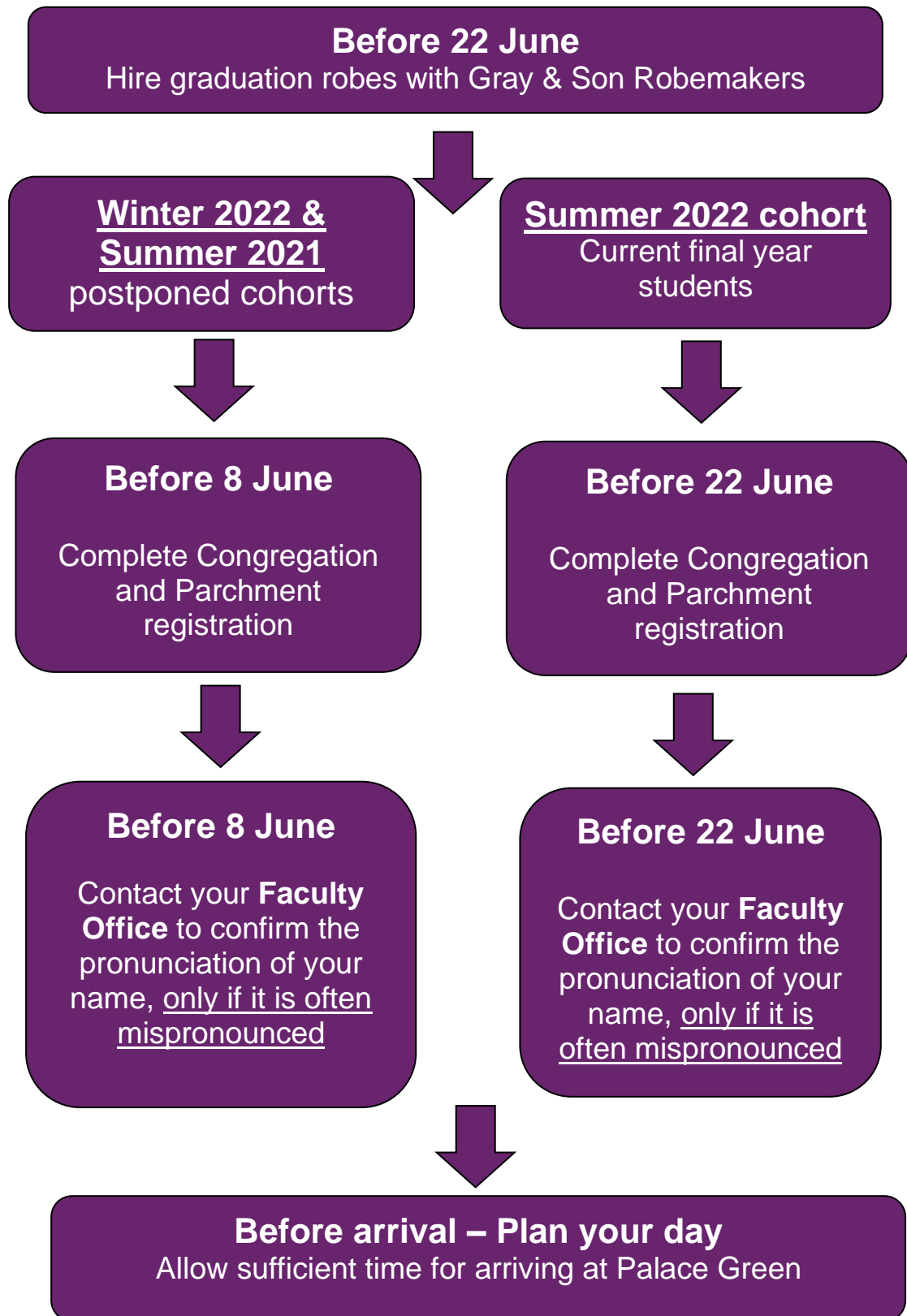
Ceremonies Unit

Email: congregation@durham.ac.uk

<https://www.durham.ac.uk/about-us/professional-services/ceremonies/>

We look forward to welcoming you at Congregation and hope you enjoy this special day.

QUICK GUIDE: BEFORE YOUR CEREMONY DAY



Graduand to arrive at Palace Green

| | | | |
|------------------|-------------------|------------------|------------------|
| 9:00 am ceremony | 11:00 am ceremony | 1:45 pm ceremony | 3:45 pm ceremony |
| 7:00 am | Before 9:00 am | Before 11:45 am | Before 1:45 pm |



Guest or Graduand can collect tickets from the marquee

| | | | |
|------------------|-------------------|------------------|------------------|
| 9:00 am ceremony | 11:00 am ceremony | 1:45 pm ceremony | 3:45 pm ceremony |
| From 7:15 am | From 9:00 am | From 11:00 am | From 1:30 pm |



**Graduand must collect robe from the Pemberton Building
(access for graduands only)**

| | | | |
|------------------|-------------------|------------------|------------------|
| 9:00 am ceremony | 11:00 am ceremony | 1:45 pm ceremony | 3:45 pm ceremony |
| 7:00 – 7:45 am | 9:00 – 9:45 am | 11:00 - 11:45 am | 1:15 – 2:30 pm |



Graduand to give tickets and belongings to guests before reporting to the Great Hall



Graduand to report to the Great Hall, Castle

| | | | |
|------------------|-------------------|------------------|------------------|
| 9:00 am ceremony | 11:00 am ceremony | 1:45 pm ceremony | 3:45 pm ceremony |
| 7:45 am | 9:45 am | 12:30 pm | 2:30 pm |



Guests to be directed from the Information Point to enter the Cathedral

| | | | |
|------------------|-------------------|------------------|------------------|
| 9:00 am ceremony | 11:00 am ceremony | 1:45 pm ceremony | 3:45 pm ceremony |
| From 8:15 am | From 10:15 am | From 1:00 pm | From 3:00 pm |



Graduate must return robe to the Pemberton Building

On the ceremony day: before 6:00 pm

**Opening Times of Congregation Fair in Marquee
to enjoy before and after the ceremony**

7:00 am – 7:00 pm