

Winter Graduation 2024: Your comprehensive guide to graduation

2 – 6 December, Maxwell Hall, University of Salford.

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Ceremony dates and times

Make a note of your ceremony date and time.

School of Engineering and Environment

Monday 2 December 2024 at the following times:

- 10.15am (ceremony 1)
- 1.30pm (ceremony 2)
- 4.15pm (ceremony 3)

Salford Business School

Tuesday 3 December 2024

Times:

- 10.15am (ceremony 4)
- 1.30pm (ceremony 5)
- 4.15pm (ceremony 6)

Wednesday 4 December

Times:

- 10.15am (ceremony 7)

School of Health and Society

Wednesday 4 December 2024

Times:

- 1.30pm (ceremony 8)
- 4.15pm (ceremony 9)

Thursday 5 December 2024

Times:

- 10.15am (ceremony 10)
- 1.30pm (ceremony 11)
- 4.15pm (ceremony 12)

School of Arts, Media and Creative Technology

Friday 6 December 2024 at the following times:

- 10.15am (ceremony 13)
- 1.30pm (ceremony 14)

Getting to Maxwell Hall

Graduation will take place at Maxwell Hall, Peel Park Campus, University of Salford, The Crescent, M5 4WT.

For further information and downloadable maps please visit [University of Salford - Graduation](https://www.salford.ac.uk/graduation) (salford.ac.uk/graduation).

Arriving by car

Parking

If you are travelling by car, the nearest car park is Irwell Place car park, which can be located on our campus map.

Parking will be free of charge on 27 November - 1 December 2023 for those attending the graduation ceremonies.

Disabled parking

There are designated disabled parking spaces on campus at Irwell Place car park, Delaney car park, Lowry car park, Maxwell building and Peel building. For more information on travelling to the University please go to the campus map.

M6 (from North)

Leave at Junction 30 on to M61 then follow directions from M61 below.

M6 (from North/South)

Leave at Junction 21a for M62 eastbound and follow directions for M62 below.

M61 (from North)

Just after Junction 3, the inside lane becomes the slip road signposted A580 Manchester. Stay in this lane and join the A580 which then becomes the A6 sign posted Salford/Manchester. Continue straight on. Ignore signs for Salford Shopping City and avoid inside lane. After underpass look out for local signs to the University.

M62 (from West)

At Junction 12 carry straight on following signs for M602. Follow M602 to Junction 3 sign posted Salford/Trafford Park. Keep in inside lane and turn left on to A5063 (Albion Way). Follow signposts for Salford/Pendleton. At second lights, turn left on to A6 for Frederick Road and Irwell Valley sites or right for Peel Park and Adelphi sites.

M56 (from South)

After Junction 4 stay in inside lane and come off following signs for M60 signposted Stretford, Bolton, Leeds. After passing over ship canal bridge, with Trafford Shopping Centre on right, leave M60 at Junction 12 and follow signs for M602 (see instructions for M602 above).

M60 (from East)

Leave at Junction 17 signposted Prestwich and Whitefield. Turn left on to the A56 (Prestwich/Salford/Manchester). Follow into Manchester. Turn right off A56 onto A576 (Great Cheetham Street West). Straight on to the second roundabout. Turn left onto A6. Avoid inside lane.

M1 (from South)

Exit at Junction 42 and follow M62 westbound.

From Manchester/Salford Inner Relief Road

Leave at exit for A6 Salford (Chapel Street). The University is half a mile away.

From Manchester City Centre

Follow signs for Salford and then more locally signs for the University of Salford which will direct you to the A6 (Chapel Street/ Crescent).

From A580 (from East)

Turn left off A580 on to A5185 (Lancaster Road) and then right on to A576 (Eccles Old Road).

From A580 (from West)

Turn right off A580 on to A5185 (Lancaster Road) and then right on to A576 (Eccles Old Road).

Arriving by train

Salford Crescent station is located on the campus between Peel Park and Allerton. Direct services run to and from Manchester Airport, Manchester Piccadilly and Victoria, as well as

Blackpool, Bolton, Buxton, Blackburn, Southport, Preston, Lancaster and Barrow-in-Furness. Inter-city services normally use Manchester Piccadilly which is about ten minutes train journey from Salford Crescent.

Arriving by bus

The following bus lines call at the University of Salford bus stop (The Crescent):

- V1
- V2
- 8
- 34
- 36
- 37
- 38
- 50
- 67
- 100

Arriving by air

Manchester Airport is 15 miles from the University. There are regular, direct train services to and from Salford Crescent station and Manchester Piccadilly. Buses 43 and 103 link the airport and the city centre.

Checking in

Upon arrival at Peel Park Campus, graduates only should go directly to check-in in the Lady Hale Building, University of Salford, Crescent, Salford M5 4WT.

PLEASE NOTE: You must check in first before going to Maxwell Hall.

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

REGISTRATION CLOSES 30 MINUTES PRIOR TO THE START OF YOUR CEREMONY.

Once check-in 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 to check in at the appropriate time – travel disruptions are highly likely, so please ensure that you leave plenty of time to arrive at Peel Park Campus. This is particularly pertinent if your ceremony is early morning or late afternoon.

Check-in times

You should arrive at the check-in desks at least two hours before your ceremony is due to start.

You should arrive at the following times depending on your ceremony:

- Ceremony: 10.15am, arrive: 8.15am
- Ceremony: 1.30pm, arrive: 11.30am
- Ceremony: 4.15pm, arrive: 2.15pm

Graduates

Follow the map to locate the Lady Hale Building at Peel Park Campus. *Please remember, only graduates are allowed in the check-in area.*

1. At the check-in desk, you will need to bring photographic ID and your registration confirmation email.
2. The staff will provide you with a ticket which will allow you to collect your gown and enter the hall.
3. After you have successfully checked in, you will be issued with your seat number.

At check-in 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 (Maxwell Hall Foyer).

Collecting your guest tickets

Guest tickets will be available for collection from the guest ticket desk in the Lady Hale building 2 hours before the ceremony begins. Graduates will need to check-in prior to collection of the tickets.

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

A live stream of all ceremonies will be shown in the Peel Hall, Peel building. This is free of charge; no booking is required.

PLEASE NOTE: Graduate tickets are separate to guest tickets and the graduate will need to collect the guest ticket(s) from the ticket desk in the Lady Hale building.

Graduates and guests are seated separately within the theatre.

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 hall to the foyer area.

Health and Safety regulations determine that all participants and guests at the ceremonies to be seated, therefore children over 2 years of age must have their own seat in the hall 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 which you can add to the access requirements notes on the check-in booking pages or alternatively by contacting the Graduation Office on grad-acd@salford.ac.uk

Children under the age of 16 are not allowed into the theatre without being accompanied by an adult.

Childcare

There will be a nursery available for children aged three months to five years old, supervised by fully trained staff. Please note that the Busy Bees nursery is at Jack Goldberg building, Frederick Road Campus, and you will need to make arrangements with the Busy Bees Nursery Manager regarding sessions and availability of places. There will be a charge for this service and places are limited. Please allow sufficient time to drop your child off prior to the ceremony.

Contact:

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

T: 0161 295 0722

Please note, you must be at check-in desks at least 2 hours before your ceremony time.

Robing

Once you have checked in at the Lady Hale Building, please make your way to the Gilbert Rooms, situated behind Maxwell Hall to collect your gowns from the gown makers, Graduation Attire.

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

Guests are asked to wait in Maxwell Hall foyer for graduates to return.

- Collect your gowns from the Gilbert Rooms using the reference number issued to you when you ordered your gowns. Staff from the gown makers, Graduation Attire 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.

Information for guests

PLEASE NOTE: Guests are not allowed in the check-in area at the Lady Hale building, and also the robing areas in the Gilbert Rooms.

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

Staff will be available to show students and guests to their seats.

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 1 NOVEMBER 2024.

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

Upon entry to Maxwell Hall, please have the ticket issued to you when you checked in 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.

The ceremony schedule

These are approximate times.

Before ceremony

- 45 minutes: Graduates are requested to take their seats in Maxwell Hall
- 45 – 30 minutes: Verifiers begin checking graduates are in the correct seats
- 30 minutes: Guests are invited to take their seats in to the hall
- 20 minutes: University band performs selection of pieces
- 5 minutes: Academic procession enters the hall
- 2 minutes: Chancellor's procession enters the hall

At ceremony

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

- 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 the hall, followed by academics, followed by graduates, followed finally by guests.

Certificates and transcripts

When will my certificate and transcript be available?

Certificates are printed and distributed within six to eight weeks of your results being ratified at an awards board and results letter being issued, but at peak times of year it may take a little longer.

Your degree certificate is an important legal document that should be treated as such; therefore, you will only be issued with one certificate. If your original certificate is lost or damaged, you can purchase a replacement from the University of Salford online shop

If you have any outstanding debts to the university, your certificate and transcript will not be printed until the debt is settled in full. To check your outstanding balance, or to make a payment you can contact our Income & Treasury Team on 0161 295 0023 (Option 2, Option 1) or by email Income-Treasury@salford.ac.uk

How will I receive my certificate and transcript?

Certificates and transcripts are dispatched by post to your permanent home address. Please check your permanent address on the Student Portal self-service (Update My Contact Details section), you will need your username and password to login. If you have already received your results letter, please email sa-studentrecords@salford.ac.uk to confirm that your address has changed, as your certificate and transcript may already be in production.

If you have any other questions, or would like more information, please contact sa-studentrecords@salford.ac.uk

How will my name appear on my certificate?

The name in which you registered for your course is the name that will be displayed on your certificate. Your name will be displayed in this format: first name, middle name, last name.

It is your responsibility to check that your full and complete legal name is held on our records, you can check this on the Student Portal (in the Update Your Contact Details section), you will need your network username and password to login.

If your name requires amendment, please email sa-studentrecords@salford.ac.uk and attach evidence of your full and correct name (e.g. passport, driving licence, deed poll) and request that your name is updated.

Your name must be updated before you submit your final piece of work, or sit your final examination, to ensure that your name will appear correctly on your certificate and transcript.

I have already received my certificate but my name is incorrect

After your certificate and transcript have been printed, amendments to your name can only be made in line with the university's Student Name Change Policy (which is held on the Student Facing Policies of the University of Salford webpages).

After reading the Student Name Change Policy, if you wish to request a change of name on your certificate and transcript, please email the Student Records Team at sa-studentrecords@salford.ac.uk and attach evidence of your full and correct legal name (e.g. passport, driving licence, deed poll).

Official photography

The University has appointed Graduation Attire as its official graduation photography service. For the ultimate memento of your special day, visit Graduation Attire's studios for individual and family portraiture. The studios will be open throughout the day. 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 use of mobile phones and filming and photography equipment is strictly prohibited during the ceremonies. Please also be aware that there may be unofficial photographers operating in the area, although we take measures to try to stop this. We

advise students to use Graduation Attire for their graduation photographs, and cannot be held responsible for poor quality photographs taken by external parties.

Help available on the day

Should you require any assistance, please approach the graduation information desk in Maxwell Lower Hall or any member of University staff wearing a badge displaying the University logo and their name.

Graduation Attire staff will be on hand to answer any questions about your official photography.

PLEASE NOTE: The graduation office will be closed from Monday 2 December - Friday 6 December as all staff will be located at Maxwell Hall. In the event of a problem, please call the University on 0161 295 5000 and a message will be passed to graduation staff at Maxwell Hall.

Graduation ceremony checklist

Before the day

- Confirmed your attendance by registering at [University of Salford - Graduation](https://salford.ac.uk/graduation) (salford.ac.uk/graduation)
- Applied for you or your guests' Visa. For more information visit [Salford – Immigration and visas](https://salford.ac.uk/askus/topics/immigration-and-visas/graduation) (salford.ac.uk/askus/topics/immigration-and-visas/graduation)
- Ordered your robes from Graduation Attire on the [University of Salford booking portal](https://graduation.evess.co/Salford) (graduation.evess.co/Salford) *Deadline: Any gowns ordered after 15 November will incur an additional £10 late fee*
- Arranged for any access requirements for yourself or your guests (*Deadline: 1 November 2024*)
- Returned all library books you may still have (*Deadline: 1 November 2024*)
- Paid any outstanding debts you may have with the University (*Deadline: 1 November 2024*)

On the day

1. Arrive at our Peel Park Campus 2 hours before your ceremony.
2. Check in and receive your robing and seat number tickets at the Lady Hale building.
3. Collect your guest tickets at the ticket desk in Lady Hale building.
4. Collect your robes at the Gilbert Rooms, located behind Maxwell Hall.
5. Visit the Graduation Attire stand at Maxwell Lower Hall to have your pictures taken.
6. Make your way to Maxwell Hall 45 minutes prior to your ceremony.

AND FINALLY, DON'T FORGET YOUR CHECK-IN CONFIRMATION, PHOTOGRAPHIC ID AND YOUR GRADUATION ATTIRE REFERENCE NUMBER.

Robe hire

Visit University of [Salford – Gown Hire](https://salford.ac.uk/graduation/gown-hire) (salford.ac.uk/graduation/gown-hire) for gown hire information.