

# Graduation Information

Summer Degree Ceremonies

10–13 July 2017



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If you would like this document in an alternative format such as large print or Braille, please call +44 (0)1482 465278 or email [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk).

## USEFUL CONTACT DETAILS

WHO	FOR HELP WITH	CONTACT DETAILS
Registry Services	All general enquiries and disability/access enquiries	+44 (0)1482 465032 graduation@hull.ac.uk www.hull.ac.uk/graduation
University catering	To book your celebration lunch	+44 (0)1482 465341 graduationcelebrations@hull.ac.uk
The Graduate Gowning Company	To book or hire your academic robes	+44 (0)1736 751855 info@graduategowning.co.uk www.graduategowning.co.uk
Tempest Photography	Available on the day, no need to book	+44 (0)1736 752411 graduation-photography@htempest.co.uk www.tempest-graduations.co.uk
Student Financial Services	If you have an outstanding debt to the University	+44 (0)1482 465674/466362
University switchboard	General campus-related enquiries	+44 (0)1482 346311

## GRADUATION CHECKLIST

### What do I need to do now?

DATE	WHAT	✓
1. Immediately	<b>Check your name is recorded correctly on MyAdmin</b> ( <a href="https://myadmin.hull.ac.uk">https://myadmin.hull.ac.uk</a> ). If your name is not correct or as you wish it to appear, then you will need to download a form from the useful forms section of the Student Handbook and take it to the AskHU Service Desk in Student Central together with proof of the change or return it to askhu@hull.ac.uk (see certificates and registered names page 17).	
2. 10 May 2017	<b>FINAL DATE FOR RETURN OF COMPLETED REPLY FORMS FOR UNDERGRADUATE STUDENTS.</b> We are unable to guarantee either that you will be able to attend if the form is returned after this date.	
3. 26 May 2017	<b>FINAL DATE FOR RETURN OF COMPLETED REPLY FORMS FOR POSTGRADUATE STUDENTS.</b> We are unable to guarantee that you will be able to attend or the availability of tickets if the form is returned after this date.	
4. As soon as possible	Forms can be emailed to graduation@hull.ac.uk, faxed to +44 (0)1482 465936 or handed in at the AskHU Service Desk.	
5. As soon as possible	<b>Include details on your reply form (section 5) of specific requirements if you or your guests have mobility difficulties and require special seating arrangements.</b>	
6. As soon as possible	<b>Order gowns from the Graduate Gowning Company, <a href="http://www.graduategowning.co.uk">www.graduategowning.co.uk</a>, +44 (0)1736 751855.</b>	
7. As soon as possible	<b>Book your hotel early to take advantage of the special graduation day rates.</b> Refer to page 20 for further details.	
8. 2 June 2017	<b>Debts to the University must be cleared by this date.</b> Contact Student Financial Services on +44 (0)1482 466362 or 465674.	
9. 21 June 2017	<b>Ceremony tickets are normally posted to the UK address on your reply form.</b> European and overseas students must provide a UK address. Please note, undergraduate students may be sent guest tickets in advance of results being known.	
10. 25 June 2017	<b>Last date for ordering your academic gown from the Graduate Gowning Company (GGC).</b>	
11. 29 June 2017	Notification of final exam results on MyAdmin.	
12. 30 June 2017	<b>Closing date for pre-orders for celebration lunches.</b> Return the booking forms on pages 20 and 21 to place your order.	
13. July 2017 On graduation day	Bring your graduation letter to register for your seating details at the time specified for your ceremony on page 5–8.	

# DEGREE CEREMONY DATES

City Hall, Hull City Centre

## MONDAY 10 JULY 2017

### 10.30 am: Ceremony 1

**Faculty of Science and Engineering**

Biology

Faculty of Health Sciences  
Biomedical Sciences  
Sport, Health and Exercise Science

### 1.30 pm: Ceremony 2

**Faculty of Health Sciences**

School of Health and Social Work  
Degree students

### 4.30 pm: Ceremony 3

**Faculty of Health Sciences**

Psychology  
School of Health and Social Work  
Certificate/diploma students (Nursing)

Hull York Medical School

## TUESDAY 11 JULY 2017

### 10.30 am: Ceremony 4

**Faculty of Arts, Cultures and Education**

Arts and Humanities (Creative Writing)  
English  
History  
Social Sciences (including Religion, Gender Studies and GEMMA students)  
BA Social and Community Studies

BA Social and Behavioural Studies

BA Community and Youth Work Studies

### 1.30 pm: Ceremony 5

**Faculty of Arts, Cultures and Education**

Drama, Music and Screen  
Modern Languages and Cultures (including American Studies and Philosophy)  
Validated programmes (within Arts and Cultures)

### 4.30 pm: Ceremony 6

**Faculty of Arts, Cultures and Education**

School of Education  
Certificate in Education  
Degree students (including validated programmes within education)  
Postgraduate Certificate in Education  
Professional Graduate Certificate in Education

## WEDNESDAY 12 JULY 2017

### 10.30 am: Ceremony 7

**Faculty of Science and Engineering**

Chemistry  
Geography  
Geology  
Mathematics  
Physics

### 1.30 pm: Ceremony 8

**Faculty of Science and Engineering**

Computer Science  
Engineering

### 4.30 pm: Ceremony 9

**Faculty of Business, Law and Politics**

Business school  
Undergraduate students in Accounting and Finance, Management Systems, Organisational Behaviour and HRM (campus based and overseas programmes)  
Undergraduate validated programmes  
Postgraduate students (within business school)

## THURSDAY 13 JULY 2017

### 10.30 am: Ceremony 10

**Faculty of Business, Law and Politics**

School of Law and Politics  
Law  
Politics

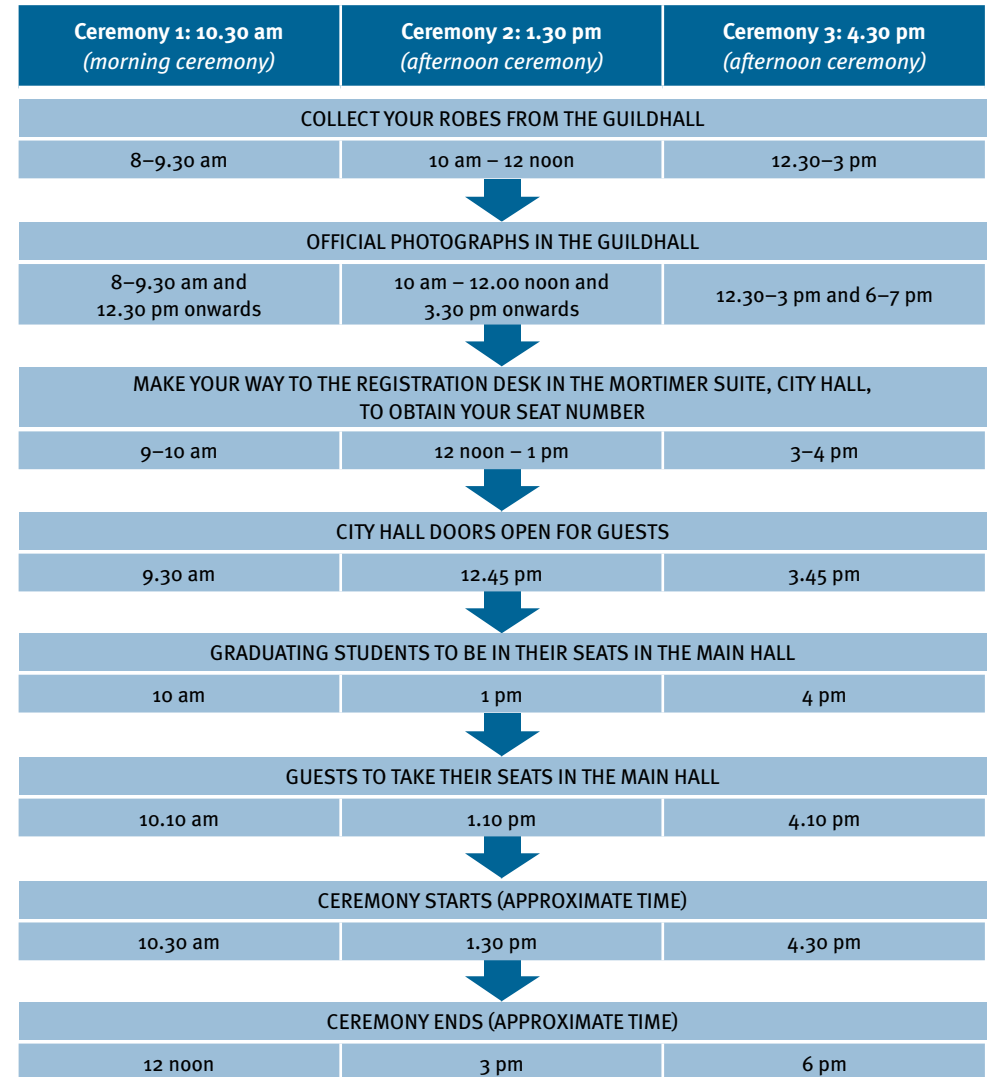
### 1.30 pm: Ceremony 11

**Faculty of Business, Law and Politics**

Business school  
Undergraduate students in Economics, Business and Marketing and Marketing and Business Strategy (campus based and overseas programmes)

# WHAT HAPPENS ON THE DAY?

IF YOU ARE GRADUATING ON **MONDAY 10 JULY**



After your ceremony, if you are attending your special graduation lunch, you can return your robes to Staff House on campus by 7.15 pm. Alternatively, return robes to the Guildhall in the city centre by 7.15 pm. Photography is taking place in the Guildhall from 8 am to 7 pm and in Staff House from 1 pm to 7 pm.

# WHAT HAPPENS ON THE DAY?

IF YOU ARE GRADUATING ON **TUESDAY 11 JULY**

Ceremony 4: 10.30 am (morning ceremony)	Ceremony 5: 1.30 pm (afternoon ceremony)	Ceremony 6: 4.30 pm (afternoon ceremony)
COLLECT YOUR ROBES FROM THE GUILDHALL		
8–9.30 am	10 am – 12 noon	12.30–3 pm
OFFICIAL PHOTOGRAPHS IN THE GUILDHALL		
8–9.30 am and 12.30 pm onwards	10 am – 12.00 noon and 3.30 pm onwards	12.30–3 pm and 6–7 pm
MAKE YOUR WAY TO THE REGISTRATION DESK IN THE MORTIMER SUITE, CITY HALL, TO OBTAIN YOUR SEAT NUMBER		
9–10 am	12 noon – 1 pm	3–4 pm
CITY HALL DOORS OPEN FOR GUESTS		
9.30 am	12.45 pm	3.45 pm
GRADUATING STUDENTS TO BE IN THEIR SEATS IN THE MAIN HALL		
10 am	1 pm	4 pm
GUESTS TO TAKE THEIR SEATS IN THE MAIN HALL		
10.10 am	1.10 pm	4.10 pm
CEREMONY STARTS (APPROXIMATE TIME)		
10.30 am	1.30 pm	4.30 pm
CEREMONY ENDS (APPROXIMATE TIME)		
12 noon	3 pm	6 pm

After your ceremony, if you are attending your special graduation lunch, you can return your robes to Staff House on campus by 7.15 pm. Alternatively, return robes to the Guildhall in the city centre by 7.15 pm. Photography is taking place in the Guildhall from 8 am to 7 pm and in Staff House from 1 pm to 7 pm.

# WHAT HAPPENS ON THE DAY?

IF YOU ARE GRADUATING ON **WEDNESDAY 12 JULY**

Ceremony 7: 10.30 am (morning ceremony)	Ceremony 8: 1.30 pm (afternoon ceremony)	Ceremony 9: 4.30 pm (afternoon ceremony)
COLLECT YOUR ROBES FROM THE GUILDHALL		
8–9.30 am	10 am – 12 noon	12.30–3 pm
OFFICIAL PHOTOGRAPHS IN THE GUILDHALL		
8–9.30 am and 12.30 pm onwards	10 am – 12.00 noon and 3.30 pm onwards	12.30–3 pm and 6–7 pm
MAKE YOUR WAY TO THE REGISTRATION DESK IN THE MORTIMER SUITE, CITY HALL, TO OBTAIN YOUR SEAT NUMBER		
9–10 am	12 noon – 1 pm	3–4 pm
CITY HALL DOORS OPEN FOR GUESTS		
9.30 am	12.45 pm	3.45 pm
GRADUATING STUDENTS TO BE IN THEIR SEATS IN THE MAIN HALL		
10 am	1 pm	4 pm
GUESTS TO TAKE THEIR SEATS IN THE MAIN HALL		
10.10 am	1.10 pm	4.10 pm
CEREMONY STARTS (APPROXIMATE TIME)		
10.30 am	1.30 pm	4.30 pm
CEREMONY ENDS (APPROXIMATE TIME)		
12 noon	3 pm	6 pm

After your ceremony, if you are attending your special graduation lunch, you can return your robes to Staff House on campus by 7.15 pm. Alternatively, return robes to the Guildhall in the city centre by 7.15 pm. Photography is taking place in the Guildhall from 8 am to 7 pm and in Staff House from 1 pm to 7 pm.



# WHAT HAPPENS ON THE DAY?

## IF YOU ARE GRADUATING ON THURSDAY 13 JULY

Ceremony 10: 10.30 am (morning ceremony)	Ceremony 11: 1.30 pm (afternoon ceremony)
COLLECT YOUR ROBES FROM THE GUILDHALL	
8–9.30 am	10 am – 12 noon
OFFICIAL PHOTOGRAPHS IN THE GUILDHALL	
8–9.30 am and 12.30 pm onwards	10 am – 12 noon and 3.30 pm onwards
MAKE YOUR WAY TO THE REGISTRATION DESK IN THE MORTIMER SUITE, CITY HALL, TO OBTAIN YOUR SEAT NUMBER	
9–10 am	12 noon – 1 pm
CITY HALL DOORS OPEN FOR GUESTS	
9.30 am	12.45 pm
GRADUATING STUDENTS TO BE IN THEIR SEATS IN THE MAIN HALL	
10 am	1 pm
GUESTS TO TAKE THEIR SEATS IN THE MAIN HALL	
10.10 am	1.10 pm
CEREMONY STARTS (APPROXIMATE TIME)	
10.30 am	1.30 pm
CEREMONY ENDS (APPROXIMATE TIME)	
12 noon	3 pm

After your ceremony, if you are attending your special graduation lunch, you can return your robes to Staff House on campus by 4.30 pm. Alternatively, return robes to the Guildhall in the city centre by 4.30 pm. Photography is taking place in the Guildhall from 8 am to 4.30 pm and in Staff House from 1 pm to 4 pm.



# FREQUENTLY ASKED QUESTIONS

## Am I eligible to attend a graduation ceremony?

This brochure is sent to all students who may be eligible to graduate in July 2017.

You will only be allowed to graduate if your award has been formally approved and you do not have any outstanding tuition fee debts to the University.

## When and where is my graduation ceremony taking place?

All Hull campus graduation ceremonies will take place at the City Hall, Victoria Square, Hull, HU1 3RQ in the city centre. Ceremony dates and times for each faculty can be found on page 4 of this booklet.

## I can't make the date of my graduation – can I swap to a different day?

If you cannot make the date of your graduation ceremony this summer, unfortunately you will not be able to swap to a different day as the ceremonies are specific to particular faculties and departments. You have two options: you can either graduate in absentia or defer once to the next winter ceremony, which takes place in late January 2018. For details of future ceremony dates, please visit [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation).

## What if my plans change and I can't attend my graduation ceremony?

Please contact Registry Services on 01482 465032 or email [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk) immediately. Students can either graduate in absentia (certificates will be posted to the registered home address after the ceremony) or defer their graduation to the winter ceremonies in late January 2018. If you choose to defer to a different ceremony, you will receive your certificate at the later ceremony.

## My friend has not received a graduation information booklet. Can I let them have mine?

Please ask them to contact us.

## Is there anything I need to do in preparation for my graduation?

You need to do the following:

- (1) Check that your name is recorded correctly on MyAdmin – If your name is not correct then you will need to download a form from the useful forms section of the Student Handbook and take it to the AskHU Service Desk in Student Central together with proof of the change or return it to [askhu@hull.ac.uk](mailto:askhu@hull.ac.uk). See 'Certificates and registered names' (page 17). Please note, names can only be amended **before** the formal approval of your award.
- (2) Return your reply form to Registry Services or the AskHU Service Desk, confirming your attendance at the ceremony for your faculty and subject group. The closing date for replies is as stated on your form. Unfortunately, if we receive forms after this date then we cannot guarantee that you will be able to attend.

Please note – your name will appear on your certificate as registered on MyAdmin.

If you list names on your graduation reply form which differ from those recorded on MyAdmin, these will not be included on your certificate as the reply form is only to inform us how you wish to graduate (attend, in absentia or defer).

- (3) Hire or purchase your gown from the Graduate Gowning Company.
- (4) Book your celebration lunches. (Refer to page 18).



## How many guests can I bring?

You will automatically be allocated two guest tickets. If you would like to bring additional guests, please request this on the reply form, and we will see if these can be accommodated once all the reply forms have been received. However, you should be aware that it is highly unlikely that there will be many additional tickets available and so we would strongly advise you NOT to make travel or accommodation arrangements for extra guests without confirmation that you have tickets for them.

For the benefit of those unable to attend, please note that we hope to show each ceremony live on the day via webcam. You would be able to view the ceremony by visiting the University website at [www.hull.ac.uk](http://www.hull.ac.uk).

## I am (or a member of my graduation party is) disabled. What should I do?

Please complete the appropriate section (5) on the reply form and/or contact Registry Services as soon as possible. **If any of your guests are disabled, it is important to contact us before guest tickets are issued, in case special seating arrangements are required.** Students with mobility disabilities may be seated on the platform, but this will be discussed with you before the ceremony.



## When should I expect my tickets to arrive?

Tickets will normally be posted on 21 June 2017 to the UK address that you provide on the reply form. Please note that guest tickets are non-transferable and cannot be passed on to friends. If you no longer require them, please return them to Registry Services as soon as possible so that we can allow other people to attend.

## I am not sure whether I have outstanding debts to the University. Should I check?

If you have an outstanding tuition fee debt then you will be contacted by Student Financial Services. Unfortunately, you will not be able to attend if the debt has not been cleared by 2 June. If you are not sure about your position then please contact Student Financial Services on the second floor of Student Central or on +44 (0)1482 465674 or 466362.



### How do I check how my name will appear on my certificate?

You can view this in MyAdmin. If your name is not as you would wish it to appear then you will need to download a form from the useful forms section of the Student Handbook and take it to the AskHU Service Desk in University House together with proof of the change or return it by email to [askhu@hull.ac.uk](mailto:askhu@hull.ac.uk). **It is important that you do this before the examination period begins as once your award has been formally approved and your certificate issued you will not be able to change your name. It is not possible to do this by changing your name on your graduation reply form.**

### If I am not attending the ceremony when will my certificate be sent?

All certificates are posted to those graduating in absentia in week beginning 24 July 2017. The certificate will be posted to the last registered home address on MyAdmin so it is important to check that your address is up to date.

### How do I have my certificate sent to an overseas address by DHL Courier Service if I am not attending the ceremony?

Certificates are posted within the UK by 2nd class mail and to the EU and Overseas by air mail but you can arrange for the certificate to be sent by DHL Courier (excluding UK addresses) by visiting the University online store, [shop.hull.ac.uk](http://shop.hull.ac.uk) and selecting **Delivery of a Graduation Certificate**. The service is not available for delivery to PO boxes in some countries so please check delivery is available to the country required at [www.dhl.co.uk](http://www.dhl.co.uk) before purchasing.



## IMPORTANT INFORMATION

### Dress code

The University of Hull operates a strict dress code at the graduation ceremonies. The appropriate academic dress (gown, hood and cap) must be worn, and this can be hired (or purchased) from the Graduate Gowning Company, the official authorised robemakers to the University. This is a very special day for the University as well as for all students and their families, and we ask that you dress smartly.

Men should wear a smart suit or trousers, shirt and tie with smart shoes.

Women should wear a smart dress, suit, skirt or trousers with a shirt or blouse.

International students may wear their national costume under their academic gown.

### Robe hire

You need to order the correct robes in advance of the ceremony directly from the Graduate Gowning Company by visiting their website [www.graduategowning.co.uk](http://www.graduategowning.co.uk). We strongly advise you to contact GGC (the official authorised robemakers to the University who hold the appropriate academic dress for our graduation ceremonies) straight away and certainly no later than 25 June 2017. We advise you to be cautious of using any unauthorised suppliers. When collecting your academic robes on the day, you will need to produce your order number or receipt from the Graduate Gowning Company. Students with long hair may find it useful to bring hairgrips to secure their hat.

To order, simply visit the website [www.graduategowning.co.uk](http://www.graduategowning.co.uk). You will require your University of Hull student number and date of birth to log on. This appears in the middle of your University of Hull student card, eg. 201400000, and is not the number which appears at the bottom of the card below the barcode. Please note, for students from the Hull York Medical School you will need to enter the student number for your home campus e.g. Hull students use their Hull student number and York students their York student number. If you are unsure of your Hull student number e.g. if you are studying at a partner college, please contact [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk).

Once logged on, you can check your credentials and enter some basic measurements to ensure the correct size is provided. There are just five simple steps to complete. A confirmation email will be sent to your preferred email address. When collecting your academic robes on the day,



PLEASE NOTE THAT  
JEANS, SHORTS,  
TRAINERS OR FLIP-  
FLOPS SHOULD NOT BE  
WORN AND YOU MAY BE  
REFUSED ENTRY TO THE  
CEREMONY.



you will need to produce your order confirmation email or student number/card.

### Cost of graduation

The University of Hull is one of the few remaining institutions that do not charge students or their guests to attend graduation. You must, however, meet the cost of your gown hire, and this is payable directly to the robe hire company, the Graduate Gowning Company.

### Data protection

Graduation is a public celebration of the success of our students. The ceremonies are recorded and streamed live across campus and on the internet. Graduands and guests seated in the hall should be aware that they may appear on this recording. By participating in graduation, graduands and guests consent to be party to these practices.

The graduation programme will list all those graduating including results.

If you do not wish your name and/or classification to appear in the printed programme, you should advise us, at least 21 days before the graduation – by emailing your name including student number to [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk). Student names will also be listed on a 'Class of ...' T-shirt, which lists the names of graduating students. If you do not wish your name to appear on the T-shirt, please email [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk). at least 21 days before the graduation.

The University of Hull's official photographer may be around taking photographs and video footage of the celebrations for future publications. Graduands and guests who do not wish their image to be used for such purpose should inform the photographer on the day.

### Photographs

The University's authorised graduation photographers are Tempest Photography. We advise you to be cautious of any approaches from unauthorised photographers.

Tempest Photography will be available in the Banqueting Hall of the Guildhall on the day of your ceremony. There are allotted times for photography for each separate ceremony – please refer to pages 5–8 of this booklet for further details. If you are planning to return to campus for the celebrations, you can also have your photograph taken in Staff House from 1 pm to 7 pm on Monday, Tuesday and Wednesday, and 1 pm to 4 pm on Thursday.

### Entry to the ceremony

Once robed, please make your way to the Mortimer Suite at the City Hall (using the Victoria Galleries entrance located at the side of the City Hall on Carr Lane). Report to the student reception desk to register and obtain your seat number for the ceremony. If you are a wheelchair user or have mobility problems please use the student entrance on Paragon Street for lift access to the Mortimer Suite.

Once you have your seat number, you need to make your way into the Main Hall. You must be in your allocated seat at least 30 minutes before the ceremony's start time, as you will be given important instructions relating to the ceremony. If you arrive late, you may not be admitted to the ceremony.



### Ceremony presentation

You will be presented for your award by the dean of your faculty or school after which you will cross the stage. The University recognises that some students may not wish to shake hands with the presiding officer for religious/cultural reasons. Students who do not wish to shake hands are requested to put their right arm across their chest as they walk along the stage to indicate this information to the presiding officer.

### Guests

Due to limits on the available seating, guests will only be admitted on production of a valid guest ticket for that ceremony. Once the ceremony has started, we ask that you and your guests do not leave your seats until the end of the ceremony. We also ask that guests do not take flash photographs during the ceremony so as not to spoil the occasion for others.

### Guest visa letters

Where your guests require a visitor visa in order to attend, we can provide you with a letter of invitation that your guests can use to support their visa applications. The letter will formally invite you to the graduation ceremony. Each of your intended guests will need to submit a copy of this, plus a letter of invitation from yourself (i.e. a letter, written by you, inviting that person to accompany you to the ceremony), to

the relevant authorities. Information on how to apply for a visitor visa can be found at [www.gov.uk/general-visit-visa](http://www.gov.uk/general-visit-visa). Please note that, as the University can only guarantee two guest tickets for the ceremony, we can supply no more than two copies of the letter.

Two versions of the letter are available. If your result has been formally approved, your letter will state that you have been 'officially invited' to the graduation ceremonies; if you are awaiting your result, you will be supplied with a letter stating that you are 'expected to attend' the ceremonies. If you would like to request a letter, please download the 'Request University Letter' form (DCform) by visiting [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation), and return this to [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk). It usually takes three to five working days for applications to be processed. Letters can be collected from the AskHU Service Desk, on the second floor of Student Central or posted to the address given on the letter request form.

### Guest tickets

We send out most tickets before results are known. Therefore if you are unable to graduate then we would ask that you return any unwanted tickets to Registry Services. You will be automatically issued two guest tickets provided the reply form is returned on time, but you can request extra tickets on the reply form enclosed.

However, for most ceremonies there are only a very small number of additional tickets available and we strongly advise you NOT to make any travel or accommodation arrangements for any guests until you have definitely been allocated tickets for them.

Tickets will be posted to the UK address that you provide on the graduation reply form (sent with the graduation information booklet). Please note that guest tickets are non-transferable and cannot be passed on to friends. If you no longer require tickets, please return them to Registry Services as soon as possible.

### Children

The ceremonies are lengthy formal events which are often unsuitable for young children. Children of 18 months of age or over should be supervised at all times and have their own ticket, as unfortunately there are no childcare facilities at the venue. If you need to bring a pram or pushchair, please note that due to seating restrictions at the venue, these will need to be left in the exterior lobby of the hall. Please advise a member of staff on arrival at the ceremony to arrange this. The Family Information Service can provide details of creches and nurseries in the local area. You can either visit [www.hullcc.gov.uk/fis](http://www.hullcc.gov.uk/fis) or contact any of the numbers listed below.

The following telephone numbers may be useful for sourcing childcare services. Hull: +44 (0)1482 318318 | The East Riding: +44 (0)1482 396469 | North East Lincolnshire: +44 (0)800 183 0317 | North Lincolnshire: +44 (0)1724 296629 | York: +44 (0)1904 554628.

### Disabilities

Arrangements can be made for anyone attending the graduation ceremony, either as a graduate or as a guest, who may have special needs (e.g. because they use a wheelchair or have mobility difficulties). Students with mobility disabilities may be seated on the platform.

Please provide details in the appropriate section of the reply form, and/or contact Registry Services in advance of the ceremony, to ensure that these are taken into consideration when tickets are allocated. There is disabled access to the City Hall and guests are asked to seek the assistance of a steward on arrival. (See Frequently Asked Questions, page 10.)

### Final results

Your eligibility to attend a graduation ceremony is dependent on the formal confirmation of your results. Your assessment results and final degree classification will be available via MyAdmin on Thursday 29 June 2017 and a formal transcript of academic record will follow by post to your home address after this date. Please ensure that your address is correct beforehand – this can be checked via MyAdmin (<https://myadmin.hull.ac.uk>).

### Academic appeals

If you wish to appeal against your results, you must make contact with your academic department immediately. If you are appealing you will still be able to attend the ceremony and receive your certificate or if graduating in absentia the certificate will be sent to you. However, if subsequently the appeal is successful and results in a change to the award, or classification of the award, you will be notified through the appeals process and

required to return the original certificate before a replacement is issued.

### Certificates and registered names

The name on your certificate will be as shown in MyAdmin.

If your name is not correctly registered and you wish to change your name you will need to download a form from the useful forms section of the Student Handbook and take it to the AskHU Service Desk in University House together with appropriate evidence or return to [askhu@hull.ac.uk](mailto:askhu@hull.ac.uk). You MUST do this before your award is approved as we will not be able to reissue your certificate. (See Frequently Asked Questions, page 10.)

If you wish the order of your name to be changed then please indicate this on your reply form. Please note that we can only change the order or names already recorded on the University database, any other changes must be made as explained above. Requests to change the order of your names must be with us by 10 May 2017 for undergraduate students and 26 May for postgraduate students.

### Dispatch of certificates

If you are attending the ceremony, you will be presented with your certificate on the day.

For those not attending and graduating in absentia, certificates will be sent out on 24 July to the recorded home address on MyAdmin. Please ensure your address is correctly recorded.

### Certified true copies of certificates

Please take care of your certificate as only one original is produced. If you lose your certificate or it is badly damaged and you need a certified true copy then this will currently cost £35.

To obtain a copy visit the online store, [shop.hull.ac.uk](http://shop.hull.ac.uk) and select **Certified True Copy Certificate** with the postal delivery required, either by standard delivery (including Royal Mail first class postage in the UK and Royal Mail International signed for to the EU and overseas) or DHL Courier for overseas addresses at an additional cost.

### Authenticated photocopies of certificates

If you require an authenticated photocopy of your original certificate the current cost is £5 per copy. You will also need to send a photocopy/scan of your original certificate to [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk) (if requested after graduation). Alternatively, post to Registry Services, University of Hull, Hull, HU6 7RX.

To purchase authenticated photocopies visit the online store, [shop.hull.ac.uk](http://shop.hull.ac.uk), and select **Authenticated Photocopy/Scan of Certificate**. If you are purchasing this product and require authenticated copies to be sent by DHL (international delivery only) please email [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk)

### Transcripts

If you wish to order more copies of your transcript, please order these through the online store, [shop.hull.ac.uk](http://shop.hull.ac.uk) and select **Transcripts**.

# GRADUATION LUNCH

*Make it a day to remember – come back to campus and celebrate in style*

*You're graduating – congratulations! Celebrate your special day with family and friends in our newly refurbished Canham Turner Building (previously Staff House) and enjoy a delicious Yorkshire tapas style menu showcasing some of the region's finest food.*

## Yorkshire tapas style menu

Served 12.00 pm to 8.00 pm

£19.95 per person

Includes a glass of cava

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Black Sheep beer-battered fish with hand cut chips and homemade tartar sauce

Locally-sourced Yorkshire sausage with a crème fraiche mash and onion gravy

Wolds flat cap mushroom cooked with a hint of thyme and butter and topped with a Yorkshire cheese rarebit

Miniature homemade Yorkshire pudding filled with rare roast beef and a horseradish cream

Saarl's smoked salmon with lemon and chive cream cheese served with picked watercress

Lowna goat's cheese and chive beignet with wild rocket

Scarborough fishcake served with a lemon and dill mayonnaise

-----

### Dessert

Forced Wakefield rhubarb crumble and locally sourced ice cream

-----

### To finish

Tea/coffee

Book now at [shop.hull.ac.uk](http://shop.hull.ac.uk) or call 01482 465341

# DIRECTORY

## TRAVEL AND PARKING

This section provides information on travel and parking that you may find useful for your graduation day. Directions to the Hull campus can be found on the University website at [www.hull.ac.uk/hull\\_directions](http://www.hull.ac.uk/hull_directions).

### City centre

Refer to the back cover for a map showing the location of the Guildhall, City Hall and the recommended car park, Princes Quay. It is also available on our website, [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation). Discount parking is available at Princes Quay for all those attending graduation – please text your car registration number and the date you wish to park to 07884 588857 to receive discounted parking. If you are staying close to the University campus, you may find it more convenient to leave your car and travel into the city centre by public transport or by taxi. Please refer to the contact numbers listed opposite.

### University campus

If you are planning to return to the University campus for post-ceremony celebrations in Staff House, please use the designated graduation car park, which will be signposted on campus. Parking attendants will be there to assist on the day. Parking restrictions are in place on the roads surrounding the campus, so you are strongly advised not to park on these roads. See our campus map pull-out at the back of this booklet, or visit [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation).

## Useful contact numbers

University switchboard (for general enquiries relating to campus parking):  
+44 (0)1482 346311

### Local taxi firms

**35 Taxis:** +44 (0)1482 353535  
[www.35taxis.com](http://www.35taxis.com)

**57 Taxis:** +44 (0)1482 575757  
[www.57cars.co.uk](http://www.57cars.co.uk)

**East Riding Cars:** +44 (0)1482 789789

### Travel to and from Hull

**Hull Trains:** +44 (0)345 0264077  
[www.hulltrains.co.uk](http://www.hulltrains.co.uk)

**National Rail Enquiries:** +44 (0)3457 484950  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

**National Express coaches:** +44 (0)871 781 8181  
[www.nationalexpress.com](http://www.nationalexpress.com)

**Traveline** (journey planning start to finish):  
+44 (0)871 200 2233  
[www.traveline.info](http://www.traveline.info)  
[www.yorkshiretravel.net/welcome.do](http://www.yorkshiretravel.net/welcome.do)

## ACCOMMODATION IN HULL

Hull and East Yorkshire (HEY) Conferences are providing the official accommodation/booking service for the University of Hull graduation ceremonies.

All accommodation booked through HEY Conferences meets the quality-assured inspection scheme standards and has been independently inspected by either the AA or VisitBritain.

To book your accommodation online visit: <https://aws.passkey.com/go/SummerGraduation2017>.

Alternatively, please telephone HEY Conferences on +44 (0)1482 391535, or go to the 'Your Graduation' section of [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation) and click on 'Travel and Accommodation'.

### Useful contacts

Hull Tourist Information – T: +44 (0)1482 300300, E: [tourist.information@hullcc.gov.uk](mailto:tourist.information@hullcc.gov.uk)

Visit Hull and East Yorkshire – E: [info@vhey.co.uk](mailto:info@vhey.co.uk), W: [www.visitthullandeastyorkshire.com](http://www.visitthullandeastyorkshire.com)



## GOWN HIRE, PHOTOGRAPHY AND MEMORABILIA

**This section provides information on gown hire, photography, certificate framing and other memorabilia.**

The most important thing that you need to organise straight away is hiring your academic gown, hood and hat. You should contact the Graduate Gowning Company, the robe hire company, as soon as possible at [www.graduategowning.co.uk](http://www.graduategowning.co.uk). The latest date for ordering your academic dress is 25 June 2017. You will need to provide your Hull University student number and date of birth. Please note if you are a Hull York Medical School student you should use the student number for your home campus eg. Hull students use Hull student number and York students use York student number. You will also be asked to provide some basic measurements to ensure that you have the correct size gown and hat.

### Useful contact details

COMPANY	SERVICE	CONTACT DETAILS
The Graduate Gowning Company	Robing information	+44 (0)1736 751855 <a href="mailto:info@graduategowning.co.uk">info@graduategowning.co.uk</a> <a href="http://www.graduategowning.co.uk">www.graduategowning.co.uk</a>
Tempest Photography	Graduation photos	+44 (0)1736 752411 <a href="mailto:graduation-photography@htempest.co.uk">graduation-photography@htempest.co.uk</a> <a href="http://www.tempest-graduations.co.uk">www.tempest-graduations.co.uk</a>
Campus Clothing	For teddy bears, mugs, sweatshirts and pens	+44 (0)333 340 3474 <a href="http://www.campusclothing.com">www.campusclothing.com</a>
Visions Unlimited	Graduation DVD	+44 (0)1473 828474 <a href="http://www.visionsunlimited.co.uk">www.visionsunlimited.co.uk</a>

[For data protection policy please see page 14].



# love your day



TEMPEST  
PHOTOGRAPHY

11/07/14 06:05



view our website before your ceremony  
[www.tempest-graduations.co.uk](http://www.tempest-graduations.co.uk)



pick up a leaflet on the day explaining products and prices  
come and see us at our studios - friends and family welcome



[graduation-photography@tempest.co.uk](mailto:graduation-photography@tempest.co.uk)



01736 752411

TEMPEST  
PHOTOGRAPHY

# save time, save money - book online

The Graduate Gowning Company are proud to be the official graduation attire supplier for the University of Hull.

We've made the process of hiring your gown simple - just a few clicks will guarantee that the right gown, in the right size is ready for you on the day of your graduation.

Book online before 25th June 2017 and you will also receive the online discount price!

[www.graduategowning.co.uk](http://www.graduategowning.co.uk)

## GGC

GRADUATE GOWNING CO

[info@graduategowning.co.uk](mailto:info@graduategowning.co.uk) - 01736 751855

The online booking website will close at 12pm on 25/06/2017.  
Graduates that have not ordered by this date will be required to order their gown on the day of graduation and will be subject to our standard rental rate.



## Graduation T-shirts!

Printed with your name and those of your fellow class mates on the back!



GRADUATION BEARS



LADIES FIT T-SHIRT



ORGANIC T-SHIRT

HOODIES...

UNIVERSITY OF Hull  
CLASS OF 2017



UNISEX T-SHIRT

[WWW.CAMPUSCLOTHING.COM](http://WWW.CAMPUSCLOTHING.COM)

TEL: 0333 3403 474

Graduation Information | 20

# Congratulations class of 2017: WELCOME TO THE HULL ALUMNI ASSOCIATION

**Congratulations on graduating from the University of Hull; you have now joined an expanding worldwide network of more than 142,000 alumni.**

## What are the benefits of belonging to the Hull Alumni Association?

All graduates are automatically enrolled as full members of the Hull Alumni Association and can continue to enjoy full use of a range of campus facilities including

- the Brynmor Jones Library
- students' union cafes and bars
- theatres (Gulbenkian, Middleton Hall)
- the Sports and Fitness Centre

In addition, all alumni are entitled to receive

- loyalty scholarships – reduced rates for postgraduate study
- lifelong careers advice
- lifelong library membership
- *Venn* magazine – to keep you up to date with campus news and celebrate the achievements of our alumni, students and academics
- exclusive invitations to alumni receptions, group events, reunions and other activities
- reduced price entry to selected events at local and regional institutions including Hull Truck Theatre and Opera North

## How can I get involved?

We keep in touch with alumni worldwide and you can engage with us in many ways, including

- attending alumni events and activities in the UK and around the world
- keeping in touch on Facebook, LinkedIn, and Twitter
- keeping us updated about your contact details and your career
- joining, setting up and/or running alumni groups and networks in the UK and internationally
- telling your stories and sharing your memories on our blog ([www.alumni.me](http://www.alumni.me))
- giving lectures, talks or presentations
- volunteering as Ambassadors on Open Days
- careers mentoring for students and alumni
- donating to University projects and causes to support students, learning, teaching and research

## How to stay in touch

Email me at [ben.butler@hull.ac.uk](mailto:ben.butler@hull.ac.uk), connect via LinkedIn, or find us on social media:



/hullalumni



@hullalumni



**Dr Ben Butler**  
**Head of Alumni and Supporter Engagement**  
[ben.butler@hull.ac.uk](mailto:ben.butler@hull.ac.uk)  
[www2.hull.ac.uk/student/alumni.aspx](http://www2.hull.ac.uk/student/alumni.aspx)  
[www.hullalumni.me](http://www.hullalumni.me)

# POSTGRADUATE COURSES

## CONGRATULATIONS ON YOUR GRADUATION

**Welcome to the elite band of University of Hull graduates, whose employability rate is the envy of others.**

Whether you're looking for an injection of career momentum, a change of direction, or purely to explore your area of academic interest in even greater depth, the wide range of postgraduate studies across our faculties will have something for you. As a postgraduate here, you can take advantage of world-class research expertise, cutting-edge facilities and unrivalled student support.

Whether you want to study full time or part time, the University of Hull has something to offer everyone.

We'd be delighted to welcome you back to continue your academic career with us. For more information, contact us on +44 (0)1482 466850 or email [pgstudy@hull.ac.uk](mailto:pgstudy@hull.ac.uk). We look forward to hearing from you.

Postgraduate courses are available in:

- Arts and humanities
- Biological sciences
- Business
- Chemistry
- Computing
- Education
- Engineering
- Geography and the environment
- Health and social care
- Languages
- Law
- Politics and international relations
- Psychology
- Social sciences
- Social work
- Sport science

## Welcome back – Graduate Studentships

We know that loyalty is a two-way street. That's why we offer our alumni a £1,000 fee discount on our postgraduate taught courses. As a Hull graduate, you already have a lifelong connection with your university; if you're considering further study, you don't have to start all over again at a brand new university – a postgraduate programme at Hull would be a natural extension of your student experience with us.

Be inspired – further information about the University of Hull Graduate Studentship and how your University can make postgraduate studies more affordable for you is available by contacting our funding advisers at [hefunding@hull.ac.uk](mailto:hefunding@hull.ac.uk) or on +44 (0)1482 466583.



Twitter@HE\_Funding

**[www.hull.ac.uk/pg](http://www.hull.ac.uk/pg)**

Information correct as at February 2017



# WHAT DO I NEED TO WEAR?

## ROBES OF THE UNIVERSITY OF HULL

To participate in the ceremony, you are required to wear one of the academic robes listed below. For details on how to order your academic robe, please see page 13.

Undergraduate Certificate gown and hood (inc Cert Ed (UG))	Hull/York Medical School gowns only
Undergraduate Diploma and Foundation Degree gown and hood (inc Prof Grad Cert in Ed (UG))	Bachelor of Medical Science
Undergraduate Bachelors gown and hood (e.g. BA, BSc)	Bachelor of Science (Medical Science)
Undergraduate gown and Masters hood (e.g. MEng, MChem)	Bachelor of Medicine, Bachelor of Surgery
Postgraduate Certificate in Education gown and hood	Master of Science
Postgraduate Certificate	Master of Philosophy
Postgraduate Diploma	Doctor of Medicine
Masters gown and hood (eg. MA, MSc)	Doctor of Philosophy
Master of Music gown and hood	
Doctorate gown and hood (eg PhD, ClinPsyD)	
Higher Doctorate gown and hood (eg DSc, LLD, DDiv)	
Doctor of Music gown and hood (DMus)	

Please visit [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation) for examples of gowns.



# SAFETY INFORMATION

## Guildhall

If you feel unwell and need first aid attention please see a member of staff.

If you hear the fire alarm sounding continuously, please leave the building straight away by the nearest emergency exit and make your way to the designated assembly point in Queen's Gardens (see map below).

- Do not stop to collect your belongings
- Do not run – this can cause panic and an accident
- Do not use the lift – the power could be cut off due to the fire and you would be trapped

## City Hall

If you feel unwell and need first aid attention, please see a member of staff. Before the ceremony commences, if you hear the fire alarm sounding continuously, please leave the building straight away by the nearest emergency exit and make your way to the designated assembly point in Queen Victoria Square (below).

- Do not stop to collect your belongings
- Do not run – this can cause panic and an accident
- Do not use the lift – the power could be cut off due to the fire and you would be trapped

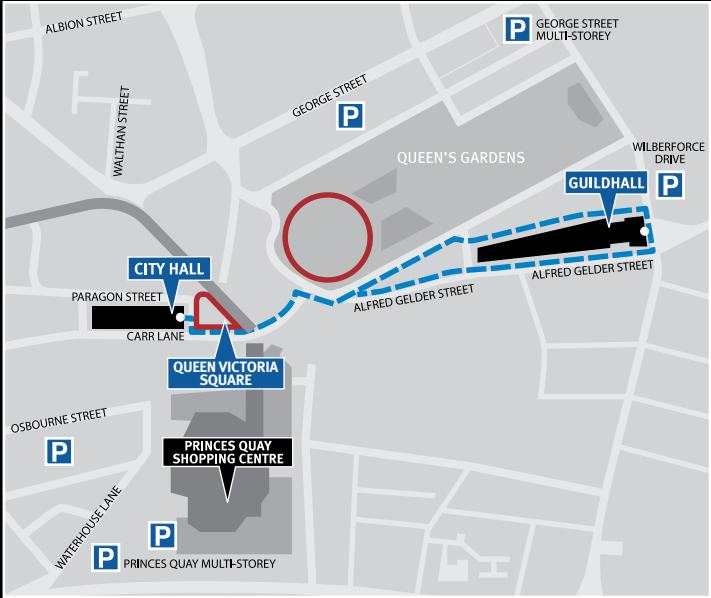
Further instructions will be given during the Graduands' Marshal's speech before the ceremony begins as to what to do should the fire alarm sound during the ceremony.

## MAP OF HULL CITY CENTRE

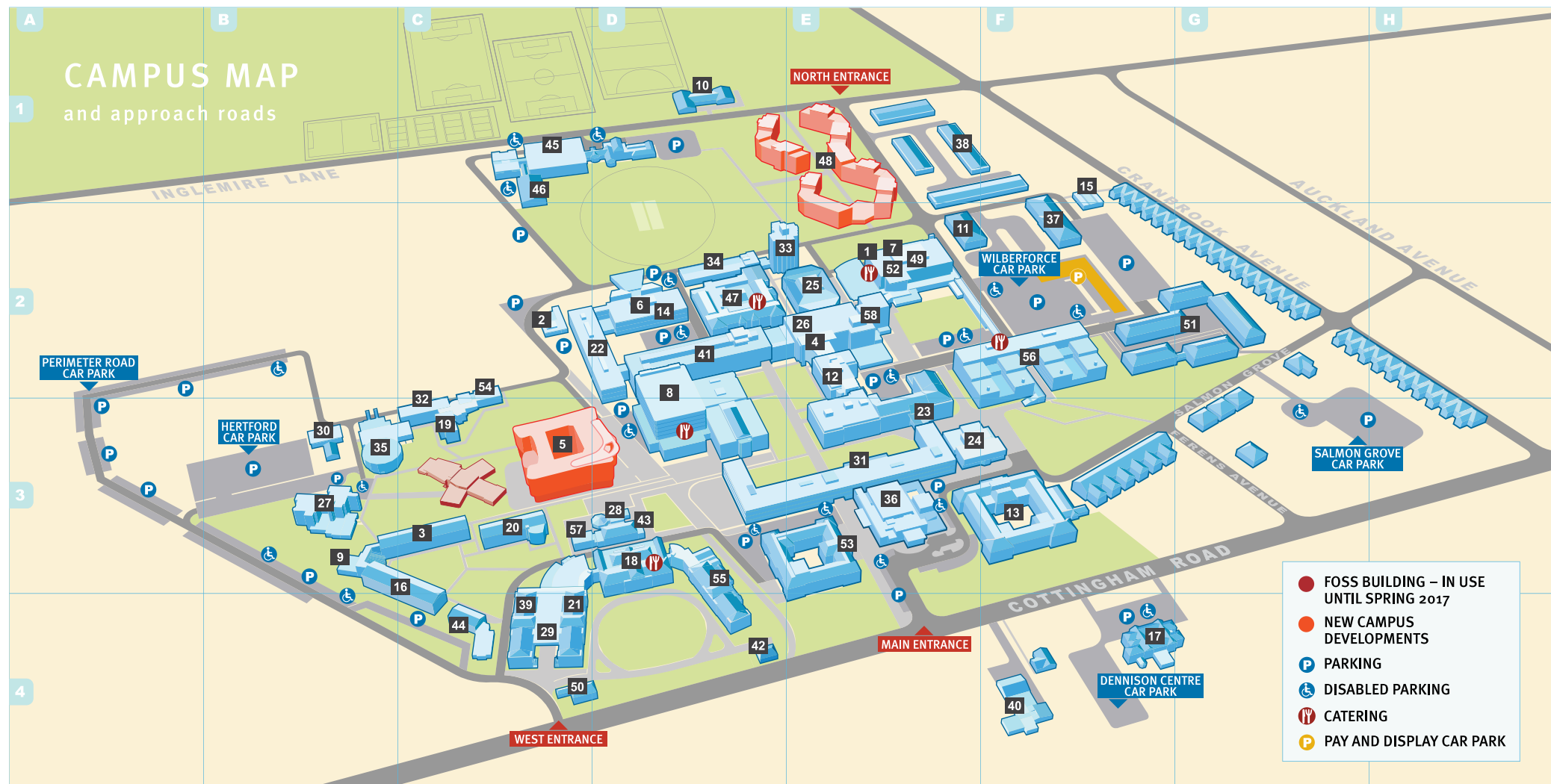
**KEY**

Route between Guildhall and City Hall

Fire Assembly Points







- 1 Accommodation Office (E2)
- 2 Acoustics Research Centre (C2)
- 3 Aire (C3)
- 4 Allam Building (E2)
- 5 Allam Medical Building (C3)
- 6 Applied Science 3 (D2)
- 7 Asylum Nightclub (E2)
- 8 Brynmor Jones Library (D3)
- 9 Calder (B3)
- 10 Central Print Services (D1)
- 11 Chemical Engineering (E2)

- 12 Chemistry (E2)
- 13 Cohen (F3)
- 14 Computer Services (D2)
- 15 Day Nursery (F1)
- 16 Dearne (C3)
- 17 Dennison Centre (F4)
- 18 Derwent (D3)
- 19 Don (C3)
- 20 Enterprise Centre (C3)
- 21 Esk (C4)
- 22 Fenner (D2)

- 23 Ferens (E3)
- 24 Graduate School (E3)
- 25 Gulbenkian Centre (E2)
- 26 Hardy (E2)
- 27 Hertford (HYMS) (B3)
- 28 Holme (D3)
- 29 Hull University Business School Reception (C4)
- 30 Kyle (B3)
- 31 Larkin (E3)
- 32 Leven (C3)

- 33 Loten (E2)
- 34 Loten Workshops (D2)
- 35 Loxley (HYMS) (B3)
- 36 Middleton Hall (E3)
- 37 Newlands House (F2)
- 38 Newlands Science Park (E1)
- 39 Nidd (C4)
- 40 Raines House (F4)
- 41 Robert Blackburn (D2)
- 42 Rye House (D4)
- 43 Ryton Lecture Theatre (D3)

- 44 Skell (C4)
- 45 Sports and Fitness Centre (C1)
- 46 Sports, Health and Exercise Science Lab (C1)
- 47 Staff House (D2)
- 48 The Courtyard (E1)
- 49 Student Wellbeing, Learning and Welfare Support (E2)
- 50 Swale House (C4)
- 51 Taylor Court (G2)
- 52 University House/Students' Union (E2)

- 53 Venn (Reception) (E3)
- 54 Washburn (C2)
- 55 Wharfe (D3)
- 56 Wilberforce (F2)
- 57 Wiske (C3)
- 58 Wolfson (E2)

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Hull, HU6 7RX  
United Kingdom

T. +44 (0)1482 465032  
E. [graduation@hull.ac.uk](mailto:graduation@hull.ac.uk)

**[www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation)**



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[@hullalumni](https://twitter.com/hullalumni)

