

Winter Graduation

Information for graduates and guests



Graduates

Please allow at least an hour before your ceremony begins to register in the Windsor Building. We'll also ask you to confirm your contact details and communication preferences (this information will be used in line with our Data Protection Policy)

After you register you will need to collect your gown from Windsor Building room 1-02/3. You should then assemble in room 0-02/3 in the Windsor Building no later than half an hour before your ceremony begins.

Once we've completed our checks you'll need to stay in your allocated position. This is to ensure that you're not presented out of sequence. Please keep your red name card with you – your Head of Department will read your name from it when you are presented to the Principal. Due to the ongoing Covid-19 pandemic, instead of shaking hands with the Principal, you will doff your cap.

Leave any handbags or personal items with your guest if you can, as you won't be able to carry these during the ceremonies.

Guests

Guests with tickets in the Windsor Auditorium should make their way to the first floor entrance to the Auditorium in the Windsor Building 30 minutes before the ceremony, and be seated ten minutes before the ceremony begins. Guests who have tickets for a seat in one of our live streaming rooms should make their way to the room 30 minutes before the ceremony. Staff will be available to direct guests to where they need to go. Guests can choose their own seats, although seating will be socially distanced and some seats are reserved for guests with access arrangements or small children. Please note that prams and pushchairs aren't allowed in the venues and guests might be asked to queue briefly while venues are prepared between ceremonies.

Guests without tickets

The ceremony will also be available to view on personal mobile devices at royalholloway.ac.uk/graduation



The ceremony

We ask that guests please stand for the Principal's procession at the beginning of the ceremony. The Master of Ceremonies and the Head of School will then make a short welcome speech. The Head of Department will then present each graduate to the Principal.

Once all graduates have been presented, the ceremony will end with the Principal's closing address. Guests should remain seated until after the recession of the Principal's party and graduates.

The ceremony lasts for approximately one hour.

Other information

Staff will be on hand throughout the day to advise you. If there is an emergency, please remain where you are and await further instructions. If you require first aid, please let one of our marshals know immediately.

Toilets and accessible toilets are located in the Windsor Building and Founder's Building. Please ask a member of staff if you're not sure where the nearest toilets are located.





Photography

You can choose when to have your photograph taken during your free time on the day. The studio will be open from 8.45am - 5.30pm.

Presentation photographs are taken during the ceremony and, weather permitting, departmental shots will take place in the South Quadrangle after each ceremony.

After your ceremony

Refreshments

The Catering team will be offering an afternoon tea, at an additional price, on a first-come, first-served basis. The afternoon tea will take place in Founder's Dining Hall. A takeaway afternoon tea box will also be available. You can find out more and make a reservation online. Pre-booking is essential and must be completed by Monday 6 December.

A range of festive drinks and snacks will also be available for purchase on the day.

Raising a glass to celebrate your ceremony will look a little different this year. Due to the ongoing Covid-19 pandemic and the rise in infection rates, we want to ensure that everyone is able to celebrate in a way that feels safe. We will therefore be providing each graduate with a post-ceremony goodie bag. This will include a drink for graduates and your guests, and glasses for you to be able to toast your celebration where you all feel safest. Both alcoholic and non-alcoholic options will be available.

Merchandise and memorabilia

A range of graduation merchandise is available in the Davison Building. Campus Clothing offer personalised T-shirts and hoodies, as well as other merchandise including graduation bears and crested glassware. You can visit Campus Clothing on the day or online at www.royalhollowayshop.co.uk

Longacres Garden Centre will be selling bouquets of flowers, available for purchase on the day.

To help you remember your special day, a video of your graduation ceremony will be available to download near the end of February, free of charge. We'll email you with a username and password once the videos are ready to download.

Stay in touch after graduation

Whether you are embarking on further study, starting a new career or planning your next adventure, your journey with Royal Holloway continues long after you graduate.

To find out more about what it means to be part of the Royal Holloway alumni community and the exclusive support, benefits and events available to you visit the **alumni** webpages.

When you register at Graduation you will be asked to confirm your contact details and communication preferences, be sure to opt-in so that we can keep you up to date with everything happening at Royal Holloway and across the alumni community!

You can also connect with the Alumni Relations team on **Facebook, LinkedIn, Twitter and Instagram** now!

