

Winter Graduation

Information for graduates and guests



Graduates

Please allow at least 60 minutes before your ceremony begins to register in the Windsor Building on our Egham campus.

After you register you will need to collect your gown from upstairs in the Windsor Building, room 1-02/3. You should then assemble in room 0-02/3 in the Windsor Building no later than 30 minutes 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 Department representative will read your name from it when you are presented to the presiding officer.

Please leave any handbags or personal items in the cloak room upstairs in the Windsor Building, room 1-05 or with your guest, as you won't be able to carry these during your ceremony.

Guests

Guests with tickets should make their way to the first floor entrance to the Windsor Auditorium 45 minutes before the ceremony, and be seated 15 minutes before the ceremony begins. 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 last approximately one hour. A live stream will be available in Crosslands and the Davison Building Foyer, or on personal mobile devices at royalholloway.ac.uk/graduation. After the ceremony, guests with tickets are welcome to join graduates at their reception in Founder's Dining Hall.

The ceremony

We ask that guests who are able please stand for the procession at the beginning of the ceremony. There will be a welcome address followed by the Executive Dean speech followed by the presentation of each graduate to the presiding officer.

Once all graduates have been presented the Student Orator will deliver a speech followed by a musical interlude and a closing address. Guests should remain seated until after the recession.

The ceremony lasts for approximately one hour, followed by departmental photos and the reception in Founder's Dining Hall.

Other information

A hearing loop is available in the ceremony venue. 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. Please ask a member of staff if you're not sure where the nearest toilets are located.



Scan here to discover the programme and more

royalholloway.ac.uk/welcome-to-graduation





After your ceremony

Photography

You can choose when to have your photograph taken during your free time on the day. The studio will be open 90 minutes before the first ceremony of the day and will close 60 minutes after the last ceremony.

Presentation photographs are taken during the ceremony and departmental shots will take place after each ceremony. You can purchase individual and guest photos on the day at the Enterprise and Careers Hub in the Davison Building.

Refreshments

Sparkling wine or an alcohol free alternative is provided free for graduates and their guests (upon showing a drinks token) at your reception in Founder's Dining Hall immediately after your departmental photographs. Drinks tokens will be provided at the end of the ceremony.

Our food outlets, Cafe on the Square and Crosslands will be open throughout our ceremonies and will be serving a range of drinks and snacks. The Students' Union Shop will also be open throughout the day.

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. The Students' Union Shop will also be open throughout the day.

To help you remember your special day, a video of your graduation ceremony will be available to download near the end of September, 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](http://alumni.royalholloway.ac.uk) webpages royalholloway.ac.uk/alumni

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 [@rhalumni](https://www.facebook.com/rhalumni) on **Facebook, LinkedIn, Twitter** and **Instagram** now!

