Durham University

SUMMER CONGREGATION 2027

WHAT TO EXPECT ON THE DAY

VENUE, TRAVEL AND PARKING

Congregation (graduation) ceremonies are held in Durham Cathedral with related activities taking place around Palace Green, on the Bailey and 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 Palace Green to pick up their robes and register.** Please bring your campus card if you have one to assist with registration on the day.
- **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 a 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 at the Great Hall on time they will be excluded from the ceremony.
- **Each ceremony confers degrees on up to 300 students and there are 4 ceremonies taking place each day (except for the last day, 11:00am is the last ceremony). 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 our website: Location - Durham University

Congregation is located on and around Durham Cathedral. The address is:

Durham Cathedral
Palace Green
Durham
DH1 3RN

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. 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.

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. Graduands request tickets during registration.

Please be aware that due to number of students / guests collecting tickets, queuing is inevitable.

TIMINGS

- Graduands to collect robes from the Pemberton Building (due to limited capacity, only graduands are allowed access to collect robes).
- Graduands or guests to collect guest tickets from the Marquee on Palace Green.
- Graduands must give guest tickets and small belongings to guests before going to the Great Hall. **Large luggage or belongings (larger than A4 size) are not permitted inside the Cathedral. This must be stored at Left Luggage on Palace Green.** Please be aware you may be subjected to a bag search prior to entry to the Cathedral. Refusal of a bag search could result in denied entry to the Cathedral.
- 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. **The Castle gate will be closed 1 hour prior to the ceremony, so any graduands not in the Great Hall by this time will be excluded from the procession.**
- 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 to shake hands 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 on Palace Green.
- **Graduates must return robes to the robemakers in 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. Please note that guests have previously started queuing to enter in advance of the queue being guided into 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.

Large luggage or belongings (larger than A4 size) are not permitted inside the Cathedral. This must be stored at Left Luggage on Palace Green. Please be aware you may be subjected to a bag search prior to entry to the Cathedral. Refusal of a bag search could result in denied entry 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.

Please note seating in the Nave is on a first come first served basis and there are around 500 seats available in this area. Once these are full, guests will be seated in the Side Aisles with a restricted view.

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, including subtitles.

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 Team 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 to be seated in the Font area and should report to the Congregation Information Point, with a companion if they wish, 30 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 15 minutes before the ceremony.

GUESTS WITH CHILDREN

The ceremony is a formal occasion and can involve a lot of waiting around. 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 a guest's lap. Pushchairs can be accommodated inside the Cathedral but must not block the aisles. Children and babies cannot be seated with the graduand, they must be seated with an adult guest in the guest section of the Cathedral. Anyone under the age of 18 must be accompanied by an adult, in compliance with our Safeguarding policy Safeguarding Children - Durham University. 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 USBs/ 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 IN RELATION TO LEFT LUGGAGE
Please do not bring any large handbags/ rucksacks or luggage (larger than A4 size) as they are not allowed within the Cathedral and cannot be left unattended. Please note you may be subjected to a bag search on Palace Green or on entry to the Cathedral. There is a supervised luggage drop on Palace Green for graduands and guests to use during the ceremony. Please leave your luggage here before attempting to enter the Cathedral. Please note, although this is a supervised area, luggage is left at the owner's risk. This area is for large bags and luggage only; there is no facility to accommodate coats and/ or other clothing.

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

- **Catering** - University Catering will be providing a full service of food and drinks. This will include everything from a glass of Pimms to a large selection of hot & cold drinks, pastries, sandwiches and cakes. For something special, there will also be champagne to help you celebrate your day in style.

- **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.

- **Official Merchandise** – A wide range of Official Durham University Merchandise will be available in the Congregation Fair, selling everything from clothing 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. 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 23 June or ordered on the day:
Graduation Services | Ede & Ravenscroft (edeandravenscroft.com)

- **Your Graduation Ceremony, available on Digital Download or Personalised Social Media Clip** – First Sight Media will be filming live in Durham Cathedral, and your graduation ceremony will be available to purchase on the day. Supplied on a range of media, choices include USB key, Digital Download or as a personalised clip which is perfect for social media. Order online today at www.mygraduationfilm.com and don't miss this opportunity to capture your big moment centre stage.

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

LOST PROPERTY
Lost property will be held at the Information Point on Palace Green. If the hut 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.

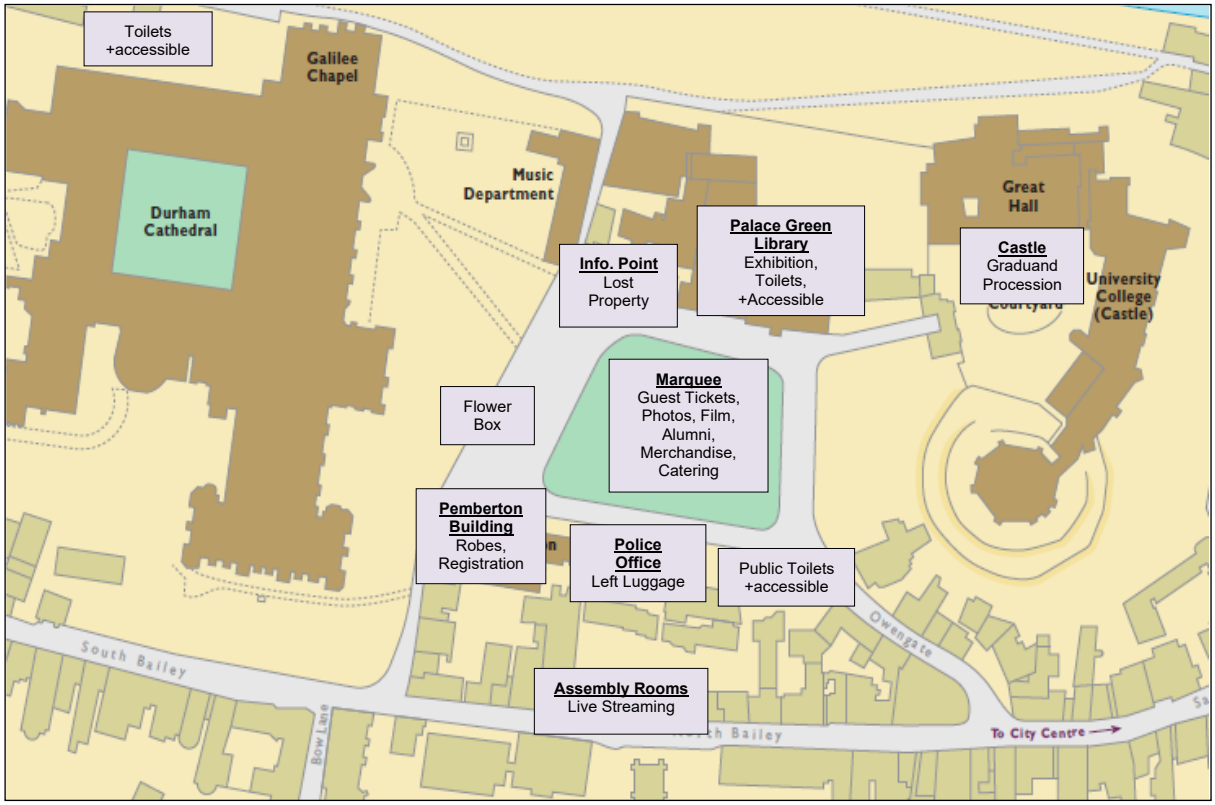
ROBES
Please ensure you hire robes by 23 June from Gray & Son Robemakers. You will need to print the robe order confirmation email and bring this on the day.
If not ordered by the deadline it may not be possible to obtain the correct robe. Robes can be ordered:

- Online at: www.graysofdurham.com
- Telephone: +44 [0] 191 386 4168
- Email: office@graysofdurham.com

Graduands are recommended to wear smart clothing beneath robes. 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 Team

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.

CHECKLIST: BEFORE YOUR CEREMONY DAY

Before 23 June

- ✓ Complete Congregation and Parchment registration on Banner Self Service
- ✓ Hire graduation robes with Gray & Son Robemakers
- ✓ Contact your **Faculty Office** to confirm the pronunciation of your name, only if it is often mispronounced

Before arrival

- ✓ **Read the What to Expect on the Day information**
  Visit our website and watch the YouTube video:
  https://www.youtube.com/watch?v=-QUIq_XIKPc
- ✓ **Print off any relevant booking confirmations**
  Your registration summary can be emailed or printed from Banner Self Service before 23 June, also consider robes/photography order confirmations
- ✓ **Plan your day**
  Allow sufficient time for arriving at Palace Green and have a look at our handy Palace Green map

Durham University

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QUICK GUIDE: 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
By 7:00 am	Before 9:00 am	Before 11:45 am	Before 1:45 pm

↓

Guest or Graduand can collect guest 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 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 am - 12:30 pm	1:00 – 2:30 pm

↓

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

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Graduand to report to the Great Hall in the 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 Robemakers at Pemberton Building

On the ceremony day: before 6pm (except from 8 July, before 3:00pm)

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

7:00 am – 7:00 pm (except from 8 July, closes at 3:00pm)