NCD UNIVERSITY CENTRE

Graduation Information Guide: 2027

Congregation for the conferment of

Degrees & Awards

New College Durham Graduation

7th July 2027

Ramside Hall & Hotel

Contents

Registration	04
Location	05
Dress code	06
Photography & Livestream	08
On the day	10
Accessibility	11



WE'RE SO PROUD OF YOU!!



This year's graduation ceremony will take place at **Ramside Hall Hotel** on **Wednesday 7th July 2027.**

Eligibility is based on whether you have completed and passed your course once the July 2027 boards have completed. If you have any outstanding assessments due or are awaiting results at the date of graduation, please contact our team via email to confirm your eligibility to graduate.

(Please note – this eligibility is subject to change depending on the outcome of the July 2027 board).

You will receive an invite from us prior to the boards if you are due to complete any of the following qualification types:

- **Foundation Degree (FdA/FdSc)**
- **Top-up Degree**
- **Full honours degree**
- **HNC**
- **HND**
- **Higher and Masters Apprenticeships**
- **Professional Qualifications (Level 4 to Level 7)**

Registration

We need to know well in advance how many people are going to attend. The registration form asks important questions for which we require a response, to enable us to successfully plan the ceremony.

IMPORTANT

Your contact information

Please ensure you carefully check your inbox and spam/junk folders for any emails from our team. It is crucial that the contact details that we have stored for you are fully up to date. You can check and update contact information by emailing **graduation@newdur.ac.uk**

For those studying an apprenticeship, you will be invited to graduate from your main qualification, and you don't need to have completed your end point assessment.

Registration links will be sent via email and WhatsApp. If you haven't received an invitation, please thoroughly check your spam/junk folders before contacting us on **graduation@newdur.ac.uk** so we can investigate.

All registrations must be complete before the set deadline. The deadline will be communicated when registration links are shared via email and WhatsApp.

What if I have registered but find out I haven't passed my course?

Your graduation invitation is subject to the Assessment Board confirming you have successfully passed your course. If you have been unsuccessful and you need to resit, you will not be eligible to graduate this time. A refund will be issued for tickets purchased.

Location

Where does the ceremony take place?

Ramside Hall Hotel, Carrville, Durham DH1 1TD

A few weeks after you have registered, you will be sent an email telling you your ceremony time and giving you details of what you need to do next.

The ceremony will last for approximately one hour.



Dress code

Gowns

It is compulsory that all students who are taking part in the graduation ceremony wear an official gown. Gowns must be hired from the college's recommended gown hire company to ensure the correct colour and style for your course is ordered.



Your graduation is a formal occasion, and appropriate dress and behaviour is expected. Graduates and guests should wear smart clothes.

Our gowning company recommends that men wear a shirt and tie, and women wear a top with buttons (or a brooch) as it is easier to secure your hood by looping it around a button/brooch.





After you have registered, you will be sent details of gown hire costs and how to hire your gown. There are various packages/ bundles available for purchase which will be communicated to you directly from the gowning company.

Your gown will be available to collect on the day of your ceremony from Ramside Hall. If you have ordered your gown online, please bring your email payment confirmation with you on the day.

Please note, you cannot leave Ramside Hall with your gown and must return it to the gowning area as promptly as possible after your ceremony and reception.

For any queries or issues regarding gowns, **please contact the company directly via** www2.williamnortham.com/gs-contact-form

IMPORTANT

Memories

Photography & Livestream

If you have family or friends who are unable to attend the ceremonies, they will be able to watch a livestream of the occasion. A link will be sent closer to the day. There will also be college photographers and videographers, as well as external photography companies, present at the event. New College Durham will use images for marketing purposes. If you wish to be excluded from any pictures or videos for marketing purposes, please let a member of the media teams aware on the day.

How do I pre-order my photographs?

A professional photographer will be available on the day at Ramside Hall. Once you have registered you will be sent a link to confirm your photography and gown package. The arrangements for photography will be dealt with, and communicated to you, directly from William Northam – the company we use for photography and gowning.

Guests may take photographs during the ceremony, but must remain in their seats. We also ask graduands and their guests to consider others when taking photographs. Following the ceremony, guests and graduates are welcome to take photos.

Please ensure the contact details that we have stored for you are fully up to date. You can check and update contact information by emailing graduation@newdur.ac.uk



Guests

Guest tickets will be available to purchase via our online booking system once they are available and you will receive updates regarding purchasing guest tickets following your registration for the event.

Graduates registering before the closing date will receive an email when the tickets are available to purchase. This email will also detail the number of tickets available to purchase per graduate.

You will be notified of the availability of tickets via email and text message/ WhatsApp.

Guest Seating Arrangements

Guests are seated in the guest section behind the students and academic staff. They enter via a different route to the graduands (those about to graduate) and are escorted into the room. Guests take their seats approximately 20 minutes before the ceremony (some areas of seating may be reserved for visitors with specific accessibility needs and will be signposted as such).

We aim to make our graduation ceremonies as welcoming as possible, but the formal nature and duration of the ceremonies may make them unsuitable for babies and small children. Any child over two years old should have his/her own seat and therefore require a fully priced ticket.

Children under the age of 2 without their own ticket must be seated on an adult's knee in your guest party. Pushchairs/prams/baby car seats may be required to be left outside the event venue for health and safety reasons.

IMPORTANT

All guests must have a purchased ticket. If any guest is found to not have a ticket, access will be denied due to health and safety. Tickets will be checked at multiple points throughout the event.

Guest tickets allocation will be limited per graduate. Once the initial sale period has ended, we will review any remaining capacity for further guest tickets to be released should any be available.

Please note students who are graduating do not need a ticket for themselves.

On the day, guests need to arrive for your ceremony with their tickets readily available to scan, either printed or on a mobile device. Guests will not be permitted to enter without a valid ticket. Please note, refunds for guest tickets will only be given to those who failed to successfully complete their course.

What if I want to defer my graduation?

Deferrals to future ceremonies are only permitted for those who need to re-sit or due to extenuating personal circumstances. For consideration of deferral, please contact **graduation@newdur.ac.uk**

Please note, you must apply for a deferral before the date of your ceremony and attend the next available graduation event.

On the Day

What time do I need to arrive?

Please arrive an hour and a half before the start of your ceremony time. It is essential that you check in on arrival. Please ensure you plan ahead, giving ample time for any potential delays such as traffic or weather conditions.

What do my guests do when they arrive?

Your guests may arrive with you, or later. All guests must arrive and check in at least 20 minutes prior to the ceremony time. The guests will wait in the reception area where refreshments can be purchased before the ceremony begins. **Please note: there is limited seating within the reception area.**

Please ensure your guests arrive with their ticket, either printed or via their mobile. If any guest is found to not have a ticket, access will be denied due to health and safety. Tickets will be checked throughout the event.

What will happen before my ceremony?

Once you have checked in, you will go to the gowning area to collect your gown.

After gowning you head to the meeting area to line up for the student procession. Guests are already seated in the hall.

The student procession will enter the hall in a specific order, led by your Head of School where you will be shown to your seat. You must stay in the order you are given, as that is the order you will be called up to the stage.

Once students are seated, the staff procession, followed by VIP party enter the hall.

During the ceremony

The VIP party will proceed to the stage and deliver welcoming speeches.

Once ready the Chair of the ceremony will invite the principal guest to undertake the presentation of degrees and diplomas.

You will be directed to stand up one row at a time by attending staff and you will line up ready to go up onto the stage. When your name is announced, you will walk slowly onto the stage and meet the principal guest who will shake your hand and present you with your scroll. You will pause at this point while a photographer takes a photo of you receiving your scroll (you will be emailed information about purchasing this photo).

After this, you will continue to walk over to the other side of the stage and then return to your seat. Students selected for the vote of thanks will be contacted closer to the time with more information and guidance.

On completion of the ceremony, the VIP party will leave, followed by graduates and guests. There will be a reception in the main ballroom, which you and your ticketed guests are welcome to attend.

Refreshments will be available to purchase throughout the day, though these are not permitted within the ceremony room.

IMPORTANT

Abuse towards staff, other graduands or guests will not be tolerated.

Unforeseen changes to your ceremony (force majeure)

In the event of the graduation ceremony being cancelled or delayed due to circumstances beyond our control, we will (where at all possible) rearrange the ceremony for an alternative date but will not be liable for any losses incurred by you or your guests. Examples of such circumstances include, but are not limited to, natural disaster, acts or threats of terrorism, civil disturbance, national mourning, government actions, pandemic, industrial action, flood, fire, explosion, or the graduation venue becoming otherwise unavailable.

Please direct any questions to **graduation@newdur.ac.uk**

Award Certificates

Certificates are not given out at the graduation ceremony; they are posted out to your home address. If you have any queries about your award certificate, please contact **exams@newdur.ac.uk**

All students can access the stage to collect their scroll via a ramp.

Please ensure all access requirements are indicated when registering for the event.

Accessibility

There are designated accessible parking bays near the event entrance at Ramside Hall.

The entirety of the graduation event takes place on the ground floor and all areas (including the stage) are accessible via ramps for anyone with mobility difficulties.

If any of your guests have specific requirements (including accessibility) this should be indicated when purchasing guest tickets.

Dietary requirements

As well as advising us when registering online for graduation, please advise the Food and Beverage Team at the venue (Ramside Hall) on the day, if you or your guests have any dietary or allergen requirements.



.iN LET'S GET YOU THERE

NCD UNIVERSITY CENTRE

New College Durham, Framwellgate Moor Campus, Durham, DH1 5ES