



UNIVERSITY OF PORTSMOUTH

Visual Story
**Graduation
ceremony**

VISUAL STORY

GRADUATION CEREMONY

This Visual Story is designed for graduates and their guests attending a University of Portsmouth graduation ceremony. It has been designed for people who would benefit from knowing more about the event before they visit.

This Visual Story contains information about University of Portsmouth graduation ceremonies, including images to help you prepare for your visit.

There are four main venues for your graduation day:

- Ravelin Sports Centre where you will find the Help Desk, gowning and photography
- Portsmouth Guildhall where the ceremony takes place
- White Swan and King Henry Buildings where guests without a ticket can watch the live stream of the ceremony
- Ravelin Park where you will find the Graduation Village and enjoy your Celebratory Reception

This guide is about what happens during your ceremony at Portsmouth Guildhall. There are other guides about what to do before and after your ceremony.

WHAT IS PORTSMOUTH GUILDHALL?

Portsmouth Guildhall is a large entertainment venue, which means that it is a place which shows plays, music concerts and other types of performances. This is where your graduation ceremony takes place.

If you don't know how to find Portsmouth Guildhall you can use **Google Maps**.



There will be lots of people in the Guildhall Square before the doors open. If you need assistance, please find a member of University staff who will be wearing a purple hi-vis vest.

The doors to the Guildhall will open an hour before the ceremony is due to start.

You should aim to be seated ten minutes before the ceremony starts. If you arrive after the ceremony has started you may not be able to enter.

There will be a security guard at each entrance, they are there to make sure everyone is safe. They may ask to look in your bag.



Students enter the Guildhall through the North Entrance. To get to this you need to go under the stairs to the doors at the far end of the building. If you require assistance there is usually a member of staff nearby.



In the North Foyer you will be greeted by a member of University staff. They will scan your ticket and direct you to the main auditorium.



Your ticket has the information you need to find your seat to sit in to watch the show. You can see which aisle (row of seat) you are sitting on and which number your seat is.



Once you pass through the door you will be greeted by our staff, who will direct you to your seat.

The toilets are in the basement and on the first floor. These can be accessed by the stairs or the lifts.

All toilets have an accessible cubicle in them.

Gender neutral toilets are available on the first floor.

Baby changing facilities and an adult Changing Places toilet are available in the basement



When you enter the auditorium you will be able to see the stage (the area where the procession sits during the ceremony) and the seats where the audience sits.

Keep a lookout for your row and seat number.

If still in doubt please feel free to seek help from a member of staff.



The ceremony will start once everyone is in the auditorium. You will be asked to stand as the procession enters. There will be some speeches and lots of applause.



Then it will be time for the student procession. You will be guided all the way by staff members.

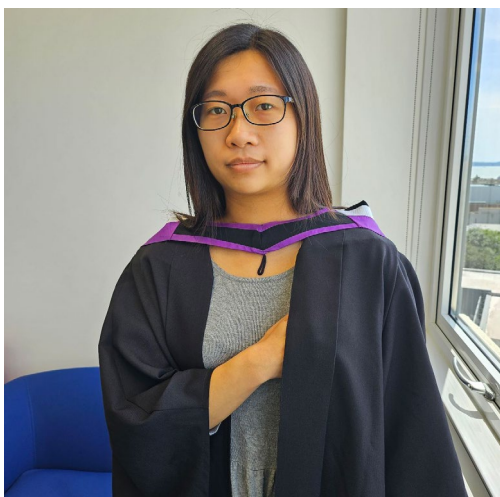


A member of staff from Eves (gown hire) will check that you have the right hood on and make sure you look smart. They will ask your permission to adjust your gown if it needs it.



Once you are at the front of the queue, the Presenting Head will read your name out and a member of staff will tell you when to step onto the stage.

You will shake hands with the Presiding Officer and the Executive Dean. If you have been awarded a prize you will be given a purple envelope as you cross the stage.



If you don't want to shake hands, then please tuck your right hand inside your gown and nod your head instead.



You will make your way back into the main auditorium and sit back in your seat. There will be staff to guide you.

Once the student procession has finished there will be some more speeches. Firstly, from the Student Speaker and then from the Chancellor.

This is the end of the ceremony and you will be asked to stand whilst the procession leaves the auditorium.



Once the academic staff have left the auditorium, you will be asked to leave the auditorium followed by your guests.

You should meet up with your guests in the Guildhall Square.

Lots of people take pictures on the Guildhall Steps.

Once you've finished in the Guildhall Square, make your way back towards Ravelin Park to enjoy your Celebratory Reception.
