

21-24 October 2025

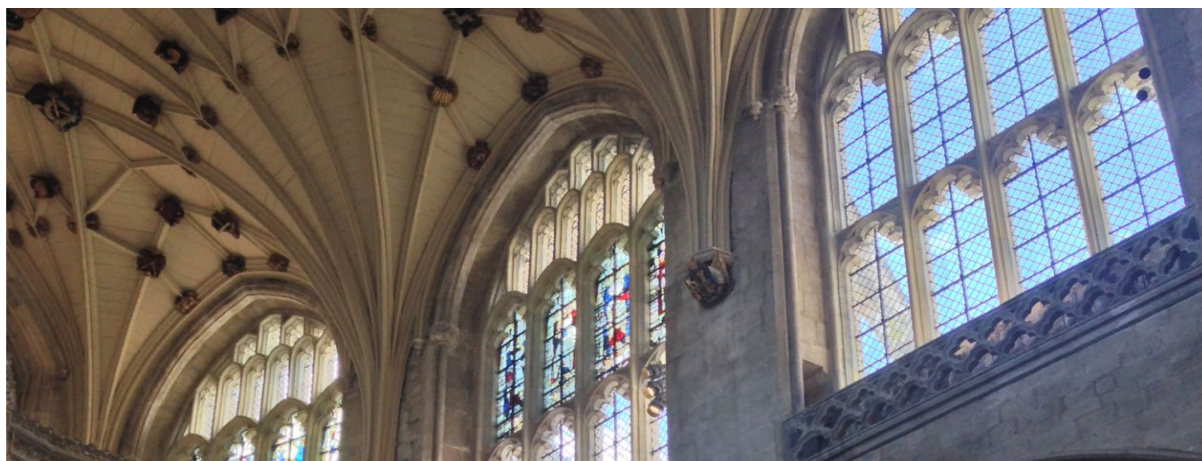
GRADUATION INFORMATION BROCHURE



UNIVERSITY OF
WINCHESTER

GRADUATION 2025

GRADUATION INFORMATION BROCHURE



Dear Graduand,

Congratulations! You have been invited to attend one of our 2025 graduation ceremonies.

Graduation is the perfect opportunity for you to reflect upon your time at the University of Winchester and celebrate your achievements with those who have supported you along the way.

To help make your day as enjoyable and stress-free as possible, we have put together some information to help you prepare for your ceremony. We encourage you to read through this guide carefully and take note of any action needed.

In this brochure you will find information on what to wear, guest tickets, suggested timings and much more.

If you have any questions that aren't answered in this brochure, please do not hesitate to get in touch. You can either email us at graduation@winchester.ac.uk or call us on 01962 827210.

We look forward to seeing you at your ceremony in October!

Best wishes,

Danielle Baker

Graduation & Awards Officer

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YOUR CEREMONY DETAILS

To find out when your ceremony is scheduled, please either **check your official graduation invitation** (sent via email) or log into My Record.

It is unfortunately not possible to change to a different ceremony. If the date or time is therefore not convenient, you will have to graduate in absentia (i.e., not attend).

In some exceptional circumstances, you may be able to defer attending your graduation until 2026 (date tbc), although this is not guaranteed. If you would like to discuss deferring, please email graduation@winchester.ac.uk.

GRADUATION REGISTRATION

Once you have received your official invitation, you will need to log into My Record to **complete registration**. When completing this form, you will be asked if you are intending to attend your ceremony – please select the appropriate response.

If you have any issues logging into your My Record, please contact Service Desk (servicedesk@winchester.ac.uk) quoting your student ID number and providing an explanation of the issue.

The deadline to complete registration is **Monday 8th September at 23:59**.

GOWN HIRE

All graduands are required to wear academic dress to take part in their graduation ceremony. The style and colour of your gown will depend on the level of your award. You can find illustrations of each gown type on the [University website](#).

The majority of graduands like to dress up and wear smart clothes or national dress underneath their gown, although this is not a requirement.

Once you have completed registration, a button will appear on My Record which will take you to the Graduation Attire portal to **place your order**. Graduation Attire (part of Evess Group) are the university's preferred gown supplier.

Your gown will cost between £45.00-£55.00 to hire, depending on your level of study. There will also be an option to purchase your gown should you wish.

We encourage you to **hire your gown as soon as you have registered your attendance**. If for any reason you're unable to do so, there will be an opportunity to hire a gown on the day of your ceremony. We do however strongly encourage you to hire in advance, so that your day is as stress-free as possible.

GUEST TICKETS

If you would like any friends or family to attend your ceremony, they will need to purchase guest tickets. These will cost £20.00 each, and you will initially have the opportunity to purchase up to 3 guest tickets.

Guest tickets include entry into the Cathedral as well as a graduation programme and a celebratory drink in the Celebration Zone.

Once you have completed registration, a button will appear on My Record which will take you to the Graduation Attire portal to **purchase your e-tickets**. Graduation Attire (part of Evess Group) are the university's official ticket supplier for graduation.

The deadline to purchase guest tickets is **Tuesday 16th September** at **23:59**.

All e-tickets will be sent to the email address provided to Graduation Attire at the time of purchase approximately 1 week before your ceremony. If you cannot find these in your inbox, please check your Junk folder before sending an email to info@evess.co.

Extra guest tickets

An email will be sent to all graduands on Monday 22nd September to confirm if any extra tickets are available and how these can be purchased, if applicable. We will be unable to confirm whether any extra tickets will be available before this date.

Please note that ceremonies are busy so it is unlikely that extra tickets will be available for all dates/times.

BABIES & CHILDREN

Graduation is a family event, and **children are more than welcome** to attend!

Babies and infants who do not need a seat are not required to purchase a guest ticket. They will however be expected to sit on the lap or be in the arms of a guest for the duration of the ceremony. Guests may only have 1 baby in arms or infant on their lap at any time.

There will be space at the back of the Cathedral to leave prams and pushchairs. Please note we cannot allow you to bring these into the seating area due to health and safety restrictions.

All other children will need to purchase a guest ticket. All children under the age of 16 must be accompanied by an adult guest.

ACCESSIBILITY

We can confirm that all graduation venues have step-free access and are accessible for wheelchair users. The Guildhall also has a lift to assist students and guests with accessing upper floors.

When completing graduation registration, you will be asked if you or any of your guests have any **mobility and/or special requirements** that need to be taken into consideration for your ceremony. We encourage you to answer this question in as much detail as possible to help us understand how we can best support you and/or your guest.

A member of the team will be in touch ahead of your ceremony to discuss any requirements further.

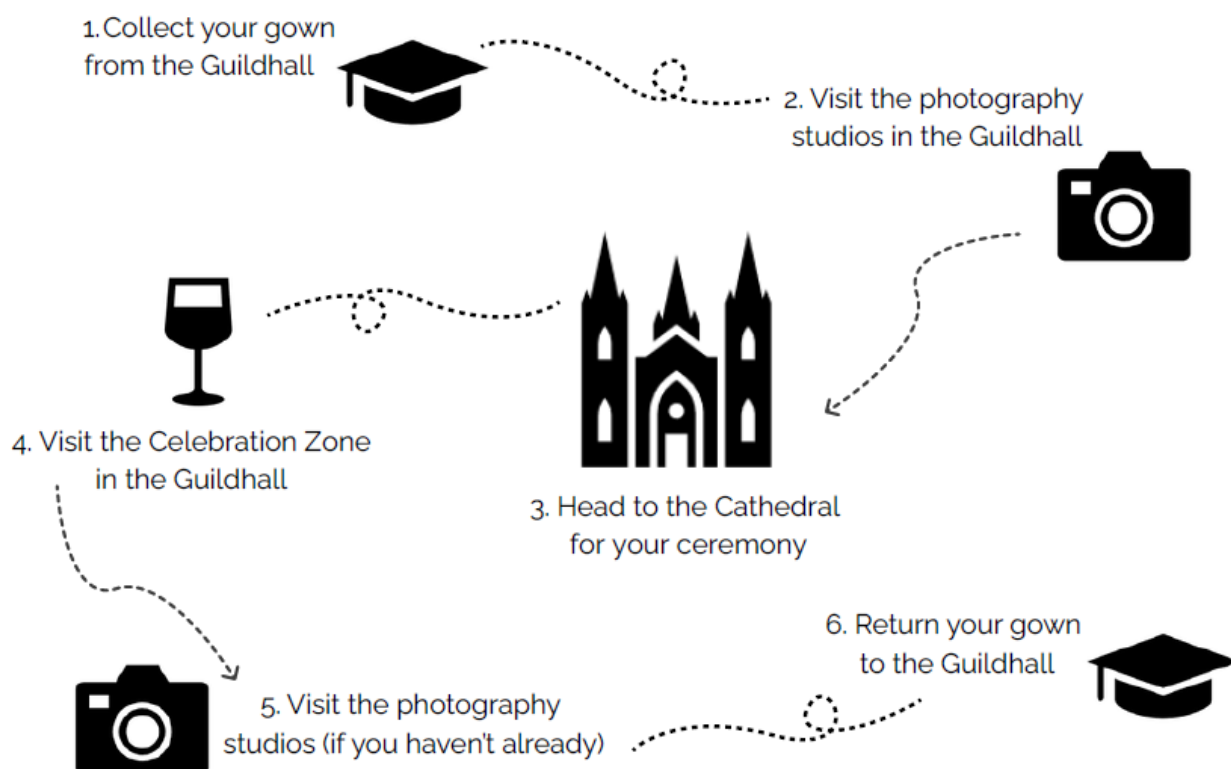
Carer tickets

We are able to issue additional carer tickets free-of-charge to both students and their guests. When completing registration, please indicate that a carer ticket is required, and a member of the team will get in touch to request the necessary supporting evidence.



PLANNING YOUR DAY

We understand that your graduation day can be busy so these next few pages will go into detail about what to expect so you can be as prepared as possible. To begin with, we have provided a brief outline of your journey on the day.



All graduation ceremonies are being held in **Winchester Cathedral**. All other graduation activity will take place in the **Guildhall**. It takes approximately 5 minutes to walk between each venue.

There may be some queues on the day, so we recommend arriving 90 to 120 minutes before your ceremony start time. This will give you plenty of time to collect your gown and take pre-ceremony pictures.

The doors to the Cathedral will open 45 minutes before the start of each ceremony and will close 10 minutes before the ceremony is due to begin. Guest seating is not allocated and cannot be reserved so your guests should arrive early and join the queue if they would like to select where they sit.

We anticipate that ceremonies will last between 60 and 75 minutes.

SUGGESTED TIMINGS

Here are some suggested timings for your day:

CEREMONY START TIME: 10:00

Activity	Location	Timings
Gown collection	Guildhall	08:00 – 09:15
Professional photography	Guildhall	08:00 – 09:15
Doors open	Winchester Cathedral	09:15
Doors close	Winchester Cathedral	09:50
Ceremony	Winchester Cathedral	10:00 – 11:15
Celebration Zone	Guildhall	11:15 – 12:15
Gown return (latest return)	Guildhall	Tues to Thurs – 18:15 Friday – 16:00

CEREMONY START TIME: 12:30

Activity	Location	Timings
Gown collection	Guildhall	10:30 – 11:45
Professional photography	Guildhall	10:30 – 11:45
Doors open	Winchester Cathedral	11:45
Doors close	Winchester Cathedral	12:20
Ceremony	Winchester Cathedral	12:30 – 13:45
Celebration Zone	Guildhall	13:45 – 14:45
Gown return (latest return)	Guildhall	Tues to Thurs – 18:15 Friday – 16:00

CEREMONY START TIME: 15:30

Activity	Location	Timings
Gown collection	Guildhall	13:00 – 14:45
Professional photography	Guildhall	13:00 – 14:45
Doors open	Winchester Cathedral	14:45
Doors close	Winchester Cathedral	15:20
Ceremony	Winchester Cathedral	15:30 – 16:45
Celebration Zone	Guildhall	16:45 – 17:45
Gown return (latest return)	Guildhall	18:15

The Guildhall will be open from 08:00-18:30 Tuesday through to Thursday and 08:00-16:15 on Friday.

THE CEREMONY – FAQs

What happens if I'm late for my ceremony?

If you're running late, you will need to collect your gown from the Guildhall and then come to the Cathedral as soon as possible. We will do our best to seat you when you arrive and include you in the ceremony however, this is not always guaranteed as we are unable to disturb the order of proceedings.

Where can I put my bag and coat during the ceremony?

Where possible, we advise graduands to leave their coats, large bags and any other items that will not be needed with their guests. Any small items can be kept under your seat for the duration of the ceremony.

We will need to scan your student ticket as you enter the Cathedral so please ensure you have your mobile phone with you, or a printed copy of your ticket.

Can I sit next to my friends during the ceremony?

Graduands will be seated in alphabetical order (by surname) by programme. As such, you will be unable to sit next to each other unless you happen to be next to each other in the alphabet.

Can I sit with my guests?

Graduand and guest seating is separate, so you will be unable to sit with your guests. The Cathedral will be split into two; with graduands sitting one side and guests the other.

Can I take food and drink into the Cathedral?

Food and drink are not allowed inside the Cathedral – the only exception to this is bottled water and any liquids for babies.

What happens when I arrive at the Cathedral?

Upon arrival, you will need to enter through the Graduand entrance on the right-hand side. You will need to have your ticket ready to be scanned. This can either be shown on a mobile device or printed. If you are showing your ticket on a mobile device, we would encourage you to download it prior to arrival as signal is not guaranteed in the entry way.

You will be greeted by an usher and then shown to your seat. If we have confirmed special arrangements for you, you may be seated slightly out of order.

Your guests will enter through the Guest entrance on the left-hand side. They will need to have their tickets ready to be scanned. These can either be shown on a mobile device or printed. If they are showing their tickets on a mobile device, we would encourage them to download them prior to arrival as signal is not guaranteed in the entry way.

Your guests will have their tickets scanned and then be able to walk into the Cathedral and select their seats. We acknowledge that some of the seats available offer restricted views of the stage, so we will be providing screens throughout to ensure that everyone can follow along with proceedings.

We will be conducting random searches throughout the week, so all graduands and guests should be prepared to have their bag searched by our security team prior to entering the Cathedral.

What happens during the ceremony?

Before the ceremony there will be a choir performance from the University of Winchester Music Centre. This will be followed by an announcement from the Master of Ceremonies who will welcome everyone and explain how the ceremony will work and what you will be expected to do.

The ceremony will then officially begin, and the academic procession will enter. The procession will be made up of members of the Winchester Cathedral Chapter, University of Winchester, University Executive Leadership Team, University guests and either the University Chancellor or Pro-Chancellor. The ceremony will then be declared open.

During the celebration of awards, you will be invited to go on stage. When it is your turn, an usher will direct you and the rest of your row to move toward the stage. Your name will then be checked to ensure you're in the correct order and someone will be on hand to ensure your gown is in the correct position.

Once your name is read out, you will then go on stage and present to the Presiding Officer – depending on their wishes, this may be a handshake or a doffing of the cap. We will indicate the Presiding Officer's preference to you at the beginning of the ceremony. A picture and video will then be taken as you walk across the stage so make sure you smile for the camera!

Once you have exited the stage, you will then receive your degree certificate (if it hasn't already been posted to you) and be directed back to your seat. This will be the same seat that you sat in on arrival.

Doctorate students

You will initially be met at the side of the stage by your supervisor or a senior member of staff from your faculty. Once your name and thesis title has been read out, you will then go on stage and present to the Presiding Officer – depending on their wishes, this may be a handshake or a doffing of the cap. We will indicate the Presiding Officer's preference to you at the beginning of the ceremony. A picture and video will then be taken of you so make sure you smile for the camera!

You will then be invited to sit on stage to join the academic procession for the remainder of the ceremony and will not return to your original seat. You're welcome to leave any personal belongings on your original seat however please note that this will be at your own risk.

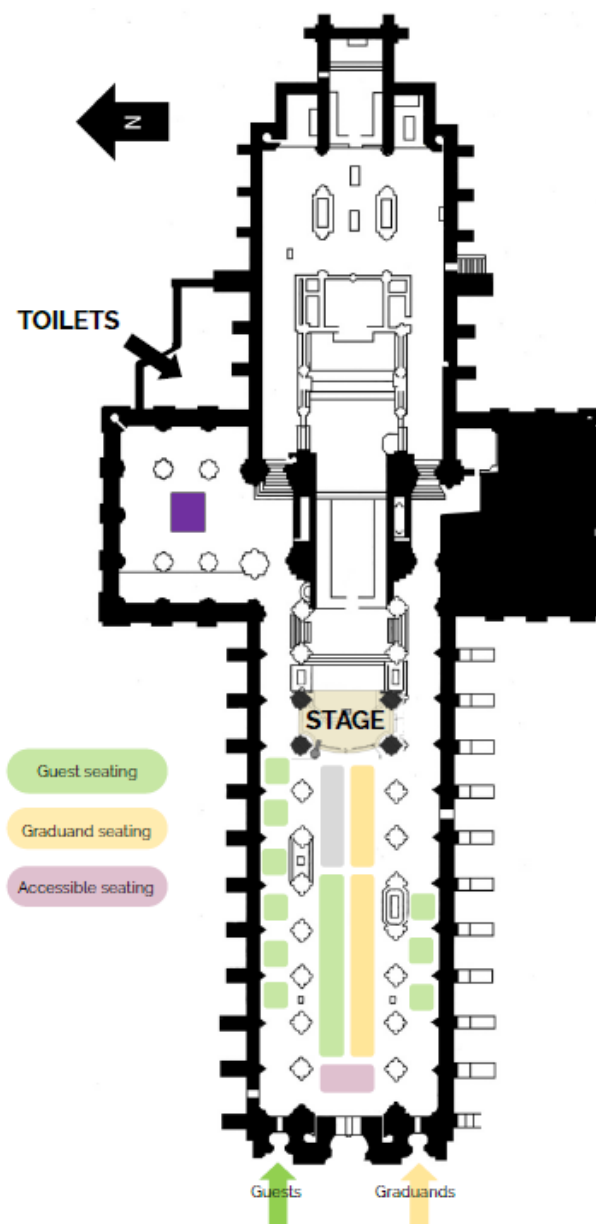
What happens at the end of the ceremony?

At the end of the ceremony, graduates will be asked to stand if they're able to and follow the academic procession out of the Cathedral. Please make sure you take all your belongings with you when you join the procession.

Guests will be asked to wait until all graduates have left before exiting the Cathedral. All graduates and their guests are then invited back to the Celebration Zone in the Guildhall for refreshments – further details can be found on page 13.

It can get very busy outside the Cathedral, especially after and in between ceremonies so we recommend arranging a meeting place with your guests beforehand.

MAP OF WINCHESTER CATHEDRAL



TRAVEL AND PARKING

If you are driving to Winchester, we would recommend using the Park & Ride service where possible, as parking in the city centre is limited. The Park & Ride buses stop regularly outside the Guildhall. The service can be very busy during peak times so please ensure you allow plenty of time for your journey. Please also be aware that the last bus to leave the city is around 19:30.

It's important to note that there is no parking available at Winchester Cathedral and putting their postcode into your satnav will take you into a restricted zone. If you require a post code, please use **SO23 9BE** which will take you to The Broadway. There is limited parking on this road, however from here you will be able to follow the signs for parking.

There is no disabled parking near the Cathedral however you're welcome to drop off any guests in The Square (SO23 9EX) which is the closest road to the Cathedral. From here, it is approximately 200 metres to the entrance of the Cathedral.

Please visit the Winchester City Council website for more information about parking in the city - www.winchester.gov.uk/parking/parking-and-car-parks

If you're arriving by train, it is approximately a 12-minute walk to the Cathedral or a 14-minute walk to the Guildhall. There is also a taxi rank outside the train station.

PROFESSIONAL PHOTOGRAPHY

There will be studio photography available for you to capture your special moments with family and friends. This will be in the King Charles Hall, which is located on the first floor of the Guildhall.

A photograph (and video) will also be taken of you when you are on stage during your ceremony so make sure you **smile for the camera!**

The photography studios will be open from 08:00 – 18:00 Tuesday to Thursday and 08:00 – 15:30 on Friday. You can have your photographs taken any time throughout the day, although before your ceremony may be preferable - we have included some suggested timings on page 8.

Your photographs will be available to purchase after your ceremony through the Graduation Attire portal. There will also be the option to pre-order a photography package on the Graduation Attire portal prior to your ceremony.

CELEBRATION ZONE

The Celebration Zone is a space where you can **celebrate your achievements** over a glass of fizz with your fellow classmates and lecturers. The zone will be open for 1 hour after each ceremony and can be found in the Bapsy Hall, which is located on the first floor of the Guildhall.

There will also be the opportunity for you to purchase a range of merchandise as well as a chance to speak with our Careers team to find out about opportunities available for Winchester graduates.

Your guests are more than welcome to join you in the zone. If they purchased guest tickets, they will also be able to pick up their glass of fizz.

LIVE STREAM

We will be **live streaming all graduation ceremonies** into the King Alfred Chamber, which is located on the first floor of the Guildhall. Please note that these seats are first come first served and cannot be reserved in advance.

There will also be a live stream available on the university website for any of your guests who have been unable to travel to Winchester. The stream will be available to view on www.winchester.ac.uk/graduation on the day of your ceremony.

The live stream is provided by an external company so whilst we endeavour to provide an error free stream, the University accepts no liability if there is any change or loss of quality during the ceremony.

GIFTS AND MERCHANDISE

You will have the opportunity to purchase a range of gifts and merchandise from the Celebration Zone after your ceremony.

New for 2025 – We are excited to share that you will have the opportunity to purchase a clip of you walking across the stage during your ceremony! This clip is a fun memento of your special moment and is compatible with all social media platforms.

If you would like to re-watch your whole ceremony there will also be an opportunity to purchase a copy after the ceremony.

All graduates will receive an email from Graduation Attire after the ceremony with a link to purchase either their stage clip or a copy of the ceremony.

REFUND POLICY

Please refer to the FAQs on the Graduation Attire booking portal for information on gown hire, guest ticket or photography package refunds.

VISA APPLICATION SUPPORT

If either you or one of your guests requires a letter to support a visa application, please email graduation@winchester.ac.uk to request this. The letter will then be sent to you via email as a PDF document. Please note that we can only generate letters for those students who have already received their official graduation invitation.

GRADUATION ASSISTANCE FUND

The University is pleased to be continuing the Graduation Assistance Fund for the 2025 ceremonies. This fund is designed to provide financial support to students who might otherwise not be able to attend their graduation. The fund is worth £70.00 and covers the cost of student gown hire and 1 guest ticket.

For more information about the fund, including details on eligibility and applying please go to www.winchester.ac.uk/graduation.

WINTON SOCIETY

As a graduate of the University of Winchester, you are now a member of the **Winton Society**, a 45,000+ community, spanning decades, a variety of industries, and the world.

Having finished your studies, you can now embark on your alumni journey and the Winton Society is here to support you each step of the way. We'll celebrate your successes, help you stay connected with university friends and offer you, personal and professional development opportunities.

Keep up to date with our upcoming events and opportunities by visiting our website: www.winchester.ac.uk/alumni



CAREERS ADVICE FOR LIFE

As a graduate of the University of Winchester, you have access to Careers Advice for Life using our **CareerConnect** platform. Whether you'd like to create a new CV, are starting a job application, considering further study, self-employment, finding working or still weighing up your options, the Careers team are here for you.



You will need to re-register for *CareerConnect* using your personal email address. Please use the QR code to create a new account and always use "Log in with your email address" rather than the green Winchester account log in, and continue to use the "Log in with your email address" tab.

Through *CareerConnect* you will be able to sign up for job alerts, access CV support, book 1-1 appointments and find out about events. It's also a link to employers and provides a range of graduate resources.

GRADUATE OUTCOMES SURVEY

You will be contacted approximately 15 months after you have completed your course to participate in the Graduate Outcomes Survey. Whether you are in employment, further study or running your own business, the survey aims to capture what you are currently doing. You will initially be contacted by email and invited to complete the survey. This will be sent to your personal email address, so please look out for it in your inbox.



YOUR UNIVERSITY IT ACCOUNT

This is a reminder that your University IT account will be deleted 90 days after your award has been confirmed (approximately end of October 2025). This means that you will no longer have access to your documents, files or your University email account. You are therefore encouraged to:

1. Set up a professional, personal email address
2. Back up any important documents from your University OneDrive or email account.

If you have any queries regarding this, please email servicedesk@winchester.ac.uk.

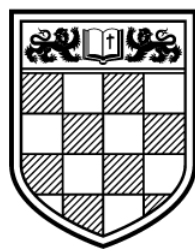
CONTACT THE GRADUATION TEAM

If you have any questions, please do not hesitate to get in touch and a member of the team will be able to assist you:

Website: www.winchester.ac.uk/graduation

Email: graduation@winchester.ac.uk

Telephone: 01962 827210



UNIVERSITY OF
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Graduation Team