



Degree Conferment Ceremony Westminster Cathedral, Wednesday 20th July 2022

1. The Ceremony

14:30pm: Institute of Business, Law and Society and Department of Drama

The Cathedral doors will be open for Graduands from approximately 13:50pm and for Guests from 14:00pm. Graduands are requested to be robed and in their seats by 14:15pm. The ceremony should finish at approximately 16:30pm. We recommend that you arrive at the Gowning area at Park Plaza Victoria London no later than 12:30pm.

2. Travel Information

The Cathedral is located on Victoria Street and you will need to go to the Ticket and Namecard Desk and Gowning area at Park Plaza Victoria London, Vauxhall Bridge Road first:

[Summer Graduation Map](#)

By Train

The nearest tube and train station for the Park Plaza and Cathedral is Victoria. When you arrive at Victoria Station, take the Wilton Road/Vauxhall Road Exit and walk down to Park Plaza Hotel, on the left. For directions from the station please see the map in the link above.

Please note that if further strike action is planned, this may affect your journey so please check an alternative route and extend your journey time.

Check [TFL](#) for updates.

If you are travelling from the University trains depart from Strawberry Hill for Clapham Junction every half hour e.g. at 11.08am or 11.38am. Alternatively trains for Clapham Junction also go from Twickenham more frequently.

Check train times at the following link [TFL](#)

The journey from Strawberry Hill takes about an hour, but please allow for delays.

Victoria station is also on the Circle, District and Victoria tube lines.

3. By Car

There is limited parking near the Cathedral however there are meters for cars in the streets behind the Cathedral. We recommend travelling by public transport where possible. Unfortunately, we are unable to arrange parking for guests with disabilities or blue badge holders.

Please note that the Cathedral is located within the Congestion charging Zone and the Ultra Low Emission Zone.

4. **Academic Dress**

It is compulsory for Graduands to wear academic dress. Graduands should wear their gowns and hoods throughout the ceremony. Mortarboards should be worn only when processing out of the Cathedral.

In addition to academic dress, Graduands are required to conform to dress standards:

- Male Graduands - a plain shirt with tie and a smart suit. The wearing of kilts and other formal dress is also acceptable.
- Female Graduands - smart formal wear

5. **Robing**

Robing for Graduands will take place on the Lower Ground Floor of Park Plaza Victoria London hotel, Vauxhall Bridge Road, in the Beatrice Suite. This is located near Victoria Station and approximately a 7-minute walk to the Cathedral. Please follow the [Summer Graduation Map](#) and Stewards and Student Ambassadors will also be on hand to direct you. You should print out your confirmation of your gowning order provided to you by Ede & Ravenscroft at the time of ordering; this is necessary to claim your robes and mortarboard. A few safety pins may be necessary to secure your hood to your gown.

Please do not wear your mortarboard when you enter the Cathedral. Mortarboards are not to be worn in the Cathedral until you process out at the end of the ceremony.

The robing area will be open from 8:00am – 6.30pm. Please ensure you arrive in plenty of time to collect your gown and be seated no later than 15 minutes prior to the start of your ceremony.

Please note that guests are not allowed into the Gowning area in the Beatrice Suite, Park Plaza due to space limitations. Guests are welcome to wait in the foyer if Photography will also be done before the ceremony or café/bar in the main hotel on the ground floor. Weather dependent, Guests can also proceed to the Cathedral and wait for Graduands on the Piazza.

6. **Cloakrooms**

There are toilet facilities in the Park Plaza hotel and inside the main Cathedral building.

Please note, luggage storage is not available at the Cathedral. If you need to bring luggage, please use the Concierge at Park Plaza Hotel.

7. **First Aid**

Staff with first aid training will be on duty in the main areas of the Park Plaza and Cathedral. Should you need any attention please contact one of our stewards or a member of Security.

8. **Information and Queries at the Cathedral**

Stewards and Student Ambassadors will be on hand throughout the day to assist with any queries you may have.

Please note that no food and drink is allowed in the cathedral with the exception of bottled water. We recommend that you bring water with you.

9. **Access to the Cathedral**

Graduands will enter the Cathedral separately from their guests. Graduands should wait outside the entrance in Ambrosden Avenue, which is to the left side of the Cathedral if you are facing the main entrance. Security will be on hand to check namecards at this door and please note there are steps at this entrance.

Guests will enter the Cathedral via the main entrance.

The main entrance is accessible for wheelchair users.

If you or your guests have any additional requirements and have not yet informed us, please contact The Graduation Team on graduation@stmarys.ac.uk.

Entry to the Cathedral for the Ceremony is strictly by Guest ticket and Graduand namecard only.

10. **Seating**

Graduands will be seated in blocks toward the rear of the Cathedral. All seats are numbered and **Graduands must sit in the seat which bears the same number as their namecard** unless instructed otherwise by a steward. Ushers will be available to help you to your seat.

Guests are seated in the nave, from the front of the Cathedral but are not issued a seat number. All available seats should be used to ensure that all guests can be seated.

11. **Presentation**

As standard, presentation will be in alphabetical order within each degree or award (e.g. Bachelor of Arts, Bachelor of Science etc). Please note due to extenuating circumstances there could be slight diversions from this order. An Usher will signal to Graduands when to move from their seats and regulate the flow of the procession. Graduands must bring their namecard with them, which will be passed to the Namecard Usher at the chancel steps. Each Graduand will mount the steps as his/her name is announced. They will stop and shake hands with the University Vice-Chancellor, whilst the Award Photographer captures this moment. Then, they return to their seats, as directed by the Ushers.

Postgraduate Research Graduands will not need to pass the namecard to the Namecard Usher. The Reader will have a document with the name and thesis title already and will read these before the PhD Graduand moves forward to the University Vice-Chancellor.

Graduands are not allowed to take selfies. Our official Award Photographer will capture each individual presentation and prints will be available to purchase.

12. **Certificates**

Certificates and diploma supplements will be printed and sent to all successful Graduands by the end of August 2022. Therefore, certificates will not be presented at the ceremony in July. If your permanent address has changed please let us know by emailing graduation@stmarys.ac.uk, so that we can post the certificate to the correct address.

13. **End of the Ceremony**

At the end of the ceremony, Graduands should put on their mortarboards and file out behind the procession of academic staff, as guided by the Ushers.

14. **Photographs**

The University wishes to remind students and guests that no video film or photographs may be taken inside the Cathedral during the service and performance by the musicians.

A photography company will be in the Park Plaza Hotel, lower ground floor and available to take individual photographs before and after the ceremony.

***Please note that you will need to return your gown to Park Plaza Hotel by 6.30pm or you will incur a charge.**

15. **Further information**

If you require any further information relating to the degree ceremony, please contact graduation@stmarys.ac.uk.