

Congregation for the conferment of  
**Degrees & Awards**

---

**Guildhall London**

March 2026

---

**Information Guide**



## Contents

1. Introduction	4
2. Ceremony Dates	4
3. Attendance and Tickets	5
3.1 How to confirm your attendance and book guest tickets	5
3.2 Tickets for Children	5
3.2.1 Pushchairs and Prams	6
3.3 Visas for overseas students attending the graduation	6
3.4 Accessibility and Medical Requirements	6
3.5 Refunds & order amendments	6
3.6 Issues with ordering tickets	7
3.7 Lost or missing tickets	7
3.8 Unable to attend the ceremony	7
4. Gown Collection	7
5. Dress Code	8
5.1 Academic Dress (Gown Hire)	8
6. Livestreaming	10
7. Photography and video	10
7.1 Professional photography	10
7.2 Personal photography	10
7.3 Your Graduation Clip	11
8. Arrival Instructions	11
8.1 Timings	11
Tuesday 17th March 2026	11
Wednesday 18th March 2026	12
Thursday 19th March 2026	12
8.2 Entry to the Great Hall	12
9. Graduates and guest seating	13
10. Venue facilities	13
Toilets	13
Nursing mothers	13
Cloakroom	13
Prayer room	13
11. During the Ceremony	13
11.1 Ceremony proceeding	13
11.2 Your Certificate	14
11.3 Ceremony conduct	14
12. After the ceremony	14
12.1 Gown Drop Off	14
13. Data Protection	15
14. Travelling to your graduation ceremony	15
14.1 Getting to the Guildhall	15
14.2 Changes to your ceremony (force majeure)	15
15. Congregation gifts	16
16. Alumni	16
17. Graduate Success & Employability	17
18. Map	18

## 1. Introduction

The following information guide is for graduates attending ceremonies at London Guildhall in March 2026, highlighting what you need to know about your graduation ceremony, how to book, what to do on the day and other useful information.

Graduation ceremonies will be held to celebrate the conferral of degrees and awards upon students of the University who have successfully completed their studies and had their award conferred at the University Assessment Board October 2024 to December 2025.

## 2. Ceremony dates

Date	Ceremony	Subjects
Tuesday 17 March 2026	1	MSc Global Healthcare Management (London) MSc Public Health with Professional Experience (London) MSc Public Health (London)
	2	MSc International Project Management with Professional Experience (London) MSc Global Healthcare Management with Professional Experience (London) MRes Management Studies (London) MSc International Project Management (London)
	3	MSc International Project Management (London)
Wednesday 18 March 2026	4	MBA Healthcare Management (London) MBA Healthcare Management with Year in Industry (London) MSc Data Science (London) MSc Data Science with Professional Experience (London)
	5	MSc Computer Science (London) MSc Computer Science with Year in Industry (London)
	6	MSc Digital Marketing (London) MSc Digital Marketing with Professional Experience (London)
Thursday 19 March 2026	7	MBA with Professional Experience (York/London) Global Business Management (L6 Direct Entry) (London)
	8	MBA (York/London)
	9	MBA (York/London)

Please see the [graduation web page](#) for more information.

## 3. Attendance and tickets

### 3.1 How to confirm your attendance and book guest tickets

An invitation to your graduation ceremony has been sent to your personal or home email address. If you have not received your invitation or you have changed your contact details recently, please let us know by contacting the [graduation team](#) as soon as possible.

The deadline to confirm your attendance and book guest tickets is **4pm Monday 16th February 2026**, additional online bookings will not be permitted after this deadline. You need to book your graduation gown through the [Graduation Attire booking portal](#) to confirm your attendance.

Your own seat number will be on your e-ticket which will be emailed to you a week before the ceremony, along with your guest tickets. Please ensure that you give your guests their tickets as these will be checked on entry to the Guildhall.

All guest tickets must be ordered before the ceremony. You will be able to book a **maximum of 2** guest tickets, at £10.00 per ticket.

If you experience any technical issues with ordering your tickets and /or gown, please contact the dedicated customer service department at Grad Attire or use the chatbot function on their website.

### 3.2 Tickets for children

The University aims to make its graduation ceremonies as welcoming as possible, but the formal nature and duration of the ceremonies may make them unsuitable for babies and small children.

All children over the age of 3 years will require their own seat so they must have their own ticket to enter the Great Hall. We advise babies and small children under 3 years old can sit on guest's laps. Tickets will be checked on entry to the Great Hall. Additional tickets will not be available for purchase on the day of the ceremony.

Any children attending graduation must be accompanied by an adult other than the graduating student as guests and graduating students do not sit together.

#### 3.2.1 Pushchairs and Prams

Please note that if you are bringing babies and small children, due to health and safety measures pushchairs and prams are not permitted in the Great Hall where the ceremony will take place, these will need to be left in the designated storage area within the venue. Babies and small children will need to be carried by the guest whilst in the Great Hall. All children must be sufficiently supervised at all times.

### **3.3 Visas for overseas students attending the graduation**

Shortly after you receive your ceremony invitation you will also receive an invitation letter to support a visiting visa application.

For policy/regulatory purposes, we are not able to name guests, only the graduate we hold a student ceremony record for. We cannot provide personalised visa letters for family/ friends.

### **3.4 Accessibility and medical requirements**

If you or any of your guests require accessible seating at the venue including space for a wheelchair please indicate this when you register on the Grad Attire booking portal.

Please provide as much information as possible to enable us to ensure suitable seating arrangements are made for you. Any information shared is held securely and is only shared with those involved in the running of the ceremony.

Guildhall has step-free access and accessible toilets throughout the venue. The venue accessibility guide can be found [here](#).

If you have any questions please email the [University Graduation team](#).

### **3.5 Refunds and order amendments**

If you need to make any changes to your order you should contact the [Grad Attire](#) customer service team directly.

If you are no longer able to attend and wish to cancel your place you should contact the York St John [graduation team](#) in the first instance. We will then advise you of the process to follow to request a refund (if applicable).

Please refer to [Grad Attire's refund policy](#).

If you are late on the day of your ceremony, you will not be eligible for a refund.

### **3.6 Issues with ordering tickets**

If you are having technical issues ordering your tickets, you will need to contact Grad Attire directly. Their customer service team is available via [service@graduationattire.co.uk](mailto:service@graduationattire.co.uk) or 01234 988880 (10am-4pm Monday to Friday).

For other graduation enquiries, please email the [University Graduation team](#).

### **3.7 Lost or missing tickets**

Graduate and guest e-tickets are sent by email via the Grad Attire online booking system a week before the event. Please print out or download onto a mobile device and bring all tickets with you on the day as they will be checked and verified by staff on entry to the Guildhall. If you have any problems downloading your tickets or do not receive them, please contact the [graduation team](#) before the day of your ceremony.

Your seat number will be on your e-ticket (graduates only). Guests do not have reserved seats; guest seating is on a first come first serve basis. Please ensure that your guests have their own tickets as you may not enter the hall at the same time.

### **3.8 Unable to attend the ceremony**

We hope that your arrangements will proceed without any difficulty and that your ceremony will prove both memorable and enjoyable for you and your guests. However, if you are unable to attend the ceremony, please contact the University on 01904 876757 as soon as possible or email the [graduation team](#), giving your name and the title of your award.

It is University policy that attendance at graduation ceremonies cannot normally be deferred; you are expected to attend the ceremony following completion of your award. However, deferral may be permitted if genuine circumstances prevent you from attending your ceremony. Requests for deferral must be made before the date of your ceremony.

If you are no longer able to attend and wish to cancel your place you should contact the York St John [graduation team](#) in the first instance. We will then advise you of the process to follow to request a refund (if applicable). If you are late on the day of your ceremony, you will not be eligible for a refund.

Please refer to [Grad Attire's refund policy](#).

Please contact the [graduation team](#) if you have any questions.

## 6. Gown collection

On entry to the Guildhall please proceed directly to collect your gown, staff will be on hand to guide you. Please issue Graduation Attire staff with your booking details so they can locate your gown.

To allow sufficient time for entry, gown collection and photography we recommend that you arrive 2 hours before your ceremony start time.

All ceremonies will last approximately 1 hour.

## 5. Dress code

### 5.1 Academic dress (gown hire)

Graduation is a formal occasion, and academic gowns are required for all participating students and staff.

For York St John University graduation ceremonies mortar boards are not worn during the ceremony but may be worn following the conferral of all awards or when processing out of the Guildhall.

You can hire your gown through the [\*\*Grad Attire online booking portal\*\*](#) at the same time as you confirm your ceremony attendance.

You will need to provide details of your height and head measurements.

The final deadline for ordering your gown is **Monday 16th February 2026**

Hired gowns will be available for collection from the London Guildhall, on the day of your ceremony and must be returned by 5.30pm the same day.



Undergraduate Certificate /  
Diploma / Foundation



Bachelors



Postgraduate  
Certificate / Diploma



Masters



Doctor of Philosophy



Honorary Doctorate

## 6. Livestreaming

Friends and family who are unable to attend the ceremonies will be able to watch a livestream of the occasion.

Each ceremony will be streamed live and will be available to view on the [York St John University Events YouTube channel](#) where it will be available for a limited period following graduation. The footage will not be available for purchase.

Although every effort is made to ensure the live webcast is available to all viewers, York St John University cannot accept liability for any loss of webcast availability.

## 7. Photography and video

### 7.1 Professional photography

Grad Attire are providing the photography for the ceremonies, and you can pre-book your photography package through their online booking website at the same time as you confirm your attendance and hire your gown.

Photography will take place in the Guildhall. Please make your way to the photography location once you have collected your gown. Please note that only guests with tickets to the ceremony will be able to be invited to have professional photos taken with the graduating student.

Photographers will also be present during the ceremonies to photograph every graduate crossing the platform.

All photos will be put into an online system for graduates to view within 48 hours of the graduation ceremony.

All graduates with photos will then have 14 days to choose which photos they would like to be sent to our professional editing team.

Photos will then take around 6-8 weeks to be edited, printed and dispatched.

All photos are dispatched over 2-3 working days once all editing is completed.

Graduation Attire manage all photography, if you have any questions their customer service team is available via [service@graduationattire.co.uk](mailto:service@graduationattire.co.uk) or 01234 988880 (10am-4pm Monday to Friday).

### 7.2 Personal photography

There are no restrictions on photography in the Guildhall, but we do ask graduates and their guests to consider others when taking photographs. All guests must remain in their seats whilst the ceremony is in progress to keep all aisles and doorways free of obstruction for the movement of the graduating students.

### 7.3 Your Graduation Clip

As the graduation ceremonies are filmed we are working with MyGraduationClip to provide you with a clip of that special moment when you cross the stage to receive your degree. The clip is free and yours to keep, to share with friends, family or on your socials. In exchange we ask you to complete a short survey telling us what you are doing now that you have graduated. Look out for a link in future graduation emails and via QR codes at the ceremony.



## 8. Arrival instructions

We advise that you arrive at least 2 hours before your ceremony start time, to give you sufficient time to collect your gown, have your photograph taken before your ceremony and enjoy the celebratory atmosphere of the event with your family and friends.

The Guildhall operates a security bag checking system, all bags will need to go through a bag scanner on entry, with the number of graduates and guests this will mean queues to enter the venue will be likely. Please note that if you leave the venue for any reason, you will be required to go back through the bag scanner on re-entry, this may mean queuing again, please consider this when re-entering for your ceremony.

Entry for graduates and their guest will be via the Guildhall Art Gallery, all those coming through this entrance will need a valid ceremony ticket, once graduates have collected their gowns and had any photography taken, they need to make their way to the Great Hall.

## 8.1 Timings

Tuesday 17th March 2026	Ceremony 1	Ceremony 2	Ceremony 3
Arrival time	8:00am	10:30pm	1:00pm
Doors to the Great Hall will close- All graduates and guests MUST be seated	9:30am	12:00pm	2:30pm
Ceremony start time	10:00am	12:30pm	3:00pm
Ceremony end time	11:00am	13:30pm	4:00pm
Photography closure	5:00pm	5:00pm	5:00pm
Gown return	5:30pm	5:30pm	5:30pm

Wednesday 18th March 2026	Ceremony 4	Ceremony 5	Ceremony 6
Arrival time	8:00am	10:30pm	1:00pm
Doors to the Great Hall will close- All graduates and guests MUST be seated	9:30am	12:00pm	2:30pm
Ceremony start time	10:00am	12:30pm	3:00pm
Ceremony end time	11:00am	13:30pm	4:00pm
Photography closure	5:00pm	5:00pm	5:00pm
Gown return	5:30pm	5:30pm	5:30pm

Thursday 19th March 2026	Ceremony 7	Ceremony 8	Ceremony 9
Arrival time	8:00am	10:30pm	1:00pm
Doors to the Great Hall will close- All graduates and guests MUST be seated	9:30am	12:00pm	2:30pm
Ceremony start time	10:00am	12:30pm	3:00pm
Ceremony end time	11:00am	13:30pm	4:00pm
Photography closure	5:00pm	5:00pm	5:00pm
Gown return	5:30pm	5:30pm	5:30pm

## 8.2 Entry to the Great Hall

On entry to the Great Hall graduate and guest tickets will be checked again.

Doors to the Great Hall (internal ceremony hall) will close **30 minutes** before the ceremony start time. If graduates and guests arrive after the doors have closed access to the ceremony will be denied. Late arrivals cause significant disruption to the graduation ceremony and spoil the experience for graduating students and guests. The University reserves the right to refuse entry to the ceremony for those without a ticket and to those arriving late. Due to the venue capacity restrictions graduates will not be offered the opportunity to graduate at a later time should they miss their scheduled ceremony. No refunds will be given for late graduates and their guests.

## 9. Graduates and guest seating

Graduates will be sat in their programme cohort, in alphabetical order by surname. Graduates will be allocated a seat number; this will be displayed on the graduate ticket they will receive via email a week before the ceremony date. Graduates should only sit in the designated seat as this is the order that the presenter will read out names. It is very important that you sit in your allocated seat or there is a risk that your name will be missed.

Guest seats are not allocated and are available on a first come first serve basis, you may only take up the number of seats that you have guest tickets for, if you are bringing babies (in arms) and children 3 years and younger that do not have their own ticket they will need to sit the guest's lap. All children over the age of 3 will require their own ticket to enter the Great Hall.

Guest tickets that are not used will not be refunded.

## 10. Venue facilities

### Toilets

The main public toilets in the Guildhall are located on the lower ground floor. There are men's and women's toilets, two accessible toilets and two baby changing rooms available. Gender neutral toilets are located on the upper lower ground floor. Only guests that have a ticket will be permitted entry to use the facilities.

### Nursing mothers

Facilities are available for mothers that are nursing babies, please approach a member of staff who will be able to direct you on the day.



### Cloakroom

The Guildhall has cloakroom facilities available, we request that no large bags are brought into the building, there are left luggage facilities available in the city if you need them. Lockers in the downstairs cloakroom should not be used by graduates or their guests.

### Prayer room

Please note that there are no available areas for private prayer at the venue.

## 11. During the ceremony

### 11.1 Ceremony proceedings

At the appropriate time, you will be directed onto the stage where you will be congratulated by the presiding officer. A photograph of you crossing the stage will be taken by the Graduation Attire official photographer. You will then be directed by University staff back to your seat.

Once the ceremony is declared closed the academic procession will leave the Guildhall. The stewards in charge will direct new graduates to join the procession at the appropriate moment. Guests will follow once all graduates have left the Great Hall. Graduates can meet their guests outside in the Guildhall square.

### 11.2 Certificate

You will receive your degree certificate at your graduation ceremony. If you are not able to attend the ceremony, your certificate will be posted to you following the event.

### 11.3 Ceremony conduct

Graduates and guests must be seated in the Great Hall 30 minutes before the start of the ceremony. The University reserves the right to deny entry to graduates or guests that arrive after the doors to the Great Hall have been closed.

Graduates and guests should remain in the Great Hall for the duration of the ceremony, the ceremony will last approximately 1 hour.

Mobile phones and other electronic equipment must be turned off or put on silent mode. You must refrain from making and taking calls during the graduation ceremony.

Please respect your fellow graduates by allowing them their moment on stage undisrupted by noise.

We want everyone to have a safe and enjoyable experience; any disruptive behaviour will be dealt with accordingly and may lead to ejection from the venue.

## 12. After the ceremony

Once the ceremony has taken place you will process out into the Guildhall Yard, where you are free to meet your guests and fellow graduates. You may wish to book ahead in one of the many restaurants and venues London has to offer to continue the celebrations with your family and friends.

### 12.1 Gown return

Please ensure you drop your gown off at the designated collection point, gown drop off will close at 5:30 each day, if you do not return your gown you will be charged an additional fee.



## 13. Data protection

Graduates, guests and staff attending graduation ceremonies should be aware that they are regarded as public events. The names of graduates confirmed as attending the ceremony are published in an online commemorative graduation brochure. Details include name and course only, NOT degree classification. If anyone graduating in person objects to the publication of their personal data, they should contact the graduation team before **01 March 2026**.

Audio and visual images of the ceremony are publicly available through a livestream broadcast of the ceremony via the internet, which includes the announcement of graduate names. There may also be local media or University photographers and videographers present at the event. By attending, you give permission to use any general images in publications, promotional materials, advertisements, websites or any other digital media or filming authorised by the University.

**Please make yourself known on the day if you do not wish to be featured in any photography.**

## 14. Travelling to your graduation ceremony

### 14.1 Getting to the Guildhall

The London Guildhall is easily accessible within London's historic commercial centre and is just minutes from Bank, Mansion House and St. Paul's underground stations, and a short walk from Cannon Street, Moorgate and Liverpool Street underground and rail stations.

Please see further information on the Guildhall [website](#) for ways to get there.

For details of public transport in London please visit the [Transport for London website](#).

### 14.2 Changes to your ceremony (force majeure)

In the event of the graduation ceremony being cancelled or delayed due to circumstances beyond the University's 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.



## 15. Congregation gifts

The Students' Union (SU) stocks clothing and gifts on behalf of the University, including hoodies, ties, and other assorted gifts. All products are available from the Students' Union Information Point throughout the year. Hoodies can also be purchased for UK delivery through the Students' Union website: [ysjsu.com/shop](http://ysjsu.com/shop).

## 16. Alumni

This year's graduation ceremony is a celebration of your time at YSJ London. It is now the start of a new phase, and the Alumni team cannot wait to join you on your next journey.

We will send you an email explaining more about what it means to be an alum and how York St John can continue to support and encourage you on your next exciting journey and beyond.

Staying in touch with YSJ as an alum means you get to hear all about our news, you will receive monthly newsletters and your annual alumni magazine, 1841. So, make sure you have given us your most up to date details, so you do not miss out!

Update your details here:



You can also keep in contact by following us on Instagram (@ysjulumni), Facebook (York St John Alumni), LinkedIn (York St John Alumni) or simply email [alumni@yorksj.ac.uk](mailto:alumni@yorksj.ac.uk)

As an Alum of YSJ, if you would like to support us today in helping students of the future gain access to education we kindly ask, if you are able, to please donate by texting 'YSJ' followed by the amount you would like to contribute to 70085 (e.g.: YSJ10 / YSJ20 / YSJ50)

Enjoy your celebration today and congratulations, see you in the future!

## 17. Graduate success and employability

Congratulation on reaching this milestone! Career support at York St John London is for life.

The Student Opportunities and Careers team have created a Digital Graduate Package aimed at you, our 2025 Graduates. Here you will find resources to help you explore your options, successfully apply for graduate opportunities, and take your next steps now that you've finished your studies.

You can also access 1:1 Careers advice and guidance, interviews and assessment centres support, internships and job opportunities. We encourage you to switch to your personal email address on Handshake to ensure you continue receiving our support after graduation.

For more details on the support available, please visit [www.yorksj.ac.uk/careers-and-placements/graduate-careers-support](https://www.yorksj.ac.uk/careers-and-placements/graduate-careers-support) or book an appointment with us on <https://yorksj.joinhandshake.co.uk/login>

Scan the QR code to visit our Graduate careers support webpage:



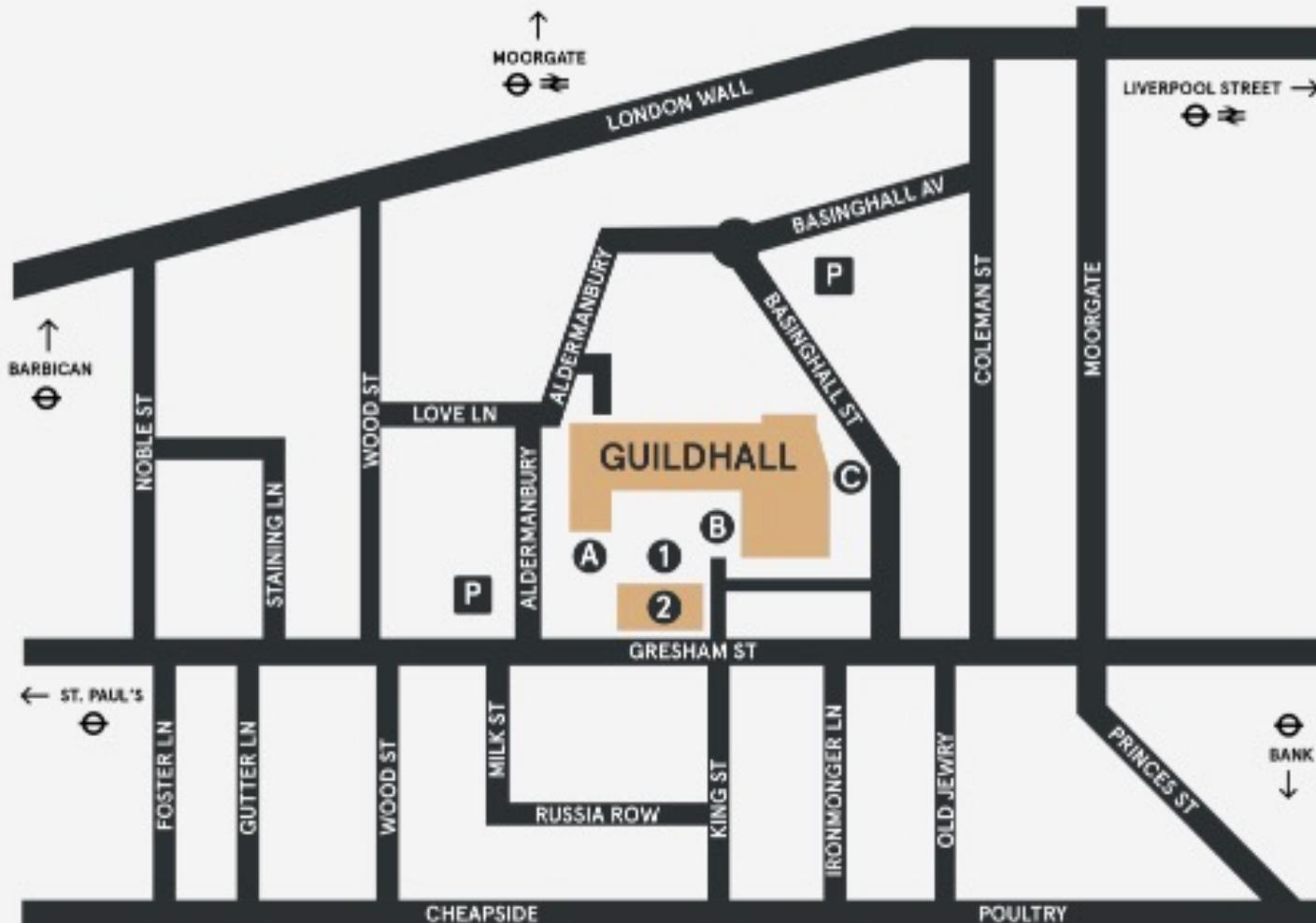
# Guildhall



guildhall.cityoflondon.gov.uk



City of London, Guildhall,  
London, EC2V 7HH.



## ENTRANCES:

(all accessible)

- A - West Wing
- B - Guildhall Art Gallery
- C - Basinghall Street

## OTHER AREAS:

- 1 - Guildhall Yard
- 2 - Church of St Lawrence Jewry

## PARKING:

- P - Designated parking spaces are located in Aldermanbury, Basinghall, Gresham and Coleman Streets. Maximum stay four hours Monday to Friday. There is no time limit on Saturday and Sunday.

Public car parks are available at:  
Barbican, 8am – midnight  
London Wall, 24h  
Aldersgate, 24h

## UNDERGROUND:

Moorgate, Bank, Mansion House and St. Paul's.

## TRAIN STATIONS:

Liverpool Street, Cannon Street, Fenchurch Street, Blackfriars, Moorgate and City Thameslink.

Est.  
**1841**

**YORK  
ST JOHN  
UNIVERSITY**

### **Contact us**

For any enquiries related to  
graduation please contact  
the Student Records team at  
[graduationlondon@yorksj.ac.uk](mailto:graduationlondon@yorksj.ac.uk)  
or telephone 01904 876757.