



Congregation for the conferment of

Degrees & Awards

Guildhall London

March 2025

Information Guide



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1. Introduction

The following information guide is for graduands attending ceremonies at Guildhall London in March 2025, 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 in December 2024.

2. Ceremony dates

Date	Ceremony	Subjects
Thursday 27 March 2025	1	MSc Computer Science MSc Data Science MSc Global Healthcare Management
Friday 28 March 2025	2	MSc Global Healthcare Management with Prof experience MBA Healthcare Management
	3	MBA MSc Digital Marketing
	4	MBA Professional Experience MSc International Project Management MSc Public Health

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 YSJ 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.

Your own seat number will be on your e-ticket which will be emailed to you around 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.

Guest tickets must be ordered before the ceremony. You will be able to book a maximum of 2 guests tickets, at £10.00 per ticket. You do not need to book a ticket for yourself.

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 and must have their own ticket. Babies and small children under 3 years old can sit on guest's knees.

All children (under the age of 18 years old) attending the graduation ceremony must be accompanied by an adult (18+ years) who is not the graduating student. Please note that guests and graduating students will have separate seating areas.

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 ceremonies take place. These will need to be left in the designated area within the venue staff will be on hand to help you with this. Babies and small children will need to be carried, or in a baby carrier 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 visa application.

We do not provide visa letters for family/friends. For policy/regulatory purposes, we are not able to name guests, only the graduate we hold a student ceremony record for. If you have not received your visa support letter, please contact graduationlondon@yorks.ac.uk.

3.4 Accessibility and medical requirements

If you or any of your guests require accessible seating at the venue, including space for a wheelchair or any other mobility device, 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.

3.5 Refunds and order amendments

If you need to make any changes to your order you should contact [Grad Attire](#) 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.

3.7 Issues with ordering tickets

If you are having technical issues ordering your tickets, you will need to contact Grad Attire directly, at service@graduationattire.co.uk telephone number: 01234 988880 phone lines are open 10am-4pm Monday to Friday.

For other graduation enquiries, please email the University graduation team at graduationlondon@yorks.ac.uk or call us 01904 876757.

3.8 Lost or missing tickets

Graduand and guest e-tickets are issued 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 are bringing a digital ticket on your phone, please ensure your device is fully charged, as charging points will not be available. 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 (graduands only). Guest seating is on a first come first served basis. Please ensure that your guests have their own tickets as you may not enter the Great Hall at the same time. All children over the age of 3 years will require their own ticket. All children (under the age of 18 years old) attending the graduation ceremony must be accompanied by an adult (18+ years) who is not the graduating student. Please note that guests and graduating students will have separate seating areas.

3.9 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.

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

4. 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.



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, graduation caps (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 website at the same time as you confirm your ceremony attendance.

You will need to provide details of your height and head measurements. It is recommended that you order your gown before the event through the Grad Attire booking portal. Gowns booked on the day of the ceremony are subject to additional charges.

Hired gowns will be available for collection from the Guildhall on the day of your ceremony and must be returned by 5.00pm on the same day.



6. Gown collection

On entry to the Guildhall please proceed directly to collect your gown, staff will be on hand to guide you. Please show Grad Attire staff 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 be approximately 1 hour and you are expected to remain seated for the whole duration.



7. Photography and video

6.1 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 and you should 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 graduand receiving their award on the stage.

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.

6.2 Personal photography

There are no restrictions on photography in the Guildhall, but we do ask graduands 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.

8. Timings

	Ceremony 1	Ceremony 2	Ceremony 3	Ceremony 4
Ceremony date	Thursday 27 March	Friday 28 March	Friday 28 March	Friday 28 March
Arrival time	1.00pm	8.00am	10.30am	1.00pm
Doors to the Great Hall will close- All graduates and guests MUST be seated	2.30pm	9.30am	12.00pm	2.30pm
Ceremony start time	3.00pm	10.00am	12.30pm	3.00pm
Ceremony end time	4.00pm	11.00am	13.30pm	4.00pm
Photography closure	5.00pm	5.00pm	5.00pm	5.00pm
Gown return	5.00pm	5.00pm	5.00pm	5.00pm

9. Arrival instructions

We advise that you arrive at least 2 hours before your ceremony start time. This will 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, where all bags will need to go through a bag scanner on entry. Due to 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, so please consider this when re-entering for your ceremony. Entry for graduates and their guest(s) will be via the Guildhall Art Gallery and all those coming through this entrance will need a valid ceremony ticket. Once graduates have collected their gown and had any photography taken, they should make their way to the Great Hall.

9.1 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.

9.2 Venue facilities

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. There are both stair and lift access to these facilities. Staff will support you on the day with directions.

Breastfeeding parents

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, however we request that no large bags are brought into the building. Left luggage facilities are 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.

10. 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.

Guests seats are not allocated, and are on a first come first served basis, and you may only take up the number of seats that you have guest tickets for. Babies (in arms) and children aged 3 years and younger, that do not have their own ticket, will need to sit on the guest's knee. All children over the age of 3 will require their own ticket.

Guest tickets that are not used will not be refunded.

11. During the ceremony

11.1 Ceremony proceedings

At the appropriate time, you will be directed onto the stage where your award will be conferred. A photograph of you crossing the stage will be taken by the Grad 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. Guest 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. Ceremonies are expected to last approximately 1 hour. Mobile phones and other electronic equipment must be turned off or put on silent mode. You must not make or take calls during the graduation ceremony.

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

12. After the ceremony

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

12.1 Gown return

Please ensure that you return your gown at the designated return point on the same day by 5.00pm. Gowns that are not returned by this time will incur additional charges.



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 commemorative graduation brochures which are distributed on the day to all in attendance. 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 2025.

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 and, 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. By attending the event, graduates and guests consent to be party to these practices. 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 Guildhall London 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. Alumni

This year's graduation ceremony is a celebration of your time at YSJ London. It's now the start of a new phase and the Alumni team can't 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 University can continue to support and encourage you on your next exciting journey and beyond.

As an alum of York St John, you will receive a monthly newsletter and an annual alumni magazine with all the latest news from your wider University community. You will also receive a quarterly newsletter to keep you connected with news from YSJ London. So make sure you have given us your most up to date details, so you don't miss out!

Update your details here:

yorks.ac.uk/alumni/register-or-update-your-details



You can also keep in contact by following us on Facebook (York St John Alumni), Instagram (@ysj alumni), LinkedIn (York St John Alumni) or simply email alumni@yorks.ac.uk.

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

16. Graduate success and employability

Careers support from YSJ is here to support you beyond your university journey.

The Student Success and Employability team have created a Digital Graduate Package aimed at you, our 2024 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, paid graduate internships and job opportunities.

For more details on the support available, please york.ac.uk/london-campus/careers

16.1 Graduate Outcomes

A national survey capturing the activities and perspectives of graduates was launched in December 2018.

The responses to this Graduate Outcomes survey will be crucial in allowing current and future students to make informed choices and in helping us to evaluate and promote our courses. To support the survey, we are required to hold accurate contact details for you, including a personal email address, at least one telephone number, and a postal address (this can be a parental/guardian address).


We would be very grateful if you could now review and update the details we currently hold about you. Please contact the York St John University Student Success and Employability Team via GraduateOutcomes@yorks.ac.uk to update your contact details.

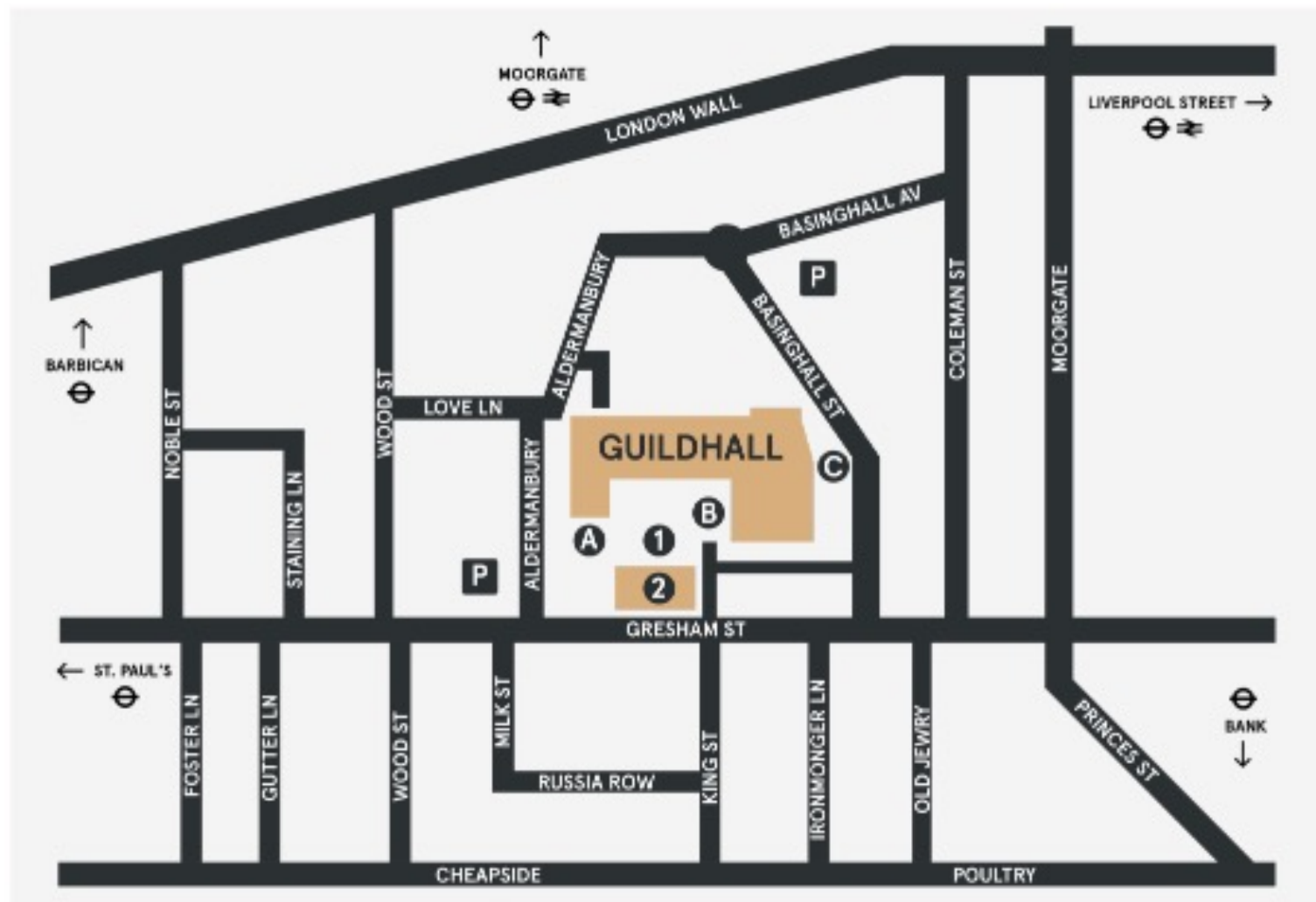
The survey is owned by HESA, the Higher Education Statistics Agency, who have published more information for students as well as guidance on how your contact details will be used: www.hesa.ac.uk/innovation/outcomes/students

www.hesa.ac.uk/about/regulation/data-protection/notices

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@yorks.ac.uk or telephone 01904 876757.