



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

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**York Minster**

November 2023

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**Information Guide**

York St John University is hosting graduation ceremonies for the Class of 2023 in November 2023.

The following guide is for graduands attending November 2023 ceremonies, with everything you need to know about your degree ceremony, how to book, what to do on the day and frequently asked questions.

Academic congregations 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 Board of Examiners for Progress and Award (BEPA) Between November 2022 and October 2023.

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## 2. Ceremony dates

Date	Time	School
Monday 13 November	2.45pm	School of the Arts
Tuesday 14 November	10.00am	School of Education, Language and Psychology
Tuesday 14 November	1.45pm	School of Education, Language and Psychology
Wednesday 15 November	10.00am	London Campus Courses
Wednesday 15 November	1.45pm	London Campus Courses
Thursday 16 November	10.00am	School of Humanities
Thursday 16 November	1.45pm	York Business School
Friday 17 November	10.00am	York Business School
Friday 17 November	1.45pm	School of Science, Technology and Health

For more information please see:

[yorks.ac.uk/graduation/students-and-attendeess/ceremony-dates](https://yorks.ac.uk/graduation/students-and-attendeess/ceremony-dates)

## 3. Tickets

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

[degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk)

An invitation to your graduation ceremony will be sent in August to your personal or home email address. Make sure this is up to date on e:Vision. If you have not received your invitation or you have changed your contact details recently, please let us know by contacting [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk) as soon as possible. The deadline to confirm your attendance and book guest tickets is 29th September 2023.

Your own seat number in the Minster 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 Minster.

Guest tickets must be ordered before the ceremony. Initially, you will be able to book a maximum of two guest tickets, at £5.00 per ticket (your own ticket free), but further tickets may become available in October – you will be contacted if this is the case. Additional guest tickets will be charged 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 on [service@graduationattire.co.uk](mailto:service@graduationattire.co.uk) or use the chatbot function on their website.

You can book tickets on the Graduation Attire booking portal here:

<https://ysju.evess.co>

### 3.2 Extra guest tickets

If additional tickets become available for your ceremony, we will make them available to you in mid-late October. The number of tickets we will be able to offer will depend on the size of each ceremony. Any additional tickets will be allocated on a first-come, first-served basis via the Grad Attire online portal and will incur a cost of £10.00 per ticket. Emails will be sent out by the University to notify you when/if these extra tickets are available.

If any of your guests are no longer able to attend, please let us know by emailing [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk). This will allow us to release tickets to others in your ceremony.

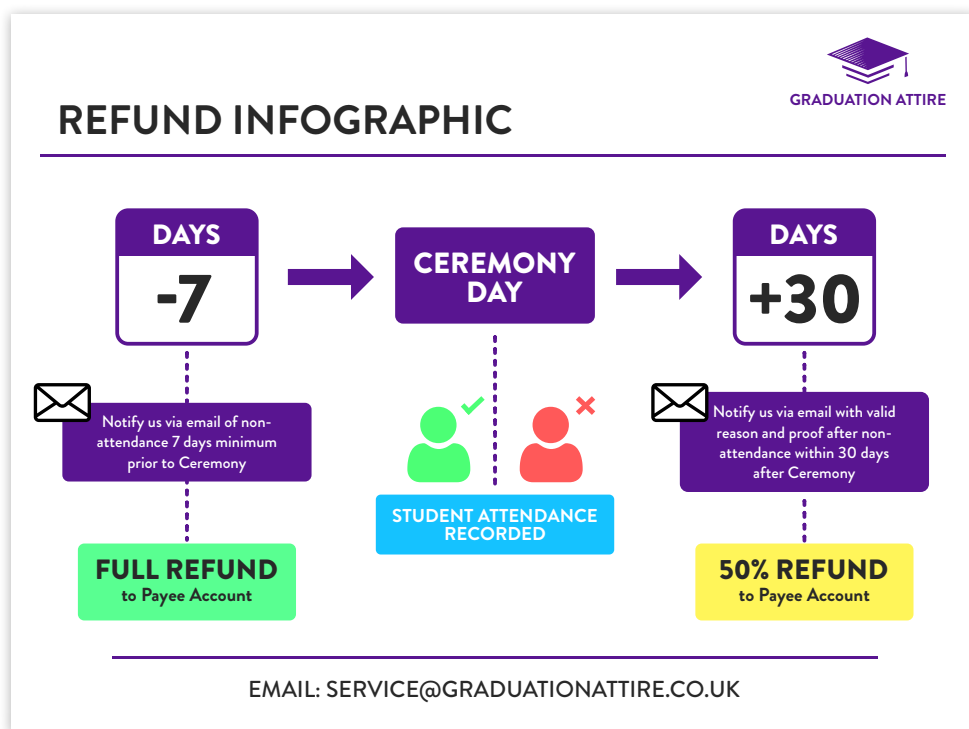
### 3.3 Gown refunds and order amendments

The first port of call would be to message Grad Attire on the live chat with your student number and order ID or email them at [service@graduationattire.co.uk](mailto:service@graduationattire.co.uk) with the refund query and contact details. Generally, if you have made a mistake with the size of your gown or cap, you should not worry as we can simply update this so that it is a smooth process on the day. Anything you have already paid for will require changes to be made manually over the phone. If this is the case, Grad Attire shall email/phone you using the contact details left on the email/live chat. This would include refunding an order or changing the gown day hire to an extended hire, or even purchase.

Graduands who request a refund will need to do so at least 7 (seven) days before their ceremony for their order to be refunded in-full. However, we understand that some students might actually fail to achieve their award for graduation. As a result, they might not be able to attend. In general, we will provide Graduation Attire's customer service team with a list of these students in the lead-up to graduation. Graduation Attire will then 'defer' orders on their system. However, should the student want a refund and they are on this list then Graduation Attire are able to supply a full refund up to 30 days

after the graduation. If a student misses their graduation, did not inform us at least seven-days beforehand that they would be absent, and requests a refund after the ceremony, then Graduation Attire will look in to offering partial refunds of 50% the amount paid for the order (see infographic).

The University works hard to ensure that the degree ceremonies are enjoyable and celebratory, and as they are non-profit making, we cannot issue late or post-ceremony refunds once this 30-day window has expired.



## 4. Livestreaming

If you have family or friends who are unable to attend the ceremonies, they will be able to watch a livestream of the occasion.

Each ceremony will be streamed live from York Minster and will be available to view on the York St John University Events YouTube channel: <https://www.youtube.com/c/ysjuevents> and be available for a limited period following graduation week. 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.



### 3.4 Lost or not received tickets

Graduand and guest e-tickets are issued by email via the Grad Attire online booking system. 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 Minster. If you have any problems downloading your tickets or do not receive them please contact the Grad Attire team, before the day of the ceremony on [service@graduationattire.co.uk](mailto:service@graduationattire.co.uk)

Your seat number in the Minster will be on your e-ticket (graduands only). Please make sure that you are aware of this number before you enter the Minster so that we can show you to your seat as quickly as possible.

### 3.5 Unable to attend the ceremony

If you are unable to attend the ceremony please contact the University on 01904 876757 as soon as possible (or email [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk), giving your name and the title of your award. We hope, however, that your arrangements will proceed without any difficulty and that your ceremony will prove both memorable and enjoyable for you and your guests.

### 3.6 Contact details for ceremony tickets

If you are having technical issues ordering your tickets, you will need to contact Grad Attire directly. For other graduation enquiries, please email the University Degree Ceremonies team on [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk).

## 5. Dress code

### 5.1 Gown hire

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

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.

Ensure you order the correct gown - they are different for each level of award. The final deadline for ordering your gown is 27 October 2023.

**Hired gowns will be available for collection from Quad South Hall on campus, on the day of your ceremony from 7:00am and must be returned by 5:00pm. Please refer to the map at the end of this guide for directions.**

### 5.2 Academic dress

Graduation is a formal occasion; please dress in smart clothes.

Students may wear their national costume, if they would like to. The Minster can get very cold in November, so graduands and their guests are advised to wear warm clothes.

Students must be wearing a gown in order to graduate. Grad Attire provide this gowning service.

For York St John University 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 Minster.



Undergraduate Certificate / Diploma / Foundation



Bachelors



Postgraduate Certificate / Diploma



Masters



Doctor of Philosophy



Honorary Doctorate





## 6. 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 Temple Hall. Please make your way to the photography location once you have collected your gown. Please refer to the map at the end of this guide for directions.**

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.

Please see the following two pages for information concerning Graduation Attire's new GradTag service.

### 6.2 Personal photography

There are no restrictions on photography in the Minster, but we do ask graduands and their guests to consider others when taking photographs.

## Graduation Attire's new GradTag service



### STEP 1 - REGISTRATION

While collecting their gown, the student enters their details on one of our dedicated registration tablets.

The information the student enters here will be assigned to their GradTag.



### STEP 2 - ASSIGN

All of the information entered into the tablet is transferred to a GradTag inside of the student's gown via a digital puck.

The GradTag is now unique to that student and can be used to identify their onstage photo and gown return.



### STEP 3 - ONSTAGE PHOTO

Before the student walks onstage, a member of the Graduation Attire team scans their GradTag.

After the student has crossed the stage and posed for their photo, they will receive an email with a link to their onstage photo.



## STEP 4 - PHOTO KIOSK

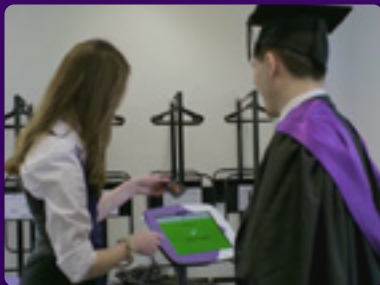
Our photo kiosks make it possible for students to view and purchase their onstage photo straight after their ceremony.

By scanning their GradTag at our kiosk, students are able to readily view and choose from various print options.



## STEP 5 - AUTO PRINT

Once the student has selected their onstage photography option at our kiosk, their photo is automatically printed and ready to place inside one of our readily-available mounts.



## STEP 6 - RETURNS

Once the student is ready to finish their graduation day, they will proceed to our returns area.

Here, a member of our Graduation Attire staff will scan their GradTag, marking their gown as returned.

## 7. Arrival instructions

Please allow at least two hours to collect your gown and have your photographs taken before the start of your ceremony. Collect your gown from Quad South Hall and then make your way to Temple Hall and the Dance studio for photography. Please refer to the map at the end of this guide for directions.

Roads are very congested in York and car parking is in short supply. Please allow plenty of time for your journey and to negotiate the traffic in York.

All ceremonies will last approximately 1 hour 30 minutes .

For morning ceremonies, gowns and photographs will be available from 7.00am.

You will need to be gowned and arrive at York Minster by 9.30am at the latest.

For afternoon ceremonies, gowns and photographs will be available from 10.00am.

You will need to be gowned and arrive at York Minster by 1:15pm at the latest, except on Monday 13 November where you will need to be seated by 2:15pm at the latest.

If you are inadvertently delayed and think that you may be late for the start of the ceremony, please make sure that you contact the University on 01904 876757 as soon as possible.

## 8. Entry to the Minster

Graduating students should enter the Minster by the South Door on Minster Yard (near the Roman Column and the statue of Constantine).

Guests with additional needs will be sent an email with specific information on what they should do on the day - they should bring this email with them to the Minster.

## 9. Safety and security

Please note York Minster has adopted security arrangements to keep all our visitors as safe as possible. All guests are asked to limit any articles they bring with them to small personal handbags. Backpacks, luggage and suitcases of any description will not be permitted into the building. All visitors to York Minster may be asked to have their belongings searched by a member of the Minster Police. We are very grateful for your cooperation.

## 10. Graduand and guest seating

Graduating students will find their individual seat number on their e-ticket (sent by email a week before the ceremony). When entering the Minster, graduands will be directed to their seats by the stewards. Please sit on the chair with your name and number on it.

Once you have taken your place, please remain in your seat – if your seat is empty, it will indicate you are absent, and you will not be presented for your award.

Guests do not normally have pre-allocated seats. Guests should follow instructions from the stewards on where to sit. Please note that in larger ceremonies there are overflow seating areas in the Minster which do not have a direct view of the stage but will have screens to broadcast the ceremony.

All seats have extra leg space to ensure guests are as comfortable as possible.

Guests should remain in their seats until directed to leave the Minster by a steward after the ceremony.

York Minster can get very cold in November, therefore we recommend that guests dress as warmly as possible for the ceremonies.

## 11. During the Ceremony

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 collecting your certificate on the way.

Once the ceremony is declared closed the academic procession will leave the Minster through the South Transept doors. The stewards in charge will direct new graduates to join the procession at the appropriate moment, out through the South Transept doors, and into the Minster Piazza - where you should wait for your guests to re-join you.

Guests should remain in their seats until directed to leave the Minster via the North West door.

## 12. Data Protection

Graduates, guests and staff attending graduation ceremonies should be aware that they are regarded as public events. The names of graduates (including those graduating in absentia) are published in commemorative graduation brochures which are distributed on the day to all in attendance. In accordance with principles set out in the General Data Protection Regulation (GDPR), graduates are asked to 'opt in' to give their consent for their names to be listed in the brochure. Details include name and course only, NOT degree classification. If anyone graduating in person, or in absentia objects to the publication of their personal data they should choose not to 'opt in' during the booking process and their name will not be published. The University cannot be responsible for graduation brochures once they have been distributed to guests.

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.





## 13. Useful Information

### 13.1 Visas for overseas students attending the graduation

It may be necessary for international graduands to request an invitation letter to support a visa application. Please email your details to [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk). We do not provide visa letters for family/friends.

### 13.2 Accessibility

If you or any of your guests require a wheelchair space, please indicate this when you register on the Grad Attire booking portal. The entrance points at the Minster for both graduands and guest are accessible for wheelchairs.

### 13.3 Additional medical requirements

Should you or your guests have any additional requirements you feel we should be aware of, please indicate these when you register on the Grad Attire booking portal. We will then ensure suitable arrangements are made for you or your guests during the ceremony. This information is held securely and only shared with those involved in the running of the ceremony. If you are unsure if this pertains to you, please email [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk)

### 13.4 Car parking

The many public car parks in York will be signposted. Information on parking and maps of the City of York and the campus can be found on our visitor information page.

The long-stay car parks closest to the University are at Union Terrace, Foss Bank and St John's Street.

Please note: there is a vehicle height restriction in the car parks of 6' 6".

Car parking facilities are not available on campus or at the Minster.

### 13.5 Babies and 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 that require their own seat must have their own ticket, babies and small children can sit on guest's knees.

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



### 13.6 Certificate and transcript

You will receive your degree certificate and transcript at your graduation ceremony, unless you have requested it early or are a graduand of one of our partnership institutions where they disseminate your certificate instead of us sending to you direct.

### 13.7 Can I defer my attendance?

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. For consideration of deferral please email [degreeceremonies@yorks.ac.uk](mailto:degreeceremonies@yorks.ac.uk). Please note you must apply for a deferral before the date of your ceremony and attend a new ceremony within one year.

### 13.8 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 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.



## 14. Congregation gifts

The Students' Union (SU) stocks clothing and gifts on behalf of the University, including graduation teddy bears, hoodies, ties and other assorted gifts. All products are available from the Students' Union Information Point throughout the year.

The SU building is located in the centre of campus and is easy to find. Whether you're celebrating your graduation, or want to spoil someone you're proud of, our official YSJU hoodies, T-shirts and graduation gifts are the perfect way to share success.

## 15. Alumni

This year's degree ceremony is a celebration of your time at YSJ. 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 alumnus 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 alumni 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 you update and give us your most up to date details so you don't miss out!

Update your details here:



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

As an Alum of YSJU, 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 (eg: YSJ10 / YSJ20 / YSJ50)

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 2023 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, funding support for attendance at interviews and assessment centres, grants for business start-ups and paid graduate internships and job opportunities.

For more details on the support available, please visit [www.yorks.ac.uk/careers-and-placements/graduate-careers-support](http://www.yorks.ac.uk/careers-and-placements/graduate-careers-support)

### 16.1 Graduate Outcomes

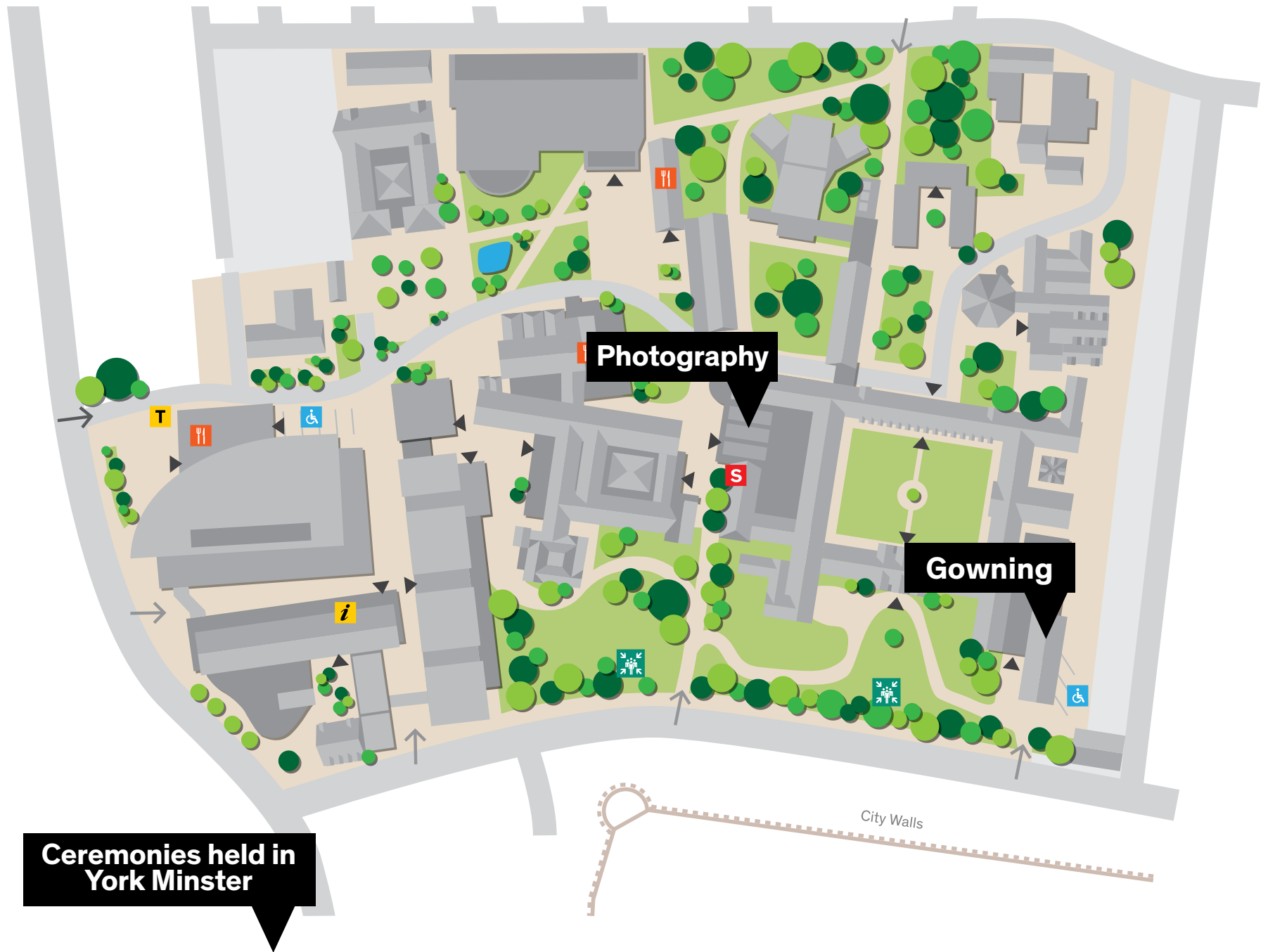
A national survey capturing the activities and perspectives of graduates was launched in December 2018.

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](mailto: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](http://www.hesa.ac.uk/innovation/outcomes/students)

[www.hesa.ac.uk/about/regulation/data-protection/notices](http://www.hesa.ac.uk/about/regulation/data-protection/notices)



## 18. HEAR – Information for Undergraduate students

HEAR stands for Higher Education Achievement Report. This is a report of your University achievements, including academic results and extra-curricular activities and awards.

The HEAR is a written report that lists in sections your achievements during your time at University including module titles and grades, any awards you have received and any extra-curricular activities that you have been involved in. The HEAR is designed to be shared securely with others, for example with potential employers, employment agencies or postgraduate admissions departments.

At present, the HEAR is only available to undergraduate students who registered prior to July 2022. If you have studied an undergraduate programme with us you will have been given details at the start of your programme that will allow you to access your HEAR through Gradintel. Gradintel are a company who provide the IT solution for many Universities for the HEAR. They also provide other services to employers who are able (data protection permitting) to search HEAR records when seeking graduates with specific skills.

In addition to having online access to your HEAR, you can create a personal profile within your personal Gradintel space. You can use your HEAR as a prompt for job applications and interviews, for writing covering letters and personal statements.



Est.  
**1841**

**YORK  
ST JOHN  
UNIVERSITY**

**Contact us**

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