



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

A guide to *your* Graduation



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You and your ceremony

The University holds on average ten summer ceremonies in July and two winter ceremonies in November. Each cohort of students have their own specific dates and times of ceremonies.

If you are unable to attend your ceremony, please contact us at graduation@cardiffmet.ac.uk and we will do our utmost to allocate you to the next available ceremony. Students only get one chance to change their ceremony date due to the high number of students graduating.

“Booking my place at Graduation was really easy; I could update my details right up till the closing date”

Ceremony Dates and Times

All dates and times of ceremonies are published on our webpage as soon as we are able to do so.

For summer ceremonies the details are usually published in the December the year prior to the event.

How will I know when my ceremony is?

Your Programme Director will advise you when your ceremony is. We will also send you an email, we advertise on Insite and the Student Union will publish the dates. These are just some methods we use to inform you when you can register your intention to attend. If you are in your awarding year, you do not have to wait to hear if you have passed, initially, we just need to know you are planning to attend.



Registering for Graduation

Important things you MUST do

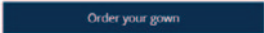
All students must register their intention to attend their Graduation by the specific deadline dates for that ceremony. These dates will be shared in the email communication inviting students to register and will be accessible on the **Graduation webpage**.

How to Register

1. www.cardiffmet.ac.uk/graduation.
2. On the landing page you will see the option to apply for tickets:



Apply for tickets



Order your gown

Log in to your student portal, if you have forgotten your password there is the opportunity to reset your password, located on this page, so please follow the instructions on the screen.

3. When you log in, the date, time and venue of your ceremony will have been allocated to your record and will appear on the screen.
4. Do let us know if you or your guest/s has mobility problems or vertigo so we can ensure we have allocated you adequate seating for their needs.
5. If you have any problems with this please email: graduation@cardiffmet.ac.uk but do ensure you quote your student number or date of birth.
6. Finally, students must order a gown. You can get a full refund up to 10 days before the ceremony commences.

Graduation Ceremony Checklist

- ✓ **Register to attend:** All students must register their intention to attend their ceremony by the deadline specified in the invite. To do this complete the registration form on your student portal.
- ✓ **Guest tickets:** (if required)
The University guarantees all students two free guest tickets. If you or any of your guests are disabled or need specific seating for health reasons then you can put this on the registration form.
- ✓ **Extra tickets:** Students can request any additional free guest tickets if some are available on receipt of the two sent from the venue a week before the ceremony.
- ✓ **Date and time of your ceremony:** The date and time is available on your **registration page**.
- ✓ **Academic Dress:** All gowns must be hired from Ede & Ravenscroft at **www.gownhire.co.uk** at least 21 days before the ceremony.

How can I get more tickets?

If we cannot give you as many tickets as you requested, your additional guests could still come with you and watch the ceremony on the tv screens that will be around the venue and celebrate your special day with you.

I do not want to attend

If you do not register, we will assume that you do not wish to attend Graduation. Your award will be conferred in your absence. Your name will not be announced during the ceremony; where possible your name will be printed in the programme.

How do I get a letter so that I can apply for the visa for my guests to attend Graduation?

It is important to complete your registration when invited, registration enables you to book tickets and you can arrange the information you need for your visa.

“Making plans with my family to come to Graduation was really important as they have supported me through so much...”

When do I get my tickets?

These will be sent via email to you no later than a week before your ceremony, we need to wait for all final exam boards to have met for your specific school.

E-tickets

If you have successfully passed your programme of study and registered your intention to attend graduation, then we will have allocated you tickets.

Order confirmation will take the form of an E-Ticket that will be sent via email to your Cardiff Met email address or your personal email address from Wales Millennium Centre at least a week before your ceremony.

You will then receive a second email that will contain a link for you to access your account with Wales Millennium Centre you will then be able to access any extra tickets that are available.

This link will be deleted by Wales Millennium centre after your graduation.

Once you have logged in you can see your tickets. Student tickets will be marked as in the low or mid stalls. Guest's will be sat separately from students.

Students will need to share the individual e-tickets with their guests by email or text.

Problem Solving

If your tickets do not arrive or are lost, then you can go to the WMC website, enter your email address, click 'forgotten password' and create a password for your account.

You will be able to log into your account to re-send the ticket(s). If you need to resend your tickets do make sure your guest(s) know they must use the latest version sent.

Who do I contact for help with my tickets?

If you are unable to access your account you can email: graduation@wmc.org.uk / graddio@wmc.org.uk and the Wales Millennium Centre team will be able to assist you.



*“The E-ticket contributes
to the University
sustainable footprint”*

On the day

E-tickets can be added to an apple wallet or simply shown on a smart phone.

International Students who studied overseas

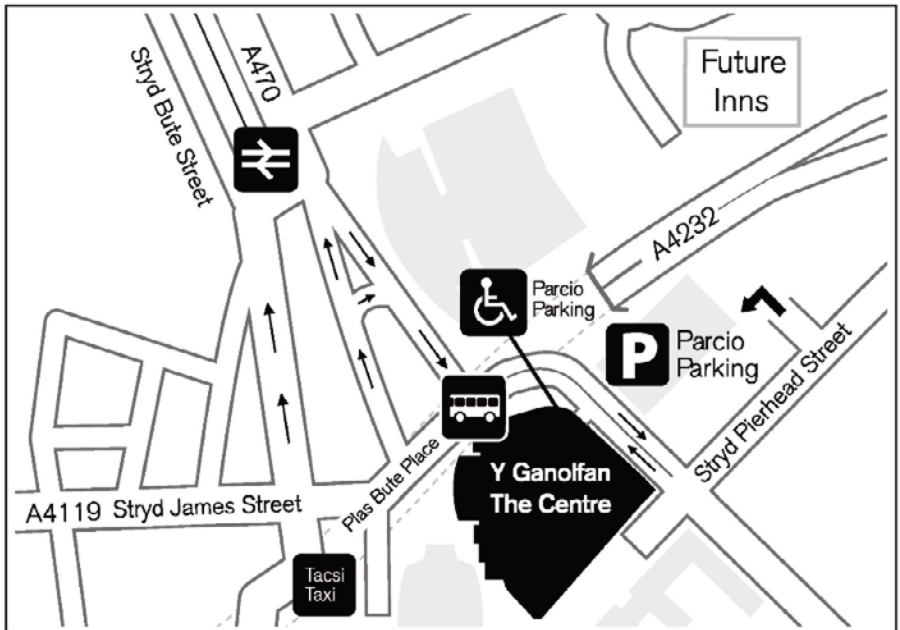
If you have successfully passed your programme of study and registered your intention to attend graduation, then we will have allocated you tickets.

Please ensure you arrive before the start of the ceremony and allow sufficient time for the whole of the ceremony.

Venue

Wales Millennium Centre
Bute Place, Cardiff Bay, CF10 SAL

Cardiff Metropolitan University are proud to host its graduation ceremonies at this iconic venue. We recommend all students and guests view [The Centre's web page](#) if they have any questions.



Wales Millennium Centre ticketing/venue assistance please email:
graduation@wmc.org.uk / graddio@wmc.org.uk and the Wales Millennium Centre team will be able to assist.

Ede & Ravenscroft Gowns & Photography

In order to graduate and cross the stage ALL students must wear a Cardiff Met gown and hood, which can be hired from Ede & Ravenscroft at **Gown Hire**. Please note should you wish to pursue this option, the University receives a small commission from the provider for this service. This is used to directly part fund the hire of the prestigious venue for the graduation ceremonies.

We recommend that all students book their gown before the ceremony although there is an option to hire on the day. Students can cancel their gown booking up to 10 days before the ceremony.

Booking on line

The first question it will ask you is

- “Institution Name” please ensure you put Cardiff Met.
- You will then have the opportunity to select the date you are attending your graduating
- Select the award you are getting.

What gown do I need?

If you are unsure what gown you need to hire then click **here**.

You will need:

- ✓ Gown
- ✓ Hood
- ✓ Cap





Hood

All our Undergraduate (BA/BSc) are the same design, and postgraduate degrees (MSc/MA) share the same design hood but will be different to undergraduate degrees.

How do I work out my head size?

To work out your head size, if you do not have a tape measure then use a piece of string, place it one inch above your eyebrow and around your head.

Place the string against a ruler and that will give you your head size in inches.

When and where do I collect my gown?

You will collect and return your gown at the venue on the day of the ceremony.

For a morning ceremony collection is from 8am and for afternoon ceremonies from 11am only. All gowns will need to be returned on the day by the specified time.

Photography

Ede & Ravenscroft offer a variety of photography packages and you can book a time before the day directly with them or on the day. Please note should you wish to pursue this option, the University receives a small commission from the provider for this service. This is used to directly part fund the hire of the prestigious venue for the graduation ceremonies.

Gown hire or photography questions may be answered **here** or by contacting Ede & Ravenscroft
✉ student@edeandravenscroft.com
or telephone 01223 861 854
(national rate)

The following Itineraries will give you an idea of what to expect on your day of Graduation. Times may vary depending on the start time of your ceremony.

AGENDA FOR TWO CEREMONIES IN A DAY

(Tuesday & Thursday) MORNING CEREMONIES

8:00am-8.30am Arrive at Wales Millennium Centre

Proceed to Gown Hire

On route: Be greeted by Cardiff Metropolitan University staff who issue you a stage card

Collect Gown

8.30am Have official photographs taken with Guests

Ensure guests have seat tickets on smart phone

Take in the atmosphere

9.10am Graduate leaves guests and enters auditorium to locate seat. Make sure you have your stage card.

9.15am Rehearsal

9.45am Guests called in

*Look to spot your guest - Post on social media -
Chat with peers*

10.00am CEREMONY STARTS

11:30/12.00 CEREMONY FINISHES

Exit auditorium

Lots of hugs, selfies, promises to catch up

Meet up with guests

More photos - post on social media

Look out for your tutors they will be walking around

LUNCH Where did you book?

12.30pm-2.00pm Return your gown

AGENDA FOR AFTERNOON CEREMONIES

- 11.30am Arrive at Wales Millennium Centre
- Proceed to Gown Hire
- On route: Be greeted by Cardiff Metropolitan University staff who issue you a stage card
- Collect Gown
- 11.30am-12.30pm Have official photographs taken with guests
- Ensure guests have seat tickets on smart phone
- Take in the atmosphere*
- 1.10pm Graduate leaves guests and enters auditorium to locate seat
- 1.15pm Rehearsal
- 1.45pm Guests called in
- Look to spot your guest - Post on social media - Chat with peers*
- 2.00pm CEREMONY STARTS
- 3:30/4.00 CEREMONY FINISHES
- Exit auditorium
- Lots of hugs, selfies, promises to catch up*
- Meet up with guests
- More photos - post on social media*
- Look out for your tutors they will be walking around
- 4.30pm-5.00pm Return your gown
- Continue celebrating!*

The **stage card**, has your name and course on it, you hand it to the Announcer who will call out your name.

AGENDA FOR THREE CEREMONIES IN A DAY

(Monday & Wednesday) 10AM, 1PM & 4PM

For Ceremonies that Start at 10.00am

8:00am–8.30am Arrive at Wales Millennium Centre

Proceed to Gown Hire

On route: Be greeted by Cardiff Metropolitan University staff who issue you a stage card

Collect Gown

8.30am Have official photographs taken with Guests

Ensure guests have seat tickets on smart phone

Take in the atmosphere

9.10am Graduate leaves guests and enters auditorium to locate seat. Make sure you have your stage card.

9.15am Rehearsal

9:45am Guests called in

Look to spot your guest - Post on social media - Chat with peers

10.00am CEREMONY STARTS

11:30/12.00 CEREMONY FINISHES

Exit auditorium

Lots of hugs, selfies, promises to catch up

Meet up with guests

More photos - post on social media

Look out for your tutors they will be walking around

LUNCH Where did you book?

AGENDA FOR THREE CEREMONIES IN A DAY

(Monday & Wednesday) 10AM, 1PM & 4PM

For Ceremonies that Start at 1.00pm

11.30am Have official photographs taken with Guests
Ensure guests have seat tickets on smart phone

Take in the atmosphere

12.10pm Graduate leaves guests and enters auditorium to locate seat. Make sure you have your stage card.

12.15pm Rehearsal

12:45pm Guests called in

*Look to spot your guest - Post on social media -
Chat with peers*

13.00pm CEREMONY STARTS

14: 30pm CEREMONY FINISHES

Exit auditorium

Lots of hugs, selfies, promises to catch up

Meet up with guests

More photos - post on social media

Look out for your tutors they will be walking around

Celebrate with friends and family



AGENDA FOR THREE CEREMONIES IN A DAY

(Monday & Wednesday) 10AM, 1PM & 4PM

For Ceremonies that Start at 4.00pm

14.30pm Have official photographs taken with Guests
Ensure guests have seat tickets on smart phone
Take in the atmosphere

15.10pm Graduate leaves guests and enters auditorium to locate seat. Make sure you have your stage card.

15.15pm Rehearsal

15:45pm Guests called in

*Look to spot your guest - Post on social media -
Chat with peers*

16.00pm CEREMONY STARTS

17:00/17.30pm CEREMONY FINISHES

Exit auditorium

Lots of hugs, selfies, promises to catch up

Meet up with guests

More photos - post on social media

Look out for your tutors they will be walking around.





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Contact Information

Students are advised to check that their email addresses and permanent address is updated on their student portal at the time of registering for Graduation.

Information pertaining to Graduation can be found on our **webpage** or please email us at **graduation@cardiffmet.ac.uk**