University of South Wales
Prifysgol De Cymru

# Graduation Ceremony – Important Information

We are delighted to celebrate this significant milestone with you. Graduation is a special opportunity to recognise your achievements, reflect on your journey, and share this memorable occasion with family, friends, fellow graduates, and University staff..

To help ensure your day is enjoyable, memorable, and runs smoothly, please take a few moments to read the important information below. It includes everything you need to know about your ceremony, arrival, photography, seating, and celebrations at ICC Wales.

## Ceremony Timetable

| Time | Activity | Who |
|---|---|---|
| **From 2:30pm** | Arrival at ICC Wales (Newport).<br>*Please note: arrivals after 4:50pm can only be admitted at the discretion of the Chief Marshal. Please arrive on time.* | Graduands & Guests |
| **From 2:30pm** | Collect academic dress (Main Hall) | Graduands only |
| **From 2:30pm** | Register and collect tickets (Main Hall) | Graduands only |
| **Before 4:00pm or after ceremony** | Official photography (Main Hall) | Graduands & Guests |
| **4:15pm** | Make your way to the auditorium | All |
| **From 4:15pm** | Graduands take seats | Graduands only |
| **From 4:30pm** | Guests take seats | Guests |
| **5.00pm** | Ceremony begins promptly | All |

## What to Expect at ICC Wales

As a graduate, you will:

- Collect your academic dress (cap, gown and hood) and ceremony tickets
- Have the opportunity to take official photographs
- Attend your graduation ceremony in the auditorium

You can also enjoy the Grad Fest area, where you can celebrate with fellow graduates, guests, and University staff. This area includes:

- Refreshment stalls
- Alumni and University information stands
- A large screen livestream of the ceremony for guests who prefer not to enter the auditorium or who do not have a ticket

## Graduation Etiquette

Graduation is a highlight of the academic year, and we aim to ensure every graduand has a memorable and respectful experience.

We kindly ask you and your guests to observe the following:

- Graduands will be guided back to a seat after crossing the stage (this may differ from your original seat—please leave belongings with your guests)
- Graduands must remain seated throughout the ceremony
- Guests must remain seated to minimise disruption to others
- Please remain respectful and quiet during the ceremony, and applaud each graduate as they cross the stage

## Security Information

Enhanced security measures will be in place to ensure the safety and enjoyment of everyone attending.

Please note:

- Large bags may be subject to search (bags larger than a small clutch are discouraged)
- Suitcases are not permitted within the venue and may be refused
- Graduates and guests must have their tickets available for admission to the auditorium

Please allow extra time on arrival to accommodate security checks..

## Travel and Parking

For travel information and directions, please visit: https://www.iccwales.com/getting-here/

### Parking

- Over 2,000 spaces are available on-site
- Discounted all-day parking is available when booked in advance

Pre-book parking:

https://www.celtic-collection-events.com

## Photography

Professional graduation photography is available as a drop-in service in the Main Hall before your ceremony.

- Photography is available before or after the ceremony
- Photography will close approximately **one hour before the ceremony** begins to graduates sufficient time to be seated

## Seating Information

- Check your ticket for your **allocated entrance, level, and seat number**
- You will be directed to your seat by staff
- Keep your ticket with you at all times
- Graduands must enter separately and present their ticket stub to a Marshal
- **Please do not move to unoccupied seats, as all seating is allocated**

**Important reminder:**
Graduates and guests after **4:50pm** may only be admitted at the discretion of the Chief Marshal.

## Frequently Asked Questions

### What should I wear?

All graduates must be suitably dressed (**no jeans, shorts, or flip-flops**) and wear full academic dress (cap, gown, and hood). Graduates who are not wearing the appropriate academic dress (cap, gown and hood) will not be permitted to graduate.

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### What happens during the ceremony?

Full details can be found here:

https://www.southwales.ac.uk/graduation/on-your-graduation-day/

### Are extra guest tickets available?

A limited number of additional guest tickets may be available to purchase on the day. Additional tickets may be available on the day for £20 each, subject to availability. Please note availability cannot be guaranteed.

### What after the ceremony?

After your ceremony, please return your cap, gown and hood at the collection point adjacent to the cloakroom.

Academic dress should be returned by **7:30pm.**

If you have not purchased extended hire and fail to return your gown by this time, you will be responsible for returning it directly to Ede & Ravenscroft.

## Order of Events

A leaflet and link to your electronic programme will be provided when you collect your tickets.

## If you have any queries, please contact us on:

Contact Us | University of South Wales

Student Records and Assessment Team
Academic Registry
University of South Wales
Pontypridd
CF37 1DL
http://www.southwales.ac.uk/graduation/