



UNIVERSITY of NORTHUMBRIA
at NEWCASTLE

Academic Congregations

Winter 2025

Sport Central, City Campus, Newcastle
1 - 2 December 2025

Invitation and Information Guide

Introduction

The following guide will tell you everything you need to know about your congregation, 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 other awards upon students of the University who have successfully completed their studies and had their award conferred by a Programme Assessment Board between July and November 2025.

Date	Time	Faculty	Department
Monday 1 December	10:30	Science and Environment	• Architecture and Built Environment • Computer Sciences • Geography and Natural Sciences • Engineering, Physics and Mathematics
	13:30	Society and Culture	• Newcastle Business School
	16:00	Society and Culture	• Design, Arts and Creative Industries • Humanities and Social Sciences
Tuesday 2 December	10:30	Health and Wellbeing	• Health Care and Nursing UG Programmes
	13:30	Health and Wellbeing Society and Culture	• Communities and Education • Newcastle Law School
	16:00	Health and Wellbeing	• Health Care and Nursing PG Programmes • Psychology • Sport, Exercise and Rehabilitation

Future Congregation Dates: Summer 2026: Thursday 9 to Wednesday 15 July



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University
NEWCASTLE**

READY TO UNLOCK YOUR POTENTIAL?

Continue your journey with us. Pursue your passion, or take your career in a new direction with a Masters at Northumbria.

Home/UK Students can apply in under a minute using our short application form and receive a generous 20% alumni tuition fee discount for continuing your studies with us at our Newcastle Campus.*

Take the next step.

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northumbria.ac.uk/returnnu

*T&Cs apply



How do I book?

If you wish to attend your congregation, you must book online no later than 31 October 2025. **Don't wait until you have received your results** as bookings will not be accepted after this date. Bookings are placed subject to the successful completion of your programme and conferral of your award by a Programme Assessment Board (see FAQ - Am I Eligible?). If you do not gain the necessary award your booking will be cancelled. You can also cancel your gown and photography bookings if you are no longer eligible to attend.

Emails will be sent to your Northumbria account and any other email addresses on your student record. After reading this information guide in full, follow the instructions to book online.

Ticket Allocation

Students are entitled to one graduate and up to two guest tickets free of charge. There is an additional option to book a further guest ticket for £15 during the booking task. All tickets include access to the congregation at Sport Central, a post ceremony drinks reception and a souvenir brochure. Full terms and conditions for tickets are listed at the back of this booklet. See FAQs for information on any further ticket release.

Book Online Now

To book online please follow the personalised link in your email invitation. You can also book online via My Northumbria. Once logged in, see the My Info box, then My Records button. Your ceremony date and time will be confirmed on the invitation email.

Tickets

A week before the ceremony you will receive confirmation by email, this confirmation will admit both you and all of your guests into Sport Central. The capacity of the hall is strictly limited, therefore only graduates and guests with a valid ticket will be admitted. All guests, including babies and children, must have their own ticket. **Please check your guests are able to attend before booking them a place as paid tickets are non-refundable and non-transferable.**

Additional Information

If your allocated date and time are unsuitable, we are unlikely to be able to allocate you a different day due to the huge response we receive for tickets. Attendance at congregation is optional and your certificate will be sent to your home address as usual.

Academic Dress

Graduates must wear academic dress for the congregation. Formal dress, such as a dark suit or similar should be worn (jeans and trainers are not acceptable). This is the most practical attire as the hood should be securely fastened to a jacket or shirt button. Graduates are also advised to wear sensible footwear. It is University protocol that hats are NOT worn in the hall – they should be carried under the left arm.

Gowns are supplied by Ede & Ravenscroft. They can be ordered via their web site **www.edeandravenscroft.com** or by telephoning 01223 861 854. Hats will be provided along with the gown and hood. Orders must be placed by **31 October 2025**.

Ensure you order the correct gown – they are different for each level of award.

Gowns should be collected from the Study Skills room, in Student Central, on the day at the following times:

10:30	ceremony	–	collect	from	08:30
13:30	ceremony	–	collect	from	11:00
16:00	ceremony	–	collect	from	14:00

Official Photography

Our official Photographers Ede & Ravenscroft, will be based in the Students' Union. You can preorder your photography at **www.edeandravenscroft.com**. Orders can be placed on the day, but we recommend that you pre-order to save time. You may also order by calling 01223 861 854.

Please allow sufficient time to collect your gown and have your photograph taken. Photography is available from 08:30 until an hour or so after the last ceremony of the day. It is advisable to arrive early as photographs are taken on a first-come first-served basis.

What to do – your checklist

Before you arrive:

- Read this Congregation Guide in full – it will answer any questions you have
- Book tickets online no later than **31 October**
- Order your gown on the Ede & Ravenscroft website no later than **31 October**
- Ensure the contact details on your student record are correct so you receive further information
- Order photography package, if required
- Successfully complete your programme of study and have the award conferred by a Programme Assessment Board

On the day:

- Arrive at our Newcastle City Campus at least 90 minutes before your ceremony - earlier if possible
- You will need to bring some ID with you such as, your student card or official id, e.g. driving licence. Report to the ground floor of Student Central to robe, register and collect your name card. This card includes your name, programme and seat number. You must retain this card as the information is used to announce your name as you are presented to the Presiding Officer on stage. Data from this card is also used to project your name on to the screens on stage.
- Only Graduates are given access to this area so arrange to meet your family and friends outside before heading to Sport Central
- Visit the Students' Union to have your official photographs taken before or after your ceremony
- Sport Central doors open 45 minutes before your ceremony begins – you must arrive no later than 30 minutes before the start time and all graduates and guests must be seated 15 minutes before the ceremony begins – Graduates are seated separately on the ground floor with other students from their programme – don't forget no entry is permitted until the Graduate has registered and collected a seat number from Student Central. Graduates and guests must enter Sport Central together as your email confirmation covers all members of the party
- The ceremony will last approximately 70 minutes
- At the end of the ceremony guests remain seated while graduates formally process from the hall
- Graduates and guests reunite at Domain in the Students Union for the official reception where a complimentary drink will be served
- Catering outlets are open throughout the day serving breakfast, lunch, snacks, and a selection of beverages. There will be marquees and stalls in the quad offering refreshments and merchandise as well as photo opportunities – feel free to arrive early and stay after your ceremony to join us for an amazing day of celebration.

Guest seating

Guests are not permitted to enter the student robing area, but must enter Sport Central with the Graduate as your email confirmation covers all members of the party. Graduates must arrive in good time to collect their robes and register then meet guests to enter Sport Central together.

Seats for graduates' guests are not reserved and are available on a first-come, first-served basis.

Tiered seats are located at the rear of the hall and on the balcony.

Graduate procedure during the congregation

- The ceremony commences with a procession by the platform party and a welcome address.
- When the ceremony commences you will be ushered from your seat and directed to file across the stage. Entry to the stage will only be permitted upon production of your name card. Next, hand your name card to the Presenter. Wait for your name to be announced, then walk to the Presiding Officer and acknowledge them. Continue on to leave the stage. Staff will direct you back to your seat.
- The ceremony will last just over an hour.
- Graduates will formally process from the hall following the ceremony.
- Hats should be worn for the procession only.
- Please do not chew gum or leave Sport Central whilst the ceremony is still in progress and ensure all mobile phones are switched off throughout the ceremony.
- Flags and other paraphernalia will not be permitted in Sport Central.
- As several ceremonies are held each day, we must maintain a strict timetable therefore late arrivals may not be admitted to the congregation.

Post-ceremony refreshments

- It is strongly suggested that you arrange to meet guests at the Student's Union or an alternative meeting point to avoid congestion outside Sport Central.
- Graduates and guests will use different exits and follow separate routes upon exit.
- A complimentary drink will be served in the Students' Union Domain after your ceremony ends.

FAQs and Useful Information

Am I eligible?

Students are initially identified as being eligible using the expected end date of their programme. However, attendance at Congregation is subject to the successful completion of your programme and the conferral of your award by a Programme Assessment Board.

Bookings will be cancelled should you become ineligible to attend. Please note that the congregation invitation or any communication from the Congregation Office does not guarantee eligibility. If you have failed your programme or failed to complete a minimum number of credits you are not eligible to attend.

Students at the award stage of Honours degrees will be able to attend if they have passed a minimum of 60 credits at level 6. Integrated Masters students may also attend if they have 60 credits at level 7. Referred students (if they have passed the minimum of 60 credits) should attend a ceremony now and not wait until referrals have been completed.

If you are unsure if you meet this criterion, please contact Ask4Help at Student Central.

Post-Graduate Research Students

PGR students must have received confirmation from the Graduate School of Research Degrees Committee's approval to 'Award the Degree', and to request a final copy of the thesis for upload to the online institutional repository. Any other outcome indicating that the award of degree is subject to further corrections or resubmissions does not confirm eligibility.

Can I defer attendance if I cannot attend?

It is University policy that attendance at congregations cannot normally be deferred – you are expected to attend the ceremony following the conferral of your award.

However, in exceptional circumstances the option to defer is available to you. To apply for deferral please complete the relevant form on our web page and return it to the Congregation Office.

Please note you must apply for deferral by 1 November 2025 and attend a new ceremony within one year of this date.

Certificates

Your certificate will not be available on the day of the ceremony; it will be posted to your permanent home address. Your certificate is a legal document and should state your full legal name. The name on your student record will be used for this. Certificates will be sent to you as soon as possible, usually within eight weeks of your exam board.

Accessibility

If you or any of your guests require a wheelchair space, please indicate this on your booking form.

Guests: Sport Central has been designed to offer excellent access to guests with disabilities. Although guest seats are not reserved, we do guarantee a seat for everyone and try to minimise queuing time. Lifts are operational in Sport Central. If there are any circumstances you feel we should be aware of please email: rg.congregations@northumbria.ac.uk

Graduates: If you are a wheelchair user please indicate this when you book. If there are any other circumstances you feel we should be aware of please email:

rg.congregations@northumbria.ac.uk

We will contact you before the ceremony to confirm your request has been accepted and to explain arrangements for the day.

Babies and children

Although the University aims to make its congregations as welcoming as possible, the formal nature and duration of the ceremonies may make them unsuitable for babies and small children. All children (including babies) require a guest ticket – this is in keeping with the fire regulations. No matter how small, children will not be admitted without a ticket. Prams are not allowed in the aisles as this also contravenes fire regulations.

Extra Tickets

In addition to the two free guest tickets and additional guest ticket at a charge of £15 we may also release more additional guest tickets to purchase depending on the numbers attending the congregation ceremony.

If available, notification of any extra tickets will be emailed to students w/c **Monday 3 November**. Extra guest tickets are subject to availability and cost £15 each. They are sold on a first come first served basis and are non refundable.

Please do not contact the Congregation Office before this date as it is not guaranteed that tickets will become available. We calculate the number of students expected to successfully complete their programme and the number likely to attend the congregation and use this information to set maximum guest ticket allocations for each ceremony. It is therefore not guaranteed that tickets will become available and we do not keep a waiting list, regardless of the circumstances.

FAQs and Useful Information

International visitors

It may be necessary for international visitors to request an invitation letter to support a visa application. International students will be given an option to download the letter as part of the booking task.

Live streaming of congregations

Congregations will be available to view live on the Congregations page of the University website, for any graduates and guests unable to attend. A recording of the ceremony will be available a few weeks afterwards to view on demand.

Name pronunciation

We would like to ensure that your name is pronounced correctly. To help us do this, you will be given the opportunity to add the phonetic spelling of your name or provide an audio recording during the booking task. Try to think about which parts of your name you think may be difficult to pronounce, then try to spell them as they sound. Name details must be received at least 2 weeks before ceremony. Please note this is advice on the pronunciation of your name only – an alternative name cannot be given – your full legal name is used for Congregation.

Parking

Unfortunately, there is no parking available at Sport Central for graduates or their guests. There is limited parking available in Newcastle city centre; it is advisable not to rely on this on the day. A map of the city centre car parks can be found **here**. There are also good transport links via rail and metro.

Research Supervisors

Graduates receiving a Doctor of Philosophy, Professional Doctorate or Master of Philosophy award may be accompanied by their Principal Supervisor. When your booking is received your Supervisor will be contacted automatically and invited to attend the ceremony with you. They will meet you on the day. Your Supervisor will explain the procedure before you are presented.

Use of video cameras and photography

There are no restrictions on photography or home video cameras – but please do not block the view of other guests or block the aisles.

We hope we've answered all your questions but if not please do not hesitate to get in touch. We look forward to seeing you at the congregation!



Ede & Ravenscroft

FOUNDED 1689

HIRE YOUR GRADUATION OUTFIT ON-LINE AND SAVE £5

www.edeandravenscroft.com

Remember, you will need to wear the correct robes to attend your graduation ceremony.

- Before you start, make sure you know your head circumference, chest and height measurements and have your credit/debit card details available.
- If you do not have access to a computer, you can hire or buy your outfit from our call centre on **01223 861854**. Open from 9 am - 5 pm Monday to Friday. **PLEASE NOTE: you will not receive the on-line hire discount if you order via the call centre.**

Calls may be monitored for staff training. Facilities for the deaf & hard of hearing or those with a speech impairment are available using your Textphone dial 1800101223861854 to access the RNID Typetalk system.

- Print out the order confirmation and take it with you when you collect your outfit on the day of your ceremony so we can process your order quickly.

Book early to be sure of your order!

We cannot guarantee to supply you with an outfit if you leave your booking later than 21 days before your ceremony. However, you can still try to place an order through our website or call centre after this date. We take a limited spare stock to the ceremony, but this is charged at a premium rate on a first come first served basis.

Terms and conditions including cancellation policy are available on-line or from our call centre.

Ede and Ravenscroft, Unit A, Denny Industrial Centre, Waterbeach, Cambridge CB25 9QD

Careers Support from Graduate Futures

Be part of the Graduate Careers Club and get continuing careers support from the Graduate Futures team for five years after you leave. We have lots of support to help you make the next step in your career – into employment, further study or whatever you are hoping to do.

Graduate Careers Club benefits include:

One-to-one support

Need personalised advice? You can access one-to-one graduate advice by booking a 45-minute virtual appointment for career advice and support. On request, we also offer face to face appointments. To book appointments please visit northumbria.ac.uk/graduatesupport. For appointment enquiries contact nucareers@northumbria.ac.uk.

Careers Events

Employer visits, fairs and careers workshops are a great way to keep one step ahead, find out about the culture of an organisation and meet recruiters face-to-face or virtually. Check the JobsOnline website for details of forthcoming events.

Look out for Graduate Careers Club welcome events in December 2025 and January 2026.

Access to Online Resources Available 24/7

Access graduate content in Careers Online to help you transition to the workplace and support your professional development, as well as helpful tools and resources to support your graduate job search. You can also access resources via the NU Careers Graduate Futures app which you can download from your app store.

Enterprise Support

Are you thinking about growing your enterprise skills, becoming a freelancer, going self-employed or starting your own business? The Student and Graduate Enterprise team are dedicated specialists supporting you in exploring your start-up ideas, taking them from concept to creation. Get access to specialist workshops, interactive events and the University's co-working space, Innovation Northumbria: Incubator. Through our support you have access to our external expert business mentors providing leading industry knowledge. For further information please visit: northumbria.ac.uk/sgenterprise. For all enquiries please email: nu.enterprise@northumbria.ac.uk.

Find out more at northumbria.ac.uk/graduatesupport

To access these graduate services you will need to update your contact details in the Student Portal as well as in Careers Online and JobsOnline. Step by step information on how to do this can be found on the How to Register page at northumbria.ac.uk/graduatesupport. If you are continuing your studies with us you don't need to do anything!



To keep up to date with all the benefits available follow us on Facebook, LinkedIn and Instagram:

 Northumbria Graduate Futures

 Northumbria Graduate

 @NUGraduateFutures

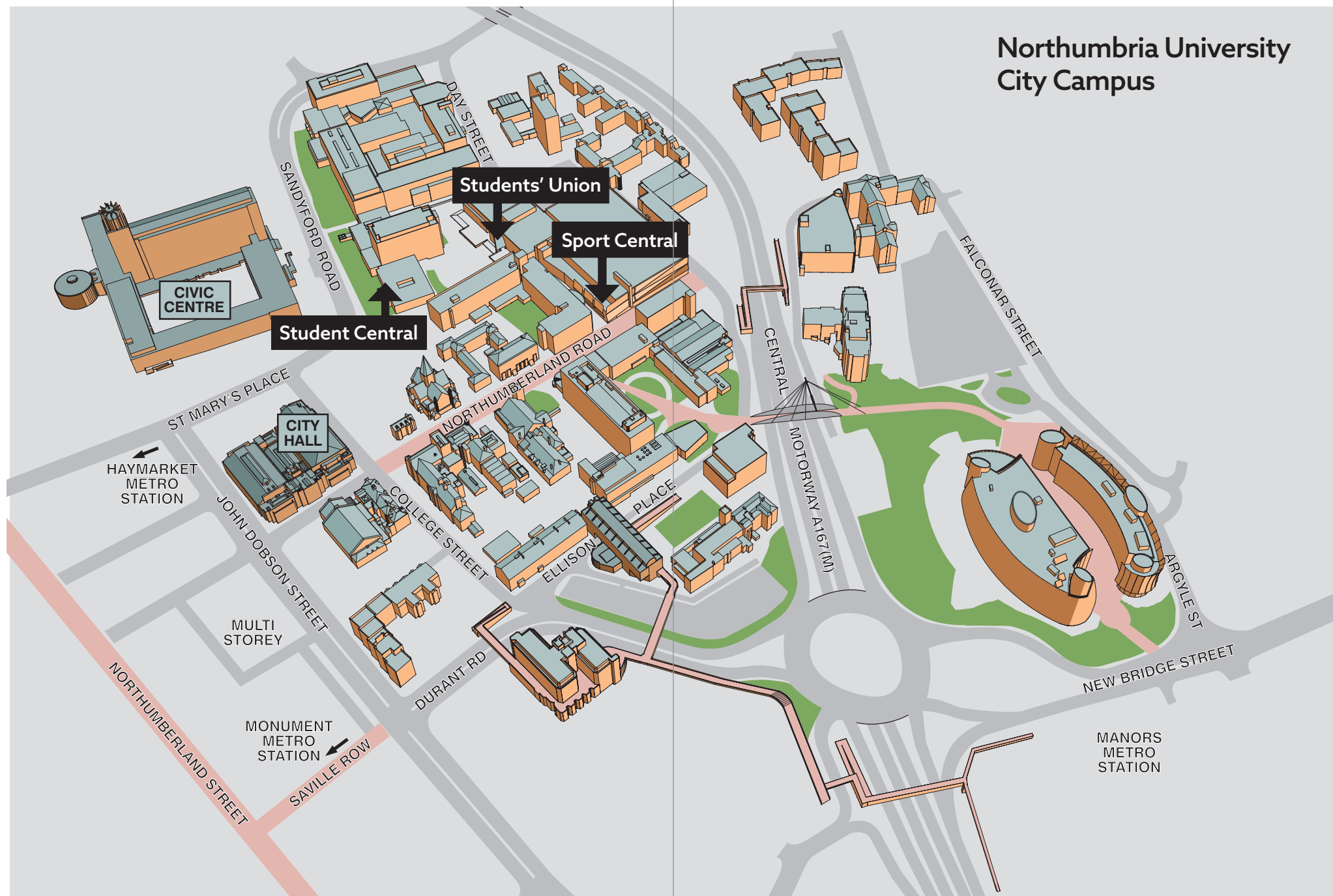
Graduate Outcomes

Take part in the Graduate Outcomes Survey and make your voice heard! This national government survey will impact the future of higher education for prospective students. You'll be contacted around 15 months after graduation and asked to complete a short survey about what you're doing. Please take part when you are invited to as the information provided also helps us tailor our support to your needs.



Visit us at northumbria.ac.uk

Northumbria University City Campus



Where to eat on campus

You don't need to pack the picnic bag for congregation! With a selection of coffee shops, restaurants, convenience stores and grab & go pods, there's something for everyone!

Café Central

Starbucks Coffee with locally produced morning bakery and hot grab & go breakfast. A selection of mid-morning tray bakes & deli style lunch.

Shop Central

Convenience store located in the main Quad offering food, drink and grocery needs, including Costa Coffee machine.

The Corner

Subway counter and a newly developed 'classics' menu.

Habita

Habita will be open offering breakfast options, pizzas, burgers and more. Enjoy a hot tea or coffee or a refreshing drink from our fully stocked bar or outdoor prosecco bar, while you celebrate your success!

Greenhouse Coffee

Need a quick bite, a fresh coffee, and an escape from the busyness of grads? Greenhouse Coffee is open in the NSU building. They serve coffee supplied by Pumphreys of Newcastle, a company with a rich history dating back to 1750.



habita
morning, noon and night
WEEKDAYS 8:30AM - LATE | WEEKENDS 12:00 - LATE

OPEN SEVEN DAYS A WEEK
MONDAY NIGHT QUIZ
KARAOKE THURSDAYS
BIG SCREEN SPORTS



Certificates

Certificates are not distributed at congregations. They are posted to the home address on your student record.

Your certificate is a legal document and should state your full legal name. The name on your student record will be used for this.

You must ensure your name and address details are correct on your student record. You will be given the opportunity to update your certificate delivery address during the congregation booking task. To check and update your details log on to My Northumbria or speak to an Administrator in your Student Central.

All details must be updated and correct before the date of your Programme Assessment board.

Incorrect information may cause delays to the receipt of your documents and a fee may apply for replacements.

Certificates will be sent to you as soon as possible, usually within eight weeks of your exam board.

Thank you for your assistance!

For more information please contact Examinations and Awards Team:

Email: rg.certificates@northumbria.ac.uk

Visit us at northumbria.ac.uk

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HEAR – information for Undergraduate students



What is the HEAR?

The HEAR (Higher Education Achievement Report) is a means for recording student achievement in higher education and is intended to provide more detailed information about a student's learning and achievement than the traditional degree classification system.

- National HEAR website hear.ac.uk/

How can the HEAR be used?

The HEAR is designed to be shared securely with others, for example with potential employers, employment agencies or postgraduate admissions departments, to provide a comprehensive insight into a student's academic and non-academic achievements.

The HEAR contains new, more detailed, information in two key sections

The HEAR provides details about the contents of the programme studied. This includes: details of the course including knowledge and understanding the student can be expected to have gained; a transcript of modules studied and marks obtained; and the main intellectual, practical and key transferable skills that the student should have developed during their studies. A section of the HEAR is dedicated to additional information – providing a fuller picture of the student beyond traditional academic achievement. This includes information which can be verified and validated by the University and the Students' Union in three categories of:

- Additional awards
- Additional recognised activities; and
- University, professional and departmental prizes

The Northumbria HEAR

The Northumbria HEAR will be provided in electronic format only to students gaining awards from undergraduate and postgraduate programmes studied at Northumbria UK campuses.

- Northumbria HEAR website northumbria.ac.uk/hear

Access to your HEAR

You will receive an email via your University email account with information about the HEAR including a password for you to access your Gradintel account and see your HEAR. Gradintel provides an enduring and secure web-based environment to host the Northumbria HEAR which you can then access after you have left Northumbria.



Terms and conditions

General

Under no circumstances will entry to Sport Central be permitted without a valid ticket and guest wristband which will be given out on the day

Graduates have been given an initial allocation of one graduate and up to two guest tickets each along with the option to purchase an additional guest ticket for £15. The Graduate ticket and maximum of two guest tickets are free of charge.

All tickets include entry to the ceremony at Sport Central, the drink reception in Domain along with a souvenir booklet.

Bookings may close before the advertised deadline if the numbers we can accommodate in the venue have been reached before the end of October.

Attendance at the graduation is subject to the successful completion of your programme. It is the responsibility of the Graduate to inform us of any change of address, contact number or email address.

Tickets which are transferred will become voidable and the holder may be refused entry.

Cancellation and Refunds

We advise Graduates that no refunds will be offered to customers who are refused entry or ejected from a venue on account of late arrival, declining to be searched, abusive, threatening drunken or other anti-social behaviour (including smoking in no smoking areas) or carrying offensive weapons or illegal substances.

Cancellation Due to Covid-19

Please note this event is subject to any local or national restrictions relating to Covid-19. If you plan to attend, you will be required to follow the Government guidance in operation at the time of the event as well as any protocols and procedures required by the University. The University will not be liable for any losses, direct or otherwise, incurred by graduates or their guests in the event of the ceremonies being cancelled, delayed, postponed or curtailed due to circumstances beyond the control of the University including but not limited to Covid 19, events of force majeure or any cancellation of the ceremony due to the venue owner cancelling the event. For example, any travel and accommodation costs are taken at your own risk and the University shall not be held liable for any loss of your personal property whilst attending the ceremony or otherwise. There will be a photographer at the event and by attending you give us permission to use any general crowd shots you appear in for University printed publications and our website (including the Venue's publications and website).

Lost or Stolen Tickets

No duplicate tickets or wristbands will be issued to replace lost or stolen tickets.

Ticket Collection

A confirmatory email listing the number of guests you are allowed to bring will be emailed to the graduate approximately a week before the ceremony. All guests and the graduate must enter Sport Central together as the confirmatory email covers all members of the party. It is the Graduate's responsibility to arrive in good time to register and robe before the ceremony and to meet guests before arriving at Sport Central.

Data Protection

Graduates, guests and staff attending congregations (graduation ceremonies) should be aware that they are regarded as public events. The names and awards of graduates (including those graduating in absentia) are on a congregation web page and the link to this is published in the Congregation booklets which are distributed on the day to all in attendance.

In accordance with the General Data Protection Regulation (GDPR) graduates must 'opt in' to give their consent for their names and awards to be listed in the booklet. If anyone graduating in person, or in absentia objects to these publications of their personal data (name and award) they should choose not to 'opt in' during the booking task and their name will not be published. Please note that should you 'opt in', you can change your permission up to **30 June**, but no changes can be made after this date.

The University will not be responsible for congregation booklets once they have been distributed to guests.

Audio and visual images of the ceremony are publicly available through a live 'worldwide' broadcast of the ceremony via the internet. Films can also be downloaded from the internet after the ceremony. There may also be a University photographer present at the event and, by attending, you give us permission to use any general crowd shots you appear in for University-printed publications and our website. We will not use individual or small group shots of you in printed publications without asking for your consent first. By attending the event, graduates and guests consent to be part to these practices.

We hope we've answered all of your questions but if not please do not hesitate to get in touch:

Contact us

We look forward to seeing you at the congregation. If you have any queries, please contact the Examinations and Awards Team:

rg.congregations@northumbria.ac.uk

or visit our website for further information: **northumbria.ac.uk/congregations**

Don't want this to end?

You are Northumbria

Did you know, there's over 250,000 Northumbria graduates in 178 countries across the world? As a graduate, you'll be part of this ever-growing global community of Northumbria alumni, and you'll get free access to:

- 20% discount on tuition fees for many of our postgraduate courses;
- careers advice, mentoring and professional development opportunities, including free enterprise skills training and business start-up support;
- internships and placement opportunities; and
- graduate networking and reunion events.

Through the Northumbria Alumni Association, we'll stay in touch with you, letting you know what's happening at the University and how you can get involved. To find out more about your Alumni Association and the graduate benefit package visit: northumbria.ac.uk/alumni

Support your University

We support people from all backgrounds to study and succeed at University.

There's an average £450 monthly shortfall between student maintenance loans and living costs. That's without any unforeseen financial difficulties. Many students rely on part-time work to survive, which means they have less time to focus on their studies, participate in extra-curricular activities and undertake work-related learning.

Generous donations from our graduates and business partners have funded over £80,000 in hardship grants, supporting accommodation, food, utility bills and childcare costs. This also enables students to pay for learning resources, and to attend field trips, work placements and job interviews.



To find out more and support our students visit:
northumbria.ac.uk/giving



TAKE HOME A PIECE OF NORTHUMBRIA.

Pick up the perfect gift to remember
your time at Northumbria University.

Shop the entire range at the University Gift Shop
located in the Ellison Building — Block A.



Or find us online at
www.nugiftshop.co.uk