

GRADUATION

2025



University of
Salford
MANCHESTER

7-11 JULY

ON THE DAY CHECK-IN
UNIVERSITY OF SALFORD
MEDIACITY CAMPUS
SALFORD QUAYS

CEREMONIES
LOWRY
SALFORD QUAYS

YOUR COMPREHENSIVE
GUIDE TO GRADUATION

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CEREMONY DATES AND TIMES

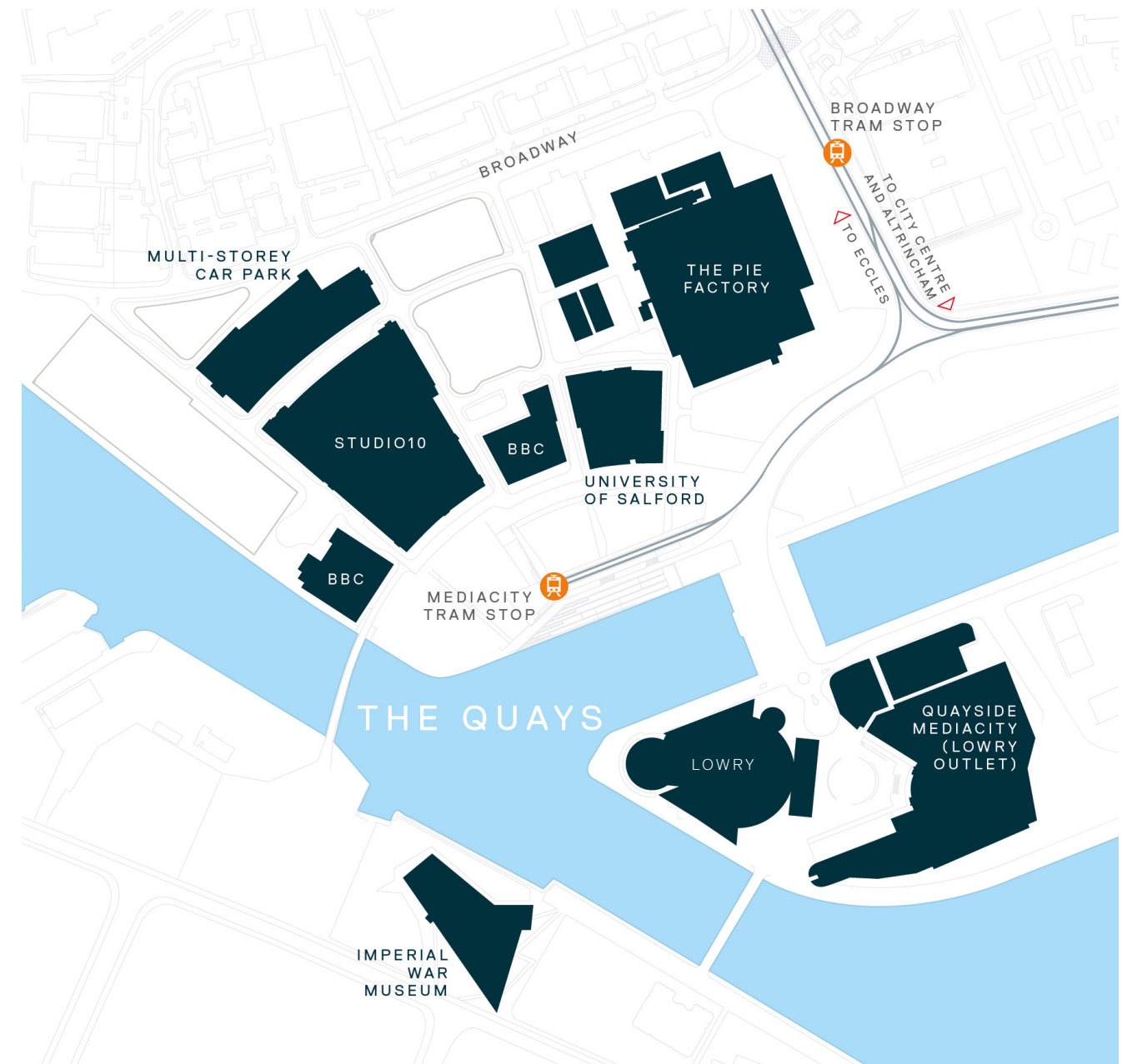
MONDAY 7 JULY 2025		
TIME	CEREMONY NO.	SCHOOL
10.15	1	SCHOOL OF SCIENCE, ENGINEERING AND ENVIRONMENT
13.30	2	SCHOOL OF SCIENCE, ENGINEERING AND ENVIRONMENT
16.15	3	SCHOOL OF SCIENCE, ENGINEERING AND ENVIRONMENT
TUESDAY 8 JULY 2025		
10.15	4	SCHOOL OF HEALTH AND SOCIETY
13.30	5	SCHOOL OF HEALTH AND SOCIETY
16.15	6	SCHOOL OF HEALTH AND SOCIETY
WEDNESDAY 9 JULY 2025		
10.15	7	SCHOOL OF HEALTH AND SOCIETY
13.30	8	SALFORD BUSINESS SCHOOL
16.15	9	SALFORD BUSINESS SCHOOL
THURSDAY 10 JULY 2025		
10.15	10	SALFORD BUSINESS SCHOOL
13.30	11	SALFORD BUSINESS SCHOOL
FRIDAY 11 JULY 2025		
10.15	12	SCHOOL OF ARTS, MEDIA AND CREATIVE TECHNOLOGY
13.30	13	SCHOOL OF ARTS, MEDIA AND CREATIVE TECHNOLOGY
16.15	14	SCHOOL OF ARTS, MEDIA AND CREATIVE TECHNOLOGY

Make a note of your ceremony date and time.

GETTING TO THE VENUE



- ✓ Check-in will take place at the **University of Salford building, MediaCity, Salford Quays, M50 2EQ** (5 minute walk from the Lowry)
- ✓ Graduation will take place at **Lowry, Pier 8, Salford Quays, M50 3AZ**



ARRIVING BY CAR

Lowry is a 15 minute drive from Manchester City Centre, 30 minute drive from Manchester Airport, and a quarter of a mile from the motorway network.

From the M60 take junction 12 for the M602. Salford Quays is a quarter of a mile from junction 3 of the M602. Follow the brown signs for the Lowry.

Secure parking is available in the Quayside MediaCity multi-storey car park, which also has designated areas for disabled people on each level. Car parking charges apply, please find further details on the MediaCity website at mediacityuk.co.uk/your-visit.

ARRIVING BY TRAM

You can travel directly to the Lowry from Manchester Piccadilly train station using the Metrolink tram route. Normally you can board an Eccles/MediaCity line tram and alight at MediaCity, a 5 minute walk from the University of Salford MediaCity building and the Lowry.

For up to date information please see tfgm.com or call Metrolink on 0161 205 2000.

For further information and downloadable maps please go to:
thelowry.com | quaysidemediacityuk.co.uk

CHECK-IN

Upon arrival at Salford Quays, **graduates only** should go directly to the check-in desks in the University of Salford building, MediaCity, M50 2EQ.

PLEASE NOTE: Check-in takes place in the University of Salford building at MediaCity. You must check in first before going to the Lowry.

It is extremely important that you treat check-in as a priority; **if you do not check in, your name will not be on the presenter’s list and you will NOT be able to graduate.**

CEREMONY TIME	ARRIVAL TIME
10:15	08:15
13:30	11:30
16:15	14:15

GRADUATES

Follow the map to locate the University of Salford building at MediaCity. Please remember, only graduates are allowed in the check-in area.

- / At the check-in desk, you will need photo ID and your registration confirmation email.
- / The staff will provide you with a ticket which will allow you to collect your gown and enter the theatre.
- / Upon successful completion of check-in you will be issued with your seat number.
- / When you check in you will receive one complimentary copy of the graduation souvenir brochure as a keepsake. Additional copies will be on sale priced £3.00 at the graduation information desk (in the Lowry foyer area, ground floor).
- / You should arrive to check in **at least two hours** before your ceremony is due to start. The following table illustrates what time you should arrive, dependent on the time of your ceremony.



CHECK-IN CLOSES 30 MINUTES PRIOR TO THE START OF YOUR CEREMONY

Once check-in closes, you will be classed as a ‘late arrival’ and you will **NOT** be able to graduate.

It is your responsibility to ensure that you arrive to check in at the appropriate time – travel disruptions are highly likely, so please ensure that you leave plenty of time to arrive at Salford Quays. This is particularly pertinent if your ceremony is early morning or late afternoon.

ROBING

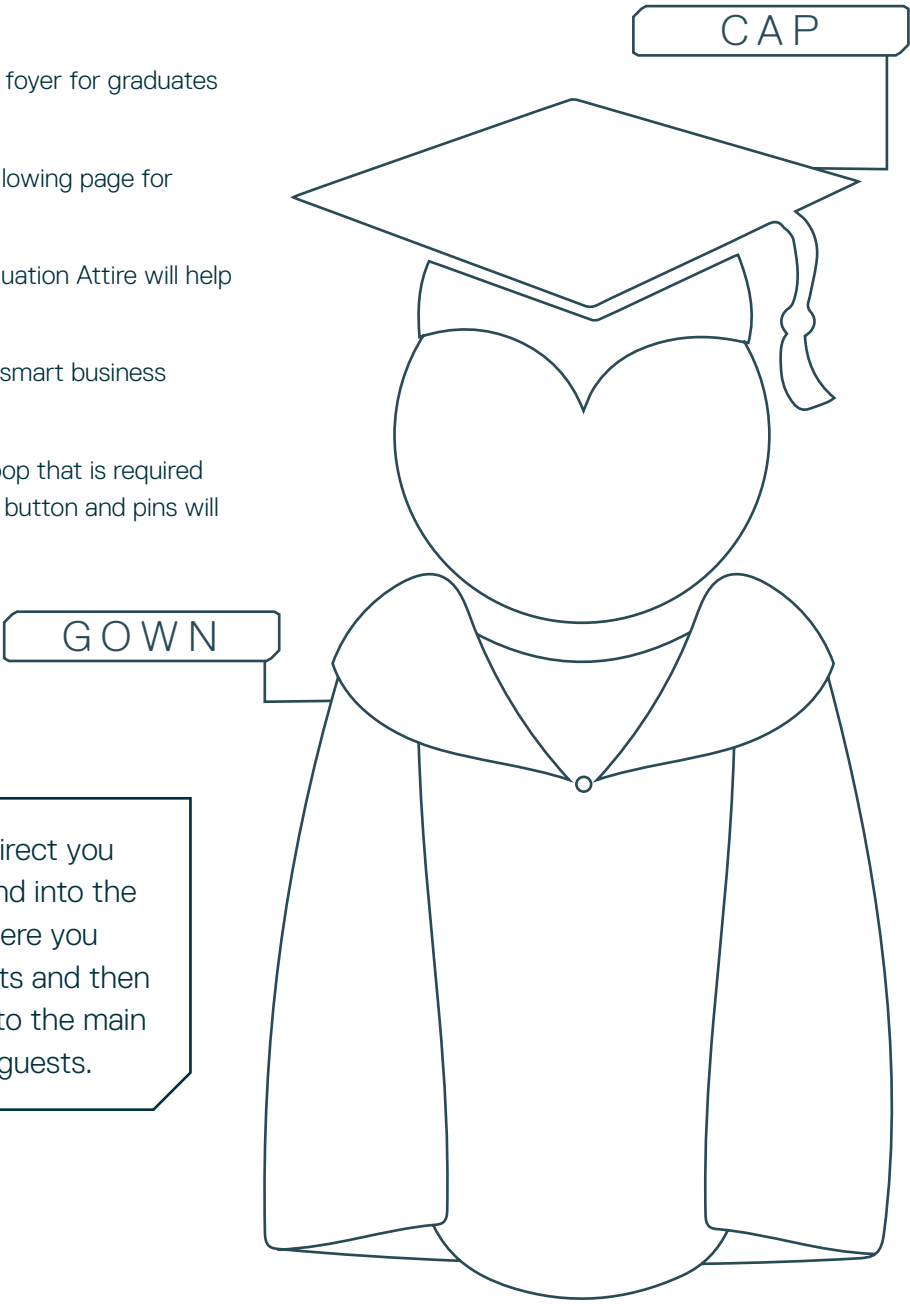
Once you have checked in at the University of Salford building, MediaCity, please make your way to the Lowry to collect your gowns from the gown suppliers, Graduation Attire, situated in the Quays Theatre.

PLEASE NOTE: In order to collect your robes, you will need the ticket issued to you at check-in and the reference number you received when you ordered your gowns online.

Guests are asked to wait in the main foyer for graduates to return.

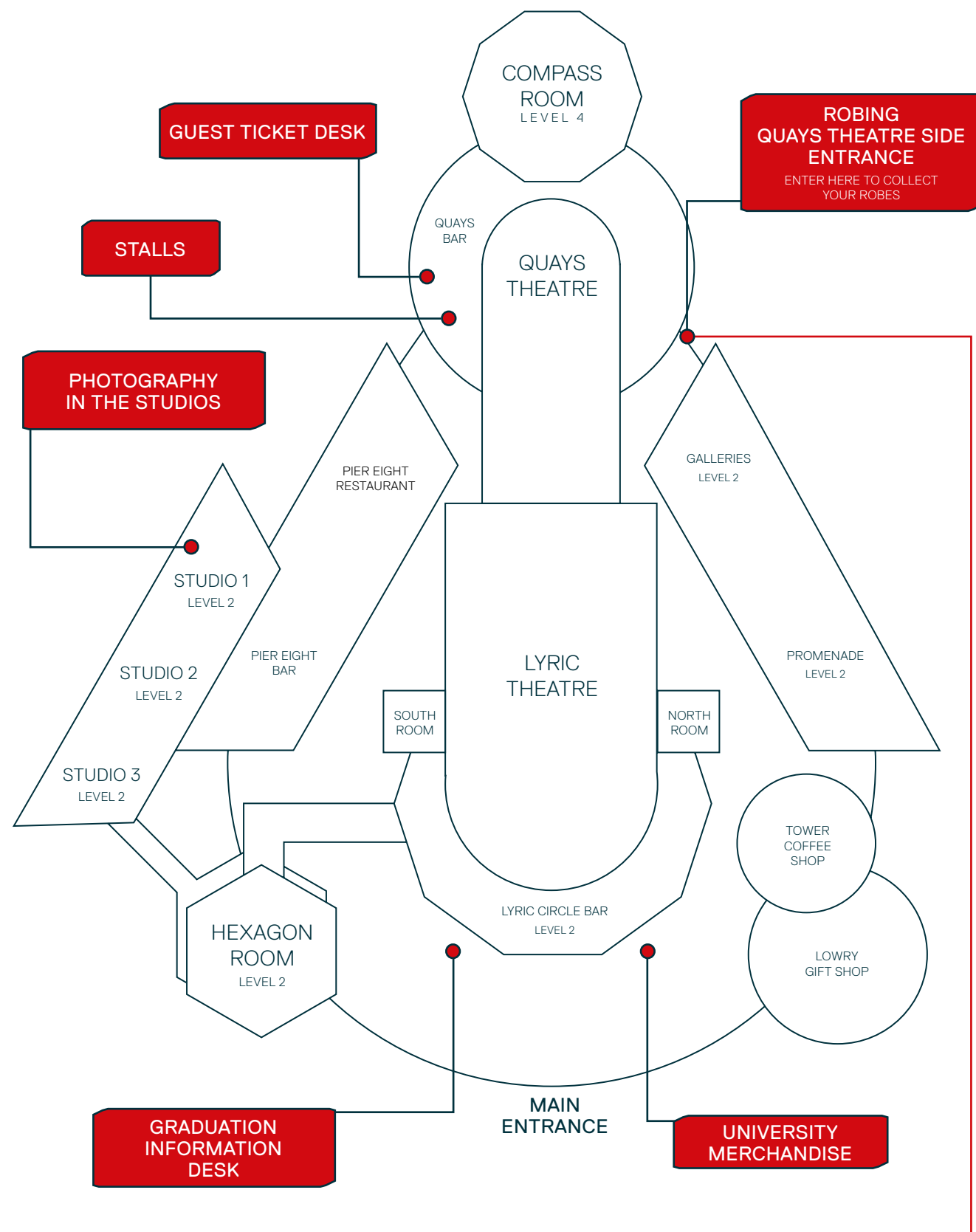
Please see the Lowry Map on the following page for further instructions.

- / Staff from the gown makers, Graduation Attire will help you with your robing.
- / It is advised that you should wear smart business dress under your robes.
- / Please note that the hood has a loop that is required to be fastened to a shirt or blouse button and pins will not be supplied.



Following robing, staff will direct you out of the Quays Theatre and into the Quays Theatre bar area, where you can collect your guest tickets and then make your way back down to the main foyer to meet up with your guests.

LOWRY MAP



FOLLOW THE RED LINE AROUND THE OUTSIDE OF THE LOWRY TO GET TO THE QUAYS THEATRE.

COLLECTING YOUR GUEST TICKETS

Guest tickets will be available for collection from the guest ticket desk two hours before the ceremony begins. Graduates will need to have checked in and collected their robes prior to collection of the tickets. See the Lowry map on page 8 for the guest ticket desk.

Guest tickets will be issued in the name of the student. Therefore, tickets can only be collected by the graduate upon production of their photo ID.

ADDITIONAL TICKETS

Please see your confirmation registration email for details of your ceremony time and date.

Tickets for the graduation ceremonies are limited and there is no guarantee that any additional tickets will be available for your ceremony. If the University is able to release additional tickets for your ceremony these may be limited to two tickets per person and will be sold on a **first-come first-served basis**.

Please note, if you are able to purchase additional tickets, the invoice that you receive is **not** your actual ticket. On the day the **graduate will need to collect the ticket(s) from the guest ticket desk, at the Lowry**. They can be collected up to two hours before the ceremony starts. Where possible, complimentary and additional guest tickets will be seated together.

A live stream of all ceremonies will be shown in the University's MediaCity building (where check-in takes place). This is free of charge; no booking is required.

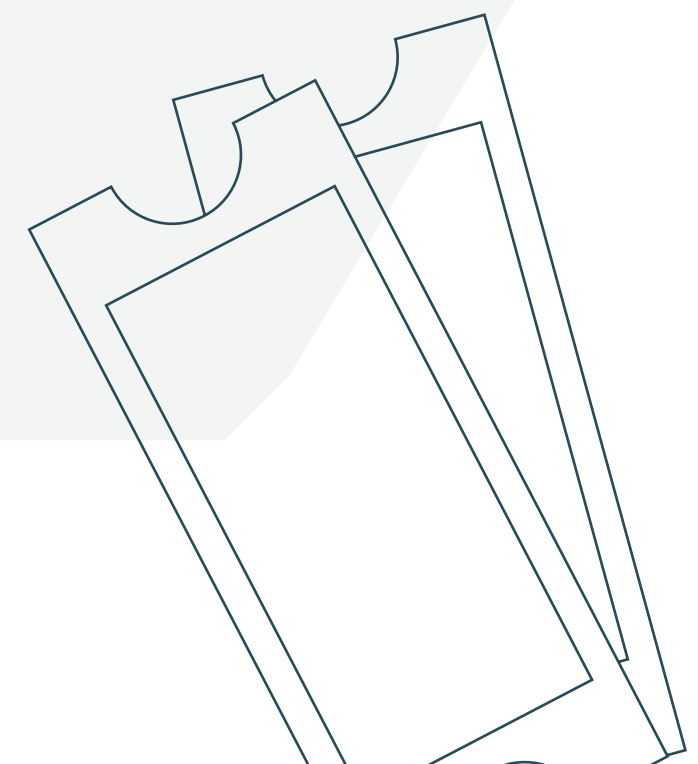
CHILDREN

Children are welcome at the ceremonies; however sometimes they can prove to be too long for younger children who may become restless. For the comfort of other guests, guardians may be asked to take any child that becomes agitated or distressed out of the Theatre to the foyer area.

Health and Safety regulations determine that all participants and guests at the ceremonies are to be seated. Therefore children over **2 years of age must have their own seat in the Theatre and therefore must be included in your guest numbers for full priced tickets**.

Children up to the age of 2 may sit on an adult's lap, but will require a free 'Child Under 2' ticket. These can be requested by contacting the graduation team, by email at grad-acd@salford.ac.uk or by phone on **+44 161 2952 313**.

Children under the age of 16 are not allowed into the Theatre without an accompanying adult.



INFORMATION FOR GUESTS

Guests are not allowed in the check-in area at the University of Salford building, or the robing areas in the Quays Theatre (at the Lowry).

Guests should be in their designated seats **at least 30 minutes** before the ceremony begins and should listen for Lowry announcements asking graduates and guests to take their seats.

Guests should enter the Lyric Theatre for the ceremony via the door letter indicated on their ticket. Lowry staff will be available to show guests to their seats.

PLEASE NOTE: Announcements made by the Lowry cannot be heard outside of the Lowry building or in the Quays bar area where the guest tickets are situated.

ACCESS REQUIREMENTS

It is very important that if you have any guests who have access requirements in terms of seating, that you tell us about this when you order your tickets. Access requirements can include, but are not limited to:

- / Mobility difficulties
- / Visual or hearing impairment
- / Vertigo
- / Babies in prams

We can usually accommodate your needs if we know in advance, but it can be very difficult to re-seat a guest on the day.

Please phone 0161 295 2313 to discuss requirements in advance.

DEADLINE FOR INFORMING US ABOUT ACCESS REQUIREMENTS: FRIDAY 6 JUNE 2025

WHAT TO DO AT THE CEREMONY

Graduates should be in their designated seats **no less than 45 minutes** before the ceremony begins.

Please listen for Lowry announcements asking graduates and guests to take their seats. Please note that the announcements cannot be heard outside of the building.

You will be required to enter the Lyric Theatre via the doors on either side of the main foyer. Please have the **ticket issued at check-in with your seat number** ready to present to the usher who will show you to your seat.

IT IS VITAL THAT YOU OCCUPY THE SEAT RESERVED FOR YOU TO ENSURE YOU ARE IN THE CORRECT SEQUENCE AS YOU GO ON STAGE.

You are required to leave your seats in rows in order to process across the stage and as such you must have nothing in your hands, apart from your hat or mortar board.

We advise that you do not bring any bags or large items but if this is necessary, please ask a guest to look after them for the duration of the ceremony to ensure that all aisles are clear. Under no circumstances must you leave bags under your seats as this may pose a health and safety risk and in some instances, you may not return to your original seat after processing across the stage.

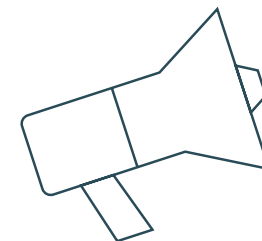
PLEASE NOTE: For University of Salford ceremonies, mortar boards are not worn as part of the ceremony. As the ceremony concludes and the audience stands, you should put your hat on for processing out of the theatre. Graduates will be directed out by the ushers in order of rows, behind the main procession.

TAKING YOUR SEAT

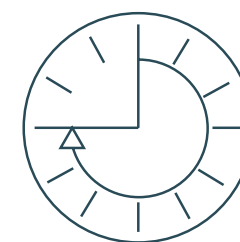
Please check you are in the correct seat. This will ensure when your name is called you are in line to go on the stage.

If this order changes and does not match the official list of graduates, somebody else's name may be read out instead of yours.

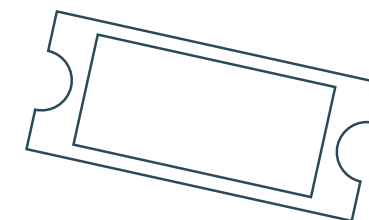
Thirty minutes before the ceremony begins, verifiers will check that everyone is sitting in their correct seats. If you are not sitting in your seat by then, your name may not be read out when you go up on stage.



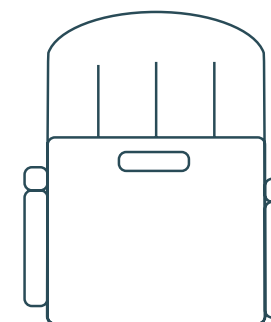
LISTEN FOR ANNOUNCEMENTS ASKING GRADUATES AND GUESTS TO TAKE THEIR SEATS



TAKE YOUR SEAT NO LESS THAN 45 MINUTES BEFORE THE CEREMONY BEGINS



HAVE YOUR SEAT NUMBER READY TO PRESENT TO THE USHER



IT IS VITAL THAT YOU OCCUPY THE SEAT RESERVED FOR YOU

THE CEREMONY SCHEDULE

(approximate times)

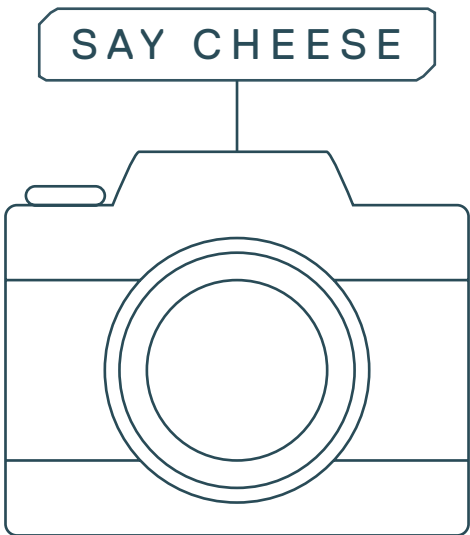
BEFORE CEREMONY	
45 MINUTES	Graduates are requested to take their seats in the Lyric Theatre
45 – 30 MINUTES	Verifiers begin checking graduates are in the correct seats
30 MINUTES	Guests are invited to take their seats in the Lyric Theatre
20 MINUTES	University band performs selection of pieces
5 MINUTES	Academic procession enters the Lyric Theatre
2 MINUTES	Chancellor’s procession enters the Lyric Theatre
AT CEREMONY	
0 MINUTES	Chancellor’s (or representative’s) speech, declaring the ceremony open
10 MINUTES	Honorary Graduate’s speech (if applicable)
20 MINUTES	Celebration of postgraduate awards (postgraduates process across stage)
30 MINUTES	Celebration of undergraduate awards (graduates process across stage)
55 MINUTES	Chancellor (or representative) declares the ceremony closed - Chancellor’s procession exits Lyric Theatre, followed by academics, followed by graduates, followed finally by guests.

** Please note the ceremony order may vary from the above on occasion*

OFFICIAL PHOTOGRAPHY

The University has appointed Graduation Attire as its official graduation photography service. For the ultimate memento of your special day, visit the photography studios for individual and family portraiture. The studios will be open throughout the day and there is no need to book in advance. In the interests of planning your day and to avoid the busiest period (immediately after your ceremony) we also highly recommend visiting the studio before your ceremony.

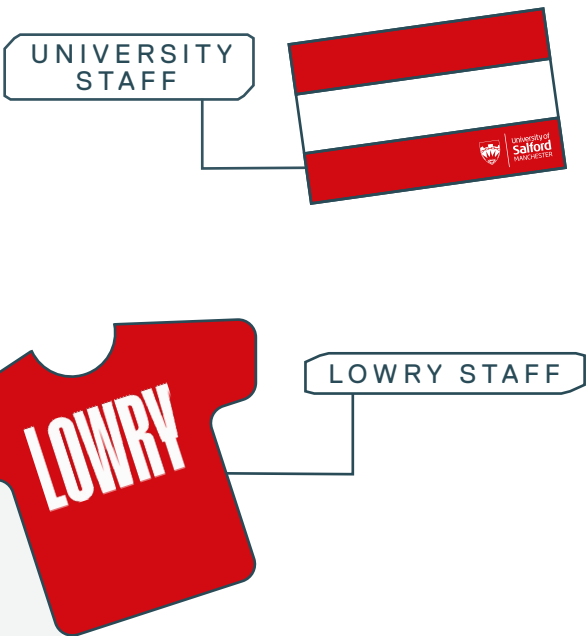
PLEASE NOTE: The University cannot be held responsible for photographs taken by any other companies who might operate in the area. Please be aware of possible rival photography suppliers that operate at Quayside MediaCity (Lowry Outlet).



HELP AVAILABLE ON THE DAY

Should you require any assistance, please approach the graduation information desk or any member of University staff who will be wearing a badge displaying the University logo and their name. Lowry staff wearing branded t-shirts will also be on hand to assist with your queries.

Graduation Attire staff are based in the photography studios and will be on hand to answer your questions about official photography.



GRADUATION CEREMONY CHECKLIST

BEFORE THE DAY:



Confirmed your attendance by registering at salford.ac.uk/graduation



Applied for you or your guests' Visa. More information can be found here: askus.salford.ac.uk/page/graduation



Ordered your robes from Graduation Attire at graduation.eveess.co/salford (Deadline: Any gowns ordered after 13 June will incur an additional £10 late fee)



Arranged for any access requirements for yourself or your guests (Deadline: Friday 6 June 2025)



Returned all library books you may still have (Deadline: Friday 6 June 2025)



Paid any outstanding debts you may have with the University (Deadline: Friday 6 June 2025)



YOUR GRADUATION

DATE:..... TIME:.....

ON THE DAY:

STEP 1

TIME:..... Arrive at Salford Quays two hours before your ceremony.

STEP 2

Check in and receive your robing and seat number tickets at the University of Salford building, MediaCity.

STEP 3

Collect your robes at the Quays Theatre, Lowry.

STEP 4

Collect your guest tickets at the Quays Bar, Lowry.

STEP 5

Visit the photography studios located in the Lowry Studios to have your pictures taken.

STEP 6

TIME:..... Make your way to the Lyric Theatre 45 minutes prior to your ceremony.

AND FINALLY, DON'T FORGET YOUR REGISTRATION
CONFIRMATION, PHOTOGRAPHIC ID AND YOUR
GRADUATION ATTIRE REFERENCE NUMBER.

ROBE HIRE GUIDE



**UNDERGRADUATE
CERTIFICATE, DIPLOMA
AND FOUNDATION**



**HIGHER NATIONAL
CERTIFICATE AND HIGHER
NATIONAL DIPLOMA**



**BACHELOR'S
(ORDINARY DEGREE)**



**BACHELOR'S
(WITH HONOURS)**



INTEGRATED MASTER'S



**POSTGRADUATE
CERTIFICATE AND
POSTGRADUATE DIPLOMA**



TAUGHT MASTER'S



MASTER'S WITH RESEARCH



DOCTORATE/PHD

Visit salford.ac.uk/graduation/gown-hire for more detailed information on hiring your robes.

CERTIFICATES AND TRANSCRIPTS

WHEN WILL MY CERTIFICATE AND TRANSCRIPT BE AVAILABLE?

Certificates are printed and distributed within six to eight weeks of your results being ratified at an awards board and results letter being issued, but at peak times of year it may take a little longer.

Your degree certificate is an important legal document that should be treated as such; therefore, you will only be issued with one certificate. If your original certificate is lost or damaged, you can purchase a replacement from the University of Salford online shop

If you have any outstanding debts to the university, your certificate and transcript will not be printed until the debt is settled in full. To check your outstanding balance, or to make a payment you can contact our **Income & Treasury Team** on 0161 295 0023 (Option 2, Option 1) or by email Income-Treasury@salford.ac.uk

HOW WILL I RECEIVE MY CERTIFICATE AND TRANSCRIPT?

Certificates and transcripts are dispatched by post to your permanent home address. Please check your permanent address on the Student Portal self-service (Update My Contact Details section), you will need your username and password to login. If you have already received your results letter, please email sa-studentrecords@salford.ac.uk to confirm that your address has changed, as your certificate and transcript may already be in production.

If you have any other questions, or would like more information, please contact sa-studentrecords@salford.ac.uk

HOW WILL MY NAME APPEAR ON MY CERTIFICATE?

The name in which you registered for your course is the name that will be displayed on your certificate. Your name will be displayed in this format: first name, middle name, last name.

It is your responsibility to check that your full and complete legal name is held on our records, you can check this on the Student Portal (in the Update Your Contact Details section), you will need your network username and password to login.

If your name requires amendment, please email sa-studentrecords@salford.ac.uk and attach evidence of your full and correct name (e.g. passport, driving licence, deed poll) and request that your name is updated.

Your name must be updated before you submit your final piece of work, or sit your final examination, to ensure that your name will appear correctly on your certificate and transcript.

I HAVE ALREADY RECEIVED MY CERTIFICATE BUT MY NAME IS INCORRECT

After your certificate and transcript have been printed, amendments to your name can only be made in line with the University's Student Name Change Policy which can be found on our [askUs webpages](#).

After reading the Student Name Change Policy, if you wish to request a change of name on your certificate and transcript, please email the Student Records Team at sa-studentrecords@salford.ac.uk and attach evidence of your full and correct legal name (e.g. passport, driving licence, deed poll).

For more information on all aspects of Graduation, please visit salford.ac.uk/graduation





University of
Salford
MANCHESTER

BECOME
UNSTOPPABLE