

# Congratulations

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## Congratulations on gaining your award from Sheffield Hallam University.

Your graduation ceremony is a perfect opportunity to mark your outstanding achievement and we look forward to celebrating this proud moment with you. Held in Sheffield's stunning City Hall, the occasion is sure to be one you and your guests will remember for years to come. This booklet will help you prepare for and make the most of your graduation day, so please take some time to have a look through it.

Graduation day will mark new and exciting beginnings for you. As a community of talented staff, students, alumni and partners we are proud of the role we have played in your success. As a University we have a genuine ambition to transform lives through outstanding research and the highest quality teaching, reflected by the fact we have just been named as the University of the Year for Teaching Quality by The Times Good University Guide.

For almost two centuries, Sheffield Hallam and its predecessor institutions have exercised a powerful impact on the city, region and world. Indeed Universities have never been more important to more people than they are today. Around the world, individuals, governments and society increasingly look to universities to provide answers to the toughest questions and to help people like you realise their aspirations.

The University continues to develop its postgraduate and professional courses which can be followed in a variety of ways, including distance learning – so you can continue to develop your skills and knowledge with Sheffield Hallam long into the future.

Graduation also marks the start of a new relationship between you and the University as alumni – a lifelong connection with us and your former classmates. You will be part of our alumni community with access to a range of benefits, professional networks and ways in which you can support your University.

But most of all, the graduation ceremony is your day. Take a moment to reflect on your time with us at Sheffield Hallam, celebrate your achievements with us, and look forward to a bright and prosperous future.

# What happens on the day?

## Before the ceremony

The doors will be opened 45 minutes prior to the start of the ceremony. Please be at your seat no later than 15 minutes before the start time. An academic steward will be waiting for you.

Your academic steward will give you a card with your name on. The name on the card will be read out as you walk across the stage during the ceremony. Please ensure that the name on the card is correct – your academic steward will help you make amendments if it isn't.

It is important that you keep the card with you at all times. You will be asked to provide the card just before you go on stage.

All graduates will be briefed once seated before the ceremony begins.

## During the ceremony

Senior academic staff, senior management of the University and governors will be on stage for each ceremony to celebrate your success. Some of the ceremonies will include city dignitaries and specially invited faculty guests.

When your name is read out you will cross the stage, shaking hands with the presiding officer and the Pro Vice-Chancellor for the faculty.

Once you have crossed the stage, you should return to your seat.

## After the ceremony

Once the doors have been opened, you should make your way out of the Sheffield City Hall as quickly as possible.

To minimise congestion in the foyer, please arrange to meet members of your party outside Sheffield City Hall.

Make sure you have all of your bags, coats, cameras and other possessions with you when you leave.

## Seating arrangements

All graduates are seated together in the stalls, separate from their guests. You will be seated in alphabetical order by course.

Guests are seated in the stalls, grand circle and balcony. Please check your tickets and enter through the appropriate door.

## Polite notice: photography, filming and mobile phones

Photographs may be taken with handheld cameras. However, please take care not to obstruct the aisles or the view of other guests when taking photographs.

The use of video cameras is not permitted during the ceremony.

All mobile phones should be on silent or switched off during the ceremony.



1

Arrive at Sheffield City Hall in plenty of time – we recommend that you give yourself a couple of hours before your ceremony start time

Collect your gown and have your photographs taken in the Ballroom at Sheffield City Hall

Opening times are 8am–5:30pm (or 8:30pm for an evening ceremony)

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The doors to the Oval Hall, where you will graduate, will open 45 minutes before your ceremony. Make sure you are seated no later than 15 minutes before

Your academic steward will greet you at your seat and hand you your name card – hold on to this

4

5

Your academic steward will lead you to the front of the hall when it is your time to cross the stage

You'll cross the stage and shake hands with the presiding officer and the Pro Vice-Chancellor of your faculty

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7

The ceremonies last approximately 1 hour 30 minutes

# Your gown, photographs and DVD

## Gowning

Academic gowns should be collected from Ede and Ravenscroft, located in the Ballroom on the lower ground floor (see plans on pages 12 and 13) where one of the Ede and Ravenscroft dressers will assist you in putting the robes on correctly.

**Please note** – there are several flights of stairs down to the Ballroom. Lifts are available, accessible from the main foyer and from the Ballroom entrance.

We suggest that you wear smart attire, as you would for an interview. The hood has a loop at the front designed to hook over a button which keeps it tidy and in place. It also has Velcro to help keep it in place. You may want to bring grips to keep your hat securely in place.

## Photography

Ede and Ravenscroft Photography will be located in the Ballroom and in the North Hall on the lower ground floor (see plans on pages 12 and 13). Studio photography can be prebooked online or arranged on the day.

You may have your studio photographs taken up to three hours before your ceremony or afterwards (closing times shown on page 10), but not whilst your own ceremony is taking place. Your studio photographs are then viewed, selected and ordered online, via the link that is sent to you the day after your ceremony.

Ede and Ravenscroft Photography will also take a photograph of you shaking hands on the stage.

If you have not received an email link two weeks after the last ceremony and would like to view the photograph, or you would like it removed from the website, please email [awards@edeandravenscroft.co.uk](mailto:awards@edeandravenscroft.co.uk) with the date and time of your ceremony, along with the reference number of the photograph.

## Graduation recording

Why not remember your friends and the atmosphere on this special day. **MyGraduationFilm.com** will be recording this year's graduation ceremonies, starting from the academic procession and including speeches and each graduate crossing the stage.

A copy of your ceremony will be available to purchase online or at the event. To preorder a digital download (HD format) or DVD please visit [mygraduationfilm.com](http://mygraduationfilm.com). These can also be ordered on your graduation day. Ceremony USB keys in HD format will also be available to take home on the day, as well as DVDs.

## Graduation clip

This graduation eVideo is a personalised clip of your moment centre stage. Please ensure you register, so that you can relive the moment and share it with family and friends. The file is sent to you digitally and can be shared on social media or email, and what's more for this year's graduates of Sheffield Hallam University, it's absolutely free.

Register now at [mygraduationfilm.com/shu-register](http://mygraduationfilm.com/shu-register)



# Travelling to Sheffield City Hall

## By car

From junction 33 of the M1, follow signs for A630 Sheffield city centre. Continue on the dual carriageway (A630/A57 Sheffield Parkway) for approximately five miles until you reach a large roundabout with traffic signals (Park Square).

Follow the general road signs for Sheffield City Hall parking and watch out for the AA road signs marked 'Hallam University Graduation'.

## Car parking

There is limited parking for blue badge holders adjacent to Sheffield City Hall, along with a limited number of pay and display bays.

There is a comprehensive park and ride service available from various locations outside the city centre, including a service just off the Sheffield Parkway. Follow the signs from the dual carriageway and exit before reaching Park Square roundabout.

For Sheffield City Council parking information, including park and ride, phone **0114 273 6158** or visit **sheffield.gov.uk/roads/travel/driving/parking**

## By rail and tram

The railway station is situated opposite the University's City Campus, and is a 15 minute walk from Sheffield City Hall.

National Rail Enquiries (times and fares)  
Phone **08457 484950**  
**nationalrail.co.uk**

Sheffield City Hall and the University's City Campus are well connected by bus and Supertram network.

Bus and Supertram travel  
Phone **01709 515151**  
**travelsouthyorkshire.com**

## Please note

In the event of inclement weather or disruptions to transport services, the University's aim will be to proceed with the graduation ceremonies with minimum delay.

## Useful contact details

Sheffield Hallam University, City Campus,  
Howard Street, Sheffield, S1 1WB

Graduation Office **+44 (0)114 225 5353**  
Main Switchboard **+44 (0)114 225 5555**

Sheffield City Hall, Barker's Pool,  
Sheffield S1 2JA  
Phone **+44 (0)114 223 3740**



A more detailed map of the city centre can be found on page 18.



# Venue information

## Sheffield City Hall opening times

Venue	Opening	Closing	Late closing time*
<b>Gowning and photography</b> Located in the Ballroom of Sheffield City Hall, to collect graduation gowns and for graduate and family photography	8am	6pm	8pm
<b>Information desk</b> Located in the foyer of Sheffield City Hall, for assistance with any queries or problems you have on the day	9am	5pm	7.30pm
<b>Gift shop</b> Located in the foyer of Sheffield City Hall, for all of your graduation gift needs	9am	5pm	7.30pm
<b>Refreshments</b> City Bar (located on the middle level of Sheffield City Hall for refreshments and meals) and Arches Bar (located on the lower ground floor adjacent to the Ballroom for drinks and snacks)	9am	2.30pm	6pm

*\*Late closing time for the 6pm ceremonies on the following dates: Thursday 14 November, Monday 18 November and Thursday 21 November.*



## Facilities

### Children's room and baby changing facilities

We value your graduation ceremony as a family occasion and we welcome your child's attendance. However, the graduation ceremony can seem quite long, so we have provided a room containing toys for children under five who become unsettled.

The room is located at grand circle level and will be staffed by qualified childcare staff from the Sheffield Hallam University nursery.

Please ensure that an adult remains with the child. The ceremony will be shown live on a big screen in the room. Baby changing facilities are also available. **Please note** – pushchairs and prams are not permitted in the children's room, and we are unable to provide facilities for children to nap.

If you need further information about the children's room, please contact the Graduation Office. Any queries on the day should be directed to the information desk located in the main foyer area.



### Cloakroom facilities

Unfortunately there are no cloakroom facilities at Sheffield City Hall. Graduates and guests are therefore advised to keep coats and baggage to a minimum.

Pushchairs are not permitted inside the Oval Hall, stewards will help with storing pushchairs. Personal items should not be left in or on pushchairs.

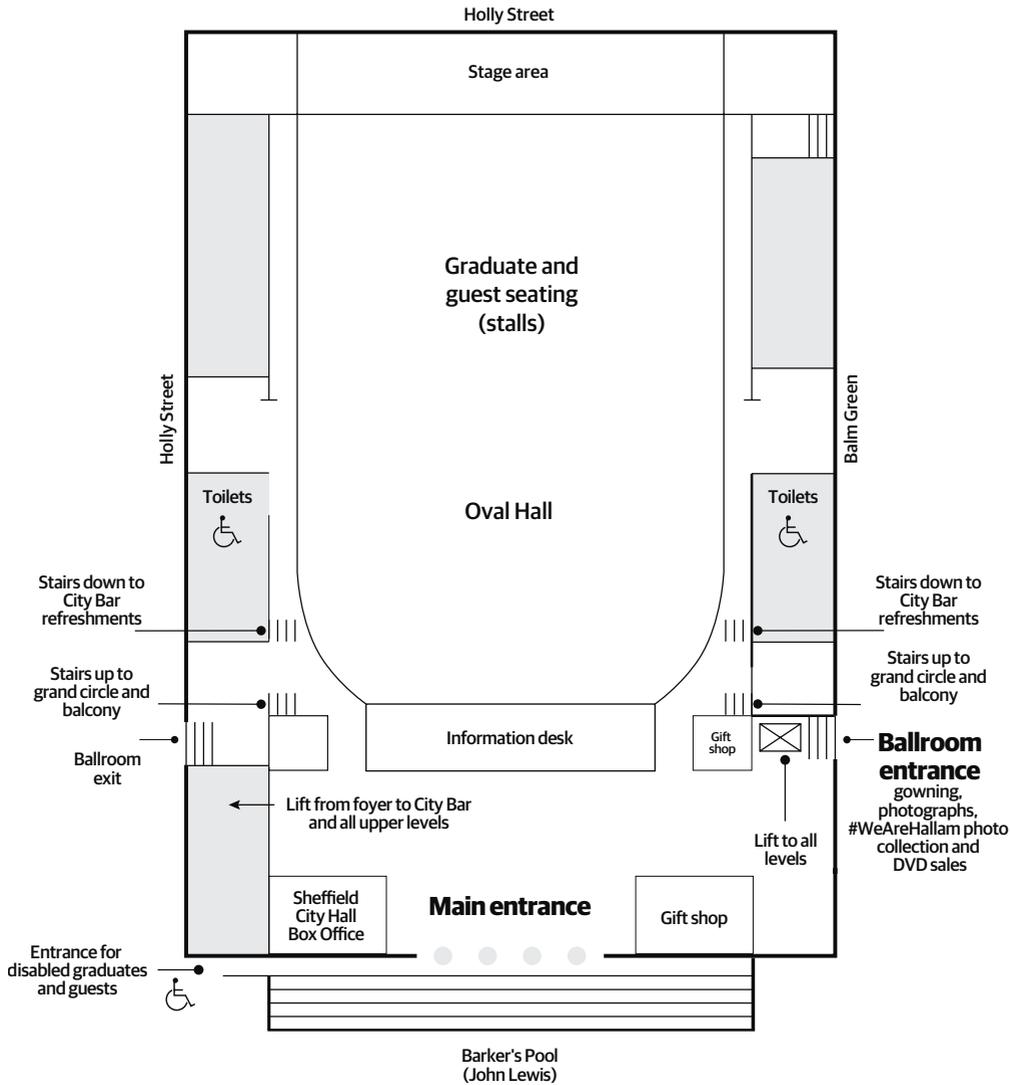
### Lost property

If you lose any items at Sheffield City Hall, please ask at the information desk in the foyer or call the Graduation Office.

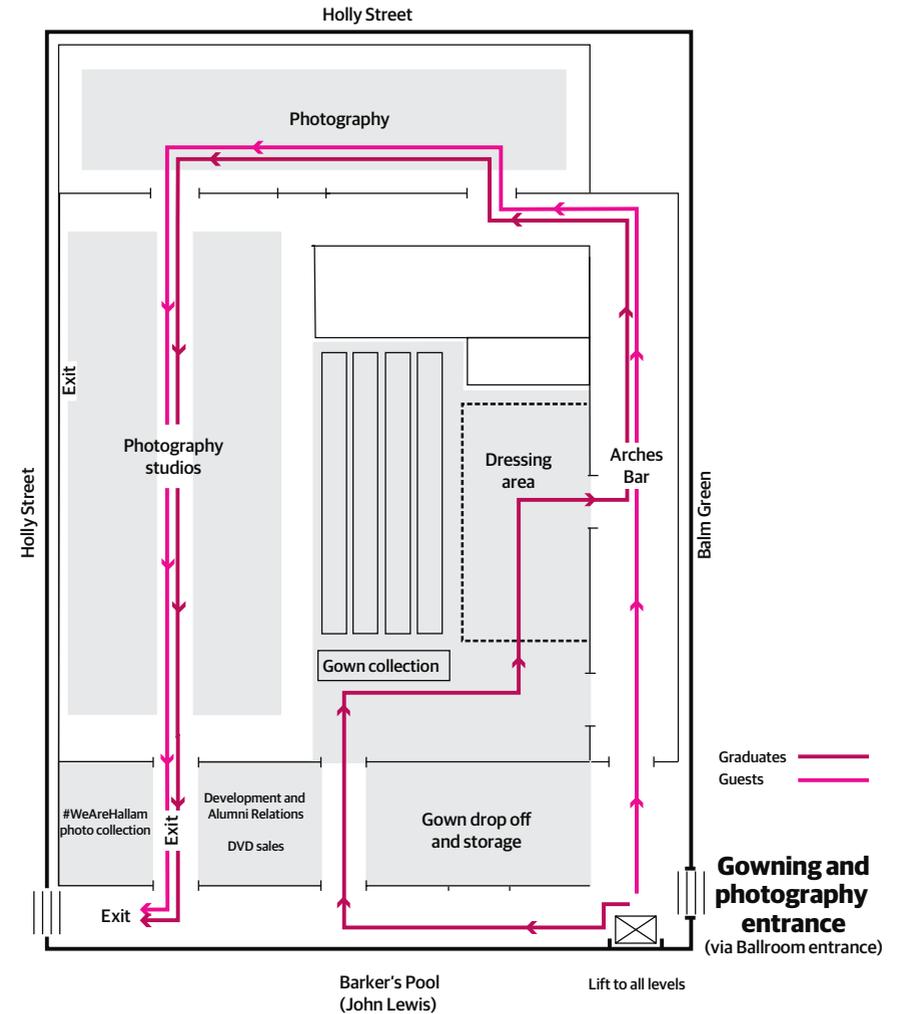


# Floor plans

## Oval Hall – Graduation ceremonies



## Ballroom – Gowning, photography and DVD sales



# University gifts and memorabilia

## Something special to remember us by

If you're looking for memorabilia to remind you of your time at Sheffield Hallam or a gift for one of our graduates, we've got a full range available.

Our new collection will be available from the stalls in the Sheffield City Hall foyer area throughout graduation. You can also browse our products and order online at [shu.ac.uk/giftshop](http://shu.ac.uk/giftshop)

Sheffield  
Hallam  
University



Gift shop



# At your graduation...

## the Development and Alumni Relations Office will be there to welcome you back

*Here's how you can get involved...*

### Get a FREE PHOTO

*Snap*  
*Tag #WeAreHallam*  
*Share*  
*Print*

Collect your photo from the Ballroom at Sheffield City Hall (downstairs)



**WIN**

### Enter our Facebook competitions

*Win a 'work wardrobe' or a laptop*

Go to [@sheffieldhallamalumni](https://www.facebook.com/sheffieldhallamalumni) on Facebook to find out more



Swipe to get our Snapchat geofilter  
*and share your story*

### Come and say hello

to find out more about what we can offer you as a graduate

*You are now part of Sheffield Hallam University's alumni community which means you remain Hallam for life.*

### 'Alumni? What's that?'

A term widely used by universities across the globe referring to a former student who has received an award.

### What does this mean to me?

#### *1. Volunteering*

- give a talk to students
- be a careers mentor
- run the Sheffield Half Marathon
- join our fundraising events

#### *2. Stay in touch*

- join our online community
- come to our networking events
- follow us on LinkedIn, Facebook and Twitter
- continue accessing wellbeing support

#### *3. Access GradVantage*

- expert 1:1 guidance and coaching
- the Hallam Internship Scheme
- online resources and webinars
- postgraduate study options and scholarships

#### *4. Discounts*

- library access
- lifelong Student Union membership
- student rates at Hallam Active
- discounts on hotels, room hire and more

In 2019 over 11,000 students will graduate from Hallam, joining our existing network of 250,000 alumni. Sheffield will always be a special place to you so come back and visit. We are here to support you whatever your future holds.

To find out more visit

[shu.ac.uk/alumni](https://www.shu.ac.uk/alumni)

# Visiting City Campus

## Directions on foot (approx 10 minutes)

If you wish to visit City Campus after your ceremony, we strongly recommend that, where possible, you park your car for the day and walk from Sheffield City Hall to the campus. Sheffield city centre has complicated one-way traffic systems and numerous bus lanes.

From Barker's Pool (outside Sheffield City Hall), walk left towards Fargate until you see Sheffield Town Hall and Yorkshire Bank. Take the street between these two buildings (Surrey Street) and continue past the Crucible Theatre and library on your left and the Winter Garden on your right. You will then see Sheffield Hallam University's City Campus directly opposite, across the road. Go down the steps/ramp and use the pedestrian crossing in front of the Millennium Gallery.

[shu.ac.uk/visit](http://shu.ac.uk/visit)

