



# DE MONTFORT UNIVERSITY **GRADUATION** CEREMONY

Advice and guidance on your  
graduation day

Dear graduands and diplomates,

Hello and congratulations!

This booklet contains information about your upcoming graduation ceremony. We hope you will find it useful – please keep it safe.

If you have any queries about your graduation ceremony, please visit [dmu.ac.uk/graduations](https://dmu.ac.uk/graduations) for further information.

All graduands receiving an academic award will have their name published in the graduation brochure. The ceremony will be live streamed. Note that names will be read out in full and we cannot abbreviate or use nicknames.

If you have a specific query regarding your ceremony, please refer to our frequently asked questions page [dmu.ac.uk/graduationFAQs](https://dmu.ac.uk/graduationFAQs)

You can also contact the graduations team by email at [academicawards@dmu.ac.uk](mailto:academicawards@dmu.ac.uk)

We wish you and your guests a very enjoyable day. Our staff are here to help. Thank you for treating them with respect.

COLLECT YOUR ROBE FROM THE SECOND FLOOR AT CURVE THEATRE.

AFTER COLLECTING YOUR ROBE, YOUR GRADUAND TICKET AND ALL GUEST TICKETS ORDERED DIRECTLY FROM DMU (INITIAL AND ADDITIONAL) CAN BE COLLECTED FROM THE REGISTRATION DESK LOCATED IN THE FOYER OF CURVE THEATRE ON THE GROUND FLOOR.

DIGITAL GUEST TICKETS PURCHASED FROM CURVE THEATRE WILL BE ISSUED BY THEM DIRECTLY.

## Advice and guidance on your graduation day

- Please note there are no graduation activities on DMU campus.
- Graduation ceremonies, robe collection and photography is based at Curve, 60 Rutland Street, Leicester LE1 1SB ([curveonline.co.uk](https://curveonline.co.uk)), see page 15 for further information.
- Plan your journey in advance and allow plenty of time as it will be a busy day.
- Arrive at Curve at least 90 minutes before your ceremony begins. If you don't have time for photographs you can have these taken after the ceremony.
- If driving, identify suitable parking using the information provided on page 15.
- When you arrive at Curve, collect your robes from the second floor, Rehearsal Rooms 4 and 5.
- You can also have your photograph taken at Curve – it doesn't matter if you haven't pre-booked.
- Register your attendance and collect your student ticket from the Registration desk on the ground floor of Curve.
- Refreshments are available to buy in the Green Room Café at Curve. Only food and drink bought from Curve can be consumed on Curve premises.
- When graduands enter the auditorium at Curve, belongings should be left with guests, with the exception of your phone if you wish to take photographs. Any possessions are left at your own risk.
- Our ushers will show you to your seat.
- At the end of the ceremony you can rejoin your friends and family outside.
- Return your robe to the returns area at Curve on the mezzanine floor.
- Curve theatre closes at 8pm except for Thursday 22 January when it closes at 6pm. Please note robe returns and photography closes earlier – see timings on page 4.



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## Robing

### Dress code

When you arrive at Curve the first thing to do is collect your graduation robes from Rehearsal Rooms 4 and 5 on the second floor. To keep crowds to a minimum guests cannot accompany students when they collect their robe, but can meet them in either Rehearsal Room 1 for photographs or on the ground floor in the café or bar area.

Graduands are expected to dress smartly. We reserve the right to refuse entry to the ceremony for anyone who is not suitably dressed. We highly recommend wearing comfortable shoes as there will be a lot of walking around the building.

**Please remember to bring your robe order confirmation with you. It's not possible to collect your robe from Curve before the day of your ceremony.**

Robe collection from	Ceremony time
8am	10am
10.30am	2pm
2.30pm	5pm

### Not ordered your robes?

If you haven't ordered your robes by now, it will be too late to order directly. You will need to arrive early and go straight to the robing area at Curve. Please note you will need to pay for the hire of your robes on the day.

### Returning your robes

All robes must be returned to the Student Returns area on the mezzanine floor at Curve on the day of hire, unless specific arrangements have been made for an extended hire period.

Robes returned by	Ceremony time
5pm	10am
10.30am-5pm	2pm
7.15pm	5pm

### Ensuring you have the correct academic dress

Please ensure that you have collected the correct academic dress for your award before you take your seat.

If you believe you have been given the incorrect robes, please return to the robing area at Curve or speak to one of the university's staff who will be happy to help you.

### DMU award colours

University award	University colours
BA/BArch/MA	Mid blue
BEd	Brown
BEng/MEng	Grey
BSc/MSc	Green
Foundation degree	Buttercup
Licentiate	Orange sash
LLB/LLM	Powder blue
MBA	Lilac
MPhil	White
MRes	Dark pink
PhD	Red and white
Postgraduate diplomas	Red





1. PhD degrees



2. Master's degrees



3. Postgraduate diplomas



4. Bachelor's degrees



5. Foundation degrees



6. DMU licentiateship

## Information about your academic dress

### 1. PhD degrees

Black gown with DMU gold facings, edged in DMU red (terracotta), black cloth bonnet with DMU gold and red tassel, hood with DMU gold outer, lined in DMU red (terracotta), part edged in DMU red (terracotta) and white binding.

### 2. Master's degrees

Black gown, black mortarboard, hood with DMU gold outer, lined in DMU red (terracotta) and with appropriate colour binding.

### 3. Postgraduate diplomas

Black gown, black mortarboard, hood with DMU gold outer, lined and edged in DMU red (terracotta).

### 4. Bachelor's degrees

Black gown, black mortarboard, hood with DMU gold outer, lined in DMU red (terracotta) and with appropriate colour binding.

### 5. Foundation degrees

Black gown, black mortarboard, hood with black outer, lined DMU red (terracotta) and edged with buttercup ribbon.

### 6. DMU licentiateship

Relates to any university award not covered within the other categories.

Black gown, black mortarboard, sash in DMU gold, bound in DMU red (terracotta), red university emblem on each side, three tassels of DMU gold/red.



## Photography

If you haven't booked photography by now it will be too late to order directly. However, photography services will be available to purchase on the day of your ceremony. If you would like to have your photographs taken elsewhere, you can hire your robes for a longer period, by arrangement with [williamnortham.com](http://williamnortham.com)

### Having your photos taken

The photography studios will be located at Curve on the second floor, Rehearsal Room 1. We recommend visiting the studios from the following times (the photography studios can be very busy and you may have to queue):

Photography studios opening and closing times	Ceremony time
8am – 5pm	10am
10.30am–5pm	2pm
2.30pm – 7pm	5pm

## Recommended itinerary

- We suggest all students and guests arrive 90 minutes before the start of their ceremony.
- Access to Curve is from 8am. On arrival, collect your graduation robe from the second floor, Rehearsal Rooms 4 and 5. To minimise crowding, guests can either remain in the café or bar area, or meet their student in Rehearsal Room 1 for photographs.
- If you would like your photographs taken, photography is located in Rehearsal Room 1 on the second floor and you can still pay on the day if you haven't booked. If you don't have time before the ceremony you can return for photographs afterwards.
- Next, you need to register and collect your student ticket from Student Registration on the ground floor towards the rear of the building next to reception, and collect your graduation brochure.
- Be in your seat 30 minutes before the ceremony starts. You only need your ticket with you and you can bring your phone into the hall. Please leave any other belongings with your guest(s). You must sit in the seat printed on the ticket and not change seats, as your name might not be read out if we don't know where you are. Guests are seated in a different area.

Student registration	Ceremony time
8.30am – 9.15am	10am
11.45m – 1.15pm	2pm
3pm – 4.15pm	5pm

**You must register your attendance and collect your own ticket for the ceremony otherwise it will be assumed that you aren't attending and your name will not be read out during the ceremony.** You can use this opportunity to check the pronunciation of your name with our name readers. Please remember we do not amend names to accommodate nicknames and abbreviations, and names are read out as they appear on the certificate.

## Ceremony proceedings

The ceremony commences with the entrance of the academic procession. There are speeches from the pro-chancellor, the vice-chancellor and an executive member of the Students' Union. A short film featuring students from the university is followed by a performance from Curve Company Quartet. If there is an honorand during the ceremony there will be a citation read and an acceptance speech.

### Presentation of graduates and diplomates – what to do

- A member of staff will signal when it's time to stand
- You will line up in a queue and wait for your name to be announced. Don't change places with anyone
- Your name will be called in full
- Walk across the stage and doff your hat to the chancellor (or their representative) who is seated in a chair on your left
- Carry on walking to the vice-chancellor (or her representative) and doff your hat as you approach
- The vice-chancellor or pro vice-chancellor will hand a letter of congratulations to you
- A member of staff will present your certificate to you and guide you back to the student seating area

### Ceremony closing

At the end of the ceremony you will be invited to walk onto the stage with your fellow graduates and diplomates. This will be another chance to wave at any guests and for them to give you a final cheer. Students are directed out of the building where they can meet up with family and friends.

### Additional ceremony information

Please be aware that graduation ceremonies involve bright, theatrical lighting, music and large digital screens showing text and video footage. There will also be long periods of applauding, and large crowds causing some congestion and general noise. Graduands and diplomates may also be seated in a row with other students, next to, behind and in front of you. There will be moments of reduced lighting, raised voices, tannoy announcements, food and drinks smells, photographic noise and lighting.

Speakers are located on the Curve stage and students are seated in the Studio, behind the speakers. A plan on the ground floor is available on page 16 and on the Curve website [curveonline.co.uk](http://curveonline.co.uk)

Ceremonies start on time and last approximately 90 minutes, sometimes longer if a ceremony includes an honorary award.

If you would like to discuss how we can adapt your graduation experience to support your requirements, please email [academicawards@dmu.ac.uk](mailto:academicawards@dmu.ac.uk) and we will do our best to help you.



## Certificates

We aim to issue certificates to students at the ceremonies in January. Certificates not issued at ceremonies will be posted to the permanent address registered with us on the student record system. Please take great care of your certificate as there's a charge to replace it.

If you no longer have access to your address details via MyDMU and believe your permanent address has changed, please email [academicawards@dmu.ac.uk](mailto:academicawards@dmu.ac.uk) stating your name, course and P number.

Should you discover an error at a later date, please return your certificate as soon as possible with a covering letter to: Academic Awards, Student and Academic Services, De Montfort University, The Gateway, Leicester, LE1 9BH, UK.

## Curve facilities

The two main entrances are on Halford Street and Rutland Street – there is level access from both entrances. Toilets are situated on all levels of the building and a 'buggy park' is available for prams and pushchairs, left at the owner's risk. Please note we cannot store large bags or luggage.

A prayer room is available on the first floor in the Mackintosh Dressing Room.

Please note, children under 16 years including children of graduating students, must be accompanied by an adult and cannot be left unattended.

## Green Room Café

There will be a variety of refreshments and snacks available to purchase at the Green Room Café at Curve which will be open from 8.30am (closing times will vary according to the ceremony), including:

- A selection of hot and cold snacks
- Sweet and savoury snacks and cakes
- A variety of hot and cold drinks
- Seating areas, and live streaming of the graduation ceremonies (for guests who do not have a ticket). Please note seating is limited

The Green Room Café offers a selection of most dietary requirements, including vegetarian (V), plant based (PB) and gluten free (GF) items. Only food and drink bought from Curve can be consumed on Curve premises.

## Stage Door Bar

Curve's Stage Door Bar is a great place to meet for a pre or post-ceremony drink.

Additional hospitality places near Curve include: Chutney Ivy, Exchange Bar and Grays Kitchen at the LCB Depot.

## Graduation merchandise

To help you celebrate your achievement, a wide range of official DMU graduation merchandise will be available to browse and purchase at Curve theatre throughout the graduation period. Whether you're looking for a keepsake for yourself or a special gift for family and friends, we have a few options available to mark your big day.

If you prefer to plan, selected graduation merchandise can also be purchased before your ceremony via our [DMU Graduation Gifts digital store](#).



## DMU for Life

Congratulations on successfully completing your degree programme.

Although you may no longer be a student at DMU, you will always remain part of our worldwide alumni family. Please help us to keep in contact with you by updating your email address at: [dmu.ac.uk/alumni/stay-connected.aspx](https://dmu.ac.uk/alumni/stay-connected.aspx)

We want you to stay connected with your fellow graduates and everything that is happening at DMU, and invite you to join our digital networking platform, the Alumni Hub.

This is a thriving social space for our alumni, staff, and students. It brings together the services of the Alumni Engagement Team, and DMU for Life, including:

- A directory connecting you with thousands of established graduates for mentoring and support
- A newsfeed to keep you up to date with the latest news from DMU and our community
- An events page, allowing you to sign up for a variety of exciting free events
- A jobs board with opportunities from DMU and our range of partners and affiliates
- Alumni networks based around your subject area or geographical location

DMU for Life is committed to helping you develop your career and achieve your post-graduation ambitions. Register for the Alumni Hub at [dmuforlife.org](https://dmuforlife.org) to enjoy all of the above and more.

## Postgraduate Alumni Scholarship

Our dedicated Postgraduate Alumni Scholarship provides DMU graduates with a tuition fee discount of 20 per cent. The discount is available on selected full-time, part-time and distance learning postgraduate taught courses running across multiple start dates in the 2025/26 academic session.

The scholarship is available to all UK, EU and international DMU alumni who have completed an undergraduate degree at the university, and is just one of many benefits associated with being part of DMU for Life. The scholarship also applies to DMU students progressing from undergraduate to postgraduate taught study, or students progressing through our transnational education partners to postgraduate study in the UK.

Studying a postgraduate course at DMU allows you to go further in your knowledge and your career. You can become a specialist within your field, explore your subject area with leading researchers, gain accreditation or change career trajectory.

As well as enhancing your academic skillset, you will also demonstrate valuable attributes to potential employers. DMU offers the perfect combination of modern facilities and high-quality teaching, with continual input from leading employers and professional bodies underpinning our academic expertise. Our supportive community of academics, expert advisers and peers will empower you to realise your dreams.

Courses that are eligible for the discount, along with detailed terms and conditions, can be found at [dmu.ac.uk/alumni-scholarship](https://dmu.ac.uk/alumni-scholarship)

## Careers and employability

DMU is proud to offer all graduates ongoing career support throughout their lives. We are here to help you find your ideal graduate job, set up your business or support you into further study. You can continue to attend our fairs and other events to connect you with employers, opportunities and vacancies for as long as you need after graduating.

Our award-winning Careers Team remains available to graduates in-person, via remote access and through our online MyGateway platform, which allows 24/7 access to resources including an automated CV-improver tool and interview simulation programme. You are also welcome to drop into the Careers Hub in Hawthorn Square for advice and guidance whenever you like. We are open Monday to Friday 10am-3pm.

Just log in using your student P number to access these resources, book a one-to-one careers appointment or find information about graduate jobs, internships, or setting up your own business.

DMU is here for you no matter what stage you are at with planning your career, so don't hesitate to get in touch. We will be happy to hear from you and pleased to support you in your graduate journey. For more information visit [dmu.ac.uk/CareersTeam](https://dmu.ac.uk/CareersTeam)

## MyGraduationClip

Celebrate your graduation, remember your experience and share your big moment with a MyGraduationClip personalised video. The video is customised to focus on you and your special moment of graduating. It's easy to save and share with your friends and family using all major social media platforms. Visit [app.mygraduationclip.com/dmu-register](https://app.mygraduationclip.com/dmu-register) to download your clip.

## Further information

For further information and frequently asked questions about the ceremonies, please visit [dmu.ac.uk/graduations](https://dmu.ac.uk/graduations)







## Getting here

### Public transport

Bus and train stations are located in the city centre. Leicester is a stop on the East Midlands Railway London to Sheffield line and the station is also part of the Cross Country network from Birmingham to Stansted Airport, along with direct trains to cities including Nottingham, Birmingham, Derby, Lincoln and Cambridge.

St Margaret's Bus Station on Gravel Street is a five-minute walk to the city centre. National Express coaches operate from the station, as well as coach services to cities including Leeds, Sheffield, Manchester and Birmingham, and Gatwick, Stansted and Heathrow airports.

For information on local Park and Ride services, visit [choosehowyoumove.co.uk](http://choosehowyoumove.co.uk)

### Running late?

If you are running late for your ceremony, we will make every effort to graduate you but cannot guarantee your participation. If capacity permits, you may be offered a ceremony later that day or the next day. Late students allowed entry to the ceremony will not graduate with their course cohort and we reserve the right to adjust our standard procedure for confirming awards for late students.

### Road closures

Due to the ongoing exterior building works taking place outside of Curve, Leicester City Council have put in place temporary road closures on Southampton Street and Queen Street. If you are travelling to Curve by car, please use the post code LE1 1TQ which will take you to the multi-storey NCP Rutland Street car park next door. Audiences travelling by foot will only be able to access Curve from Halford Street or Rutland Street (via Humberstone Gate); or via covered walkways from

Orton Square, which lead to both of these entrances. Members of team Curve and DMU will be outside pre-ceremony to assist and direct students and guests as required.

### Parking

Leicester is a busy city and the centre can be quite congested so please allow time for this and plan your journey accordingly. The car parks nearest to Curve are:

#### **Rutland Centre Car Park Multi-Storey (use satnav LE1 1TQ).**

Operated by NCP and located next to Curve, visitors can park in the NCP Rutland Centre car park for a reduced fee, covering parking from 9am to midnight on the day of your visit. There are seven disabled bays. Present your parking ticket at Curve Box Office, Green Room Café or the Stage Door Bar during your visit and it will be validated.

Please note there are likely to be queues to enter the NCP Rutland Centre during busy periods and spaces may be limited at peak times. The discounted rate doesn't apply in the short stay NCP Rutland Centre Car Park just behind the multi-storey.

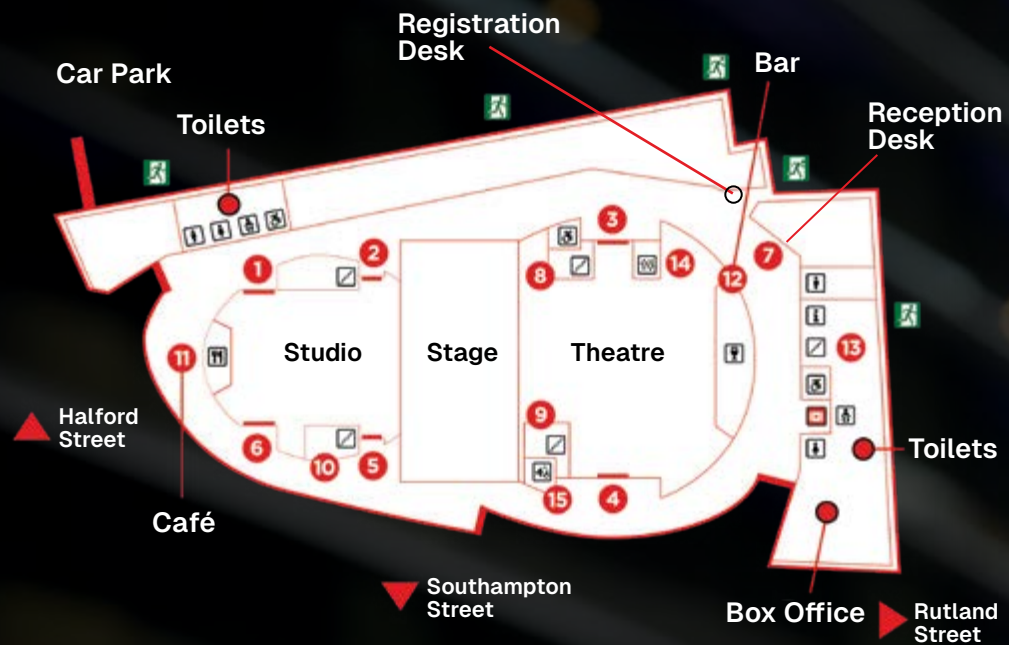
**Newarke Street (LE1 5SN):** Operated by Leicester City Council and around 20 minutes walking distance from Curve.

**St Nicholas Circle: (LE1 4LF):** Operated by NCP, there are five disabled bays and around 20 minutes walking distance from Curve.

**Welford Road (LE1 6RT):** Operated by NCP, there are five disabled bays and around 25 minutes walking distance from Curve.

**Highcross John Lewis Car Park (LE1 4QJ):** Operated by Highcross Leicester, there are 70 disabled bays and around 30 minutes walking distance from Curve.

## Curve map



- |                   |                               |                              |
|-------------------|-------------------------------|------------------------------|
| 1. Studio Door 1  | 6. Studio Door 6              | 11. Green Room Café          |
| 2. Studio Door 2  | 7. Reception                  | 12. Stage Door Bar           |
| 3. Theatre Door 3 | 8. Stairs to Theatre Door 8   | 13. Stairs to all levels     |
| 4. Theatre Door 4 | 9. Stairs to Theatre Door 9   | 14. Customer lift            |
| 5. Studio Door 5  | 10. Stairs to Theatre Door 10 | 15. Changing places facility |



De Montfort University  
The Gateway  
Leicester LE1 9BH, UK

E: [academicawards@dmu.ac.uk](mailto:academicawards@dmu.ac.uk)

W: [dmu.ac.uk/graduation](https://dmu.ac.uk/graduation)



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