



 University  
Centre  
Middlesbrough

Your guide to  
*graduation*

13<sup>th</sup> November 2025



# *Welcome*

Graduation is a momentous milestone, and we can't wait to celebrate with you and those closest to you! This special day is all about you, to celebrate your hard work, determination and everything you've achieved.

We've created this guide to help make your graduation experience as straightforward as possible. All students must register to attend graduation and book their gowns and tickets so please take a moment to read this information carefully.

If you have any questions or concerns our Graduation Team is here to help – just email us at: [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

# Contents

Invitation to your Graduation Ceremony .....	<b>p4</b>
Tickets .....	<b>p5</b>
Academic dress and dress code.....	<b>p6</b>
What to do before and on the day .....	<b>p8</b>
Graduation schedule .....	<b>p10</b>
Graduands and guests with additional requirements.....	<b>p12</b>
Etiquette.....	<b>p13</b>
Alumni .....	<b>p14</b>
Getting to Middlesbrough Town Hall .....	<b>p15</b>

# *Invitation to your Graduation Ceremony*

We are delighted to invite you to your Graduation Ceremony! This will take place at Middlesbrough Town Hall on Thursday 13th November at 11:30am.

## **How do I register to graduate?**

You will receive a letter and email in August with a link to complete an online registration with Ede & Ravenscroft. Ede & Ravenscroft are tailors who specialise in graduation services and academic dress, and you will book your tickets and gowns through them for your ceremony. You must book your gown through Ede & Ravenscroft and register your attendance; we will not accept gown bookings or orders from any other providers.

## **When is the deadline to order my gown?**

You must register to graduate and have booked your gown by Monday 3rd November 2025.

## **What happens if I don't receive an invitation?**

If you believe you are eligible to graduate and you don't receive a letter or email by the end of August 2025, please get in touch with us. Email: [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

## **What happens if I forget to register or order my gown by the deadline?**

Students must order their gown in order to attend the Graduation Ceremony. You will be sent specific booking instructions in August 2025. Please note that you will be unable to attend graduation if you fail to register and order your gown by Monday 3rd November 2025.

## **Will I receive a confirmation email after I've ordered my gown and tickets?**

Yes, you will be sent this by Ede & Ravenscroft.

## **What happens if I do not want to attend my graduation ceremony?**

Graduation is not a compulsory event, and we understand that some students may not wish to attend. Please let us know if you do not wish to attend by emailing: [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

# Tickets

## **Do I need to book tickets for myself?**

When you register to attend you will automatically receive a ticket to graduate. You need to register through Ede & Ravenscroft.

## **How many guest tickets can I have?**

You can apply for 2 guest tickets for the ceremony.

## **Will all my guests be able to sit together?**

Yes, guests will be seated together where possible. We do not reserve seats for guests, unless your guests have additional requirements including accessibility requirements. Please let the Graduation Team know about any accessibility requirements for you or your guests by emailing [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

Guests can arrive to the main hall for seating at 11:00am. We ask all guests to arrive no later than 11:15am.

## **How will I receive my tickets?**

Your tickets will be sent to you electronically by email a few days prior to Graduation. You will be required to present your tickets at the Registration Desk on the day of your graduation. You can either print out your tickets or display them on your phone.

## **What if I change my mind about coming to Graduation with my guests?**

Please let the Graduation Team know if you can no longer attend. Email: [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

## **Can I bring more guests without tickets?**

Only guests with tickets will be allowed to enter the Town Hall for the Graduation Ceremony. We may release more guest tickets nearer to the Graduation Ceremony and will let you know if there are spare tickets by email.



# Academic dress and dress code

All graduates must wear an academic gown and hood appropriate to their award to be conferred. Your details will be automatically uploaded to Ede & Ravenscroft's system, and you will be allocated the correct dress for your award. Please note that some awards do not include mortarboards.

## How do I order my academic dress?

You will need to order your academic dress via Ede & Ravenscroft. A detailed email and letter will be sent to you in August 2025 with instructions on how to order your academic gown. Please get in touch with us if you do not receive this by emailing [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

## When should I order my academic dress?

We advise ordering your academic dress as soon as possible to avoid missing the deadline. You must order this by Monday 3rd November 2025. If you miss this deadline, we can't guarantee that you will be able to graduate at your ceremony.

## Is there a dress code for Graduation?

Graduation is a formal occasion, and we ask all students and guests to please dress in smart clothes. Please wear sensible and appropriate footwear.

## I am struggling to pay for my academic dress, what can I do?

If you are struggling to pay for your gown, please let the Graduation Team know by emailing: [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

## Useful tips:

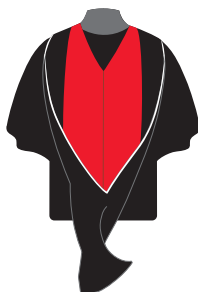
Wearing a shirt and tie or a blouse with buttons will make it easier to fix the hood of your academic dress.

Safety pins can be used to secure gowns and hoods.

## Photography

You can pre-book your photography when you book your academic dress to ensure you get the best shots to remember your special day. Ede & Ravenscroft provide the photography for the ceremony, and you can pre-book your photography package through their online booking website at the same time as you confirm your gown hire. You will then be emailed a copy of your photography package purchase. Please bring your email confirmation along with you on the day.

Please note that only gowns supplied by our trusted supplier, Ede & Ravenscroft, are allowed at the ceremony. You may not be able to graduate if you wear an incorrect gown. We appreciate your cooperation as we celebrate such a significant milestone in your academic journey!



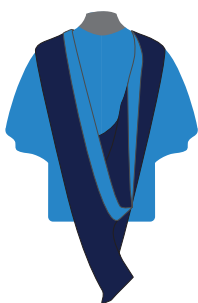
**ILM**  
All Levels



**Open University**  
Bachelor



**Open University**  
FDEg



**Open University**  
Cert, Dip, PG Dip &  
PG Cert



**Open University**  
Master



**Pearson**  
BTEC, EdExcel, HNC,  
HND and all other  
awards

# *What to do before and on the day*

## **What to do before the day**

Please update the Graduation Team if your contact details have changed. Email [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk) with any changes you need to make, this should include any changes to your email address, telephone and address.

Register with Ede & Ravenscroft, book your academic dress and your guest tickets.

We will do everything we can to ensure your graduation experience is not affected if you or your guests have additional requirements. Please help us to provide what you require by contacting our Graduation Team on 01642 333718 or 01642 333721 or email [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

Please inform the Graduation Team of any dietary requirements.

If required, make travel and accommodation arrangements for your guests in good time.

## **What should I do before the ceremony on the day?**

Leave home in plenty of time. We advise you to arrive at least 1 hour and 45 minutes prior to the ceremony. Late arrival will mean that we will have to remove your name from the list of graduands before the ceremony begins and you will not be able to take your place with your fellow students.

On arrival, head to the Town Hall and make sure you have signed in at our welcome desk. Please ensure you have your student ID or a form of ID with you for check in at our welcome desk.

Please bring your confirmation of guest tickets and gown order to the Town Hall.

You will collect your gown from the Dance Hall located within Middlesbrough Town Hall. Please note that you will need to bring a form of photo ID with you such as your College student card, driving licence or passport in order to collect your gown.

You may choose to have professional photos taken to remember your special day. The photographic service will be available at the Restored Fire Station located within Middlesbrough Town Hall before and after the ceremony until 2:45pm. You can pre-book this service online when purchasing your gowns and tickets or you can purchase this on the day.

Please leave your belongings with your guests.



## **What happens during the ceremony?**

Graduands sit in a different area to their guests and must sit in the seat indicated on their seating card which will be given to you at the Registration Desk. All graduands will be allocated a seat according to their surname and the award they are receiving. The seating plan is designed to ensure that you cross the stage in the correct order, so you must sit in the seat that has been allocated to you. Please do not change seats with anyone or sit anywhere else or you will not have the necessary information so that we can announce you when you cross the stage.

You will be given your seat number at registration. On your seat at the Ceremony there will be a seating card. You must bring your seating card up to the stage when it is your turn to graduate. Please hand your card to the speaker. Please leave your belongings with your guests.

Stand when the procession music starts and the academic procession enters the main hall and takes their seats on the stage.

At the appropriate time, you will be directed onto the stage where your award will be conferred. Remember to take the card which will be placed on your seat with you and hand it to the speaker. Once you have crossed the stage, you will then be directed by College staff back to your seat. The ceremony is approximately 1 hour.

## **What happens after the ceremony?**

Graduates will join the academic procession.

The stewards will direct graduates to join the procession when appropriate; you will proceed down the centre aisle and out through the door where you should wait for your guests to join you.

Guests should remain in their seats until directed to leave.

You and your guests are then invited to join us at the end of your ceremony for light refreshments in The Crypt located within Middlesbrough Town Hall. Please let us know in advance if you or any of your guests have any dietary requirements. You can indicate this to us on your registration form via Ede & Ravenscroft or by contacting us directly at: [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

After the ceremony and refreshments, please return your robes to Ede & Ravenscroft in the Dance Hall at The Town Hall.

# Graduation schedule

**9.00am**

Gown collection and photography are available

**11:00am**

Middlesbrough Town Hall doors open for guests to take their seats.  
All students to have collected their gowns

**11:15am**

All guests and graduates must be seated

**11:30am**

Ceremony begins

**12:45pm**

Ceremony ends, refreshments are now available from The Crypt

**2:30pm**

Refreshment area closes

**2:45pm**

Latest time for photography

**3.00pm**

Gowns must be returned to Ede & Ravenscroft

Please make arrangements to arrive at least 1 hour and 45 minutes prior to the ceremony and bring your student ID card if you have one to assist you with registration on the day. If you do not arrive on time your name will be scored off the list for the ceremony and you will not be allowed to enter the venue.



# *Graduands and guests with additional requirements*

Graduation is a special occasion, and we want to ensure that all our community can enjoy the event. We are happy to make appropriate arrangements for any graduands or guests with additional requirements. Please provide the details of your additional requirements to us by contacting our Graduation Team on 01642 333718 / 01642 333721 or email [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

Access to Middlesbrough Town Hall is wheelchair accessible. Parking at the venue is very limited, however, there are many public car parks in Middlesbrough, the closest being The Cleveland Centre, MIMA and Buxton Street.



# Etiquette

Graduation ceremonies are formal celebrations, so you may find the following guidelines helpful.

## **Graduands**

You are a graduand before the ceremony and a graduate when you are conferred.

You will have a specific seat that you need to sit in for the ceremony. You will be able to leave coats, bags and other personal belongings on your designated seat.

Please note that under no circumstances may a child be permitted to cross the stage with a graduating parent or family member. Please make arrangements for one of your guests to look after your child while you are graduating.

Check that your mobile phone has been turned off or turned to silent.

No refreshments are to be consumed during the ceremony.



## **Guests**

To avoid obstructing the view for other guests, members of the audience may take photographs but only from a seated position. Please do not use flash photography or selfie sticks.

No refreshments are to be consumed during the ceremony.

Check that your mobile phone has been turned off or turned to silent.

We welcome applause and cheers when graduands cross the stage.

If you arrive late, please be aware that you will not be able to enter the main hall during the ceremony.

## **Children**

Graduation ceremonies are formal occasions, and our ceremony will last approximately 1 hour. We understand that families want to celebrate with their children, however we do ask that children do not use electronic devices during the ceremony and children sit in their own seat. Children will need to be in possession of a ticket to attend. We would advise sitting close to an aisle should your child become restless, and they need to be taken outside. We are unable to provide childcare facilities at the ceremony. We appreciate your co-operation in this matter.



# Alumni

## *Stay connected, be part of our alumni community*

Your journey doesn't end when you leave University Centre Middlesbrough!

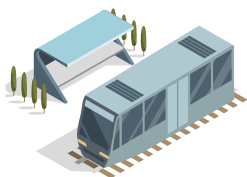
We love hearing where life takes our former students, whether you're landing your dream job, making a difference in your community, or achieving something remarkable.

By joining our alumni network, you can share your story and help us inspire the next generation of students. We'll also keep you updated about networking events, exclusive opportunities, and ways to stay involved.

Please visit [www.mbro.ac.uk/alumni](http://www.mbro.ac.uk/alumni) to stay in touch and be part of our growing community.

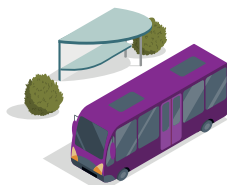


# Getting to Middlesbrough Town Hall



## By train

Middlesbrough train station is a short walk away from Middlesbrough Town Hall.



## By bus

Middlesbrough bus station is a short walk away from Middlesbrough Town Hall.



## By car

There are many public car parks in Middlesbrough, the closest being The Cleveland Centre, MIMA and Buxton Street.



Your guide to

# *graduation*

13<sup>th</sup> November 2025

University Centre Middlesbrough  
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Dock Street  
Middlesbrough  
TS2 1AD

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Email. [graduation@mbro.ac.uk](mailto:graduation@mbro.ac.uk)

