

Ceremony Arrangements Sunday 16 November 2025

On arrival

- 1 Your ticket collection time is given in the confirmation email.
- 2 Please register at the University's Tickets and Enquires Desk, which will be in the Foyer of the Grand Ballroom (L16). You will be given a Graduate Ticket with your name, award and seat number printed on the reverse together with any purchased guest tickets.
- 3 After registration you will be able to collect your academic dress from Messrs Ede and Ravenscroft who will be located within the Grand Ballroom.
- 4 You will be able to have official photographs taken before the ceremony and throughout the day, photography studios are also located in the Grand Ballroom
<https://www.htempest.co.uk/our-photography-services/graduations/graduation-photography>
- 5 Please be seated 30 minutes before the ceremony is due to commence. You **MUST** have your Graduate Ticket with you during the Ceremony.
- 6 Your guests will be directed to the area reserved for guest seating.

The Ceremony

- 7 The Ceremony will start promptly at 2pm with the entry of the Vice-Chancellor's processions.
- 8 Each graduate seat is numbered, and it is essential that you sit in the numbered seat that corresponds to the number on your graduate ticket. When you are directed to the stage to be presented this ticket will be used to announce your name.
- 9 Please follow the instructions given to you by university stewards. Once you have shaken hands with the Vice Chancellor of the University of Greenwich, you will be directed back to your original seat. **Please remain in your seat until the end of the ceremony.**
- 10 The ceremony will end with the departure of the Vice Chancellor and Academic Procession. You will have the opportunity to meet friends, family and staff.
- 11 The ceremony is scheduled to end at 4.30pm.
12. Gown hire return and photography studios close by 18:00.

Ceremony Schedule
Sunday 16 November 2025 at 2pm

TIME	ACTIVITIES
Please refer to your confirmation email for arrival time.	• Graduates and Guests tickets - collection time is given in the graduate confirmation email. Graduates register and are given a Graduate Ticket with their name, award and seat number, together with Guest Tickets. • Academic Gowns collected by Graduates. • Official portrait photography
1.30pm	• VIPs, Guests, and Graduates are asked to take their seats in the Grand Ballroom
1.50pm	• Academic Procession Forms
2 pm	• Ceremony begins with Academic Procession • Ceremony introduced by Master of Ceremonies • Welcome address • The names of the graduates to be presented will be announced by a representative from HKU SPACE, Unisoft and HKMA. • Award holders will be received on stage by Professor Jane Harrington, Vice-Chancellor & Chief Executive Officer of the University of Greenwich • Conferment of Awards and Ceremony Address by Professor Jane Harrington, Vice-Chancellor & Chief Executive Officer of the University of Greenwich • The Master of Ceremonies will close the Awards Ceremony • Academic Procession leaves the Grand Ballroom
4.30pm	• Ceremony Ends