

University of Hull
Scarborough Campus
Scarborough, YO11 3AZ
United Kingdom

T +44 (0)1723 357317

E graduation-scar@hull.ac.uk

www.hull.ac.uk/graduation

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Graduation Information

Scarborough Ceremony

14 July 2017



THE QUEEN'S
ANNIVERSARY PRIZES
FOR HIGHER AND FURTHER EDUCATION
2015

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If you would like this document in an alternative format such as large print or braille, please call +44 (0)1482 465278 or email graduation@hull.ac.uk.

USEFUL CONTACT DETAILS

WHO	FOR HELP WITH	CONTACT DETAILS
Scarborough Graduation Team	General enquiries, tickets, accommodation, access and support arrangements, dress code and celebration tea	+44 (0)1723 357244 graduation-scar@hull.ac.uk
Scarborough Student Administration	Transcripts and appeals or enquiries regarding final classifications	+44 (0)1723 357220 sashelp-scar@hull.ac.uk
Graduation Team (Hull Campus)	General enquiries including visa letters	+44 (0)1482 465032 graduation@hull.ac.uk www.hull.ac.uk/graduation
The Graduate Gowning Company	Hiring and/or purchasing your academic robes	+44 (0)1736 751855 info@graduategowning.co.uk www.graduategowning.co.uk
Tempest Photography	Official photography Available on the day, advance booking not required	+44 (0)1736 752411 graduation-photography@htemptest.co.uk www.tempest-graduations.co.uk
Student Financial Services	Concerns over monies owed to the University (tuition fees)	+44 (0)1482 465674 / 466362

ADDITIONAL CONTACTS AFTER 31 JULY 2017

The University of Hull will no longer be delivering courses at the Scarborough Campus after July 2017. Any students with re-assessments to undertake during August 2017 will be provided with appropriate contact details, however, for more general enquiries please use the following.

Ask HU (Hull Campus)	Transcripts, proof of study certificates etc	+44 (0)1482 462222 / 462020 www2.hull.ac.uk/student/askhu.aspx askhu@hull.ac.uk
Registry Services (Hull Campus)	Appeals or academic matters relating to your student record	+44 (0)1482 465032 www2.hull.ac.uk/student/studentadministrativeservice.aspx student-admin@hull.ac.uk

GRADUATION CHECKLIST

What do I need to do now?

DATE	WHAT	✓
As soon as possible, and no later than 10 May 2017	Complete and return the reply form provided with this booklet to the Campus Connect desk in the Keith Donaldson Library. Notify the Scarborough Graduation Team of any seating requirements and support arrangements required for yourself or your guests.	
As soon as possible, and no later than 10 May 2017	Check your name and home address on MyAdmin. Your name will appear on your degree certificate exactly as it is recorded on MyAdmin. Please inform Scarborough Student Administration (sashelp-scar@hull.ac.uk) of any changes including changes to the order of appearance. Please make sure both your home and term addresses are correct.	
As soon as possible, and no later than 2 June 2017	Any outstanding monies owed to the University to be paid. If you have any concerns about this please contact Student Financial Services (contact details on page 2).	
As soon as possible, and no later than 25 June 2017	Order your academic robes from the Graduate Gowning Company (contact details on page 2).	
29 June 2017	Your final exam results and degree classifications will be available on MyAdmin on Thursday 29 June. Transcripts will be sent to your home address on the same day. Any queries regarding your results should be directed to your academic department as soon as possible.	
As soon as possible, and no later than 3 July 2017	Book your celebration tea. Booking forms can be found in the centre pages of this booklet.	

DEGREE CEREMONY

SCARBOROUGH SPA

2 PM, FRIDAY 14 JULY 2017

Faculty of Arts, Culture and Education
Scarborough School of Education
Digital Media; English; Creative Writing

Faculty of Health Sciences
Scarborough Centre for Healthcare Studies 2015/16 cohort

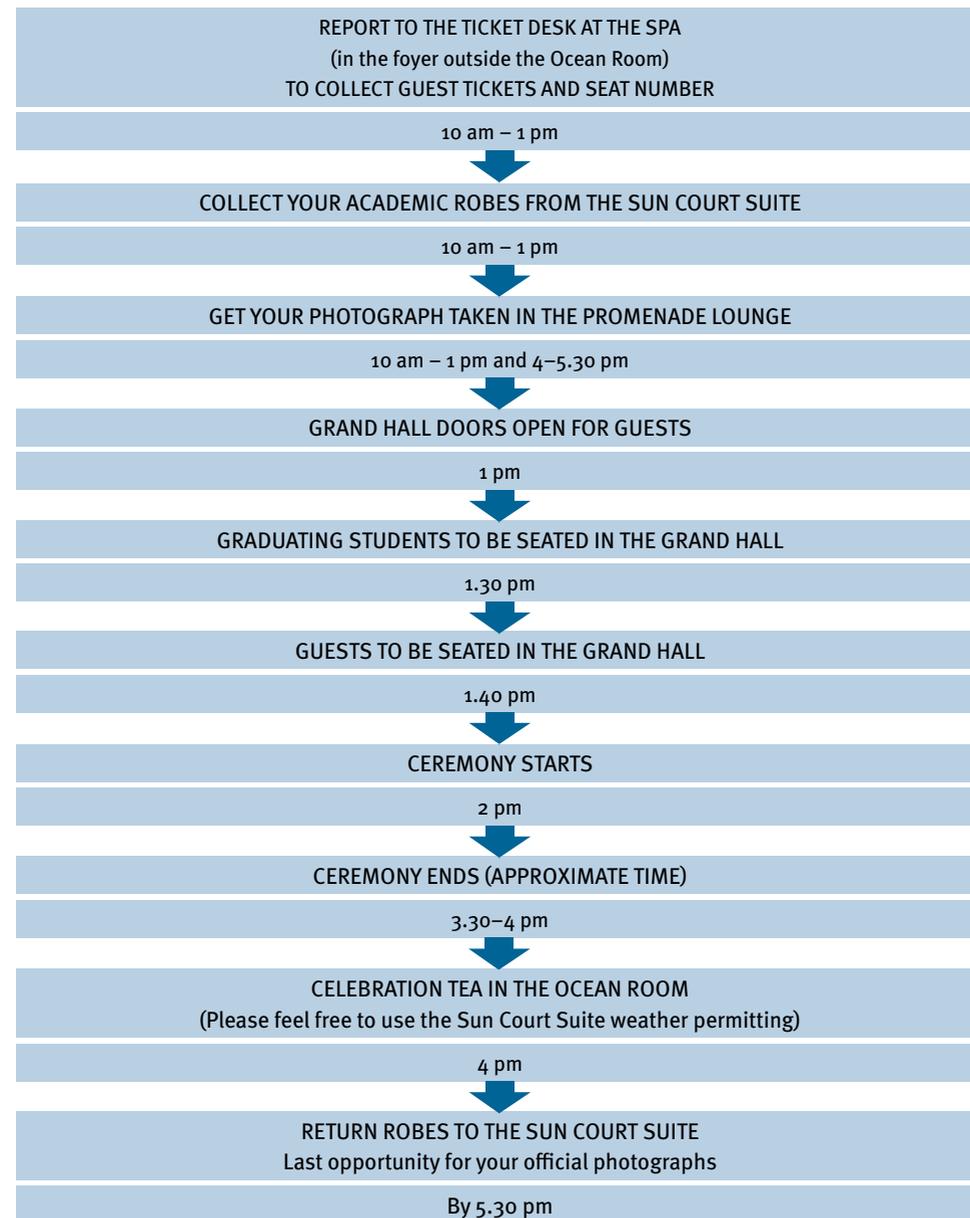
Faculty of Business, Law and Politics
Hull University Business School at Scarborough

Faculty of Science and Engineering
Centre for Environmental and Marine Science

www.hull.ac.uk/graduation

WHAT HAPPENS ON THE DAY?

CEREMONY AT 2 PM



IMPORTANT INFORMATION

Eligibility to attend a graduation ceremony

This booklet is sent to all students who may be eligible to graduate in July 2017, but graduation is dependent on formal approval of your final results by means of an official pass list and examination board. Your final results and classification will be available on MyAdmin on Thursday 29 June 2017.

Attendance at your graduation ceremony

If you are unable to attend your graduation ceremony this summer, you have two options. You can either graduate in absentia (certificates will be posted to you after the ceremony) or you can defer once to a ceremony held in January 2018 in Hull. If you choose to defer to a later ceremony, you will receive your certificate at that ceremony unless you advise us that you require the certificate to be issued earlier.

IMPORTANT: Please indicate your attendance or alternative option on the reply form enclosed with this booklet and return it as soon as possible to Campus Connect in the Keith Donaldson Library. If you do not return your form, it will be assumed that you wish to graduate in absentia and your degree certificate will be mailed to you after the ceremony.

Dress code

The University of Hull operates a strict student dress code at graduation ceremonies. The appropriate academic robes (gown, hood and cap) must be worn, and these can be hired (or purchased) from the Graduate Gowning Company, the official authorised robemakers to the University.

This is a very special day for the University as well as for all our students and their families, and we ask that you dress smartly. Whilst there is no specific dress code for guests, graduands should follow these guidelines. Gentlemen should wear a smart suit, shirt and tie with smart shoes; ladies should wear either a smart suit or dress, or skirt or trousers with a shirt or blouse. Our international students may wear their national costume under their academic gown if they wish.

Please note that jeans, shorts, trainers or flip-flops should not be worn by graduating students. The steps up to and down from the Spa stage are quite steep – please make sure you wear shoes that are suitable!



Robe hire

You need to order the correct robes in advance of the ceremony directly from the Graduate Gowning Company (GGC). They are the official authorised robemakers to the University and provide the appropriate academic dress for our graduation ceremonies. We advise you to be cautious of using any unauthorised suppliers. We strongly advise you to contact GGC as soon as possible, and certainly no later than 25 June 2017. There is a guide to robes at the back of this booklet and contact details can be found on page 2.

To order, simply visit www.graduatgowning.co.uk. You will require your University of Hull student number and date of birth to log on. Your student number appears on the front of your University of Hull student card, eg 201400000 (NOT the number which appears at the bottom of the card below the barcode). If you are unsure of your student number please contact the Scarborough Graduation Team on 01723 357244.

Once logged on, you can check your credentials and enter some basic measurements to ensure the correct size is provided. There are just five simple steps to complete and a confirmation email will be sent to your preferred email address.

You need to collect your academic robes, hood and hat from the Sun Court Suite at the Spa on the day of the ceremony during the times indicated on page 5 of this booklet. When collecting your robes, you will need to produce your student card; you will also need this to collect your tickets. Robes should be returned to GGC in the Sun Court Suite by 5.30 pm.

Cost of graduation

The University of Hull is one of the few remaining institutions that do not charge either our students or their guests for graduation. Additionally for Scarborough Campus students attending the ceremony at the Spa in July 2017, there is an enhancement package comprising

- complementary academic dress (fee waived at the point of purchase online)
- voucher for the basic photography package with Tempest Photography (voucher included in your ticket pack)
- three complementary afternoon teas in the Ocean Room at the Spa, after the ceremony

- entry to a finalist event to be held at the Spa on the evening of 14 July – further details to follow

Outstanding debts to the University.

If you have an outstanding tuition fee debt then you will be contacted by Student Financial Services. Unfortunately, you will not be able to attend if the debt has not been cleared by 2 June. If you are not sure about your position then please contact Student Financial Services (contact details can be found on page 2).

Data protection

All students due to graduate should be aware that graduation is regarded as a public occasion. The names of all students including results will be listed in a souvenir graduation programme which is published for all University graduation ceremonies. Student names will also be listed on a 'Class of ... t-shirt' which lists the names of graduating students.

If you do not wish your details to appear in the printed programme or on the t-shirt, please make sure you have indicated this on your reply form.

Photographs

The University's authorised graduation photographers are Tempest Photography. We advise you to be cautious of any approaches from unauthorised photographers.

The University of Hull's official photographer may be at the event taking photographs and video footage of the celebrations for future publications. Any graduands or guests who do not wish their image to be used for such purposes should inform the photographer on the day.

The ceremonies are recorded and live-streamed across campus and on the internet. Graduands and guests seated in the hall should be aware that they may appear on this recording and that by participating in graduation, they consent to be party to these practices.

Ceremony presentation

You will be presented for your award by the dean of your faculty or school. As part of the proceedings the presiding officer may randomly shake hands with graduands. The University recognises that some students may not wish to shake hands with the presiding officer for religious or cultural reasons. Students who do not wish to shake hands are requested to put their right arm across their chest as they walk across the stage to indicate this information to the presiding officer.

Entry to the ceremony

Each graduand will be allocated a seat within the area reserved for graduating students. Guests will be provided with tickets and may sit where they wish as long as the seat is not marked reserved. Tickets will not be posted, you must collect your guest tickets and seat number from the student ticket desk in the foyer outside the Ocean Room at least an hour before the ceremony. Guests will only be admitted to the graduation ceremony on production of a valid guest ticket and should be seated in good time. You need to make your way to the Grand Hall and be in your allocated seat at least 30 minutes before the ceremony's start time, when you will be given important instructions relating to the ceremony prior to the start. Late arrivals will be taken into the Grand Hall by a steward and seated separately until such time as they can be slotted into place.

Guests

You will automatically be allocated three guest tickets in addition to your own ticket. If you would like to bring more than three guests, you can request a small number of extra tickets on the reply form enclosed with this booklet, and we will do our best to accommodate your request. You will be notified of any extra guest ticket allocation by email in June 2017.

Guest visa letters

If you would like to invite guests who require a visa to enter the country, the University can provide you with a letter of invitation which your guests can use to support their visa applications. The letter will formally invite you to the graduation ceremony. Each of your intended guests will need to submit a copy of this, plus a letter of invitation from yourself (i.e. a letter, written by you, inviting that person to accompany you to the ceremony), to the relevant authorities. You will also need to return the graduation reply form included with this booklet to let us know you will be attending the ceremony.

Two versions of the letter are available. If your result has already been formally approved, your letter will state that you have been 'officially invited' to the graduation ceremonies; or, if you are still awaiting your result, you will be supplied with a letter stating that you are 'expected to attend' the ceremonies.

If you would like to make a request for a letter, please download the Request University Letter form (DCform) by visiting www.hull.ac.uk/graduation, or email us at graduation@hull.ac.uk. It usually takes three to five working days for applications to be processed. Letters are usually posted to the address provided on the application form.

Children

Please be advised that, while we welcome younger family members, the graduation ceremony is a lengthy formal event and may be unsuitable for very young children. Children of five years and over should be supervised at all times and should have their own ticket. If you need to bring a pram or pushchair, please advise the Scarborough Graduation Team in advance as they may be able to reserve appropriate guest seats. Alternatively, details of creches and nurseries are available from the Family Information Service at www.northyorks.gov.uk or by calling +44 (0)845 601 1630.

Disabled students / guests

There is good disabled access at the Spa, and arrangements can be made for anyone attending the graduation ceremony, either as a graduand or as a guest, who may have special needs including those with mobility difficulties. Please provide full details in the appropriate section of the reply form included with this booklet, so that any special requirements are taken into consideration when tickets are allocated. Please note that disabled parking at the Spa is very limited. Parking spaces may be reserved in advance on a first-come, first-served basis, but we ask that alternative arrangements for parking are considered where possible.

Notification of final results

Your eligibility to attend a degree ceremony is dependent on formal confirmation of your results. Your assessment results and final degree classification will be released on Thursday 29 June 2017 via MyAdmin. A formal transcript of academic record will also be posted to your home address that day.

International students may provide an address label for addresses abroad, or may arrange to collect their transcripts prior to the ceremony. Please contact Scarborough Student Administration to make these arrangements.

Academic appeals

Any queries regarding your final results, including appeals, should be directed to your academic department. Finalist students who are in the process of making an appeal will still be able to attend the ceremony and receive their certificate or, if graduating in absentia, the certificate will be sent to you. However, if the appeal is successful and results in a subsequent change to the award, you will be notified through the appeals process and required to return the original certificate before a replacement is issued.

Certificates and registered names

Your degree/award certificate reflects the University's formal approval of your award, therefore it is important to check that your name was correctly and fully recorded when you last registered. If you are not sure if your name is correctly recorded, please check on MyAdmin before the examination period begins. Any change to your registered name must be notified to Scarborough Student Administration and appropriate evidence provided. Unfortunately it is not possible to change or amend names after the formal approval of your award or after the certificate has been issued.

Please note that the graduation reply form included with this booklet is used only to confirm whether or not you are attending the ceremony, your requirements for guest tickets and, if required, the address for future correspondence regarding graduation. We regret that we are

unable to amend your name based solely on changes made on the graduation reply form.

If you are a student from a country where names are shown in a different order from that normally accepted in the UK, we can ensure that your names are printed on your certificate in the order that is conventional in your home country. In order that requests can be processed in time you must indicate this on the reply form enclosed with this booklet or email graduation-scar@hull.ac.uk stating the order of names that you require. We require at least five weeks' notice to process this in time for your graduation.

Dispatch of certificates

If you are attending the ceremony, you will be presented with your degree certificate on the day. For those not attending, who are graduating in absentia, certificates will be posted to the address provided on your reply form in the week beginning 17 July 2017. Please note, if we receive no notification of an address for posting the certificate or you do not return your reply form, it will be posted to your last recorded home address.

International students may provide an address label for addresses abroad, or may arrange to collect their certificates after the ceremony. Please contact the Scarborough Graduation Team to make these arrangements.

Certified true copies of certificates

Please take care of your certificate as only one original is produced. If you lose your certificate or it is badly damaged, and you need a certified true copy, this currently costs £35.

To obtain a copy visit the online store (shop.hull.ac.uk) and select Certified True Copy Certificate with the postal delivery required either by standard delivery (including Royal Mail first-class postage in the UK and Royal Mail International signed for to the EU and overseas) or DHL courier for overseas addresses, at an additional cost.

Authenticated photocopies of certificates

If you require an authenticated photocopy of your original certificate, the current cost is £5 per copy. You will also need to send a photocopy/scan of your original certificate to graduation@hull.ac.uk (if requested after graduation). Alternatively, post to Registry Services, University of Hull, Hull, HU6 7RX. To purchase authenticated photocopies, visit the online store – shop.hull.ac.uk – and select Authenticated Photocopy/Scan of Certificate. If you are purchasing this product and require authenticated copies to be sent by DHL (international delivery only), please email graduation@hull.ac.uk

Transcripts or proof of study

If you have a query about your transcript or wish to order more copies, please contact Scarborough Student Administration or email studenthelp-scar@hull.ac.uk.

GRADUATION TEA

All dishes are freshly prepared by in-house chefs using locally sourced produce

Following the ceremony, we would be delighted if you and your guests would join us for a special celebration with live music in the Ocean Room / Sun Court Suite

Traditional afternoon tea

£13.50 per person

Selection of mini filled open rolls with various fillings to include:

Smoked salmon and cucumber, Yorkshire cured ham, local topside of beef and Wensleydale cheese with Yorkshire chutney

~~~~~  
Homemade quiche

~~~~~  
Mini chocolate truffle torte

~~~~~  
Homemade fruit scone with clotted cream and jam

~~~~~  
Tea or coffee

The Ocean Room and Farrer's bar will be open for the purchase of alcoholic drinks

You are entitled to up to three complementary teas; any teas additional to this must be paid for at the time of booking.

Please note that there will be seating plan in the Ocean Room to allow afternoon teas to be served. Tables can seat up to 10 people. If your party number is fewer than this you may be required to share your table with another party.

BOOKING FORM

If you would like to join us for the celebration tea, you can book by completing the booking form below and returning it to the Campus connect desk in the Keith Donaldson Library.

	NUMBER REQUIRED	AMOUNT PAYABLE
Traditional Afternoon Tea: £13.50		
	TOTAL	

Please indicate if any of your party are vegetarian, or if you have any other dietary requirements

.....

.....

.....

.....

As a responsible caterer, the Spa advises that their menu items may contain one or more of the 14 allergens required to be notified by law. Please let us know if you require specific allergen information and we will ensure that information is provided.

BOOKING DETAILS

Please complete the information below in block capitals.

Title:

Surname:

First name(s):

Student ID number:

Address:

.....

.....

Postcode:

Telephone (home):

Telephone (mobile):

What course are you studying?

Which department?

**The last date for booking your celebration tea is Monday 3 July 2017.
Please note that it will not be possible to purchase tickets for tea on the day.**

PAYMENT FORM

If you are paying by cheque, please make it payable to 'The University of Hull' for the total amount required, and send it with the booking form to the address below. If you would like to pay by Mastercard or Visa, please supply your card details below

I wish to pay by Mastercard / Visa *(please delete as appropriate)*.

The total amount payable is £.....

Name of cardholder

Card number (16-digit code on the front of your card)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date /

Valid from date (if supplied) /

Three digit security code

Address where card is registered.....

I agree to the above amount being charged to my card / debited from my account

Signature.....

Date.....

If you are posting your booking form, please detach all sections and send, including payment details or cheque, to the following address

Scarborough Graduation Team
University of Hull
Scarborough Campus
Filey Road, Scarborough, YO11 3AZ
T +44 (0)1723 357244 / F +44 (0)1723 357380

To arrive no later than Monday 3 July 2017.



DIRECTORY

TRAVEL AND PARKING

This section provides information on travel and parking that you may find useful for your graduation day. Directions to the Scarborough campus can be found on the University website at www.hull.ac.uk/scarborough_directions.

Scarborough Spa

The best car parks for accessing the Spa are the South Bay underground car park and the Filey Road and Seamer Road car parks, which are centres for the Scarborough park and ride scheme. You will need to alight at Aquarium Top.

Limited parking is available on the South Cliff, close to the Spa. To use this, you would need to obtain a parking disc from one of the local shops or post offices or from the main University campus reception.

Disabled parking

A very limited number of disabled parking spaces are available outside the Spa. Please contact the Scarborough Graduation Team (+44 (0)1723 3572344 or graduation-scar@hull.ac.uk) in advance to enquire about these spaces.

Free parking

Alternatively, you are invited to make use of limited free car park facilities kindly being provided for use by Scarborough College, which is next to the Scarborough Campus on Filey Road. A special shuttle bus will be in operation from 8 am onwards to take visitors and students to the Spa Cliff Lift. Free lift passes will be available on the shuttle bus.

Useful contact numbers

Scarborough Campus

+44 (0)1723 362392

Scarborough Tourist Information:

+44 (0)1723 383636

www.discoveryyorkshirecoast.com/scarborough

Local taxi firms

Station Taxis

+44 (0)1723 366366

Lazer Radio Cars

+44 (0)1723 333333

Nippy Taxis

+44 (0)1723 377377

National Rail Enquiries

+44 (0)3457 484950

www.nationalrail.co.uk

National Express Coaches

+44 (0)8717 818178

www.nationalexpress.com

ACCOMMODATION IN SCARBOROUGH

There are plenty of hotels and guest houses in Scarborough. Details can be found on the tourist information websites listed below.

Useful contact numbers

Scarborough Tourist Information:

+44 (0)1723 383636

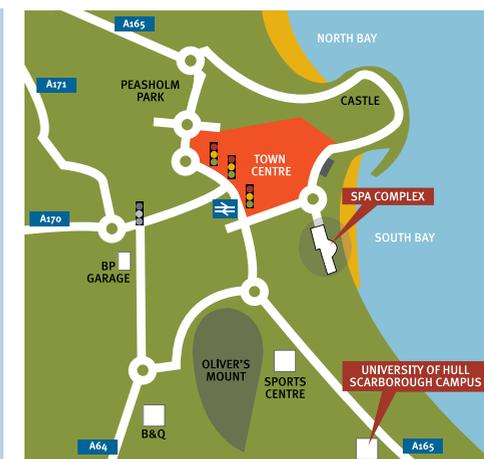
www.discoveryyorkshirecoast.com/scarborough

(for further information on accommodation and other local information)

www.iknow-yorkshire.co.uk/scarborough

www.scarboroughvisitorsguide.com

Maps of Scarborough





GOWN HIRE, PHOTOGRAPHY AND MEMORABILIA

This section provides information on gown hire, photography, certificate framing and other memorabilia.

The most important thing that you need to organise straight away is hiring your academic gown, hood and hat. You should contact the Graduate Gowning Company, the robe hire company, as soon as possible at www.graduategowning.co.uk.

The latest date for ordering your academic dress is 25 June 2017. You will need to provide your University of Hull student number and date of birth. You will also be asked to provide some basic measurements to ensure that you have the correct size gown and hat.

Useful contact details

COMPANY	SERVICE	CONTACT DETAILS
The Graduate Gowning Company (GGC)	Gown hire	+44 (0)1736 751855 info@graduategowning.co.uk www.graduategowning.co.uk
Tempest Photography	Photography	+44 (0)1736 752411 graduation-photography@htempest.co.uk www.tempest-graduations.co.uk
Campus Clothing	For University t-shirts, hoodies, teddy bears and mugs	+44 (0)333 340 3474 www.campusclothing.com
Visions Unlimited	Graduation DVD	+44 (0)1473 828474 www.visionsunlimited.co.uk

save time, save money - book online

The Graduate Gowning Company are proud to be the official graduation attire supplier for the University of Hull.

We've made the process of hiring your gown simple - just a few clicks will guarantee that the right gown, in the right size is ready for you on the day of your graduation.

Book online before 25th June 2017 and you will also receive the online discount price!

www.graduategowning.co.uk

GGC

GRADUATE GOWNING CO

info@graduategowning.co.uk - 01736 751855

The online booking website will close at 12pm on 25/06/2017. Graduates that have not ordered by this date will be required to order their gown on the day of graduation and will be subject to our standard rental rate.



Graduation T-shirts!

Printed with your name and those of your fellow class mates on the back!



GRADUATION BEARS



LADIES FIT T-SHIRT



ORGANIC T-SHIRT

HOODIES...



UNISEX T-SHIRT

WWW.CAMPUSCLOTHING.COM

TEL: 0333 3403 474

love your day



TEMPEST
PHOTOGRAPHY

31/07/01/04/15



view our website before your ceremony
www.tempest-graduations.co.uk



pick up a leaflet on the day explaining products and prices
come and see us at our studios - friends and family welcome



graduation-photography@tempest.co.uk



01736 752411

TEMPEST
PHOTOGRAPHY

POSTGRADUATE COURSES

CONGRATULATIONS ON YOUR GRADUATION

Welcome to the elite band of University of Hull graduates, whose employability rate is the envy of others.

Whether you're looking for an injection of career momentum, a change of direction, or purely to explore your area of academic interest in even greater depth, the wide range of postgraduate studies across our faculties will have something for you. As a postgraduate here, you can take advantage of world-class research expertise, cutting-edge facilities and unrivalled student support.

Whether you want to study full or part time, the University of Hull has something to offer everyone.

We'd be delighted to welcome you back to continue your academic career with us. For more information, contact us on +44 (0)1482 466850 or email pgstudy@hull.ac.uk. We look forward to hearing from you.

Postgraduate courses available in::

- Arts and humanities
- Biological sciences
- Business
- Chemistry
- Computing
- Education
- Engineering
- Geography and the environment
- Health and social care
- Languages
- Law
- Politics and international relations
- Psychology
- Social sciences
- Social work
- Sport science

Welcome back – University of Hull Graduate Studentships

We know that loyalty is a two-way street. That's why we offer our alumni a £1,000 fee discount on our postgraduate taught courses. As a Hull graduate, you already have a lifelong connection with your university; if you're considering further study, you don't have to start all over again at a brand new university – a postgraduate programme at Hull would be a natural extension of your student experience with us.

Be inspired – further information about the University of Hull Graduate Studentship and how your university can make postgraduate studies more affordable for you is available by contacting our funding advisers on hefunding@hull.ac.uk or +44 (0)1482 466583.



[Twitter@HE_Funding](https://twitter.com/HE_Funding)

www.hull.ac.uk/pg

Information correct as at February 2017



WHAT DO I NEED TO WEAR?

ROBES OF THE UNIVERSITY OF HULL

To participate in the ceremony, you are required to wear one of the academic robes listed below, for details on how to order your academic robes please see page 6.

- Undergraduate Certificate gown and hood (inc Cert Ed (UG))
- Undergraduate Diploma and Foundation Degree gown and hood (inc Prof Grad Cert in Ed (UG))
- Undergraduate Bachelors gown and hood (eg. BA, BSc)
- Undergraduate gown and Masters hood (eg. MEng, MChem)
- Postgraduate Certificate in Education gown and hood
- Postgraduate Certificate
- Postgraduate Diploma
- Masters gown and hood (eg. MA, MSc)
- Master of Music gown and hood
- Doctorate gown and hood (eg PhD, ClinPsyD)
- Higher Doctorate gown and hood (eg DSc, LLd, DDiv)
- Doctor of Music gown and hood (DMus)

- Hull/York Medical School gowns only**
- Bachelor of Medical Science
- Bachelor of Science (Medical Science)
- Bachelor of Medicine, Bachelor of Surgery
- Master of Science
- Master of Philosophy
- Doctor of Medicine
- Doctor of Philosophy

Please visit www.hull.ac.uk/graduation for examples of gowns.

