



March 2018 Graduation Ceremony Terms & Conditions

It is the responsibility of the Student to read through and understand the Terms and Conditions below and to contact the Graduation Ceremonies Team if they have any queries. By applying to attend the March 2018 UCL Graduation Ceremonies the Student is agreeing to the following:

Applications and Tickets

- Applications including full payment for any guest tickets must be completed by 4pm (BST) Wednesday 24 January 2018. Students who submit their application after the deadline are not guaranteed attendance at any UCL Graduation Ceremony or reception. No ticket will be reserved until the application has been completed in full and, where guest tickets have been requested, full payment has been received.
- Students can apply for a maximum of 2 guest tickets and are guaranteed two guest tickets per student. Students will be informed how many guest tickets they have been allocated following the ticket application deadline 4pm (BST) Wednesday 24 January 2018.
- If there are additional guest tickets available for a Ceremony Students will be notified in early February with the Confirmation correspondence. These tickets will be sold on a 'first come, first served' basis.
- Tickets for the Graduation Ceremonies will only be issued to eligible Students. We strongly recommend you look at our website for further information about eligibility: www.ucl.ac.uk/graduation.
- Attendance at a UCL Graduation Ceremony is not mandatory and has no impact on the awarding of a student's degree. Degree certificates are not presented at Graduation Ceremonies, they are posted to students up to three months following the awarding of their degree. Due to the year on year increase in the number of students eligible to attend the Graduation Ceremonies, limited availability of appropriate venues and venue capacity restrictions, UCL is no longer able to offer the deferral of graduation ceremony attendance to a following ceremony.

Refunds

- Students wishing to cancel any or all of their tickets must submit a signed 'Ticket Cancellation and Refund Request' form to the Graduation Ceremonies Team by the refund deadline 4pm (BST) Friday 02 February 2018. The 'Ticket Cancellation and Refund Request' form is available to download from our website: www.ucl.ac.uk/graduation. No refund will be processed after the deadline.
- All tickets are non-transferrable.

Academic Dress or Robes

- Academic dress is mandatory at UCL Graduation Ceremonies. The charge to hire or purchase academic dress is made directly to the academic dress hire provider. UCL has a recommended supplier, J. Wippell & Co. Ltd. If, however, Students opt to source their own academic dress independently they should check that it adheres to UCL regulations. See our website for further information about academic dress hire and regulations: www.ucl.ac.uk/graduation.
- Students wishing to attend the UCL Graduation Ceremonies should hire their academic dress by 4pm (BST) Friday 02 March 2018 to show their commitment to attend.

Date and Time of Ceremony

- The date and time of the Graduation Ceremony is **PROVISIONAL** and subject to change until the Student receives official written confirmation from the Graduation Ceremonies Team in late January. Students and guests are strongly advised not to make any travel or accommodation arrangements until the confirmation correspondence is received. UCL is not responsible for any travel or accommodation costs.

Children and Babies

- The Graduation Ceremonies are not suitable for babies or children under the age of five as they are long, formal occasions. Students should contact the Graduation Ceremonies Team **before** applying for tickets if they are a parent or have relatives with a baby or child under the age of five.
- Everyone attending the graduation ceremonies, including children aged 3 and over, must have their own ticket. There are no ticket concessions.

Data Protection

- In accordance with the Data Protection Act (1998) the Graduation Ceremonies Team can only discuss a Student's ceremony attendance with the Student.
- Students who attend a Graduation Ceremony will have their First name and Surname announced. We are unable to use preferred or abbreviated names. All information will be taken directly from Portico. If a Student has a query about how their name will be announced they must contact the Graduation Ceremonies Team before the ticket application deadline 4pm (BST) Wednesday 24 January 2018.
- Students who apply to attend a Graduation Ceremony will have their First name, initials, Surname and degree title printed in the souvenir programme. It may also appear on some UCL merchandise. Students must inform the Graduation Ceremonies Team in writing before the ticket application deadline, 4pm (BST) Wednesday 24 January 2018, if they would like this information withheld from the programme and merchandise. All information will be taken directly from Portico.

Debts

- Student Tuition Fees debts to UCL must be settled in full, prior to a Student's attendance at their Graduation Ceremony. If you are concerned how a tuition fees debt will affect your attendance please email the Graduation Ceremonies Team at: ceremonies@ucl.ac.uk

Filming and Photography

- Flash photography within the ceremony venue and unauthorised video recording of the Graduation Ceremony is strictly prohibited.
- All UCL Graduation Ceremonies are professionally recorded and footage may be used by UCL for media publications, including online postings.

Right to Refuse Entry

- The Student must arrive, robe, register and be seated in the auditorium by the start of the ceremony. No student or guest will be allowed to enter a ceremony once it has commenced.
- UCL reserves the right to ask any person to leave the ceremony venue if they are making unnecessary noise which is disruptive to the proceedings or to other guests.
- UCL reserves the right to refuse entry to the Graduation Ceremonies and receptions.

Accessible Seating

- The Student agrees that any accessible seating requirements for guests and Students, such as wheelchair access, sight or sound facilities are submitted at the time of application to allow for appropriate seating allocation.

Failure to comply with any of the above Terms and Conditions may result in the Student and their Guests losing their place at the Graduation Ceremony and reception.

When applying for tickets Students will be asked to accept the Terms and Conditions and will not be able to purchase tickets without doing this.

2018 Graduation Ceremony Glossary

Academic Dress or Robes - The collective term for the cap, hood and gown worn by Students and Academic staff. It is mandatory for Students to wear academic dress when they are presented on stage at their Graduation Ceremony.

BST - British Summer Time.

Confirmation Mailing - The correspondence sent to Students notifying them of the confirmed date and time of their ceremony and the number of guest tickets allocated. This correspondence will only be sent in late January 2018, following the ticket application deadline.

Eligibility - Students are invited to apply to attend a Graduation Ceremony if they meet the UCL Regulations as laid out on our website, www.ucl.ac.uk/graduation.

Portico – the student record system.

Student - A student who has met all the eligibility criteria and has been invited to apply to attend the UCL Graduation Ceremonies.

Student Ticket - A designated ticket to be used solely by the Student which is not transferable to any other Student or guest.

Guest Ticket - A ticket that is purchased by the Student for their families and/or friends.

NB. Tickets are non-transferrable. A Student who decides after the refund deadline date that they can no longer attend their graduation ceremony **cannot** give their guest tickets to another Student. Guest tickets **cannot** be transferred to Students who have not applied to attend.

Provisional Date and Time - The ceremony date and time allocated to a Student prior to the ticket application deadline. This may be subject to change and will only be confirmed in the Confirmation mailing in late January 2018.

Reception - The canapés and drinks celebration which takes place immediately after the Graduation Ceremony. Students and guest tickets grant access to this.

Accessible Seating - Students and/or guests who have access requirements.