2014 Graduation Ceremony Terms & Conditions

It is the responsibility of the graduand to read through and understand the terms and conditions below and to contact the Student Support and Events Team if they have any queries. By applying to attend the 2014 UCL Graduation Ceremonies the graduand is agreeing to the following:

Applications and Tickets

- Applications including full payment must be received by 4pm (British Summer Time) on 30 April 2014. Graduands who submit their application after the deadline are not guaranteed attendance at any UCL graduation ceremony or reception. No ticket will be reserved until full payment has been received.

- UCL does not limit the number of guest tickets a graduand can apply for, however they are subject to availability. Any graduand who applies before the ticket application deadline is guaranteed their ticket and two guest tickets. All tickets must be paid for when submitting an application.

- Tickets for the graduation ceremonies will only be issued to eligible graduands. We strongly recommend you look at our website for further information about eligibility: www.ucl.ac.uk/graduation/yourdegree.

- If the graduand wishes to cancel any or all of their tickets he/she must submit a completed refund request form to the Student Support and Events Team by the refund deadline 4pm (BST) 06 June 2014. No refunds can be given after this deadline. The refund request form is available to download from our website.

- All tickets are non-transferable.

Academic Dress

- Academic dress is mandatory at UCL Graduation Ceremonies. The charge to hire or purchase academic dress is made directly to the robe hire provider. UCL has a recommended supplier. If, however, students opt to source their gowns independently they should check the gown supplied adheres to UCL regulations. See our website for further details at www.ucl.ac.uk/graduation/robes.

Children and Babies

- Graduation ceremonies are recommended for children aged 10 years and over as they are long, formal occasions. Children over the age of 5 must be accompanied by an adult. Children and babies under 5 years of age will not be admitted to the graduation ceremonies. Everyone attending the graduation ceremonies, including children, must have their own ticket. There are no concessionary prices.

Data Protection

- In accordance with the Data Protection Act (1998) the Student Support and Events Team can only discuss a graduand's ceremony attendance with the graduand.

- Graduands 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 graduand has a query about how their name will be announced they must contact the Student Support and Events Team before the ticket application deadline.

- Graduands 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. Graduands must inform the Student Support and Events Team in writing, before the ticket application deadline, if they would like this information withheld. All information will be taken directly from Portico.

Date and Time of Ceremony

- The date and time of the graduation ceremony is provisional and subject to change until the graduand receives official written confirmation from the Student Support and Events Team. Graduands and guests are strongly advised not to make any travel or accommodation arrangements until the confirmation letter is issued. UCL is not responsible for any travel or accommodation costs.

Debts

- Debts to UCL must be settled in full prior to a graduands attendance at their graduation ceremony. Further information can be found at www.ucl.ac.uk/graduation/tickets.

Deferrals

- If the graduand wishes to defer their ceremony to 2015 he/she must download the form from the UCL Graduation Ceremonies website and return it to the Student Support and Events Team by 4pm (BST) 31 October 2014. A graduand can only defer his/her graduation attendance once.

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 graduand must arrive, register and robe at least 45 minutes prior to the start of the ceremony and be seated at least 30 minutes prior to the start of the ceremony. No graduand 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 graduation receptions.

Specific Seating

- The graduand agrees that any special requirements for guests and graduands 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 graduand 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.