



Virtual 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 registering to attend the UCL Virtual Graduation Ceremonies the Student is agreeing to the following:

Date and Time of Ceremony

- The date and time of all virtual graduation ceremonies are **PROVISIONAL** and subject to change until the student receives the virtual ceremony confirmation email from the Graduation Ceremonies Team after the student registration deadline of **12 midday (BST) on Wednesday 12 May**. The confirmation email will be sent out to all registered students before the end of May 2021.

Student Registration

- Attendance at a UCL virtual graduation ceremony is not mandatory and has no impact on the awarding of a Student's degree. Degree certificates for students who have recently had their degree awarded by UCL will be sent out via post.
- Only students eligible to attend a virtual graduation ceremony in 2021 will receive an invitation email.
- In order to attend their virtual graduation ceremony, students **MUST** register their attendance before the **deadline of 12 midday (BST) on Wednesday 12 May 2021** by logging into Portico and completing the registration process. Students will not be able to register after this deadline and will not be able to attend a virtual graduation ceremony. A student's place at a virtual ceremony will not be reserved until the registration has been completed in full. Student registration for the virtual graduation ceremony is free of charge.
- Due to the year on year increase in the number of students eligible to attend the virtual graduation ceremonies, UCL is not able to offer the deferral of a virtual graduation ceremony attendance.
- We hope to invite all students who are graduating in 2021 to attend an in-person celebratory event in 2022.

Family and Friends

- Family and friends will be able to view your ceremony live. A link for friends and family will be shared with registered students in their final instructions email (which will also contain the access link for students to participate in their virtual ceremony). Virtual ceremonies will be recorded and access to this recording will be shared with registered students after the event date.

Academic Dress

- Students will not be required to wear academic dress for the virtual graduation ceremony, however, students will be invited to turn on their camera for portions of the event and we are encouraging graduating students to create a mortarboard to wear to their ceremony. Instructional videos to help do this will be posted on the UCL social media channels.

Data Protection, Filming and Photography

- Please see UCL's online student privacy notice ([link](#)) for more information about how UCL handles student data.
- To protect the privacy of student personal data, the Graduation Ceremonies Team can only discuss a student's graduation ceremony attendance with the student.
- Students who attend a virtual graduation ceremony will have their degree title and full name announced and will be welcome to appear on camera at this point. UCL can use preferred names, if requested by the student, but only if these are recorded on the student's record. All information will be taken directly from Portico (UCL's student record database). The student's full name, as recorded in Portico will be provided in the student's registration confirmation email. Students are also welcome to provide a phonetic spelling of their name, please email the [Graduations Ceremonies Team](#) to provide syllables on how your name is pronounced. Please email by **12 midday (BST) on Monday 31 May 2021 in order for this information to be passed on to the name reader for your ceremony.**
- Each virtual graduation ceremony will be recorded. If you have registered to attend and cannot watch your virtual ceremony live, you can watch at your leisure afterwards.
 - UCL may use footage from the virtual graduation ceremonies for marketing purposes, including media postings and online postings. Please see UCL's online student privacy notice ([link](#)) for more information about how UCL handles student data.

Tuition Fee Debts

- Student tuition fees debts to UCL must be settled in full prior to a Student's attendance at their Virtual Graduation Ceremony. If you are concerned how a tuition fees debt will affect your attendance please email the Student Fees team: fees@ucl.ac.uk.
- If any students tuition fee debt has not been cleared in full within one week of a student's virtual graduation ceremony UCL reserves the right to refuse a student and associated guests entry to the virtual graduation ceremony.

Right to Refuse Entry and Removal from the Virtual Graduation Ceremony

- The Academic Manual and Student Code of Conduct applies to students attending virtual graduation ceremonies. UCL reserves the right to refuse entry to any Students not abiding by the Academic Manual and Student Code of Conduct, prior to or during the event.
- Only registered students will be allowed entry into the virtual graduation ceremony.
- Registered students will be provided with a guest access link that can be shared with friends and family.
- UCL reserve the right to ask any person to leave the virtual graduation ceremony if they act in any manner which is disruptive to the proceedings or to other attendees.
- **As part of each virtual ceremony, students will have the opportunity to appear on camera when their name has been read out. Students will be able to make their microphones live to give a round of applause to their fellow graduates. Students have the option to not participate in this part of the virtual ceremony if they would prefer to not be on camera.**
- UCL reserve the right to refuse admission, re-admission or attendance to the virtual graduation ceremony.

Accessibility Requirements

- Students are asked to make the Graduation Ceremonies Team aware if they have any particular access requirements as part of the registration process.
- Students must inform the Graduation Ceremonies Team with any special requirements before the booking deadline. Students must provide as much information as possible in order for their request to be accommodated appropriately. Requests made after the deadline cannot be guaranteed.
- Accessibility requirements for the virtual graduation ceremonies will be accommodated to the best of UCL's abilities on the platform used to host the event.

Additional Terms

Additional information relating to the virtual graduation ceremonies can be found here: www.ucl.ac.uk/graduation

- UCL may update these terms and conditions and any guidance on virtual graduation ceremonies at any time.

Failure to comply with any of the above Terms and Conditions may result in the student and their guests losing their places at the virtual graduation ceremony.

When registering for the virtual graduation ceremony, students will be asked to accept the Terms and Conditions and will not be able to register without doing this.

2021 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 by email notifying them of the confirmed and final date and time of their ceremony and the number of Guest Tickets allocated, which will only be sent once all Student registrations have been processed.

Guest - a person who is a family member and/or friend of a Student who holds a Guest Ticket.

Portico – the UCL 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.