Imperial College London
2017 Graduation Ceremony Terms & Conditions

It is the responsibility of the graduand to read through and understand the terms and conditions below. By registering to attend the 2017 Imperial College Graduation Ceremonies, the graduand is agreeing to the following:

Eligibility to graduate
A student is eligible to graduate if they meet all of the following criteria:

- The degree must be awarded and conferred on the student system by no later than Friday 1 September 2017
- Any outstanding debt to the College has been paid in full by no later than Thursday 31 August 2017
- Any appeals against your award must be resolved by Friday 1 September. If you have an outstanding appeal you will not be able to graduate until this has been resolved

Date and time of ceremony
Any dates and times listed on the Imperial College Graduation Website are provisionally confirmed. Graduands and guests are strongly advised against making any travel or accommodation arrangements until the dates and times are confirmed on the website. Imperial College London is not responsible for any costs incurred by Graduands or their guests.

Student Debts
Any student whose sessional tuition fees have not been paid in full will not be eligible to graduate until this debt is cleared in full.

Deferrals
If a graduand wishes to defer their ceremony to 2018, they must:

1. inform the Graduation Team in writing by no later than Friday 1 September 2017 by email to graduation@imperial.ac.uk; and
2. also complete the deferral registration form which can be accessed through the registration portal when they receive their graduation invitation. We cannot guarantee your attendance at the following year’s graduation ceremony if you do not complete the deferral registration form.

Graduands can only defer their graduation attendance once.
Contact information

It is the responsibility of the graduand to ensure the contact details on their student record are up to date. These contact details are used to invite the graduand to register for graduation. Imperial College London is not responsible if invitations are not received by graduands because their contact details were not kept up to date.

Registration and Tickets

- All eligible students are guaranteed the opportunity to purchase up to 2 guest tickets if they confirm their attendance and pay for these tickets before the deadline of Friday 1 September 2017. Registrations made after this deadline will not be accepted and the graduand’s opportunity to attend will be deferred to the following year’s respective ceremony. Any tickets that are placed in a graduand’s basket in the online registration portal that are not paid for before the deadline of Friday 1 September 2017 will be removed.

- Graduands can request additional tickets above the 2 tickets allocated to them. Additional ticket requests are considered after the registration deadline and allocated depending on availability at that time. Graduands will be contacted by email regarding their ticket request in early September 2017.

- Tickets for the graduation ceremonies will only be issued to eligible graduands and graduand and guest admittance to the ceremony and receptions is subject to graduands and guests producing a relevant ticket upon entry. The College reserves the right to refuse entry without a ticket.

- All tickets are non-transferrable.

- If a graduand selects to ‘graduate in absentia’ on the registration portal, they will not be permitted to attend a future ceremony for the same degree.

Seating and Special Requirements

The graduand agrees that any special requirements for guests and graduands such as wheelchair access, sight or sound facilities must be submitted at the time of registration to allow for appropriate seating allocation. Requests made after the registration deadline of Friday 1 September 2017 cannot be guaranteed and are at the discretion of the Graduation Team and availability inside the graduation hall/venue.

Children and Babies

Graduation ceremonies are formal occasions and as such may not be suitable for young children. Any children over two (other than babies in arms) must have their own seat inside the
graduation hall/venue and a ticket must be purchased for them when purchasing all other guest tickets.

**Cancellations and Refunds**
If a graduand can no longer attend the graduation ceremony they have registered for; they must inform the Graduation Team in writing by email to graduation@imperial.ac.uk.

In order to receive a refund on guest tickets, graduands must notify us in writing and return the guest tickets to the Graduation team no later than Friday 6 October 2017 at midday. Refunds requested after the deadline of Friday 6 October 2017 will not be processed.

**Academic Dress**
Academic dress is compulsory for graduands at Imperial College London’s graduation ceremonies and should be ordered from the College’s gown hire provider, Ede & Ravenscroft. The payment to hire or purchase academic dress is made directly to the gown provider and all queries relating to gown hire should be directed to them.

Imperial College London reserves the right to refuse admittance to graduands who are not wearing academic dress, or who are inappropriately dressed. Graduation is a formal occasion and the appropriate attire must be worn. Shorts, jeans and trainers are not appropriate.

**Data Protection**
In accordance with the Data Protection Act 1998, the Graduation Team can only discuss a graduand’s ceremony attendance with the graduand.

The first name and surname of all graduands will be printed in the graduation brochure (including those students who are graduating in absentia). All student names will be taken directly from the student records system. We are unable to use names that do not appear on the graduand’s student record. If a graduand has a query about their name, they should contact the Student Records team (records@imperial.ac.uk) to change their officially registered name. The first name and surname of all graduands will be provided to the Imperial College Students’ Union for use on graduation merchandise. Graduands who do not wish their name to appear on merchandise must inform the Graduation Team in writing by email to graduation@imperial.ac.uk by no later than Monday 18 September 2017.

**Filming and Photography**
Imperial College London’s graduation ceremonies are professionally filmed and the footage posted on the College’s website after the ceremonies. Footage may also be used by Imperial
College London for media publications and advertising. All graduands and guests should be aware that they may feature in this footage. By registering to take part in your graduation ceremony and by purchasing guest tickets, you are giving permission for your image to be recorded.

The Imperial College London’s professional photographers will be on campus throughout graduation day taking photographs. If you do not wish your photograph to be taken, please inform the photographer.

The taking of ‘selfies’ during the ceremony, particularly on stage, is strictly prohibited. Graduands will be filmed as they process across the stage and shake hands with the presiding officers. Any gesture to the camera or inappropriate acts or use of signage is prohibited and the College reserves the right to edit any inappropriate behaviour from the footage before it is made available online.

**Mobile phones**

The use of mobile phones during the ceremonies is strictly prohibited. Graduands must ensure that their mobile phones are on silent during the ceremony.

**Right to refuse entry**

Imperial College London reserves the right to ask any person to leave the ceremony venue if they are behaving inappropriately or making unnecessary noise which is disruptive to the proceedings or to other guests.

Imperial College London reserves the right to refuse entry to the graduation ceremonies and graduation receptions.

Graduands and their guests must be seated inside the graduation hall/venue by no later than 15 minutes before the start of each ceremony. Entrance after a ceremony has begun is at the discretion of the Graduation Team.

**Disclaimer**

If a graduation ceremony cannot take place or is delayed due to circumstances beyond the control of Imperial College London, including (without limitation) adverse weather conditions, fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, or as a result of any industrial action or dispute involving Imperial College London, or the venue at which the ceremony or related receptions are due to be held, the College will not be liable for any losses direct, or otherwise, incurred by graduands or their guests. This includes but is not limited to travel, accommodation and subsistence costs or any loss of business or earnings due to the cancellation or postponement of graduation.
The College will, where possible, make alternative arrangements for any graduands affected, but graduands and their guests should ensure they have sufficient insurance protection to cover any losses they might suffer as a result of a ceremony being cancelled or delayed.
In the unlikely event that a ceremony has to be cancelled, rescheduled or postponed, the College will make every effort to contact graduands and will post information on the Imperial College London website and other appropriate channels.

**Failure to comply with the above terms and conditions may result in the graduand losing their place at the graduation ceremony and reception.**

When registering attendance and purchasing guest tickets, graduands will be asked to accept the terms and conditions and will not be able to proceed without doing this.