Imperial College London
2018 Graduation Ceremonies Terms & Conditions

It is the responsibility of the Graduand to read through and understand the terms and conditions below and to contact the Graduation Team if they have any queries. By registering to attend the 2018 Imperial College Commemoration Graduation Ceremonies, the Graduand agrees to the following:

1. **Eligibility to graduate**

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

1.1 The degree must be awarded and conferred on the student system by no later than Wednesday 1 August 2018.

1.2 Any appeals against your award must be resolved by Wednesday 1 August 2018. If you have an outstanding appeal you will not be eligible to graduate until this has been resolved. Should your appeal be after the Wednesday 1 August 2018 you will not be able to attend the October 2018 Commemoration Day Ceremonies.

2. **Student Debts**

2.1 Any outstanding debt to the College must be paid and cleared in full by no later than Tuesday 31 July 2018. Students with debt cleared after this date will not be eligible to graduate at the 2018 Commemoration Day Ceremonies and their eligibility to graduate will be deferred to a future ceremony. If you are concerned how a debt to the College will affect your graduation please email the Tuition Fees Team on tuition.fees@imperial.ac.uk.

3. **Deferrals**

If a Graduand wishes to defer their ceremony to 2019, they must:

3.1 Inform the Graduation Team by email by no later than Friday 31 August 2018 by email to graduation@imperial.ac.uk; and

3.2 Complete the Deferral Registration Form which can be accessed through the Registration website when they receive their graduation invitation. We cannot guarantee attendance at the following year’s Graduation Ceremony if a Graduand fails to complete the Deferral Registration Form.

Graduands can only defer their graduation attendance once.

4. **Date and time of ceremony**
4.1 Any dates and times listed on the Imperial College Graduation Website are **provisional** until the official confirmation is posted on the website. Graduands and their guests are strongly advised against making any travel or accommodation arrangements until the dates and times are confirmed on the website.

4.2 Graduands and guests are responsible for making their own travel arrangements and ensuring that they arrive for the Graduation Ceremony in good time.

4.3 The College is not responsible for any costs incurred by Graduands or their guests.

5. **Contact information**

5.1 It is the responsibility of the Graduand to ensure the contact details on their College record are up to date. Graduand’s contact details are used to invite the Graduand to register for graduation.

5.2 Should a Graduand’s contact details change they should update them via the Student Hub or on the Student e-Service and advise the Graduation Team via email once this has been completed.

5.3 The College is not responsible for email invitations not received by Graduands who had not advised the College of a change to their contact details.

6. **Registration and Tickets**

6.1 Tickets for Graduation Ceremonies will only be issued to eligible Graduands. For further information about eligibility please email the Student Records Team on student.records@imperial.ac.uk.

6.2 Registration for the 2018 Commemoration Day Ceremony will open on Thursday 26 July 2018. Graduands will be advised of their eligibility to register via email.

6.3 The price for each Ceremony Guest Ticket (including any additional tickets issued) is £25 (which includes the booking fee) and are available from the Royal Albert Hall website, as outlined in your invitation email. There are no reductions for children, senior citizens or otherwise. Graduand Ceremony Tickets and Graduand Department Reception Tickets are free of charge to our Graduands who are eligible to receive an award at the relevant ceremony.

6.4 The price for each Guest Department Reception Ticket (including any additional Tickets issued) is £15. These Tickets are available to purchase from the registration website as outlined in your invitation email. There are no reductions for children, senior citizens or otherwise. Graduand Tickets are free of charge to our Graduands who are eligible to receive an award at the relevant ceremony.

6.5 Graduands can initially purchase up to 2 Guest Tickets and to be eligible they must confirm their attendance and pay for these tickets at the time of booking. Please note Guest Ceremony Tickets cannot be held at the Box Office at the Royal Albert Hall.
6.6 Registrations made after the Graduation Ceremony application deadline of midday (UK time) 30 August 2018 will not be accepted.

6.7 If there are additional Guest Tickets available for a Graduation Ceremony or Department Reception, Graduands will be notified by 18:00 (UK time) 10 September 2018 by email correspondence. These tickets are sold on ‘first come, first served’ basis and cannot be held.

6.8 Additional Tickets will be sold when the booking system re-opens and cannot be guaranteed until payment has been made in full. Payment must be made in GBP via our registration website for guest department tickets or via the Royal Albert Hall website for guest ceremony only tickets and by credit or debit card at the time of booking. Additional Tickets must be purchased before the additional Ticket application deadline outlined in the notification email. No additional Tickets can be allocated after this date.

6.9 Entry to the Graduation Ceremony and the Department Reception thereafter is subject to Graduands and their Guests producing the correct ticket(s) upon entry. The College reserves the right to refuse entry without a ticket.

6.10 Each Graduand will be allocated a Graduand Ceremony Ticket for their relevant Graduation ceremony, this will be collected on the day of Graduation from the Royal Geographical Society at the times stated in the registration portal.

6.11 Each Graduand is entitled to a complimentary Graduand Department Reception Ticket. In order to secure the Graduand Department Reception Ticket the Graduand must select the Ticket type during the registration process via the registration portal shopping cart.

6.12 Graduand and Guest Tickets cannot be transferred to another ceremony or to another Graduand.

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

7. Seating and Special Requirements

7.1 The Graduand agrees that any special requirements for their Guests such as wheelchair access, sight or sound facilities at the Royal Albert Hall are requested by calling the Box Office directly on +44 (0)20 7589 8212 (open 09:00 – 21:00 UK time daily). Any Graduands with special requirements must note this on the registration website or via email to the Graduation Team on graduation@imperial.ac.uk no later than Friday 21 September 2018. This is to allow for appropriate seating allocation.

7.2 There are a limited amount of car parking spaces available on campus which are reserved for Blue Badge holders. Graduands must register a request on the registration website and note that these are only available for the times of the
Graduation Ceremony and Reception (if applicable). Please note car parking spaces cannot be guaranteed.

7.3 Requests made after the registration deadline cannot be guaranteed and are only granted in exceptional circumstances and dependent on availability inside the Royal Albert Hall and reception venues.

8. Cancellations and Refunds

8.1 If a Graduand can no longer attend the Graduation Ceremony they have registered for; they must inform the Graduation Team, as soon as possible, in writing by email to graduation@imperial.ac.uk.

8.2 In order to receive a refund on Guest Ceremony Tickets, Graduands must contact the Royal Albert Hall no later than five weeks ahead of the ceremony.

8.3 In order to receive a refund on Guest Department Reception Tickets, Graduands must make a Ticket Cancellation and Refund request to the Graduation Team in writing by no later than 12 midday (UK time) Friday the 21 September 2018.

8.4 Please note refunds will be made to the card in which the tickets were purchased from and can take up to thirty days.

8.5 Refunds requested after the refund/cancellation deadline will not be processed.

9. Children and Babies

9.1 Graduation Ceremonies are formal occasions and as such may not be suitable for young children. Any children over the age of two years old (other than babies in arms) must have their own seat inside the Royal Albert Hall and for the Department Reception thereafter (if applicable) a ticket must be purchased for them when purchasing all other Guest Tickets.

9.2 All children under the age of 16 must be accompanied by an adult at all times whilst at the College South Kensington Campus, the Royal Geographical Society and the Royal Albert Hall.

10. Crossing the stage

10.1 During the Graduation Ceremony, each Graduand will be directed to the stage. At the foot of the stage the Graduand will hand their card to the Registry staff member then the Reader will read out the Graduand’s name and they will be asked to cross the stage and shake hands with the Chair, President, Provost or Dean.
10.2 If, for personal reasons, Graduands attending a Graduation Ceremony do not wish to shake hands as they cross the stage, they should carry the copy of the Graduation programme as they process, this will be located on their chair when they enter the Hall.

10.3 The College will endeavour to ensure that Graduands attending a Graduation Ceremony cross the stage with their cohort but cannot guarantee this and accept no liability for disappointment or distress in the event that a Graduand is not presented with his or her cohort.

10.4 The College will endeavour to ensure that Graduands attending a Graduation Ceremony will be presented in alphabetical order but cannot guarantee this and accept no liability for disappointment or distress in the event that the order is not alphabetical.

10.5 Readers will endeavour to pronounce the names of any Graduands attending a Graduation Ceremony correctly on stage but the College cannot guarantee that names will be pronounced correctly and accept no liability for disappointment or distress in the event that pronunciation is not correct. To help the Reader, we request that Graduands attending a Graduation Ceremony use the box on the registration portal that indicates the Graduand’s preferred way of their name being read out when entering their name on the registration website to assist with this process.

11. Academic Dress

11.1 Academic dress is compulsory for all Graduands at the College’s Graduation Ceremonies.

11.2 By confirming attendance at graduation, Graduands agree to wear official College academic robes provided by our robing company Ede & Ravenscroft Ltd at the Ceremony.

11.3 Gown bookings can be made at the time of registering attendance and will be open until four weeks before the Graduation Ceremony.

11.4 The College reserves the right to refuse admittance to Graduands who are not wearing academic dress supplied by Ede & Ravenscroft Ltd, or who are inappropriately dressed. Graduation is a formal occasion and the appropriate attire must be worn. Shorts, jeans and trainers are not appropriate.

12. Filming and Photography

12.1 The College’s Graduation Ceremonies are professionally filmed and the footage is posted on the College’s website after the Ceremonies. Footage may also be used by the College for media publications and advertising, including on the College’s website, social media channels, the College intranet, in press releases and mailings, on event
posters, on TV screens on campus or in magazines or prospectuses. All Graduands and guests should be aware that they may feature in this footage.

12.2 The College’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. Please note, we are unable to guarantee the exclusion of any Graduand images from group shots.

12.3 The taking of ‘selfies’ during the ceremony, particularly on stage, is strictly prohibited.

12.4 Flash photography and unauthorised video recording of the Graduation Ceremony is strictly prohibited.

12.5 Graduands will be filmed as they process across the stage and shake hands with the presiding officers.

12.6 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 and the Graduand(s) may be removed from the ceremony.

13. Mobile phones

13.1 The use of mobile phones during the Graduation Ceremonies is strictly prohibited. Graduands and their Guests must ensure that their mobile phones are switched off or on silent during the Ceremony.

14. Security Checks

14.1 The Royal Albert Hall reserves the right to search bags brought into the Hall. Therefore we ask that Graduands and their Guests are prepared for any bags to be checked for security purposes.

14.2 We ask for Graduands and Guests’ assistance in the bag checking process by avoiding bringing large bags into the Graduation Ceremony and by arriving at the Royal Albert Hall a minimum of 45 minutes before their ceremony start time.

15. Right to refuse entry

15.1 The College reserves the right to refuse entry to both Graduands and Guests at the Royal Albert Hall and Receptions.

15.2 Graduands and their Guests must be seated inside the Royal Albert Hall 45 minutes in advance and by no later than 15 minutes before the start of each Ceremony. Entrance after a Ceremony has begun cannot be guaranteed and is at the discretion of the Graduation Team.
15.3 Where entry is refused to a Graduand and/or their Guests, no refunds will be provided.

16. Degree Certificates
16.1 Degree certificates are not presented to graduates at the Graduation Ceremony. Degree certificates are posted to graduates within three months of the award conferral date.
16.2 Attendance at the College’s Graduation Ceremonies is not mandatory and has no impact on the awarding of a degree.

17. Data Protection
17.1 In accordance with the applicable data protection laws in England and Wales, including the EU General Data Protection Regulation 2016/679, the Graduation Team can only discuss a Graduand’s ceremony with the Graduand. Information cannot be disclosed to anyone other than the Graduand.
17.2 Graduands who are attending a Graduation Ceremony will have their First Name and Surname printed in the graduation programme (including those of Graduands who are graduating in absentia). If a Graduand does not wish their name to be printed they must advise the Graduation Team in writing by email to graduation@imperial.ac.uk no later than 12 midday (UK time) Monday 3 September 2018.
17.3 Graduands who attend a Graduation Ceremony will have their First Name and Surname announced. We are unable to use preferred or abbreviated names but Graduands can register their preferred pronunciation on the registration website.
17.4 All Graduand names will be taken directly from the Student Records System. If a Graduand does not wish their name to be announced they must advise the Graduation Team in writing by email to graduation@imperial.ac.uk no later than 12 midday (UK time) Monday 3 September 2018.
17.5 The First Name and Surname of all Graduands will also 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 advise the Graduation Team in writing by email to graduation@imperial.ac.uk no later than 12 midday (UK time) Monday 3 September 2018.
17.6 Graduands or their Guests who require special access will have the details of their special requirements logged onto the registration website and, if applicable, on the Royal Albert Hall ticket website for the purposes of suitable wheelchair access, sight or sound facilities, seating allocation or other accommodations to be made. The College’s Privacy Notice for Students and Prospective Students can be found at:
18. The Programme
18.1 Only College level, final year prizes from this year will be listed in the programme and read out at the ceremony.
18.2 The College cannot accept any responsibility for a Graduand’s prize not appearing in the programme or not being read out at the ceremony.
18.3 Every endeavour is made to ensure the programme is correct at the time of going to print.

19. Disclaimer
19.1 If a Graduation Ceremony cannot take place or is delayed due to circumstances beyond the control of the College, 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 the College, or the venue at which the Ceremony or 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.
19.2 The College will, where possible, make alternative arrangements for any Graduands affected by a cancellation or delay, but Graduands and their guests should ensure they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of a Ceremony being cancelled or delayed.
19.3 We may make changes to a Ceremony or Reception which we reasonably consider to be necessary, including to ensure that the ceremony complies with any applicable law or to satisfy any other operational requirement and we will notify you of any such changes which we consider to be material.
19.4 In the unlikely event that a Graduation Ceremony or Reception has to be cancelled, rescheduled or postponed, the College will make every effort to contact Graduands and will post information on the College’s website and other appropriate channels.

When registering attendance Graduands will be asked to accept the Terms and Conditions and will not be able to purchase tickets without doing this. The College confirms that failure to comply with the above Terms and Conditions may result in a Graduand losing their place at the Graduation Ceremony and Reception.
Graduation Ceremony Glossary of Terms

Academic dress - the term for the hood and gown worn by Graduands and Academic staff which is provided by Ede & Ravenscroft Ltd.

Accessible Seating - Graduands or guests who have access requirements

College - Imperial College of Science, Technology and Medicine

Department Reception - the celebration which takes place immediately after the Graduation Ceremony. Applicable Graduand and Guest Reception tickets grant access to this.

Eligible- Graduands are invited to apply to attend a Graduation Ceremony if they meet the Imperial College Regulations as laid out on our website: www.imperialcollege.ac.uk/graduation

Graduand - a student who has met all the eligibility criteria and has been invited to apply to attend the College’s Graduation Ceremony

Graduation Ceremony - the ceremony taking place in the Royal Albert Hall and presided over by the Chair, President, Provost or Dean of the Faculty at which the Graduand goes up on the stage to shake their hands by way of acknowledgment and celebration of their achievement of having been awarded their degree.

Graduand Ceremony Ticket - a designated ticket to be used solely by the Graduand which is non-transferable to any other Graduand or guest for attendance at their specific Graduation Ceremony

Graduand Department Reception Ticket - a designated ticket to be used solely by the Graduand which is non-transferable to any other Graduand or guest for attendance at their specific Department Reception which takes place immediately after their Graduation Ceremony.

Guest Ceremony Ticket -a ticket that is purchased by the Graduand for their family and/or friends to attend the Graduation Ceremony at the Royal Albert Hall. Tickets are non-transferable.

Guest Department Reception Ticket- a ticket that is purchased by the Graduand for their family and/or friends to attend the Department Reception on the South Kensington Campus after the Graduation Ceremony. Tickets are non-transferable.
Provisional Date and Time - the ceremony data and time allocated to a Graduand prior to the ticket application deadline. This may be subject to change and will only be confirmed by Confirmation Date and Time being posted on the registration website.