Imperial College London
Postgraduate Graduation 2019 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 Postgraduate Graduation 2019, the Graduand agrees to the following:

1. Eligibility to graduate
   A Graduand is eligible to graduate if they meet the following criteria:
   1.1 Their degree must be awarded, and recorded on the College’s student system, by no later than Friday 1 March 2019; and
   1.2 Any appeals against an award must be resolved by Friday 1 March 2019. If a Graduand has an outstanding appeal they will not be eligible to graduate until it has been resolved. Should an appeal be resolved after Friday 1 March 2019 the Graduand will not be able to attend a postgraduate Graduation Ceremony on Wednesday 8 May 2019, and will be invited to attend the next applicable postgraduate graduation.

2. Student debts
   2.1 Any outstanding debt to the College must be paid and cleared in full by no later than Thursday 28 February 2019. Graduands with debt cleared after this date will not be eligible to graduate at Postgraduate Gradation 2019, and will be invited to attend the next applicable postgraduate graduation. If a Graduand requires further information as to how a debt to the College will affect their graduation they should contact the tuition fees team via email at tuition.fees@imperial.ac.uk.

3. Deferrals
   If a Graduand wishes to defer their ceremony to the following year, they must:
   3.1 Inform the Graduation Team no later than Friday 8 March 2019 via email at graduation@imperial.ac.uk; or
   3.2 Log in to the registration portal when they receive their graduation invitation, select the ‘Defer’ option, and complete the relevant form. Graduands can only defer their graduation attendance once, and only to the following year.

4. Date and time of ceremony
   4.1 Any dates and times listed are provisional until the official confirmation is posted on the graduation website (https://www.imperial.ac.uk/graduation/). Graduands and their
guests are strongly advised against making any travel or accommodation arrangements until the dates and times are confirmed on the graduation website (https://www.imperial.ac.uk/graduation/).

4.2 Graduands and guests are responsible for making their own travel arrangements and ensuring that they arrive for the relevant 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 that the contact details on their College record are up to date. A 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 College’s student hub (https://www.imperial.ac.uk/student-hub) or student e-service (www.imperial.ac.uk/studenteservice), and then advise the Graduation Team via email once their details have been updated.

5.3 The College is not responsible for email invitations not received by Graduands who fail to advise 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 contact the student records team via email at student.records@imperial.ac.uk.

6.2 Registration for Postgraduate Graduation 2019 will open on Friday 8 February 2019 and will close at midnight (GMT) on Friday 8 March 2019. Graduands will be advised of their eligibility to register via email.

6.3 Registrations made after the Graduation Ceremony registration deadline of midnight (GMT) on Friday 8 March 2019 will not be accepted.

6.4 Each Graduand will be allocated a Graduand Ceremony Ticket for their relevant Graduation Ceremony. This must be collected on the day of graduation from the Royal Geographical Society, 1 Kensington Gore, London, SW7 2AR at the time stated in the registration portal.

6.5 Each Graduand is entitled to a complimentary Graduand Department Reception Ticket. In order to secure their Graduand Department Reception Ticket the Graduand must select and confirm the ticket during the registration process via the registration portal shopping cart.

6.6 Graduands can initially purchase up to two Guest Ceremony Tickets and two Guest Department Reception Tickets. To be eligible Graduands must confirm their
attendance and pay for these tickets at the time of booking. Please note that Guest Ceremony Tickets cannot be held at the Box Office at the Royal Albert Hall.

6.7 The price for each Guest Ceremony Ticket purchased is £25 (including booking fee). Tickets will be available from the Royal Albert Hall website, provided in the invitation email. There are no reductions for children, senior citizens or otherwise.

6.8 The price for each Guest Department Reception Ticket (including any additional tickets issued) is £15. These tickets are available to purchase from the registration portal as outlined in the invitation email and on the graduation website (https://www.imperial.ac.uk/graduation/). There are no reductions for children, senior citizens or otherwise.

6.9 If there are additional guest tickets available for a Graduation Ceremony or Department Reception, Graduands will be notified via email by 18.00 (GMT) on Friday 15 March 2019. Additional Guest Ceremony Tickets are sold on a 'first come, first served' basis and cannot be held. Additional Guest Department Reception Tickets must be requested through the registration portal prior to 18.00 (GMT) on Friday 15 March 2019, and will be subject to availability.

6.10 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 the registration portal for Guest Department Reception Tickets, or via the Royal Albert Hall website for Guest Ceremony Tickets, and must be paid for 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.

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

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 portal, 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, including, but not limited to, wheelchair access and sight or sound facilities at the Royal Albert Hall must be requested by calling the Royal Albert Hall box office directly on +44 (0)20 7589 8212 (open 09.00 – 21.00 UK time daily).
7.2 The Graduand further agrees that their own special requirements (if any) must be requested via email to the Graduation Team at graduation@imperial.ac.uk prior to the Graduation Ceremony.

7.3 There are a limited number of car parking spaces available on campus which are reserved for Blue Badge holders. Graduands must request car parking spaces through the registration portal. The time periods during which the car parking spaces may be used will be confirmed following registration. Please note that car parking spaces cannot be guaranteed.

7.4 Requests relating to special requirements that are made after the registration deadline will only be granted in exceptional circumstances and are dependent on availability.

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 via email at 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 (including email) by no later than 18.00 (BST) on Friday 12 April 2019.

8.4 Please note that refunds will be made to the card used to purchase the ticket(s) and can take up to thirty days.

8.5 Refunds requested after the deadline stated at clause 8.3 will not be processed.

9. Children and babies

9.1 A Graduation Ceremony is a formal occasion and as such may not be suitable for young children. A Guest Ceremony Ticket and Guest Department Reception Ticket (if applicable) must be purchased for any child of two years of age or older. Tickets are not required for children under two years of age if they do not require their own seat.

9.2 Children under 16 years of age must be accompanied by an adult at all times whilst at the College’s 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 placement card to a staff member. The Reader will read out the Graduand’s name and the Graduand will be asked to cross the stage and shake hands with the College’s Chair, President, Provost or Dean.
10.2 If, for personal reasons, a Graduand attending a Graduation Ceremony does not wish to shake hands as they cross the stage, they should carry a copy of the Graduation programme as they process. A copy will be located on the Graduand’s chair when they enter the venue.

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 accepts 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 by surname but cannot guarantee this and accepts no liability for disappointment or distress in the event that the order is not alphabetical by surname.

10.5 Readers will endeavour to pronounce the name of any Graduand attending a Graduation Ceremony correctly on stage but the College cannot guarantee that names will be pronounced correctly and accepts 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 relevant box on the registration portal to indicate the Graduand’s preferred way of their name being read out.

11. Academic dress

11.1 Academic Dress is compulsory for all Graduands at a Graduation Ceremony.

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 Graduation Ceremony.

11.3 Gown bookings can be made once the Graduand receives their graduation invitation email. Bookings can be made until three weeks before the relevant 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 permitted.

12. Filming and photography

12.1 Each College Graduation Ceremony is professionally filmed and the footage is live streamed and posted on the College’s website after the Ceremony. 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 to take photographs throughout graduation day. If you would prefer that your photograph is not taken, please inform the photographer. Please note, we are unable to guarantee the exclusion of any Graduand images from group photographs.

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

12.4 Flash photography and unauthorised video recording of a 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 act or use of signage is prohibited. The College reserves the right to edit any inappropriate behaviour from the footage before it is made available online and to remove any Graduand from the ceremony.

13. Mobile phones

13.1 The use of mobile phones during a Graduation Ceremony is strictly prohibited. Graduands and their guests must ensure that their mobile phones are switched off or set to ‘silent’ during the ceremony.

14. Security checks

14.1 The Royal Albert Hall reserves the right to search bags brought into the venue. 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 to the Graduation Ceremony, and by arriving at the Royal Albert Hall at least 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 Department Receptions.

15.2 Graduands and their guests should be seated inside the Royal Albert Hall at least 45 minutes before their ceremony start time. 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 Graduands at their Graduation Ceremony. Degree certificates are posted to graduates within three months of the award conferral date.
16.2 Attendance at a College Graduation Ceremony 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 All Graduands, including those graduating in absentia, will have their first name and surname printed in the graduation programme. If a Graduand would prefer that their name is not printed they must advise the Graduation Team via email at graduation@imperial.ac.uk no later than 18.00 (BST) on Monday 1 April 2019.
17.3 Graduands who attend a Graduation Ceremony will have their first name and surname announced. All Graduand names will be taken directly from the College’s student records system. We are unable to use preferred or abbreviated names but Graduands can register their preferred pronunciation on the registration portal.
17.4 If a Graduand would prefer that their name is not announced they must advise the Graduation Team via email at graduation@imperial.ac.uk no later than 18.00 (BST) on Monday 1 April 2019.
17.5 The first name and surname of all Graduands will also be provided to the College Students’ Union for use on graduation merchandise. Graduands who would prefer that their name does not appear on merchandise must advise the Graduation Team via email at graduation@imperial.ac.uk no later than 18.00 (GMT) on Friday 22 March 2019.
17.6 Graduands or their guests making a request for special requirements will have the details of their special requirements logged on the registration portal and, if applicable, on the Royal Albert Hall ticket website to enable their request to be addressed.
18. The programme
18.1 Only final year prizes relating to academic year 2018-19 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 that 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 but not limited to 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 a Graduation Ceremony or Department Reception is due to be held, the College will not be liable for any losses, whether 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 a Graduation Ceremony or Department Reception.
19.2 The College will, where possible, make alternative arrangements for any Graduand affected by a cancellation or delay, but Graduands and their guests should ensure that they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of a Graduation Ceremony or Department Reception being cancelled or delayed.
19.3 We may make changes to a Graduation Ceremony or Department 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 that we consider to be material.
19.4 In the unlikely event that a Graduation Ceremony or Department 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 in other appropriate locations.

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

Academic Dress - the term for the hood and gown worn by Graduands and academic staff, provided by Ede & Ravenscroft Ltd.

Accessible Seating – Seating suitable Graduands or guests with accessibility requirements

College - Imperial College of Science, Technology and Medicine.

Department Reception - the celebration taking place immediately after a Graduation Ceremony. Applicable Graduand and Guest Department Reception Tickets grant access to this.

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 - a ceremony taking place in the Royal Albert Hall and presided over by the College’s Chair, President, Provost or Dean of Faculty at which the Graduand crosses the stage to shake the presiding officer’s hand by way of acknowledgment and celebration of their achievement of having been awarded their degree.

Graduation Team - the members of College staff responsible for the administration of graduation, and contactable via email at graduation@imperial.ac.uk.

Graduand Ceremony Ticket - a designated ticket to be used solely by the Graduand which is not 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 not 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 Graduand’s specific 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 Graduand’s specific Department Reception on the South Kensington Campus after the Graduation Ceremony. Tickets are non-transferable.

Postgraduate Graduation 2019 - postgraduate graduation events including Graduation Ceremonies and Department Receptions taking place on 8 May 2019.