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 Graduation Day 2022, the Graduand agrees to the following:

1. Eligibility to graduate
   1.1 A Graduand will be eligible to take part in Graduation Day 2022 if:
   a) for any Graduand having completed an undergraduate degree, such degree was awarded, and recorded on the College’s student system, by no later than Friday 31 July 2020. Any appeal against an award must have been resolved by Friday 31 July 2020. If a Graduand has an outstanding appeal they will not be eligible to take part until it has been resolved. Should an appeal be resolved after Friday 31 July 2020 the Graduand will not be eligible to take part in the Graduation Day 2022; or
   b) for any Graduand having completed a doctorate degree (excluding the Imperial College Business School Graduands), such degree was awarded, and recorded on the College’s student system, by no later than Friday 28 February 2020. Any appeal against an award must have been resolved by Friday 28 February 2020. If a Graduand has an outstanding appeal they will not be eligible to take part until it has been resolved. Should an appeal be resolved after Friday 28 February 2020 the Graduand will not be eligible to take part in the Graduation Day 2022 and an invitation to the next applicable graduation event will be provided.
   1.2 Any outstanding debt to the College must have been paid and cleared in full by no later than Friday 26 November 2021. Any Graduand whose debt is cleared after this date will not be eligible to graduate at Graduation Day 2022. 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 student.creditcontrol@imperial.ac.uk.

2. Deferrals
   2.1 Due to the number of students affected by the postponement of Graduation Ceremonies as a result of COVID-19, it is not possible for the College to guarantee that a Graduand may defer their attendance to the next Royal Albert Hall Graduation Ceremony. If a Graduand wishes to defer their Graduation Ceremony attendance they can only do so on one occasion. Any Graduand actively deferring will be added to the cohort of
students who have been affected by the postponement of Graduation Ceremonies. The College will endeavour to accommodate Graduands wishing to defer their Graduation Ceremony attendance, however the College cannot guarantee that attendance will be offered at a specific future Graduation Ceremony. Graduands deferring their attendance will be contacted in due course regarding attendance of a future Graduation Ceremony.

2.2 If a Graduand wishes to defer their Graduation Ceremony attendance as set out in clause 2.1 above they must do so via the online registration form for Graduation Day 2022 no later than 12 noon (GMT) on Wednesday 15 December 2021.

3. Date and time of ceremony
3.1 Any dates and times listed are provisional until official confirmation is posted on the College’s graduation website (https://www.imperial.ac.uk/graduation/). Graduands are strongly advised against making any travel or accommodation arrangements until the dates and times are confirmed on the graduation website.
3.2 Graduands are responsible for making their own travel arrangements and ensuring that they arrive for the relevant Graduation Ceremony in good time.
3.3 The College is not responsible for any costs incurred by Graduands with regard to attendance at a Graduation Ceremony.

4. Contact information
4.1 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 Day 2022.
4.2 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.
4.3 The College is not responsible for email invitations not received by Graduands.

5. Registration and tickets
5.1 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
5.2 Registration for Graduation Day 2022 will open at 12 noon (GMT) on Monday 6 December 2021 and will close at 12 noon (GMT) on Wednesday 15 December 2021. Graduands will be advised of their eligibility to register via email.
5.3 Graduands who have not completed the online registration form and have not confirmed their attendance at Graduation Day 2022 will be unable to do so on the day itself.
5.4 Registrations made after the Graduation Day 2022 Ceremony registration deadline of 12 noon (GMT) on Wednesday 15 December 2021 will not be accepted.

5.5 Each Graduand will be allocated a Graduand Ceremony Ticket for the relevant Graduation Ceremony. This must be collected on the day of the Graduation Ceremony from the designated registration point on the College’s South Kensington Campus at Exhibition Road, London at the time stated in pre-ceremony communications.

5.6 If a Graduand selects 'graduate in absentia' on the registration portal, they will not be permitted to attend a future Graduation Ceremony for the same degree.

6. **COVID-19 prevention**

6.1 On the date of Graduation Day 2022 each Graduand registered to attend will be required to provide evidence of one of the following:

a) a negative PCR test administered no more than 72 hours in advance of Graduation Day 2022. For clarity, the test must have been administered no earlier than Monday 7 March 2022.

b) or a negative COVID-19 lateral flow test administered on the date of Graduation Day 2022.

6.2 Graduands unable to provide evidence of one of the above stated negative COVID-19 tests will be unable to participate in Graduation Day 2022.

6.3 Graduands may be required to wear face coverings in indoor spaces, both at the College’s South Kensington Campus and the Royal Albert Hall.

6.4 Graduands will be required to follow all safety guidance as imposed by the College and/or Royal Albert Hall, which may include the wearing of face coverings, hand sanitising, maintaining safe distancing between individuals, and any other measures deemed necessary, at both the College’s South Kensington Campus and the Royal Albert Hall.

6.5 Graduands may be required to provide evidence of a negative COVID-19 lateral flow test or of their vaccination status by the Royal Albert Hall upon entry to the venue.

6.6 Requirements relating to COVID-19 are liable to change due to changes in UK Government or local authority restrictions, and Graduands will be required to adhere to all required measures.

7. **Arrival and entry**

7.1 Graduands arriving late or after registration closes for their Graduation Ceremony will be unable to participate in their ceremony at the Royal Albert Hall.

7.2 Entry to a Graduation Ceremony is subject to Graduands producing the correct ticket upon arrival. The College reserves the right to refuse entry without a ticket.
7.3 Graduand tickets cannot be transferred to another Graduation Ceremony or to another Graduand.

7.4 Graduands will be unable to be accompanied by guests on the date of Graduation Day 2022, at both the College’s South Kensington Campus and the Royal Albert Hall.

8. Seating and special requirements
8.1 Any special requirements that Graduands may have with regard to attendance at the Royal Albert Hall, including, but not limited to, wheelchair access and sight or sound facilities at the Royal Albert Hall must be requested via email to the Graduation Team at graduation@imperial.ac.uk by 12 noon (GMT) on Wednesday 15 December 2021.

8.2 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 by emailing the Graduation Team at graduation@imperial.ac.uk. 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.

8.3 Requests relating to special requirements that are made after the registration deadline, 12 noon (GMT) on Wednesday 15 December 2021, will only be granted in exceptional circumstances and are dependent on availability.

9. Cancellations and refunds
9.1 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.

10. Crossing the stage
10.1 During the Graduation Ceremony, each Graduand in attendance 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 to be acknowledged by the College’s Chair, President, Provost or Dean.

10.2 Graduands will not be able to shake hands with the College’s Chair, President, Provost or Dean upon crossing the stage during any Graduation Ceremony on Graduation Day 2022.

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 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 a Graduation Ceremony, Graduands agree to wear official College academic robes provided by our robing company Ede & Ravenscroft Ltd.

11.3 Gown bookings can be made after the Graduand receives their graduation invitation email. Bookings can be made until four 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. Further information on how your personal data may be used can be found in the College’s Events Privacy Notice at: https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/events-privacy-notice/.

12.2 The College’s professional photographers will be on campus to take photographs throughout Graduation Day 2022. 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.
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 Graduation Ceremony.

13. Mobile phones
13.1 The use of mobile phones during a Graduation Ceremony is strictly prohibited. Graduands 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’ 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 60 minutes before their ceremony start time.

15. Right to refuse entry
15.1 The College reserves the right to refuse entry to Graduands at the Royal Albert Hall.
15.2 Graduands should be seated inside the Royal Albert Hall at least 45 minutes before their Graduation Ceremony start time. Entrance after a ceremony has begun cannot be guaranteed and is at the discretion of the Graduation Team.

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 the Graduation Team can only discuss a Graduand’s Graduation 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 12 noon (GMT) on Wednesday 15 December 2021.

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 12 noon (GMT) on Wednesday 15 December 2021.

17.5 Graduands making a request for special requirements with regard to attendance at the Royal Albert Hall will have the details of their special requirements logged on the registration portal.

17.6 For further information on how your personal data may be used please see the College’s Events Privacy Notice at: https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/events-privacy-notice/.

18. The graduation programme

18.1 Only final year prizes relating to academic year 2019-20 will be listed in the graduation programme and read out at the relevant Graduation Ceremony.

18.2 The College cannot accept any responsibility for a Graduand’s prize not appearing in the graduation programme or not being read out at the relevant Graduation Ceremony.

18.3 Every endeavour is made to ensure that the graduation programme is correct at the time of going to print.

19. Disclaimer

19.1 If a Graduation Ceremony is cancelled, postponed or 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 is due to be held, the College will not be liable for any losses, whether direct or otherwise, incurred by Graduands or any third party. This includes but is not limited to travel, accommodation and subsistence costs or any loss of business or earnings due to the cancellation, postponement or delay of a Graduation Ceremony.
19.2 The College will, where possible, make alternative arrangements for any Graduand affected by a cancellation, postponement or delay, but Graduands should ensure that they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of a Graduation Ceremony being cancelled, postponed or delayed.

19.3 We may make changes to a Graduation Ceremony 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 event that a Graduation Ceremony 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 complete registration 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 relevant Graduation Ceremony.

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 for Graduands with accessibility requirements

College - Imperial College of Science, Technology and Medicine.

Graduation Day 2022 - Graduation Ceremonies taking place on Thursday 10 March 2022.

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

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.

Graduation Ceremony - a ceremony taking place at 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 receive congratulations by way of acknowledgment 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.