

# IMPERIAL

## Imperial College London Graduation Days 2025 Terms & Conditions

**When registering their attendance, Graduands will be asked to accept these Terms and Conditions and will not be able to request or purchase tickets without doing so. Failure to comply with these Terms and Conditions may result in a Graduand losing their place at the relevant Graduation Ceremony and Faculty Reception (if applicable).**

It is the responsibility of the Graduand to read through and understand the terms and conditions below and to contact the Graduation Event team if they have any queries. By registering to attend Graduation Days 2025, the Graduand agrees to the following:

### 1. Eligibility to graduate

A Graduand is eligible to graduate if they meet the following criteria at each of clauses 1.1, 1.2, 1.3 and 1.4.

#### 1.1 Either:

- 1.1.1 They are a postgraduate with Date of Conferral of Saturday 1 March 2025 or before, and they have not been invited to graduation before; or
- 1.1.2 They are a postgraduate who has received an approved deferral from Graduation Day 2024 or Commemoration Day 2024, who have not been invited to a subsequent graduation, with Graduation Days 2025 being their final opportunity to attend a Graduation Ceremony. Deferrals are described further in the glossary at the end of these terms and conditions.
- 1.1.3 They are a postgraduate from the Faculty of Engineering who was eligible for and did not register for Graduation Day 2024 due to the event reaching its capacity and registration closing earlier than expected.

1.2 Any appeal relating to the award of their degree has been resolved no later than Thursday 13 March 2025, with the exception of appeals relating to a change of mark for an otherwise awarded degree. If a Graduand has an outstanding appeal, they will not be eligible to attend Graduation Days 2025 until it has been resolved. Should a relevant appeal be resolved after Thursday 13 March 2025 the Graduand will not be eligible to attend Graduation Days 2025 and will be invited to attend the next applicable graduation event.

1.3 Any outstanding debt owed to the University has been paid and cleared in full by no later than Friday 28 February 2025. Graduands with debt cleared after this date will

not be eligible to graduate at Graduation Days 2025 or any future Graduation Ceremony. If a Graduand requires further information as to how a debt to the University may affect their graduation, they should contact the tuition fees team via email at [student.creditcontrol@imperial.ac.uk](mailto:student.creditcontrol@imperial.ac.uk)

- 1.4 Recipients of Higher Education Certificates, Higher Education Diplomas, Postgraduate Certificates and Postgraduate Diplomas are not eligible to attend Graduation Days 2025.
- 1.5 The University reserves the right, where it deems appropriate, to withdraw an invitation to attend Graduation Days 2025.
- 1.6 For further information about eligibility, please contact the Assessment Records team via email at [assessment.records@imperial.ac.uk](mailto:assessment.records@imperial.ac.uk).

## 2. Deferrals

- 2.1 If a Graduand wishes to defer their ceremony to a later graduation event, they must log in to the registration portal following receipt of their graduation invitation, select the 'Defer' option, and complete the relevant form by no later than 13.00 (GMT) on Thursday 13 March 2025.
- 2.2 Graduands can only defer their graduation attendance once. The University will endeavour to accommodate Graduands wishing to defer their Graduation Ceremony attendance, however, the University cannot guarantee that attendance will be offered at a specific future Graduation Ceremony. The University may, at its discretion, accommodate any deferral at either Graduation Day or Commemoration Day irrespective of the Graduand's degree. Graduands deferring their attendance will be contacted in due course regarding attendance at a future Graduation Ceremony. Deferral requests received after 13.00 (GMT) on Thursday 13 March 2025 will only be considered under extenuating circumstances, which will be assessed by the Graduation Events team whose decision is final.

## 3. Date and time of ceremony

- 3.1 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 not to make any travel or accommodation arrangements until the dates and times are confirmed on the graduation website (<https://www.imperial.ac.uk/graduation/>) and eligible Graduands receive an email invitation to the relevant Graduation Ceremony.
- 3.2 The University will endeavour to keep to the confirmed timings; however the University is not responsible for changes to timings resulting from factors beyond the University's control.

- 3.3 Graduands and guests are responsible for making their own travel arrangements and ensuring that they arrive for the relevant Graduation Ceremony in good time.
- 3.4 The University is not responsible for any costs incurred by Graduands or their guests.

#### **4. Contact information**

- 4.1 It is the responsibility of the Graduand to ensure that the contact details on their University record are up to date. A Graduand's contact details are used to invite the Graduand to register for graduation.
- 4.2 Should a Graduand's contact details change prior to the relevant Date of Conferral, they should update their details on MyImperial (<http://my.imperial.ac.uk/>), and then advise the Graduation Events team via email once their details have been updated.
- 4.3 The University is not responsible for email invitations not received by Graduands who fail to advise the University of a change to their contact details, or for email invitations not received for any other reason beyond the University's control.
- 4.4 During registration for Graduation Days 2025, Graduands will be asked to submit their preferred contact email address. All subsequent graduation communications will be sent to this email address only.
- 4.5 Should a Graduand's contact details change after registration, they should inform the Graduation Event team via email immediately and complete the Alumni contact and communications preferences form (<https://www.imperial.ac.uk/alumni/contact-us/update/>).

#### **5. Registration and tickets**

- 5.1 Tickets for Graduation Ceremonies will only be issued to eligible Graduands.
- 5.2 Registration for Graduation Days 2025 will open on Monday 17 February 2025 and will close at 13.00 (GMT) on Thursday 13 March 2025. The University reserves the right to close registration before this time if registrations result in event capacity being reached. Graduands will be advised of their eligibility to register via email.
- 5.3 Registrations will not be accepted after the Graduation Ceremony registration deadline of 13.00 (GMT) on Thursday 13 March 2025, or such earlier date as the University may advise.
- 5.4 Each registered Graduand will be given a Graduand ceremony e-Ticket for the relevant Graduation Ceremony. Graduand ceremony e-Tickets will be issued by the University via email approximately two weeks in advance of Graduation Days 2025.
- 5.5 Each Graduand may request a complimentary Graduand Faculty Reception Pass, with such passes allocated subject to availability. In order to secure a Graduand Faculty Reception Pass, Graduands must select and confirm the pass during Step 4 of the registration process via the registration portal shopping cart.

- 5.6 Graduands from the Faculty of Engineering may initially purchase up to two Guest ceremony tickets and two Guest Faculty Reception Passes; Graduands from the Faculty of Medicine, Faculty of Natural Sciences, Imperial College Business School, Centre for Higher Education Research and Scholarship, and the Centre for Languages, Culture and Communication may initially purchase up to three Guest ceremony tickets and three Guest Faculty Reception Passes, with such tickets and passes allocated subject to availability. To be eligible to purchase such tickets, Graduands must confirm their attendance at Graduation Days 2025 by 13.00 (GMT) on Thursday 13 March 2025. We strongly advise using the same email address that was used for registration for Graduation Days 2025 when purchasing Guest ceremony tickets and/or Guest Faculty Reception Passes. This will ensure that all e-tickets are linked throughout. **In addition, any Guest ceremony tickets and/or Guest Faculty Reception Passes must be purchased by 13.00 (GMT) on Thursday 13 March 2025.** Any orders received or processed after this time, or exceeding the allocation stated above, or unable to be linked to a registered Graduand, will be cancelled.
- 5.7 The price for each Guest ceremony ticket purchased is £24.99 (including booking fee). Tickets will be available from the Royal Albert Hall website, with purchase instructions to be provided in the invitation email sent to Graduands. There are no price reductions for children, senior citizens or otherwise. Please note that Guest ceremony tickets cannot be held at the Royal Albert Hall Box Office.
- 5.8 The price for each Guest Faculty Reception Pass (including any additional tickets issued) is £15.00. These tickets are available to purchase via Step 4 of the registration portal, with instructions to be provided in the invitation email sent to Graduands, and on the graduation website (<https://www.imperial.ac.uk/graduation/>). There are no price reductions for children, senior citizens or otherwise.
- 5.9 If there are additional guest tickets available for a Graduation Ceremony or Faculty Reception, the release date for such tickets will be provided to Graduands via email and stated within the FAQs on the graduation website (<https://www.imperial.ac.uk/graduation/>), after registration closes on Thursday 13 March 2025 and once confirmed. Additional Guest ceremony tickets and Faculty Reception Passes are sold on a 'first come, first served' basis and cannot be held.
- 5.10 Additional Guest Faculty Reception Passes must be purchased through the registration portal prior to the relevant deadline, which will be provided to Graduands via email and stated within the FAQs on the graduation website (<https://www.imperial.ac.uk/graduation/>). These passes will be subject to availability, and requests received after the stated time will not be accepted.

- 5.11 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 Faculty Reception Passes, or via the Royal Albert Hall website for Guest ceremony tickets. All such tickets 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.
- 5.12 Entry to a Graduation Ceremony and Faculty Reception is subject to Graduands and their guests producing the correct e-ticket(s) upon arrival. The University reserves the right to refuse entry without a ticket.
- 5.13 Graduand and guest tickets cannot be transferred to another ceremony or to another Graduand.
- 5.14 Any ticket relating to Graduation Days 2025 may be cancelled, and the ticket holder refused entry where applicable, where:
- a Graduand is found to have purchased more than the relevant allocation of such ticket; and/or
  - a ticket is not held by the purchasing Graduand or their Guest.
- 5.15 All seating at Graduation Ceremonies is allocated automatically. It is not possible to select specific seats.
- 5.16 If a Graduand opts to 'graduate in absentia' on the registration portal, they will not be permitted to attend a future ceremony for the same degree.

## **6. Seating and accessibility requirements**

- 6.1 Graduands agree that any request relating to their guests' accessibility requirements, including but not limited to wheelchair access and sight or sound facilities at the Royal Albert Hall, must be made by calling the Royal Albert Hall box office directly on +44 (0)20 7589 8212 (open Monday – Friday 09.00 – 17.00 UK).
- 6.2 Graduands further agree that any request relating to their own accessibility requirements must be made through the registration portal or via email to the Graduation Event team at [graduation@imperial.ac.uk](mailto:graduation@imperial.ac.uk) at least fourteen days prior to the Graduation Ceremony.
- 6.3 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.

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

## **7. Public health**

Where applicable, all guests at Graduation Days 2025 must comply with any and all safety guidance as may be imposed by the University and/or Royal Albert Hall and/or UK government with regard to preventing the spread of transmissible diseases.

## **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 Events team as soon as possible via the relevant form, as advised by the Graduation Events team. Cancellation requests via email will not be accepted and must be submitted via the relevant form.
- 8.2 In order to receive a refund on Guest ceremony tickets, Graduands must inform the Graduation Event team via the relevant refund form no later than 13.00 (BST) on Monday 5 May 2025.
- 8.3 In order to ensure compliance with the ticket limits specified in these Terms and Conditions (see clause 5) the Royal Albert Hall will be required to share with the University bookers' personal data (name, phone number, email and postal address) for all guest ceremony tickets booked via the Royal Albert Hall. All tickets purchased via the Royal Albert Hall are subject to its Terms and Conditions (<https://www.royalalberthall.com/extra/terms-and-conditions/>) and all personal data collected by the Royal Albert Hall will be processed in accordance with its Privacy Policy (<https://www.royalalberthall.com/extra/privacy-policy>).
- 8.4 In order to receive a refund for Guest Faculty Reception Passes, Graduands must make a ticket cancellation and refund request to the Graduation Events team by no later than 13.00 (BST) on Monday 5 May 2025. Refund requests made after this date will not be accepted. Refund requests must be made via the relevant refund form. Individuals sending refund requests via email to [graduation@imperial.ac.uk](mailto:graduation@imperial.ac.uk) will be directed to the refund form. Only cancellations made through the refund form will be accepted and processed.
- 8.5 Please note that refunds will be made to the card used to purchase the ticket(s) and can take up to thirty days.

## **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/or Guest Faculty Reception Pass (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 University's South Kensington Campus, and by an adult guest of the relevant Graduand whilst at the Royal Albert Hall. Please note that it is not possible for a child to sit with a Graduand at any time at 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 will have the opportunity to shake hands with one or more of the University's principal officers if they so wish.
- 10.2 If, for personal reasons, a Graduand attending a Graduation Ceremony does not wish to shake hands as they cross the stage, if offered, it is suggested they instead place their right hand across their chest, if they are able to do so. The University 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.
- 10.3 The University 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.
- 10.4 Readers will endeavour to pronounce the name of any Graduand attending a Graduation Ceremony correctly on stage, but the University 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, phonetic pronunciation, and provide an audio recording.

## **11. Academic dress**

- 11.1 Academic dress is compulsory for all Graduands at a Graduation Ceremony.
- 11.2 The University's 'Official Robemaker and Supplier of Academic Dress' is Ede & Ravenscroft Ltd, which will be the only provider of academic dress present on campus for all Graduation Ceremonies.

- 11.3 Gown bookings can be made with Ede and Ravenscroft Ltd once a Graduand receives their graduation invitation email. Bookings can be made until three weeks before the relevant Graduation Ceremony.
- 11.4 The University reserves the right to refuse admittance to Graduands who are not wearing appropriate clothing. Academic dress must be worn, and must be similar (as determined by the University) in both colour and style to the relevant gown shown at <https://www.imperial.ac.uk/graduation/before-graduation/academic-dress/>. Graduation is a formal occasion, and the appropriate attire must be worn. Shorts, jeans, and trainers are not permitted. Graduands must not wear any items over their academic gown. Hats or headwear (other than those required for religious or medical reasons) are not permitted. We would remind Graduands that as they process across the stage, they will be elevated above staff and other Graduands, so we would suggest that kilts, skirts and dresses be at a length that allows you to feel comfortable.
- 11.5 The University reserves the right to refuse admittance to any attendee wearing clothing displaying offensive or derogatory wording, including wording of a political nature.

## **12. Filming and photography**

- 12.1 Each Imperial Graduation Ceremony is professionally filmed, and the footage is live streamed and posted on the University's website after the ceremony. Footage may also be used by the University for media publications and advertising, including on the University's website, social media channels, the University 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 University's professional photographers will be on campus to take photographs throughout graduation. 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' on stage during the ceremony 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, if offered, with the presiding officers.
- 12.6 Any gesture to the camera or inappropriate act or use of signage is prohibited. The University 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.



12.7 Tempest Photography has been appointed as the official photographer for the University's Graduation Ceremonies and will be operating the traditional graduation photography service. The University accepts no responsibility for any orders placed with Tempest Photography and makes no guarantees regarding the availability or quality of photographs, including but not limited to stage and studio photography.

### **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. Behaviour during Graduation Ceremonies**

14.1 During Graduation Ceremonies Graduands must not commit any act which might reasonably be considered: (i) to be obscene or inappropriate in the circumstances; or (ii) likely to damage or otherwise negatively affect the reputation of the University.

14.2 Graduands are required to adhere to the guidelines set forth in the student code of conduct regarding their participation in the event. The relevant student code of conduct can be found [here](#).

14.3 Should a Graduand or their guests arrive to a Graduation Ceremony in an apparently intoxicated state, the Graduation Events team reserves the right to deny access to the Graduation Ceremony. Should any attendee of a Graduation Ceremony at the Royal Albert Hall become intoxicated and behave in a manner deemed to be inappropriate they will be asked to leave the premises immediately.

14.4 Graduands are required to return to their seats after crossing the stage at their Graduation Ceremony, and to remain in their seat until the end of the event.

### **15. Security at the graduation**

15.1 For everyone's security and safety, the following items are NOT allowed inside the Faculty Receptions on campus and at the ceremony in the Royal Albert Hall, and anybody carrying them will be asked to leave the item(s) with security to be collected when leaving the venue: sticks or rods, confetti cannons, tripods, flags (regardless of the size of the flag and also including items with flags on them such as: scarves, t-shirts or any other clothing), noisemakers or air horns, alcohol, helium balloons and any other items that might potentially be used to disrupt the ceremony.

15.2 The University and the Royal Albert Hall reserve the right to search bags brought into the venues. Therefore, we ask that Graduands and their guests are prepared for any bags to be checked for security purposes.

15.3 To ensure that all Graduation Ceremonies can start promptly, we ask that Graduands and guests:

15.3.1 do not bring large bags to the Royal Albert Hall; and

15.3.2 arrive at the Royal Albert Hall at least 45 minutes before the start time of the relevant Graduation Ceremony.

## **16. Right to refuse entry**

16.1 The University reserves the right to refuse entry to both Graduands and guests at the Royal Albert Hall and Faculty Receptions.

16.2 Graduands and their guests should be seated inside the Royal Albert Hall at least 30 minutes before their ceremony start time. Entrance after a ceremony has begun cannot be guaranteed and is at the discretion of the Graduation Event team.

16.3 Where entry is refused to a Graduand and/or their guests, no refunds will be provided.

## **17. Degree certificates**

17.1 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. Conferrals are described further in the glossary at the end of these terms and conditions.

17.2 Attendance at a University Graduation Ceremony is not mandatory and has no impact on the awarding of a degree.

17.3 The Graduation Events team is not responsible for the production, distribution or otherwise of degree certificates. Any queries relating to degree certificates should be sent via email to [certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)

## **18. Data protection**

18.1 In accordance with the applicable data protection laws in England and Wales, including the UK's Data Protection Act 2018 and the UK's retained EU law version General Data Protection Regulation or equivalent laws and regulations, the Graduation Team can only discuss a Graduand's ceremony with the Graduand. Information cannot be disclosed to anyone other than the Graduand.

18.2 All eligible Graduands including those graduating in person and in absentia, but excluding deferrals and non-registered Graduands, will have their first name and surname appear in the graduation programme. All Graduand names used will be those submitted via the registration portal. We are unable to use titles or nick names. If a Graduand would prefer that their name is not included in the programme they must advise the Graduation Events team via the registration portal no later than 13.00

(GMT) on Thursday 13 March 2025. Exclusion requests received after this date will not be accepted.

- 18.3 Graduands who attend a Graduation Ceremony will have their first name and surname announced. All Graduand names used will be those submitted via the registration portal. We are unable to use titles or nicknames, however Graduands can register their preferred pronunciation on the registration portal via the open text box. Additionally, Graduands have an option to upload an audio recording of the pronunciation. If the audio recording provides a different pronunciation to the open text box pronunciation the open text box pronunciation will be used.
- 18.4 If a Graduand would prefer that their name is not announced, they must advise the Graduation Events team via the registration portal no later than 13.00 (GMT) on Thursday, 13 March 2025. Exclusion requests received after this date will not be accepted.
- 18.5 Details of any accessibility requirements provided to the University pursuant to clause 6 above will be recorded on the registration portal and, if applicable, on the Royal Albert Hall ticket website in order that any related requests may be addressed.
- 18.6 Personal data will be processed in accordance with the University's Events Privacy Notice and the University's General Privacy Notice, found at <https://www.imperial.ac.uk/admin-services/secretariat/university-governance-structure/privacy-notice/>

## **19 Prizes and programme**

- 19.1 With regard to prizes, only final year University level prizes relating to the academic year 2023-24 will be listed in the programme and read out at Graduation Ceremonies.
- 19.2 Prize winners will be identified by name on stage, but individual prize titles will not be read out.
- 19.3 The University cannot accept any responsibility for a Graduand's prize not appearing in the programme or not being read out at the ceremony.
- 19.4 Every endeavour is made to ensure that the programme is correct at the time of publishing it online.

## **20 Disclaimer**

- 20.1 If a Graduation Ceremony cannot take place or is delayed due to circumstances beyond the control of the University, 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 University or the venue at which a Graduation Ceremony or Faculty Reception is due to be held, the

University 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 Faculty Reception.

- 20.2 The University 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 Faculty Reception being cancelled or delayed.
- 20.3 We may make changes to a Graduation Ceremony or Faculty 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.
- 20.4 If a Graduation Ceremony or Faculty Reception has to be cancelled, rescheduled, or postponed, the University will make every effort to contact Graduands and will post information on the University's website and in other appropriate locations.

## **Graduation Ceremony Glossary of Terms**

Academic Dress - the term for the hood and gown worn by Graduands and academic staff.

Accessible Seating - seating suitable for Graduands or guests with accessibility requirements.

Graduation Days 2025 - graduation events including Graduation Ceremonies and Faculty Receptions taking place on Monday 2 and Tuesday 3 June 2025.

Date of Award - the date on which the University systems are updated with a student's results. More details can be found at <https://www.imperial.ac.uk/student-records-and-data/for-current-students/degree-certificates/>

Date of Conferral - the official award date of a qualification by the University. More details can be found at <https://www.imperial.ac.uk/student-records-and-data/for-current-students/degree-certificates/>

Deferral - the delaying of a Graduand's graduation to a future Graduation Ceremony. Graduands may receive a Deferral no more than once, subject always to clause 2 above.

Faculty Reception - the celebration taking place before or after a Graduation Ceremony. Applicable Graduand Faculty Reception Passes and Guest Faculty Reception Passes grant access to this.

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

Graduand Ceremony e-Ticket - a designated electronic ticket for admittance to a Graduand's specific Graduation Ceremony at the Royal Albert Hall, to be used solely by the relevant Graduand and not to be transferred to any other Graduand or guest.

Graduand Faculty Reception Pass - a designated pass for admittance to a Graduand's specific Faculty Reception taking place immediately before or after the associated Graduation Ceremony, to be used solely by the relevant Graduand and not to be transferred to any other Graduand or guest.

Graduation Ceremony - a ceremony taking place in the Royal Albert Hall and presided over by the University's Chair, President, Provost, or Dean of Faculty at which Graduands cross the

stage to shake the presiding officer's hand if offered, by way of acknowledgement and celebration of their achievement in having been awarded a degree.

Graduation Events team - the members of the University staff responsible for the administration of graduation; contactable via email at [graduation@imperial.ac.uk](mailto:graduation@imperial.ac.uk)

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

Guest Faculty Reception Pass - a pass that is purchased by the Graduand for family or friends to attend the Graduand's specific Faculty Reception on the South Kensington Campus before or after the Graduation Ceremony. Tickets are non-transferable.

In Absentia – not attending the Graduation Ceremony at which the Graduand is graduating. Their name will be included in the graduation programme, but they will not attend the ceremony, and their name will not be called. People who graduate in absentia cannot attend a future ceremony.

The University – Imperial College of Science, Technology and Medicine