

Imperial College London

Postgraduate Virtual Graduation Events May 2021 Terms & Conditions

It is the responsibility of the Graduate to read through and understand the terms and conditions below and to contact the Graduation Team if they have any queries. By registering to participate in the Postgraduate Virtual Graduation Events May 2021, the Graduate agrees to the following:

1. Eligibility to participate

- 1.1 A Graduate will be eligible to take part in the Postgraduate Virtual Graduation Events May 2021 if the Graduate's degree was awarded, and recorded on the College's student system, by no later than Monday 1 March 2021. Any appeal against an award must have been resolved by Monday 1 March 2021. If a Graduate has an outstanding appeal they will not be eligible to take part until it has been resolved. Should an appeal be resolved after Monday 1 March 2021 the Graduate will not be eligible to take part in the Postgraduate Virtual Graduation Events May 2021 and an invitation to the next applicable graduation event will be provided.
- 1.2 Any outstanding debt that a Graduate may owe to the College must have been paid and cleared in full by no later than Monday 1 March 2021. Graduates with debt cleared after this date will not be eligible to take part in the Postgraduate Virtual Graduation Events May 2021. If a Graduate requires further information as to how a debt to the College may affect their graduation they should contact the tuition fees team via email at student.creditcontrol@imperial.ac.uk.

2. Dates and times of the Postgraduate Virtual Graduation Events May 2021

- 2.1 Any dates and times listed are **provisional** until official confirmation is posted on the College's graduation website (<https://www.imperial.ac.uk/graduation/>).
- 2.2 The College reserves the right to change the dates and times of the Postgraduate Virtual Graduation Events May 2021.
- 2.3 The College is not responsible for any costs incurred by Graduates or their guests.

3. Contact information

- 3.1 It is the responsibility of the Graduate to ensure that the contact details on their College record are up to date. Contact details are used to invite Graduates to the Postgraduate Virtual Graduation Events May 2021 and to future in-person ceremonies.
- 3.2 Graduates should ensure that their contact details at the time of registration for the Postgraduate Virtual Graduation Events May 2021 are appropriate for communications and correspondence regarding the Postgraduate Virtual Graduation Events May 2021, and for future invitations to an in-person graduation ceremony.
- 3.3 Should a Graduate's contact details change they must advise the Graduation Team of their new contact details via email at graduation@imperial.ac.uk as soon as possible.
- 3.4 The College is not responsible for email invitations not received by Graduates who fail to advise the College of a change to their contact details.

4. Registration

- 4.1 Invitations to the Postgraduate Virtual Graduation Events May 2021 will only be emailed to eligible Graduates. For further information regarding eligibility please contact the Graduation Team via email at graduation@imperial.ac.uk.
- 4.2 Registration for the Postgraduate Virtual Graduation Events May 2021 will open at 12.00 (GMT) on Wednesday 24 Feb 2021 and will close at 12.00 (GMT) on Sunday 14 March 2021. Graduates will be invited to register via email.
- 4.3 Registrations will not be accepted after the Postgraduate Virtual Graduation Events May 2021 registration deadline of 12.00 (GMT) on Sunday 14 March 2021.
- 4.4 The College will endeavour to ensure that Graduates registered to take part in the Postgraduate Virtual Graduation Events May 2021 are presented in alphabetical order by surname, however the College cannot guarantee this and accepts no liability for disappointment or distress in the event that the order is not alphabetical by surname.
- 4.5 Readers will endeavour to correctly pronounce the name of each Graduate registered to take part in the Postgraduate Virtual Graduation Events May 2021, however 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 Graduates taking

part in the Postgraduate Virtual Graduation Events May 2021 use the relevant box on the registration form to indicate their preferred pronunciation.

5. Filming and photography

- 5.1 The Postgraduate Virtual Graduation Events May 2021 are professionally filmed and the footage is live streamed and posted on the College's website, both during and after the Postgraduate Virtual Graduation Events May 2021. The footage will be publicly available and may also be used by the College for media publications and advertising, including on the College's website, social media channels, the College's intranet, in press releases and mailings, on event posters, on TV screens on campus and in magazines and prospectuses. All Graduates and guests should be aware that comments and images submitted to message boards or social media channels in relation to the Postgraduate Virtual Graduation Events May 2021 may feature in this footage and may be made publicly available. Comments and images submitted to message boards will be moderated before publication and may be edited or excluded.
- 5.2 Graduates that provide a photograph when registering their participation in the Postgraduate Virtual Graduation Events May 2021 should be aware that their photograph will be used during the Postgraduate Virtual Graduation Events May 2021. The College may display uploaded photographs:
- (a) On-screen during the Postgraduate Virtual Graduation Events May 2021; and
 - (b) in publicly available post-event footage on the College website and College YouTube channel.
- 5.3 Graduate photographs uploaded via the Postgraduate Virtual Graduation Events May 2021 registration form which are deemed inappropriate or of unsatisfactory quality will be excluded from use in the Postgraduate Virtual Graduation Events May 2021.
- 5.4 Graduate photographs that do not meet the following specification will be excluded:
- a portrait orientation, head and shoulders photograph of the graduate
 - saved in .jpg or .tif file format only
 - file size no smaller than 1MB and no larger than 15MB
 - file saved with the Graduate's CID number and surname as the file name (e.g. 0123456Surname.jpg **OR** 0123456Surname.tif)

6. Degree certificates

- 6.1 Degree certificates are posted to graduates within three months of the relevant award conferral date.
- 6.2 Participation in the Postgraduate Virtual Graduation Events May 2021 is not mandatory and has no impact on the awarding of a degree.

7. Data protection

- 7.1 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 Graduate's Postgraduate Virtual Graduation Events May 2021 participation with the Graduate. Information cannot be disclosed to anyone other than the Graduate.
- 7.2 The first name and surname of all Graduates:
 - (a) will be announced and displayed on-screen during the Postgraduate Virtual Graduation Events May 2021;
 - (b) will be included in the Postgraduate Virtual Graduation Events May 2021 digital programme; and
 - (c) may be provided to the College's Students' Union for use on graduation merchandise.

All first names and surnames will be taken directly from the College's student records system. The College is unable to use preferred or abbreviated names. Any Graduate who would prefer that their first name and surname are not used as set out in (a) – (c) above must advise the Graduation Team via email at graduation@imperial.ac.uk no later than 12.00 (GMT) on Friday 12 March 2021.

- 7.3 The College's Events Privacy Notice can be found on the College's web pages at www.imperial.ac.uk/events-privacy-notice The College's Advancement Division Privacy Notice can be found on the College's web pages at www.imperial.ac.uk/advancement/privacy-policy

8. The programme

- 8.1 Only final year prizes relating to academic year 2020-21 will be listed in the Postgraduate Virtual Graduation Events May 2021 digital programme, and read out and displayed during the Postgraduate Virtual Graduation Events May 2021.

- 8.2 The College accepts no liability for disappointment or distress in the event that a Graduate's prize does not appear in the Postgraduate Virtual Graduation Events May 2021 digital programme or is not read out or displayed during the Postgraduate Virtual Graduation Events May 2021.
- 8.3 The College will endeavour to ensure that the Postgraduate Virtual Graduation Events May 2021 digital programme is correct at the time of publication.

9. Disclaimer

- 9.1 If any or all of the Postgraduate Virtual Graduation Events May 2021 are 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, the College will not be liable for any losses, whether direct or otherwise, incurred by Graduates or their guests. This includes but is not limited to travel, accommodation and subsistence costs, or any loss of business or earnings.
- 9.2 The College will, where possible, make alternative arrangements for any Graduate affected by a cancellation, postponement or delay, but Graduates and their guests should ensure that they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of any of the Postgraduate Virtual Graduation Events May 2021 being cancelled, postponed or delayed.
- 9.3 We may make changes to the Postgraduate Virtual Graduation Events May 2021 which we reasonably consider to be necessary, including to ensure that the Postgraduate Virtual Graduation Events May 2021 comply 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.
- 9.4 In the unlikely event that the Postgraduate Virtual Graduation Events May 2021 has to be cancelled, rescheduled or postponed, the College will make every effort to contact Graduates and will post information on the College's website and in other appropriate locations.

When registering participation at the Postgraduate Virtual Graduation Events May 2021, Graduates will be asked to accept these Terms and Conditions and will not be able to register participation without doing so.

Postgraduate Virtual Graduation Events May 2021 Glossary of Terms

College - Imperial College of Science, Technology and Medicine.

Graduate - a student who has been invited to register to take part in the Postgraduate Virtual Graduation Events May 2021.

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

Postgraduate Virtual Graduation Events May 2021 - graduation events taking place online during May 2021, presided over by the College's Chair, President, Provost or Dean of Faculty, at which the Graduate is acknowledged for their achievement of having been awarded their degree.