University of Stirling (“the University”)

Graduation Terms and Conditions

**Please read these terms and conditions carefully.**

These terms and conditions should be read and understood alongside the University’s [Student Terms and Conditions](https://www.stir.ac.uk/study/important-information-for-applicants/terms-conditions/). Both the Graduation and Student Terms and Conditions apply in respect to both undergraduate and postgraduate study.

These Graduation Terms and Conditions apply to all students who graduate from the University of Stirling.

**INTRODUCTION**

1. By registering to attend a graduation ceremony at the University of Stirling, you are also accepting these terms and conditions in full, including the provisions that interact with those of the Student Terms and Conditions. These terms and conditions form the contract between you and the University in relation to your graduation at the University of Stirling (the “Terms”). Therefore, you should read and understand the Terms prior to completing the graduation registration process. If you have any questions or concerns about these Terms, please contact certificates@stir.ac.uk.
2. Attendance at a graduation ceremony is not mandatory and is not required in order for a student to receive a degree award or certificate from the University of Stirling.
3. Prior to a student’s academic award being fully confirmed by the University, they are known as a student. When a student has had an academic award fully confirmed by the University, and prior to their award being conferred upon them, they become known as a graduand. Once the award has been conferred, the individual becomes a graduate of the University.
4. Where a student/graduand chooses to attend a graduation ceremony, they will receive their degree certificate and award documents at the ceremony. Otherwise, the certificate and award documents will be posted to the student/graduand’s specified address after the ceremony has taken place. Degree certificates/award documentation can only be posted to graduands who have confirmed their postal address via the completion of the graduation registration process.
5. Students/graduands intending to attend a graduation ceremony are required to ensure that they are fully familiar with what is required of them at graduation, including academic dress, relevant timings, venues and deadlines. Full information on the graduation ceremonies, including a running order for the day of a ceremony, is available to read on the graduation webpages of the University’s website: <http://www.stir.ac.uk/events/graduation/>. The link to these pages is provided to students in the initial communication sent to students regarding the registration process to attend graduation.
6. The University will generally communicate with students/graduands via their University of Stirling email account. The University accepts no responsibility if any communication or information relating to graduation are not received by a student/graduand because they fail to check their University email account or do not otherwise ensure that the University has a record of their current contact information.

**REGISTERING TO ATTEND**

1. The University sends an email regarding the registration process to attend a graduation ceremony to all students who are expected to complete their studies and gain an award within the University planning timescales for either the spring, summer or winter graduation ceremonies.
2. Emails regarding spring ceremonies (held in March/April) are normally sent during the third week of January. Emails for summer ceremonies (held in June/July) are normally sent at the end of the second week in April. Emails for winter ceremonies (held in November) are normally sent during the last week of September.

1. Students wishing to attend a graduation ceremony must complete the graduation registration process by the deadline specified by Student Administration and noted in the email regarding the process.
2. The University reserves the right to close the graduation registration process once a ceremony capacity becomes full. Subject to availability it may be possible to accommodate a student at an alternative faculty ceremony.
3. Where a student indicates their interest to attend a ceremony after the deadline has passed, it will not be possible for the University to guarantee their attendance, but subject to availability it may be possible to accommodate a student at an alternative faculty ceremony.
4. The University will place each student wishing to attend a graduation ceremony, into a graduation ceremony as appropriate within the planning of the ceremonies. Requests to attend a particular ceremony will not normally be considered and a student may only be transferred to a different graduation ceremony under exceptional circumstances.

**ACCESSIBILITY REQUIREMENTS**

1. It is the responsibility of students to inform the University of any particular or additional requirements of both themselves and their guests when they register to attend a graduation ceremony. This includes, for example, wheelchair access, accessible seating and sight or sound facilities.
2. Students/graduands must inform the University of any particular or additional requirements at least 14 working days before the graduation ceremony they will attend. Requests made after this deadline cannot be guaranteed to be met.

**ELIGIBILITY**

1. Graduation ceremonies are for the purpose of the conferral of degrees and other academic awards upon students of the University who have successfully completed a programme of study and have been confirmed by the University as being eligible to receive an academic award.
2. All students who are potentially eligible to attend graduation are invited to attend by the University, as specified in paragraphs 7 and 8.
3. Once academic award results are fully confirmed by the University, any student who has not successfully gained their academic award will become ineligible to attend a ceremony, even if they have indicated their interest in attending graduation and partially or fully completed the registration process. In these circumstances, the student’s attendance will be cancelled.
4. Where the confirmed academic award results identify that a student’s studies have not been completed/concluded and for example, the student is required to re-sit an examination or has submitted an appeal on the final outcome of their award, the student will no longer be eligible to attend a graduation ceremony. In these circumstances, the student will be invited to a later ceremony where an academic award is subsequently confirmed.
5. In order to be eligible to graduate from the University, it is essential that students/graduands have satisfied all the administrative requirements associated with their programme of study. For example, where a student is required to submit an e-thesis, this must be submitted by the specified deadline. If all administrative requirements are not completed within specified deadlines, the student’s academic award will not be confirmed and cannot be conferred. The student would therefore no longer be eligible to attend the ceremony and in any such circumstances their attendance will be cancelled.
6. The University reserves the right to withdraw the opportunity from any student to attend a graduation ceremony where it considers this necessary, even where a student has completed the registration process.

**DEBT**

1. In order to be eligible to graduate from the University, all students/graduands must not have any outstanding tuition fee debt to the University of Stirling. Where a student has an outstanding tuition fee debt that has not been cleared by the deadline communicated to them by Student Administration, their academic award will not be confirmed, their certificate will be withheld and their invitation to attend a graduation ceremony will be removed.
2. For outstanding tuition fee debt cleared after the deadline, Student Administration will aim to produce the certificate and award documents within 14 working days which will then be posted to the graduate.

**CEREMONY TICKETS**

1. Students who register to attend a graduation ceremony will be entitled to a ticket to the ceremony for themselves as a graduand and two free guest tickets to the ceremony. The tickets provide access to the graduation ceremony and to the graduation reception.
2. Graduand and guest tickets are not transferable to another ceremony, or to another graduand.
3. After the deadline for the graduation registration process has passed, a small number of additional guest tickets may become available to purchase. The University cannot guarantee that additional tickets will be available, and therefore graduands and their families or friends should not make any plans to travel to or attend a graduation ceremony unless they have a ticket. The University will accept no liability for any financial or other loss incurred by any individual through the making of arrangements to attend a graduation ceremony where they do not hold a valid ticket.
4. The University reserves the right to close the sale of guest tickets once a ceremony capacity becomes full.
5. Students/graduands must notify the University if they no longer plan to attend a graduation for which they have registered to attend. Refunds of any additional tickets purchased will be issued to students/graduands who notify the University that they or their guests will not attend a ceremony at least 10 days prior to the date of the graduation ceremony. No refunds of additional tickets will be made after this other than for students who do not achieve their award in time for graduation. For students who are ineligible to attend their graduation ceremony because they have not met the criteria for conferment of an award a refund will be granted.
6. Otherwise refunds will only be given in exceptional circumstances. Exceptional circumstances include (but are not limited to); bereavement, illness (family member or graduate), deployment, visa refusal, or jury service. As a general rule, students/graduands would not be approved for a refund if they decided to attend another event (such as a holiday or wedding) rather than their graduation. All refunds will be credited to the account used when making the original payment.
7. Guests must bring their tickets with them to the graduation ceremony and present them to relevant staff at the ceremony and reception venues in order to be permitted entry to the graduation ceremony and reception.
8. Children aged two or over must have their own seat in the hall and therefore must be have a guest ticket obtained/purchased for them. Children aged under two years may sit on an adult’s lap and do not require a separate ticket.

**ACADEMIC GOWN AND HOOD**

1. Academic dress is compulsory for all graduands attending a graduation ceremony at the University of Stirling.
2. All graduands must wear official University of Stirling academic robe and academic hood. The University academic dress consists of a robe and a hood in a particular design as relevant to the degree award.  Mortarboards do not form part of the University’s academic dress and are therefore not worn at our degree ceremonies. As such, graduands are not permitted to wear mortarboards or any other item of non institutional academic dress at the ceremony.
3. The University reserves the right to refuse admittance/participation to graduands who are not wearing the correct academic robe and academic dress.

#### DEFERRAL

#### It is not normally possible for a student/graduand to defer their attendance from the graduation ceremony to which the University invites them, to any future ceremony. In exceptional circumstances, where it is not possible for a student/graduand to attend the ceremony to which they have been invited because of serious illness, bereavement disability, pregnancy or giving birth, the University may provide the opportunity for the student/graduand to attend the next available graduation ceremony. Deferral requests must be submitted to certificates@stir.ac.uk along with supporting documentation. Where such an opportunity is provided, and the student/graduand does not attend the next available ceremony, no further opportunity for deferral will be provided by the University.

**GRADUATING IN ABSENTIA**

1. Students/graduands who have advised that they wish to graduate in absentia and who subsequently decide that they would wish to attend a graduation ceremony after all may request this.
2. Where such a request is received by the University, the University cannot guarantee that it will be possible for the request to be met.
3. The University will assume that those who do not complete the graduation registration process by the deadline have chosen to graduate in absentia.
4. Where a student graduates in absentia, there will be no opportunity to subsequently attend a graduation ceremony in the future.

**GRADUATION CEREMONY ARRIVAL**

1. Graduands are required to arrive in plenty of time for a graduation ceremony, and in line with the timings detailed in the running order information provided at: <http://www.stir.ac.uk/events/graduation/>. The University recognises that in exceptional circumstances, events that are unforeseen or could not have been anticipated may result in a graduand arriving at the graduation ceremony later than specified in the running order information. In such exceptional circumstances, the University will endeavour to make it possible for the graduand to participate in the ceremony as planned. However, the University will decide whether or not this will be possible and reserves the right to refuse admittance to the graduand and their guests.
2. Where the University decides that it is not possible for a graduand to participate in a graduation ceremony because they have arrived late, the graduand may be offered the opportunity to attend the next available ceremony.
3. The University will allocate all graduands a particular seat within the graduation ceremony venue. Graduands will not be able to choose where they sit within the venue.

**GRADUATION CEREMONY CONDUCT**

1. Graduation is a formal event and graduands and guests are expected to behave in a manner fitting for the occasion. Any person who becomes disruptive during a graduation ceremony may be asked to leave the ceremony.
2. We reserve the right to refuse entry to a graduation ceremony and/or the reception.
3. Graduands and guests are welcome to take photographs, but should not use flash photography, move from their seats during the ceremony or stand during the ceremony so as not to disturb other guests or affect the overall running of the ceremony.
4. Each ceremony normally lasts for around 90 minutes. Experience shows that children can become bored and restless during a ceremony and the event is generally not suitable for very young children. Out of respect for other guests, staff at a ceremony may request that children be taken outside should they become unsettled during the ceremony so as not to disrupt proceedings.
5. Guests with small children may be asked to sit at the end of an aisle or near an exit.
6. Children are not permitted to cross the stage with a graduand.

#### FILMING AND PHOTOGRAPHY

1. University of Stirling graduation ceremonies are professionally filmed and recordings may be available to purchase after the ceremony.
2. Footage of graduation ceremonies may be live streamed on the University’s website during the ceremony and may also be used by the University in future promotional material.
3. On the days of graduation ceremonies, the University uses the services of professional photographers to take photographs around the University campus, inside the graduation ceremony venue, of the ceremony and of graduands, guests and staff members. The photographs may be published on the University’s website and used by the University in future promotional material.
4. Graduands who choose to take part in a graduation ceremony, complete the graduation registration process and participate in a graduation ceremony will be filmed and may be photographed and their images will be recorded for the purposes set out in paragraphs 48, 49 and 50 above.
5. Graduands should make their guests aware that by attending a graduation ceremony their images may be recorded for the purposes set out in paragraphs 48, 49 and 50 above.
6. On the day of the graduation ceremony, signage at the venue will further advise guests of the filming and photography taking place.

**PRINTING OF NAMES AND ACADEMIC AWARD DETAILS**

1. The University includes the names of graduands, their academic award and at times also any prizes awarded during their final year of study in the printed graduation programme which will be available to those attending any graduation ceremony.
2. During the graduation registration process graduands will be required to confirm whether or not they give their consent to having their name/award/prize printed in the graduation programme.
3. During the graduation registration process graduands will be required to confirm whether or not they give their consent to having their name printed on graduation merchandise provided by Campus Clothing and/or included in the press.
4. If a graduand gives consent during the graduation process in respect to paragraphs 54 and/or 55 but later wishes to withdraw consent, they can do so by notifying certificates@stir.ac.uk no later than 21 days prior to the date of the graduation ceremony.
5. Where a notification is received less than 21 days prior to the date of the graduation ceremony, it may not be possible for a graduand’s information to not be included in the graduation programme or on graduation merchandise or in the press. In these circumstances, the graduation programme will be made available to those attending the ceremony with the graduand’s information included, graduation merchandise and the relevant press entries will include the graduand’s information.
6. The University of Stirling cannot guarantee that all graduand names, awards and/or prizes will be included in the programme and, where requested, on graduation merchandise or in the press. If academic awards and/or prizes results are confirmed after the programme, merchandise and press list have been sent to print then they will not be included.
7. Degree classifications are not included in the programme, merchandise or press list.

**CANCELLATION OF GRADUATION CEREMONIES**

1. In the unlikely event that it is necessary for the University to cancel, reschedule or postpone any graduation ceremony due to circumstances beyond the University’s control, the University accepts no liability for any costs or inconvenience incurred by students/graduands and/or their guests. Circumstances which may lead to cancellation, rescheduling or postponement include but are not limited to, fire, explosion, terrorist act, threat of terrorist act, act of God, pandemic, industrial action or dispute involving either the University, or the venue at which the ceremonies are due to be held.
2. In such circumstances, the University will seek to make alternative arrangements as far as is practically possible, for any students/graduands affected. However, students/graduands and their guests should ensure they have appropriate insurance cover in place to cover any potential losses resulting from a graduation ceremony being cancelled or rescheduled.
3. In the event that the ceremony has to be cancelled, re-scheduled or postponed, the University will make every effort to contact students/graduands in a timely manner and via a range of appropriate communication channels.