



UNIVERSITY OF  
PLYMOUTH

**University of Plymouth**  
**Graduation Policy**

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## 1. Introduction

- This policy sets out the University of Plymouth's (the "University") terms and conditions for the attendance of its students (the "Student") and their guests at its Graduation Ceremonies and Receptions.
- Students are asked to read through the Terms and Conditions below and to contact the Graduation Team if they have any queries by emailing [graduation@plymouth.ac.uk](mailto:graduation@plymouth.ac.uk). Further information is available on the University's graduation website: <https://www.plymouth.ac.uk/student-life/your-studies/graduation>
- By applying to attend the University's Graduation Ceremonies, the Student is agreeing to the Terms and Conditions of this policy.

## 2. Location, Date and Time of Ceremony

- The date, time and location of all Graduation Ceremonies and Receptions, detailed on the University's website, are provisional and could be subject to change. The date and time of the relevant Graduation Ceremony and Reception will be confirmed in the invitation email sent to the Student from the [graduation@plymouth.ac.uk](mailto:graduation@plymouth.ac.uk) email account, and in accordance with the timetable on the University's website: <https://www.plymouth.ac.uk/student-life/your-studies/graduation>. Please see section 10 below for information about cancellations and rearrangements.
- Students and any anticipated Guests are strongly advised not to make any travel or accommodation arrangements until the Student's booking is confirmed in a confirmatory email from the University or its appointed ticketing provider. The University is not responsible and accepts no liability for any costs including, but not limited to, travel or accommodation costs that are incurred by Students and Guests for bookings made in advance of the confirmation email.
- The Student will be invited to the ceremony as relevant for their degree. It is not generally possible to attend a different ceremony other than in exceptional circumstances, agreed with the University in advance in writing.

## 3. Student Registration for Tickets

- The Student must register for graduation by the deadline stated in the University's invitation email or on the University's website, as applicable. If the deadline is missed, the University cannot guarantee a place at the relevant ceremony, or a later ceremony.
- Attendance at the University's Graduation Ceremony and Reception is not mandatory and has no impact on the awarding of a Student's degree.
- Degree certificates will not be presented at the Graduation Ceremonies and will be posted out to the Student's home address, as held on the University's student record system. Graduation Ceremonies relating to the University's partner colleges may take a different approach, which will be confirmed in the Graduation Ceremony details.
- Degree certificates will be printed with the full name of the Student as recorded on their student record. If the Student needs to amend it, they must ensure this is done through contacting their faculty office, prior to registration for the Graduation Ceremony. The University's Academic regulations state: "It is a legal requirement that the University can only issue a certificate bearing the student's official name at the

time of qualification, except in the case of gender reassignment. Please see page 109 of the University's Academic Regulations for further details."

- If the Student chooses to graduate in absentia, they will not be allowed to attend a future ceremony.
- Each Student is issued one ticket for their Graduation Ceremony and Reception free of charge. Information on Guest Tickets is detailed below.
- No one will be admitted to the Graduation Ceremony and Reception without a ticket.

#### 4. Eligibility

- Only students whose awards have been confirmed by their faculty office can attend the graduation ceremony. If the Student is unsure about their eligibility, they should contact their faculty office. An invitation to attend graduation, or confirmation of a ceremony booking does not indicate or guarantee eligibility.
- In accordance with the University's Fees Policy, the University will not permit students owing tuition or bench fees to attend a graduation ceremony or receive their award. (see Eligibility section of the link below):  
<https://www.plymouth.ac.uk/student-life/your-studies/graduation/preparation>
- If any Student tuition fee debt has not been cleared in full, prior to the deadline stated on the University's graduation website, the University reserves the right to refuse a Student and associated Guests entry to the Graduation Ceremony.
- If the Student does not successfully complete their studies in time for the ceremony, they will be given a full refund on all guest tickets purchased. The University will not refund any ancillary costs such as travel and accommodation or any booking fees.

#### 5. Guest Tickets

- Students can purchase a limited number of guest tickets, which will be specified on the Website and in relevant communications with Students, applicable to their respective Graduation Ceremony. Where applicable, the University will provide details of its external ticketing provider.
- If demand is greater than expected, the maximum number of tickets available to new enquirers may be reduced, to ensure that those yet to book can purchase the specified minimum number of guest tickets. Once the Student has completed the booking process, all the tickets purchased, and detailed in the confirmatory email sent by the University or its ticketing provider, are guaranteed.
- Guests due to attend a Graduation Ceremony and Reception must have a Guest Ticket. Details of the pricing of guest tickets are detailed on the University's website: <https://www.plymouth.ac.uk/student-life/your-studies/graduation>.
- Children under 2 years of age do not require a ticket if they are able to sit on a guest's lap for the duration of the ceremony.
- Where the Student has indicated in their booking that they would like to purchase extra guest tickets, this is not guaranteed until confirmed by the University. If the University has spare tickets for the Student's Graduation Ceremony, it will contact the Student with arrangements to purchase those extra tickets. If the Student completes the

purchase of the extra tickets a confirmatory email will then be sent by the University or its ticketing provider, at which point the purchased tickets are guaranteed.

#### 6. Children

- Children are welcome to attend the University's Graduation Ceremonies and Reception. However, due to the length of the ceremony and the formal nature of the event, the ceremonies may not be suitable for young children who may struggle to sit quietly for the duration of the event (approximately one hour).
- The University recommends that guests with young children opt for seating near the entrances in case they need to leave the hall.
- As above, children under 2 years of age do not require a ticket if they are able to sit on a guest's lap for the duration of the ceremony.

#### 7. Academic Dress

- The Student must wear full academic robes to the graduation ceremony (gown, hood and cap). The academic robes must comply with the requirements set out in the Annex to the University's Academic Regulations relating to Academic Dress.
- The Student must hire or buy their academic robes from either the University's appointed supplier detailed on the University's website: <https://www.plymouth.ac.uk/student-life/your-studies/graduation>, or alternatively from another supplier of academic robes. If another supplier is used, it is the responsibility of the student to ensure that the academic robes meet the requirements set out in the Annex to the University's Academic Regulations relating to Academic Dress. If they do not, the University may refuse the Student entry to the graduation ceremony, unless you are able to obtain robes which do meet the standards prior to the ceremony.
- The terms and conditions, including the charge to hire or purchase Academic Dress, can be viewed when hiring or purchasing the gown from the third party supplier chosen by the Student and are subject to the third party supplier's terms and conditions.
- Graduation ceremonies are formal occasions and the University recommends that Students and guests dress smartly. The University does not consider jeans and t-shirt appropriate dress for graduation.
- The University welcomes national dress for international students and military uniforms.

#### 8. Ceremony Arrangements

- Students must arrive, register, dress in Academic Dress and be seated in the auditorium before the start of the Graduation Ceremony. Guests must be seated before the start of the Graduation Ceremony. Entry for students and guests is not possible once a ceremony has started.
- The University reserves the right to refuse admission, re-admission, or attendance, to any Student or guest to the Graduation Ceremony and Reception, or to ask any person to leave the ceremony, if they are being disruptive to the proceedings or to other guests. No refunds will be available in such circumstances. All mobile phones should be set to silent during the ceremony.

- The University's Student Code of Conduct applies to Students attending Graduation Ceremonies and Receptions. The University reserves the right to refuse entry to any Student not abiding by the Student Code of Conduct, prior to or during the event.
- Students and guests must abide by any instructions of the University and any applicable rules, regulations, guidelines and policies, including fire, health and safety regulations, in relation to their attendance at the Graduation Ceremony and Receptions.
- If the Student or their guest(s) require special arrangements, such as wheelchair access, sight or sound facilities, or other assistance, please let the University know this at the time of registration, to allow us time to organise the appropriate arrangements and seating.
- Students and guests are able to take their own photographs or film during the ceremony for their own personal use and are asked to do so in as discreet a manner as possible. The University asks that they do not obstruct the view of others.
- Students are required to sit in their allocated seat, which is away from guests. Guest seating is not allocated, so guests can choose where they sit.
- Tickets are not posted and can be collected from the venue on the day or will be made available electronically. Details of the collection arrangements will be provided to Students.

#### 9. Cancellation by the Student

- The University hopes that the Student, and their guests, are able to attend the Graduation Ceremony, but if, due to circumstances beyond their control, they are required to cancel their attendance, the University should be contacted as soon as possible on [graduation@plymouth.ac.uk](mailto:graduation@plymouth.ac.uk). If cancellation is made prior to the specified deadline detailed on the University's website: <https://www.plymouth.ac.uk/student-life/your-studies/graduation>, the University shall refund the Student for the cost of any cancelled guest tickets. Refunds for Guest Tickets may be subject to the deduction of an administration fee equivalent, which will be detailed at the time of booking.
- Tickets are non-refundable except in the circumstance outlined above. In addition, the University will not be liable for any travel or accommodation cancellation or amendment, or other costs or expenses associated with any cancellation, attendance, rearrangement, or non-attendance.
- Cancellation, amendment and refund of academic dress arrangements are subject to the terms and conditions of the academic dress organisation.
- Under consumer protection law, the Student may cancel these Terms and Conditions without any financial penalty within 14 calendar days after the day on which the Student booked their place at a Graduation Ceremony, provided such cancellation takes place before the final cancellation date detailed on the University's website: <https://www.plymouth.ac.uk/student-life/your-studies/graduation>). To exercise this right to cancel, the Student must email the University on [graduation@plymouth.ac.uk](mailto:graduation@plymouth.ac.uk) with a clear statement setting out the decision to cancel.
- Student Tickets are non-transferrable. A Student who decides that they can no longer attend their Graduation Ceremony cannot give their Student Ticket to another Student.

#### 10. Cancellation by the University

- In the event that a ceremony has to be cancelled or rearranged, the University will make every effort to contact the Student to let them know and to rearrange the ceremony. The Student is responsible for providing all relevant information to their guests. The University will also make every effort to publish information on its web pages and other suitable channels.
- The University reserves the right to cancel or rearrange any Graduation Ceremony and Reception for reasons beyond its control, including but not limited to by reason of war, fire, flood, storm, explosion, act of God, death of a monarch, national holiday, period of national mourning, failure or shortage of power supplies, bad weather, national emergency, labour dispute, strike, civil disturbance, acts or threats of terrorism, non-performance by suppliers or subcontractors, serious illness or pandemic, national or locally-based lockdown or any other cause or event not within the control of the University.
- In the event that the ceremony cannot be rearranged and is cancelled, or the student cannot attend the rearranged date, the University's liability shall be limited to the direct and foreseeable loss of the cost of the guest tickets paid by the Student, which will be refunded in full. In particular, the University will not be liable for any other costs, including for any travel or accommodation cancellation or amendment costs.
- Students and guests are responsible for their own travel and accommodation arrangements and other costs, and should ensure that such arrangements include appropriate cancellation and amendment rights, or that they have obtained appropriate insurance to cover such cancellation, amendments or losses.

#### 11. Data Protection and Personal Information

- To protect the privacy of student personal data and in accordance with the Data Protection Act (2018), the Graduation Ceremonies Team can only discuss a Student's Graduation Ceremony attendance with the Student.
- The Student is responsible for providing the University with details of special requirements of guests. The University cannot liaise directly with guests.
- The processing of the Student's personal data under these terms and conditions is subject to the University's existing privacy policies:  
<https://www.plymouth.ac.uk/students-and-family/governance/information-governance/privacy-notices>.
- Most data the University processes and stores about the Student is drawn from their student record, in accordance with the University's student privacy notice. The Student is asked to confirm if they or their guests require special arrangements to attend the ceremony via the online ticketing website. This personal data is processed in accordance with the University's graduation privacy notice. If the Student has chosen to opt in to alumni communications, this personal data is processed in accordance with the University's alumni privacy notice.
- The University will collect and process the personal data of the students and guests at the Graduation Ceremony and Reception, in accordance with the applicable privacy policies, including as follows:

- Audio and visual data of all attendees at the Graduation Ceremony may be collected via photographs, videoing and a live stream recording. Graduation ceremonies may be professionally filmed. Where applicable, these films may be available to watch live online, and after the event, and may be available to purchase on DVD, USB or digital download.
- All names are published in full in the graduation programme, which may be a paper brochure which is available to all graduating students, staff, and guests at their ceremony, or an electronic brochure or list detailed on the University's website which is available to the general public.
- The Student will have their name announced during the ceremony.
- A University photographer may also be taking photos of the event. Students, staff and guests are all likely to be captured in either this film or in photographs.
- Film footage and photographs taken may be used for media publications, advertising, on the University's website at a later date, and on social media.
- By registering to attend the graduation ceremony, the student is agreeing to the above processing, and giving permission for their personal data to be used in the manner described above and the relevant University privacy notices. To discuss the proposed use of personal data further, please contact: [graduation@plymouth.ac.uk](mailto:graduation@plymouth.ac.uk)

## 12. Other Terms

- These Terms and Conditions are personal to the Student, and the Student may not transfer them, or their rights under these, to anyone else.
- These Terms and Conditions are between the Student and the University and no-one else has any rights under them. In particular, the Student's guests have no contractual relationship with the University and have no right to bring any claim under these Terms and Conditions against the University. The Student is responsible for providing all relevant information to their guests concerning their attendance at the Graduation Ceremony and Reception.
- The courts in England and Wales will have exclusive jurisdiction to settle any dispute or claim arising out of or in relation to these Terms and Condition. These such Terms and Conditions will be governed by and interpreted in accordance with the laws of England and Wales