

Graduation Terms and Conditions

1. Eligibility, registration, guest tickets and access requirements

1.1 Eligibility

- a. Students are identified as provisionally eligible to attend a graduation ceremony based on the end date that is recorded for them on the student records system. This list of potential graduates is then sent to the Institute Administration team to check.
- b. Students who are provisionally eligible to attend are sent an invitation and allowed to register their intention to attend.
- c. In order to attend the ceremony graduates have to fully meet all the eligibility criteria set out below:
 - i. Your award has to be confirmed two weeks before the date of the ceremony. If your award is not confirmed by then, your registration will be cancelled. You should then contact [Ede & Ravenscroft](#) to request a refund or defer your gown hire to another ceremony.
 - ii. You must clear any outstanding tuition fee debt that you have to the university.
- d. Any graduate who arrives at the graduation venue hoping to attend graduation, who has not met the eligibility criteria above, will not be allowed to attend the ceremony.

1.2 Registration

- a. Your invitation email and all future graduation correspondence is sent to the personal email address recorded on your student record.
- b. It is your responsibility to keep your contact details (including your personal email address) up to date. You can check what details we have on record for you and amend if necessary by logging into [MyTSD](#).
- c. You must complete the registration process on [MyTSD](#) by the deadline specified in your invitation email to guarantee a place at the graduation ceremony.
- d. If you are unable to attend the date of the graduation ceremony, you can opt to defer to a future ceremony when completing the registration process.
- e. If you fail to register by the specified deadline, the university will assume you do not wish to attend the ceremony.

1.3 Tickets

- a. Each graduate is guaranteed two guest tickets. These tickets must be requested when completing the registration process on [MyTSD](#).
- b. There is no charge for graduation tickets, either for the graduates, guests or additional guest tickets.
- c. You are able to request up to 4 tickets when registering via MyTSD, this **includes** the two guaranteed tickets.
- d. Please note we cannot guarantee the additional tickets requested.
- e. A week before the ceremony is due to take place you will receive an email to your personal address confirming **the total number** of guest tickets you will receive.
- f. In the event that we do have spare tickets they will be allocated by random ballot. We will randomly allocate one extra ticket per graduate until they run out, or until everyone who has requested extra tickets has received one extra ticket. If there are still tickets available, we will then randomly allocate another to those who have requested more. This process is carried out until either all tickets have been allocated or all additional guest ticket requests have been met. We regret that we are not able to prioritise any extra ticket requests under any circumstances.
- g. Guests who are unable to secure tickets may watch the ceremony on live stream via the university website. Graduation ceremonies that take place on university campuses will have dedicated areas where guests can watch the live stream. Please contact the [graduation team](#) for further details.
- h. Guest tickets will be available for graduates to collect on the day of the ceremony at the graduation venue.
- i. We are unable to admit anyone without a ticket.

1.4 Children

- a. Due to the formal nature of the proceedings the graduation ceremonies are not appropriate for children under the age of 5.
- b. Where children do attend, we request that you respect the formality of the occasion and remove the children from the venue if they are disruptive.
- c. Any children attending will need a guest ticket.
- d. Children under 16 must be accompanied by an adult (who is not the graduate) at all times. Please note graduates and guests are seated separately.

1.5 Accessibility requirements

- a. If you or your guests have any access requirements please ensure you note this as part of the online registration process. If the requirement arises after the registration site has closed please contact the graduation team.
- b. Staff at the university will use reasonable efforts to meet the accessibility requests of the graduate and their guests, provided the request is made three weeks prior to the ceremony.
- c. It is important you inform the university in advance of any attendees who may require assistance in the event of an evacuation.
- d. The graduation team will contact you one to two weeks before the ceremony to provide detailed information about the arrangements.
- e. Please notify the graduation team if the access requirements are no longer needed.
- f. If you or your guest requires a ticket for a carer, please contact the graduation team three weeks prior to the ceremony. You will need to provide evidence to support the attendance of a registered carer. Acceptable forms of evidence include:
 - An Attendance Allowance or Carer's Allowance award letter
 - For visual impairment, a BD8 registration card or a Certificate of Visual Impairment (CVI)
 - A recognised Assistance Dog ID Card
 - A Credibility's Access Card

1.6 Tickets are non-transferrable

UWTSD will not honour any informal arrangements made between graduates to pass their guest tickets onto another graduate.

2. Academic dress

- a) You are required to wear full academic dress appropriate to the award to which you will be admitted.
- b) You are responsible for ordering this yourself via the university's official supplier [Ede & Ravenscroft](#), at least 21 days prior to the ceremony.
- c) Any graduate wearing academic dress which is not deemed to meet the university's requirements will not be permitted to attend the ceremony or may have to hire the correct academic dress on the day from the official provider at additional cost.

3. On the day

3.1 Timings

- a. All graduates will be sent a timetable for the day, via email, no later than one week before the ceremony. This will state when graduates need to arrive at the venue.
- b. All graduates should be seated no later than 45 minutes prior to the ceremony. Any graduate arriving late (but before the ceremony starts) will be slotted in if and where possible. We cannot guarantee arrangements for graduates arriving after the ceremony begins.
- c. All guests should be seated no later than 30 minutes prior to the ceremony. Guests arriving after this time may not be admitted, and their seats may be re-allocated.

3.2 Seating arrangements

- a. You will be allocated a numbered seat based on the order the awards are read out and you cross the stage. You must remain in your allocated seat throughout the graduation ceremony to ensure your name is called out in the correct order.
- b. Guests will be seated in a separate section to the graduates.
- c. There are no allocated seats for guests and they are free to sit wherever they want apart from the seats that are clearly reserved.

3.3 Behaviour

- a. UWTSD does not tolerate aggressive or threatening behaviour by or to our graduates, their guests or anyone in the employment of the university.
- b. All mobiles should be set to silent during the ceremony.
- c. Your guests are welcome to take their own photographs or film during the ceremony. However they must not obstruct the views of others.
- d. Graduates are required to remain seated for the duration of the ceremony, except when directed by a staff member to stand for the procession or to be presented to the Vice-Chancellor.
- e. Guests are required to remain seated for the duration of the ceremony, except when instructed to stand for the procession.

- f. Graduates must ensure their guests are aware of the requirements set out in section 3.3.
- g. The university reserves the right at our sole discretion to refuse entry or remove any graduate or their guest who we believe are in breach of these terms of conduct, or present any health, safety or welfare concerns to graduates, guests or staff.

3.4 Health, safety, fire and security

- a. All graduates, guests and staff must follow the Health, Safety and Fire instructions of the University and of the venues in use during the graduations.
- b. At the start of each ceremony a university representative will announce what the evacuation procedures are should the fire alarm sound.
- c. If you or your guests see anything suspicious that gives cause for concern, please inform a member of the graduation team or Security at any venue.

4. If the university changes or cancels the event

The university reserves the right to make changes to the date and time of the graduation ceremony where necessary, or to conflate ceremonies if the number of confirmed attendees is lower than anticipated. If this happens, you will be informed via email and any existing bookings will be transferred to the new ceremony. UWTSD will not be liable for any losses direct or otherwise incurred by the graduate or their guests.

5. Your cancellation rights

- a) If, after registering, you are no longer able to attend your graduation ceremony please notify the [graduation team](#) as soon as possible, so that we may allow others to attend. If you would like to request to defer to the next ceremony season you should make this known to the graduation team.
- b) If a graduate is unable to attend, their guests will not be eligible to attend either.
- c) Refunds for academic dress and photography are subject to [Ede& Ravenscroft's refunds policy](#) and you must contact them directly yourself.

6. Data protection, filming and photography

6.1 Graduation Privacy Notice

The [Graduation Privacy Notice](#) explains how the university will collect, use, disclose and protect your personal data. This notice applies to all graduating UWTSD students who may be eligible for an award whether they attend the ceremony or not.

6.2 Can my family member liaise with the graduation team on my behalf

The university cannot discuss your student record or any details relating to your graduation with any third party. If you would like us to discuss your details with a third party, you can give permission by contacting the [graduation team](#).

6.3 Attending the ceremony

If you attend a graduation ceremony, your full official name will be read out before you cross the stage. We are unable to use preferred names. Names cannot be amended after an award has been made, unless they have been legally changed due to gender reassignment. Only the names of those graduates who attend the ceremony will be announced.

6.4 Graduation brochure

The university includes the names of each graduate (whether they attend the Graduation ceremony or not) and the award attained in its graduation brochure which is available online via the UWTSD website. No information on the classification of the award attained is included. Graduation brochures are produced 2 weeks in advance of the ceremony; if you do not wish for details (name and course) to be included in the brochure please contact the [graduation team](#).

6.5 Filming and photography

UWTSD use an official photographer to take photographs of the graduation ceremonies. These images may be used for media publications and advertising. By registering to attend your graduation ceremony, or by your guests entering a graduation venue, you are giving permission for your image to be captured in the live broadcast or by our official photographer. If you do not want your image to be captured in this way, please contact the [graduation team](#), no later than 2 weeks prior to the ceremony to discuss potential options.

7. Debts

If you have an outstanding tuition fee debt with UWTSD you will not be able to attend your graduation ceremony and will not receive your certificate. To be included in the graduation brochure you must clear your debt 2 weeks before your ceremony.

8. Visas

Some international students may need to apply for a visa to attend graduation. The university can provide an invitation letter if needed, please contact the [graduation team](#) to request this.

Terminology

Graduate means a student who has been invited to attend a graduation ceremony.

Guest means a friend or family member of a graduate and attends with a guest ticket.

'us', 'we', 'our', 'the University' means the University of Wales Trinity Saint David.

'you', 'your' means the graduate.