

Leeds Trinity University Graduation Policy

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1. Awards Eligible to Attend Graduation

1.1 Summer Ceremonies

Summer Graduation Ceremonies are held in July each year. To be eligible to attend the summer ceremonies, your award must have been conferred by a Progression and Award Board before 1 July.

Awards presented are in accordance with the [Taught Programme Academic Regulations](#)

1.2 Winter Ceremonies

Winter ceremonies are held in December each year. To be eligible to attend the winter ceremonies, your award must have been conferred by a Progression and Award Board before 30 November.

2. Graduation Events

Students will normally be invited to graduate with the school and faculty to which their course belongs. Students are not permitted to graduate with an alternative school. Ceremony schedules are planned with set dates and times and requests to attend a different ceremony cannot be accommodated unless this is by deferral as described below.

3. Deferrals

If student is unable to attend their scheduled ceremony, the University permits students to defer their graduation to the next ceremony they are eligible to attend. For example, July ceremony deferral will be to the December events and the December event to the next set of ceremonies in July.

4. Conferment of Award

Students are given three options for the conferment of their award:

1. Attend their graduation ceremony and be presented with their award documentation;
2. Graduate *in absentia* and have their award documentation posted to them via recorded mail. If a graduand graduates *in absentia*, they cannot attend a future ceremony;
3. Defer their attendance to a subsequent graduation ceremony.

5. Tuition Fee Debt

Any student who has an outstanding tuition fee debt will not be permitted to attend a graduation ceremony or receive their award documentation until the debt is paid in full.

6. Graduation registration and guest tickets

6.1 Registration

Students who are due to graduate will be sent an email inviting them to complete the Graduation Registration Form. Students who have not completed their programme of study are invited to

register to attend graduation '*subject to successful completion*'. Registration is available online via e:Vision and must be completed to inform the university of the award conferment choice. The registration period will be clearly indicated in the invitation email and on the Leeds Trinity University external website.

Requests to attend graduation received after the published registration deadline will not be accommodated; students will be offered the opportunity to graduate *in absentia* or defer their attendance to a subsequent graduation ceremony.

6.2 Guest Tickets

All students are offered up to four complimentary guest tickets to attend the graduation ceremony. Guest tickets are only issued to students who register to attend their ceremony and tickets are **not** automatically allocated. Students must reserve tickets directly with Leeds Playhouse and all guests attending the event must have a ticket to be permitted entry to the venue. Guest seating will be allocated by Leeds Playhouse and Leeds Playhouse will issue tickets directly to students via email.

To offer this service, for those students who register to attend graduation, Leeds Trinity will provide Leeds Playhouse with students' official name, date of birth, student ID number and email address following the registration period.

6.3 Guest Access Arrangements

All students will be asked if their guests have any special requirements as part of the ticket registration process. If necessary, Leeds Playhouse may contact students to further discuss the requirements.

6.4 Children

Children are welcome to join graduation events. Children **over the age of two** will require their own seat and guest ticket.

Children **under the age of two** years will require an infant ticket and must be seated on an adult's lap in the venue.

Children under the age of 16 must be accompanied by a responsible adult.

7. Ceremony attendance

If a student registers to attend their graduation ceremony but does not attend on the day, their award will automatically be conferred *in absentia* and their award documentation posted to the contact address given during the e:Vision graduation registration process.

If a student attempts to attend a graduation ceremony without pre-booking their attendance by the published deadline, Leeds Trinity will not be able to accommodate inclusion in the ceremony. In such instances, the award will be conferred *in absentia* and the award documentation posted to a nominated address.

Ceremonies start promptly at the published start time. If students arrive after the ceremony has started, the University will try to accommodate inclusion in the ceremony however, once the presentation of awards has concluded, it will not be possible to include students in the ceremony.

8. Academic Failure

In the event of academic failure, students will not be eligible to attend the graduation ceremony. If this occurs, all guest tickets will automatically be withdrawn. Students will be contacted to confirm that this has been done and what the next steps are.

Leeds Trinity will not be liable for any losses, direct or otherwise, incurred by students or guests if a student's place at the ceremony is cancelled because of the student's academic failure or non-completion of their programme by the deadline set in section 1 of this policy.

9. Academic Appeals

Following the Progression and Award Board, students who submit an academic appeal are usually able to attend graduation to receive their award as confirmed by the Board.

If any classification and/or grade is subsequently changed on appeal, revised award documentation will be issued to them via post. Graduates are not permitted to attend a future ceremony to receive their revised award documentation.

10. Graduation Dress Code

Graduation is a formal occasion. All graduands participating in the ceremony must wear formal academic dress. This consists of a gown, hood and cap. The University's official supplier is Marston Robing Ltd and it is the graduand's responsibility to ensure that they have hired or purchased the correct academic dress for the award they are receiving. Any graduand who does not have the appropriate academic dress will not be permitted to take part in the ceremony.

Leeds Trinity recognises that graduands may wish to wear academic dress which they already own or have access to. Graduands are permitted to wear this academic dress provided that it is the correct style of gown, hood and cap for the level of award which they are receiving. Individual items of academic dress can be ordered via Marston Robing Ltd.

If, on graduation day, Leeds Trinity determines that the gown, hood or cap is unsuitable, the graduand will be required to hire the appropriate dress from Marston Robing Ltd and they will be liable to pay the on-the-day hire charge.

11. Printed Publications

Leeds Trinity produces a souvenir programme for all graduation ceremonies and works with a regional publication on an article about Leeds Trinity graduation. The graduate official name and award name will be included in these publications, however, final degree classifications are not included.

Students will be asked to opt in or opt out of their information being included in such publications during e:Vision registration.

12. Ceremony filming and photography

Graduation is regarded as a public occasion.

Graduation ceremonies are recorded and broadcast across the venue and on the Internet. Recordings will remain available on the Youtube after the event.

Graduands and guests should be aware that they may appear on these recordings. By participating in graduation, graduands and guests by implication consent to this use of recordings and photographic images.

The University's official photographers will also be situated in the venue taking photographs and video footage of the celebrations. Photographs will be available to download online shortly after the event. Graduands and guests who do not wish their image to be used in this way should inform the photographer on the day.

Marston Robing Ltd is the University's official photographer for portraits and family groups.

12.1 Official Personalised Video Clips

Leeds Trinity works with a media supplier to produce a personalised digital video clip for each graduand attending graduation. To offer this service, Leeds Trinity will provide the supplier with the graduand presentation name and award name.

Students will be asked to opt in or opt out of their information being shared with the supplier for a personalised clip during e:Vision registration.

13. Aegrotat awards

An aegrotat award may be conferred where a student, in their final year of study, cannot complete their programme in the foreseeable future due to serious medical or other exceptional reasons. Decisions to award an aegrotat degree must be ratified by the relevant Progression and Award Board. An aegrotat award may not be conferred with any distinction or Honours classification.

14. Certification

Official certificates and transcripts will be issued at the ceremony. Award documentation for graduates unable to attend the ceremony will be posted after the set of ceremonies in July or December. Students will be required to provide a post-ceremony contact address during graduation registration process.

15. Health and Safety and Risk Assessment

All events will be managed in line with the Health and Safety at Work Act 1974. This ensures that the event will be conducted in such a way to ensure, as far as is reasonably practicable, that all visitors to the venue are not exposed to any risk to their health and safety. A full risk assessment will be conducted prior to any event.

16. Postponement or cancellation

If graduation cannot take place or is delayed or the ceremony time needs to change due to circumstances beyond the control of Leeds Trinity, including (without limitation) fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, national mourning, student registration exceeds our capacities or as a result of any industrial action or dispute involving Leeds Trinity, Leeds Trinity will not be liable for any losses, direct or otherwise, incurred by students or guests. Leeds Trinity shall give as much notice as is reasonably possible to students of such cancellation, delay or postponement.

17. General Data Protection Regulations (GDPR)

In accordance with the General Data Protection Regulations 2018, Leeds Trinity University is committed to ensuring that the data held about individuals is processed fairly and lawfully, and that it is held for specified purposes only. All data will be retained in accordance with the University's Retention Schedule.