

1. Registration

1.1 Registration

Registration to attend graduation ceremonies taking place from **Tuesday 16th April 2024 – Thursday 18th April 2024** will open on **25th January 2024** and close at midday on **4th March 2024 at 12pm**

Graduands who register before the deadline of the 4th March 2024 will be entitled to 2 complimentary guest tickets and, subject to availability, the opportunity to purchase additional guest tickets after initial registration has closed.

1.2 Late Registration

Registration after the closing date will be considered at the discretion of the University.

Allocation of guest tickets, including complimentary and extra guest tickets, for Graduands who register after the deadline stated in *1.1* cannot be guaranteed and will be allocated at the discretion of the University based on availability.

In the event that Graduands miss the registration deadline, please contact the graduation team at graduation@lincoln.ac.uk

2. Eligibility

2.1 To be eligible to attend a graduation ceremony Graduands must have:

- Had their award conferred by a University of Lincoln Board of Examiners on or before the 1st March 2024
- Paid all outstanding academic tuition fees before 27th March 2024
- Not already attended a University of Lincoln graduation ceremony for the same award.

2.2 Resits

Graduands with resits will not be eligible to attend the graduation ceremonies taking place in April as final results will not have been conferred by a Board of Examiners and released in time to attend. Graduands will be invited to attend the next ceremonies taking place in September 2024, subject to an award being conferred by a Board of Examiners.

2.3 Extensions

Graduands with extensions and where an award has not been conferred by a University of Lincoln Board of Examiners by the 28th February 2024 will not be eligible to attend the April

2024 graduation ceremony. Graduands will be invited to attend the next ceremonies taking place in September 2024, subject to an award being conferred by a Board of Examiners.

2.4 Extenuating Circumstances

Graduands with approved extenuating circumstances and where an award has not been conferred by a University of Lincoln Board of Examiners by the 1st March 2024, will not be eligible to attend the September graduation ceremony and will be re-invited to the next available ceremony that they are eligible for.

Please note; where extenuating circumstances, resits or extensions are approved, the University will assume you wish to resubmit. In this instance, if you do not wish to resubmit and instead wish to attend the April ceremony, you must notify the University in writing no later than the 28th February 2024 by emailing assessments@lincoln.ac.uk confirming your intention not to resubmit and instead accept any final award to which you are eligible.

Where notification is not received by the 28th February 2024 the University will assume you intend to make a re-submission, your eligibility to attend the University's upcoming graduation ceremony will be rescinded and you will instead be invited to attend the University's next graduation ceremony that you are eligible for.

3. Ticketing

The University of Lincoln graduation ceremonies are ticketed events. Graduand and guest admittance to the ceremony and celebration reception is subject to Graduands and guests producing a relevant ticket for the event upon entry. The University reserves the right to refuse entry without a ticket.

3.1 Graduand

Each Graduand is guaranteed a ticket to attend a ceremony when registering before the deadline of the 4th March 2024 at 12pm

3.2 Complimentary Guest Tickets

All Graduands who register before the deadline of the 4th March 2024 are entitled to two free complimentary guest tickets at the time of booking.

3.3 Extra Guest Tickets

Extra guest tickets over and above the complimentary guest tickets will be subject to availability. The number of extra tickets available for each registered Graduand to purchase will be calculated for each ceremony after the initial registration has closed on the 4th March 2024

If extra tickets are available, these will be limited in number and sold on a first come first serve basis at a cost of £20 per ticket (including VAT). All Graduands who have registered to attend a ceremony will be notified by email any details regarding extra tickets.

3.4 Ticketing and Late Registration

Allocation of tickets, including Graduand, complimentary and extra tickets, to Graduands who register after the deadline of the 4th March will be at the discretion of the University and will be subject to availability.

3.5 Registered Carers

Graduands may request a third complimentary ticket for a registered carer at the discretion of the University. Please contact graduation@lincoln.ac.uk, including confirmation of the registered carer name and registration number/confirmation letter.

3.6 Special Requirements

If any Graduand or guest has a specific health requirement regarding seating arrangements in the Cathedral, please provide details through the William Northam booking system. The graduation team will accommodate where possible and confirm arrangements by email a week before the ceremony.

Any information provided, is held securely and only shared with those involved in the running of the ceremony, such as the graduation ushers. Any information regarding a student or their guests' additional requirements will be deleted immediately after the ceremonies have taken place.

Please note, animals are not permitted with the exception of service dogs.

4. Non Attendance

4.1 Defer

Graduands unable to attend the graduation ceremony they have been invited to may defer their attendance to a future ceremony. Graduands will need to email the graduation team graduation@lincoln.ac.uk

Graduands who wish to defer their attendance and inform the graduation team of their intention to attend a future ceremony, will be added to the invitation list for the following ceremony period.

4.2 Do not wish to attend a ceremony

Graduands who do not wish to attend a graduation ceremony may notify the graduation team of their intention not to attend by emailing the graduation team graduation@lincoln.ac.uk

The graduation team will assume that Graduands who do not complete the online registration process or contact the graduation team regarding their attendance or future attendance, do not wish to attend a ceremony, nor one in the future.

Graduands with resits, extensions or approved extenuating circumstances will be automatically invited to attend a future ceremony once their award has been conferred by a Board of Examiners.

4.3 Certificates and Transcripts

All certificates and transcript will be posted to the permanent home address that we hold for you on our records. Graduands are responsible for ensuring the University holds the most up to date contact details against their records.

To update your contact details please email studentrecords@lincoln.ac.uk

5. Refunds

Notification of refund for any extra guest tickets that have been purchased must be made to William Northam by visiting their website www.williamnortham.com and logging into 'My Account'. Alternatively please email student@williamnortham.com by the refund deadline of 2nd May 2024. Refunds for extra tickets will not be given after this deadline.

6. Academic Dress

It is a requirement that all Graduands attending their graduation ceremony wear the appropriate University of Lincoln academic dress. This can be hired or bought from William Northam, the University academic gown hire company via - <http://www.williamnortham.com/Northams/Index.aspx>.

Graduands with concerns regarding this requirement, should contact graduation@lincoln.ac.uk for further guidance.

7. Right to Refuse Entry

All Graduands and their guests must be seated in the Cathedral at least 30 minutes prior to the start of the ceremony.

Graduands and guests will not be permitted entry once the ceremony has commenced.

The University of Lincoln reserves the right to refuse entry to the graduation ceremonies and celebration reception where deemed appropriate.

The University of Lincoln reserves the right to ask any person to leave the ceremony if they are disruptive to the proceedings or to other guests.

8. Graduation Ceremonies as a Public Event

8.1 Publications

The University of Lincoln's bi-annual graduation ceremonies held in January and September are considered to be public events. This means that the names and award titles, but no classifications, of all Graduands (including those graduating in absentia) are published in the graduation brochure.

In addition, the names of Graduands will be provided to our external supplier for use on graduation products such as graduation t-shirts and hoodies. This does not include award titles or any other information.

8.2 Filming and Photography

The University of Lincoln film and photograph the graduation ceremonies. These images are to be used by the University for use within marketing materials and on the University website (including social media). A professional film recording is taken of all graduation ceremonies. These are streamed onto the University of Lincoln website and will be available to purchase on DVD after the ceremony.

Graduands and guests seated in the Cathedral should be aware they may appear on these recordings and photographs.

8.3 The Press

The local press may be in attendance at the graduation ceremonies and may take photographs and video footage.

9. Disclaimer

The University of Lincoln aims to provide the graduation ceremonies as advertised, but reserves the right to make alterations to the celebrations if necessary, or in the case of unforeseen circumstances. In the unlikely event that a ceremony has to be cancelled, rescheduled or postponed, the University will make every effort to contact Graduands and in addition will announce information on the University website.