



Lincoln Bishop University

Document Administration

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Alternative Format:	If you require this document in an alternative format, please contact policy@lincolnbishop.ac.uk	

***Please Note:** This document remains valid until formally revoked or replaced by the University.

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.1	01 March 2023	Terms & Conditions centralised and approved by Senate.
1.2	05 June 2026	Document updated and transferred onto new Lincoln Bishop University template

GRADUATION TERMS & CONDITIONS

1. INTRODUCTION

- 1.1. The following Terms and Conditions apply to all graduating students attending the Graduation Ceremonies of Lincoln Bishop University. Any questions regarding these terms and conditions should be addressed to the Graduation Office via email at graduation@lincolnbishop.ac.uk.

2. ELIGIBILITY TO ATTEND

- 2.1. To be eligible to attend graduation, students must:
 - 2.1.1. register to attend before the advertised deadline in May, even if there is a possibility that elements of the programme might not have been passed;
 - 2.1.2. have the successful completion of the award confirmed by the Lincoln Bishop University Board of Examiners in late June/early July;
 - 2.1.3. have paid all outstanding Tuition Fees.
- 2.2. If a re-assessment is required for any element of the programme, students will not be eligible to attend a graduation ceremony until the results of the re-assessment have been confirmed by the Board of Examiners. If re-assessment is successful students will be eligible to graduate at the next ceremonies and contact will be made accordingly.
- 2.3. If a student has an approved extension or approved Extenuating Circumstances resulting in their award not being ratified by the Board of Examiners in late June/early July, they will not be eligible to attend graduation until the following summer.
- 2.4. If a graduating student opts not to attend their graduation ceremony, they will not be invited to attend a future graduation ceremony, unless a formal deferral has been approved based upon exceptional circumstances, in line with Section 7 of these Terms and Conditions.

3. PAYMENT OF FEES

- 3.1. If you have any outstanding academic debts (Tuition Fees and other programme related costs – please refer to the [Tuition Fee Register, Charges and Student Debt Policy](#) on the University website for the year you first enrolled) due to the University, these must be settled by the point at which you complete your course, or your graduation attendance will be withheld. Any outstanding Tuition Fees must be cleared by 31 May in the year of the graduation ceremony. Any students who have outstanding Tuition Fee debts will not be included in the Graduation Programme.

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4. REGISTRATION

- 4.1. All students who are eligible to graduate must register for their ceremony via the link included in the email invitation sent from the Graduation Office. It is vital that all students register to attend their graduation, even if they believe they may fail the course or the event may be cancelled for any reason. Late registrations cannot be accepted and students who fail to register their attendance by the specified deadline will be noted as graduating in absentia.
- 4.2. Graduating students are required to wear full academic dress for the ceremony (Lincoln Bishop University specific gown, hood and mortarboard).
- 4.3. If hired through Ede & Ravenscroft via the link within the invitation, students who are ineligible to attend graduation following the Board of Examiners can request a refund for the hire of their Academic Dress and any guest tickets they have purchased. Refunds can be requested via Ede & Ravenscroft up to 3 weeks before the date of the first Graduation ceremony.

5. GUEST TICKETS

- 5.1. The number of guest tickets available per graduating student may change from year to year depending on capacity and projected number of graduating students. Full information regarding the number of available tickets will be included on the [University website](#) and within the official email invitation. Additional tickets may become available, but this is dependent on the initial take up when tickets first go on sale.
- 5.2. In addition to the number of guest tickets detailed within your official email invitation, further tickets cannot be guaranteed or confirmed until all registrations have been processed. Availability of additional tickets and how to purchase them will be communicated to each graduating students' personal email account after the initial ticketing deadline. Registration for additional tickets will be via the Ede & Ravenscroft Portal. These are subject to availability and will be issued on a first-come, first-served basis.

6. USE OF STUDENT DATA

- 6.1. To ensure a high-quality service for Graduation, Lincoln Bishop University is required to process the personal information of all graduating students. The information we will process includes, but is not limited to:

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- 6.1.1. Full Name
 - 6.1.2. Email Address (both Student and Personal)
 - 6.1.3. Mobile Phone Number
 - 6.1.4. Course Information
 - 6.1.5. Student ID Number
- 6.2. The information we process is provided to the Graduation Office by the Faculty Administration Office and will be used to ensure that graduating students are able to register and attend their ceremony. Information will be stored by the University and will be shared with our Graduation Ticketing and Gown provider, Ede & Ravenscroft. Personal information may also be used in promotional material (such as Graduation Merchandise, banners, images, etc). Upon registration, students will be asked to specify whether they consent to their data being used in promotional materials and Graduation merchandise. Students who provide their consent and later wish to withdraw that consent can do so by submitting a formal request to graduation@lincolnbishop.ac.uk who will then liaise accordingly with the Marketing team. Where photograph are used for future promotional materials, we will obtain your express consent to use photographs of individuals.

7. DEFERRALS AND EXCEPTIONAL CIRCUMSTANCES

- 7.1. There are occasionally circumstances beyond individual control that may prevent a graduating student from attending their conferment ceremony. If such a situation should arise leading up to Graduation, graduating students should contact the Graduation Office via email at graduation@lincolnbishop.ac.uk to submit a formal request to defer their attendance at Graduation. Each request for a deferral will be considered on a case-by-case basis.
- 7.2. It is not possible to list all circumstances which would be accepted or considered to be exceptional and thereby warrant a deferral of attendance at Graduation, but they would normally include:
- 7.2.1. serious illness or injury;
 - 7.2.2. bereavement or illness involving a significant other or close family member;
 - 7.2.3. serious personal difficulties;
 - 7.2.4. a significant event which could not have been foreseen;
 - 7.2.5. Jury Service.

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- 7.3. Although it may not be possible to provide evidence for all exceptional circumstances, the Graduation Office at Lincoln Bishop University reserves the right to request evidence relating to exceptional circumstances where it is deemed this would help them to reach a decision.
- 7.4. A graduating student must submit a formal deferral request either before or within 10 working days of their original Graduation Ceremony date. Any request for deferral submitted after this time has elapsed will not normally be considered. If a deferral request is not approved the graduating student will be noted as having graduated *in absentia*. To submit a deferral request, students must do so in writing to graduation@lincolnbishop.ac.uk, including the following information in their request:
- 7.4.1. Full Name
 - 7.4.2. Student ID Number
 - 7.4.3. Course or Programme of Study
 - 7.4.4. Date and Time of Graduation Ceremony
 - 7.4.5. Details of Exceptional Circumstances
- 7.5. Students who submit a deferral request should also include any corroborating evidence with their request.
- 7.6. A graduating student will normally be eligible for only one deferral and all accepted deferrals will be to the next scheduled ceremonies. Dates of graduation ceremonies are published one calendar year in advance on the University website to aid with commitment planning.
- 7.7. Where a deferral is approved, graduating students will be eligible to apply for guest tickets as indicated in Section 4 above.
- 7.8. A copy of a Graduation Deferral Request will be retained for no more than 3 years from the date it was received. This is to comply with Data Protection legislation and to ensure students only receive one deferral.

8. DISCLAIMER

- 8.1. Lincoln Bishop University shall not be liable for graduating students who fall ill or any actual or alleged loss by the graduating students and/or guests arising from the cancellation or postponement of the event. This includes, for example, travel, accommodation and subsistence costs or any loss of business or earnings. Graduating students and their guests should ensure they have sufficient insurance protection to cover any losses they may incur as a result of postponement or cancellation of Graduation.