

SOAS University of London, September 2024 Graduation, Terms & Conditions

It is the responsibility of the Graduand to read through and understand the following terms and conditions and to contact the Graduation Team if they have any queries. By registering to attend SOAS University of London Graduation September 2024, the Graduand agrees to the following:

A. Eligibility to graduate

- A.1** A Graduand's degree must be awarded, and recorded on the University's student record system, by no later than Monday 12 August 2024. Any appeal against an award must be resolved by Monday 12 August 2024. If a Graduand has an outstanding appeal they will not be eligible to graduate until it has been resolved. Should an appeal be resolved after Monday 12 August 2024 the Graduand will not be able to attend a SOAS University of London, September 2024 ceremony and will be invited to attend the next applicable SOAS graduation ceremony.
- A.2** Any outstanding debt to the University must be paid and cleared in full by no later than Monday 8 July 2024. Any Graduand whose debt is not cleared by this date will not be eligible to graduate at SOAS Graduation September 2024. If a Graduand requires further information as to how to clear a debt to the University and how this will affect their graduation ceremony attendance they should contact the Finance Team via email at instalmentpayment@soas.ac.uk.

B. Deferrals

- B.1** The University will endeavour to accommodate Graduands who need to defer their Graduation Ceremony attendance, however the University cannot guarantee that attendance will be offered at a specific future Graduation Ceremony.
- B.2** If a Graduand needs to defer their Graduation Ceremony attendance as set out in clause B.1 above they must inform the Graduation Team by no later than 12 noon (BST) on Monday 12 August 2024 via email at ceremony@soas.ac.uk.

C. Graduation ceremony date and time

- C.1** Any graduation ceremony dates and times are **provisional** until officially confirmed on the SOAS University of London graduation website (<https://www.soas.ac.uk/graduation>). Graduands are strongly advised against making any travel or accommodation arrangements until the dates and times are confirmed on the graduation website. Our before Monday 19 July 2024 when awards will be conferred.

- C.2** Graduands are responsible for making their own travel arrangements and ensuring that they arrive for the relevant SOAS University of London 2024 Graduation ceremony in good time.
- C.3** The University is not responsible for any costs incurred by Graduands with regard to attendance at a SOAS University of London September 2024 Graduation ceremony.

D. Contact information

- D.1** It is the responsibility of the Graduand to ensure that their contact details on the University's student record system are up to date. A Graduand's contact details are used to communicate SOAS University of London Graduation information and registration details.
- D.2** Should a Graduand's contact details change they should amend their details via SOAS Online Student Services before the end of July or please contact the SOAS Graduation Team via email.
- D.3** The University is not responsible for email invitations not received by Graduands who fail to advise the University of a change to their contact details.

E. Registration and tickets

- E.1** Tickets for SOAS University of London September 2024 Graduation ceremonies will only be issued to eligible Graduands. For further information about eligibility please contact the Graduation Team via email at ceremony@soas.ac.uk.
- E.2** Registration for SOAS University of London September 2024 Graduation will open at 12 noon (BST) on Friday 26 July 2024 and will close at 12 noon (BST) on Monday 19 August 2024. Graduands will be advised of their eligibility to register via email.
- E.3** Graduands who have not completed the online registration process and have not confirmed their attendance for SOAS University of London September 2024 Graduation by the published deadline will be unable to do so on the day itself.
- E.4** Registrations made after the SOAS University of London September 2024 Graduation registration deadline of 12 noon (BST) on Monday 19 August 2024 will not be accepted.
- E.5** Each Graduand will be allocated a Graduand Ceremony Ticket for the relevant Graduation Ceremony. This must be collected on the day of the Graduation Ceremony from the designated registration point on the SOAS University of London campus at the time stated in pre-graduation communications.

F. Arrival and entry

- F.1** Graduands arriving late or after registration closes for their SOAS University of London September 2024 Graduation ceremony will be unable to participate in their ceremony at Friends House.
- F.2** Entry to a Graduation Ceremony is subject to Graduands producing the correct ticket upon arrival. The University reserves the right to refuse entry without a ticket.
- F.3** Graduand tickets cannot be transferred to another SOAS ceremony or to another Graduand.
- F.4** Any inappropriate act or behaviour or use of signage is prohibited and the University reserves the right to remove any Graduand under such circumstances, if necessary.

G. Seating and special requirements

- G.1** Any special requirements that Graduands may have with regard to attendance at Friends House, including, but not limited to, wheelchair access and sight or sound facilities at Friends House must be requested via email to the Graduation Team at ceremony@soas.ac.uk by 12 noon (BST) seven days before the scheduled ceremony.
- G.2** There are no car parking spaces available at Friends House or on the University campus. Graduands and their guests are strongly recommended to use public transport to attend their SOAS University of London September 2024 graduation ceremony.
- G.3** Requests relating to special requirements that are made after the registration deadline, 12 noon (BST) on Monday 19 August 2024, will only be granted in exceptional circumstances and are dependent on availability.

H. Cancellations and refunds

- H.1** If a Graduand can no longer attend the Graduation Ceremony they have registered for, they must inform the Graduation Team as soon as possible via email at ceremony@soas.ac.uk.
- H.2** Graduands can request a refund for guest tickets until 12 noon (BST) on Monday 19 August 2024 via the online registration platform.

I. Crossing the stage

- I.1** During the Graduation Ceremony, each Graduand will be directed to the stage. At the foot of the stage the Graduand will hand their placement card to a staff member. The Student Name Reader will read out the Graduand's name and the Graduand will be asked to cross the stage.
- I.2** The University will endeavour to ensure that Graduands attending a Graduation Ceremony cross the stage with their cohort but cannot guarantee this and accepts no

liability for disappointment or distress in the event that a Graduand is not presented with their cohort.

I.3 Student Name Readers will endeavour to pronounce the name of any Graduand attending a Graduation Ceremony correctly but the University cannot guarantee that names will be pronounced correctly and accepts no liability for disappointment or distress in the event that pronunciation is not correct. To help the Student Name Reader, we request that Graduands attending a Graduation Ceremony use the relevant box on the registration portal to indicate the Graduand's preferred phonetic pronunciation of their name being read out.

J. Academic dress

J.1 Graduands are expected to wear Academic Dress at their Graduation Ceremony.

J.2 By confirming attendance at a Graduation Ceremony, Graduands agree to wear official College academic robes provided by our robing company Ede & Ravenscroft Ltd.

J.3 Gown bookings can be made after the Graduand receives their graduation invitation email. Bookings can be made until four weeks before the relevant Graduation Ceremony.

J.4 The University reserves the right to refuse admittance to Graduands who are not wearing Academic Dress supplied by Ede & Ravenscroft Ltd, or who are inappropriately dressed. Graduation is a formal occasion and the appropriate attire must be worn.

K. Filming and photography

K.1 Each SOAS University of London September 2024 Graduation ceremony is professionally filmed and the footage is live streamed and posted on the University website. Footage may also be used by the University for media publications and advertising, including on the University website, social media channels, the University intranet, in press releases and mailings, on event posters, on TV screens on campus or in magazines or prospectuses. All Graduands and guests should be aware that they may feature in this footage. Further information on how your personal data may be used can be found on the University website at

<https://www.soas.ac.uk/about/governance/policies-and-procedures/key-policies>

K.2 The University's photographers will be on campus to take photographs throughout graduation day. If you would prefer that your photograph is not taken, please inform the photographer. Please note, we are unable to guarantee the exclusion of any Graduand images from group photographs.

K.3 The taking of 'selfies' during the ceremony, particularly on stage, is strictly prohibited.

K.4 Flash photography and unauthorised video recording of a Graduation ceremony is strictly prohibited.

K.5 Graduands will be filmed as they process across the stage.

K.6 Any gesture to the camera or inappropriate act or use of signage is prohibited. The University reserves the right to edit any inappropriate behaviour from the footage before it is made available online and to remove any Graduand from the appropriate Graduation ceremony.

L. Mobile phones

L.1 The use of mobile phones during a Graduation ceremony is strictly prohibited. Graduands must ensure that their mobile phones are switched off or set to 'silent' during the ceremony.

M. Security checks

M.1 Friends House reserves the right to search bags brought into the venue. Therefore, we ask that Graduands and their guests are prepared for any bags to be checked for security purposes.

M.2 We ask for Graduands' assistance in the bag checking process by avoiding bringing large bags to the Graduation Ceremony, and by arriving at Friends House at least 45 minutes before their ceremony start time.

N. Right to refuse entry

N.1 The University reserves the right to refuse entry to Graduands at Friends House.

N.2 Graduands should be seated inside Friends House at least 45 minutes before their Graduation Ceremony start time. Entrance after a ceremony has begun cannot be guaranteed and is at the discretion of the Graduation Team.

O. Degree certificates

O.1 Degree certificates are not presented to Graduands at their Graduation ceremony. Degree certificates are posted to graduates within three months of the award conferral date.

O.2 Attendance at a SOAS Graduation Ceremony is not mandatory and has no impact on the awarding of a degree.

P. Data protection

P.1 In accordance with the applicable data protection laws in England and Wales, including the EU General Data Protection Regulation 2016/679, the Graduation Team can only discuss a Graduand's Graduation Ceremony with the Graduand. Information cannot be disclosed to anyone other than the Graduand.

P.2 Graduands who attend a Graduation Ceremony will have their first name and surname announced. All Graduand names will be taken directly from the University's student records system. We are unable to use preferred or abbreviated names but Graduands can register their preferred pronunciation on the registration portal.

If a Graduand would prefer that their name is not announced they must advise the Graduation Team via email at ceremony@soas.ac.uk no later than 12 noon (BST) on Monday 19 August 2024.

Q. Disclaimer

Q.1 If a Graduation Ceremony is cancelled, postponed or delayed due to circumstances beyond the control of the University, including but not limited to adverse weather conditions, fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, or as a result of any industrial action or dispute involving the University or the venue at which a Graduation ceremony is due to be held, the University will not be liable for any losses, whether direct or otherwise, incurred by Graduands or any third party. This includes but is not limited to travel, accommodation and subsistence costs or any loss of business or earnings due to the cancellation, postponement or delay of a Graduation Ceremony.

Q.2 The University will, where possible, make alternative arrangements for any Graduand affected by a cancellation, postponement or delay, but Graduands should ensure that they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of a Graduation Ceremony being cancelled, postponed or delayed.

Q.3 We may make changes to a Graduation ceremony which we reasonably consider to be necessary, including to ensure that the ceremony complies with any applicable law or to satisfy any other operational requirement, and we will notify you of any such changes that we consider to be material.

Q.4 In the event that a Graduation ceremony has to be cancelled, rescheduled or postponed, the University will make every effort to contact Graduands and will post information on the University website and in other appropriate locations.

When registering attendance Graduands will be asked to accept these Terms and Conditions and will not be able to complete registration without doing so. The University confirms that failure to comply with these Terms and Conditions may result in a Graduand losing their place at the relevant Graduation Ceremony.

SOAS University September 2024 Graduation Ceremony Glossary of Terms

Academic Dress - the term for the hood and gown worn by Graduands and academic staff, provided by Ede & Ravenscroft Ltd.

Accessible Seating – Seating suitable for Graduands with accessibility requirements

University – School of Oriental and African Studies

Graduand - a student who has met all the eligibility criteria and has been invited to apply to attend a Graduation ceremony.

Graduand Ceremony Ticket - a designated ticket to be used solely by the Graduand which is not transferable to any other Graduand or guest for attendance at their specific Graduation ceremony.

Graduation Ceremony - a ceremony taking place at Friends House and presided over by the President, Vice-Chancellor, Chair at which the Graduand crosses the stage to receive congratulations by way of acknowledgment of their achievement of having been awarded their degree.

Graduation Team - the members of SOAS University of London staff responsible for the administration of graduation, and contactable via email at ceremony@soas.ac.uk.