

## Graduation - important information

### Ceremony eligibility

The ceremony which graduands are eligible to attend is dependent on academic department and programme of study.

Graduands will only be allowed to attend the ceremony to which they are invited (i.e. there is not a choice of ceremonies).

Graduands who have not completed their programme of study are invited '*subject to successful completion*'.

### Graduation options

Each graduand is given three options for the conferment of their award:

1. Attend their graduation ceremony and be presented with their award certificate.
2. Graduate *in absentia* and have their award certificate 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. Graduands can defer their attendance at a graduation ceremony on up to two occasions.

Graduands must register their graduation option via their e:Vision account by the published registration deadline.

### Ceremony attendance

The graduation ceremony is a formal occasion and all attending graduands are required to wear academic dress.

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

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

Ceremonies start promptly at the published start time. If graduands arrive after the ceremony has started Leeds Trinity will try to accommodate them, however, once proceedings have reached a certain point, latecomers cannot be admitted.

### Guest tickets

Guest tickets are only issued to graduands who register to attend their graduation ceremony.

Attending graduands may request up to four guest tickets in total with a maximum of two Chapel guest tickets and two guest tickets for the live relay of the ceremony in the Auditorium.

Children are welcome at Graduation and children over two years old require a guest ticket to enter the Chapel or Auditorium.

Children under two years old require an infant guest ticket to enter either the Chapel or Auditorium. **These tickets are only for use by children who are under two years old and they must sit on an adult's knee during the ceremony.**

#### Additional guest tickets

It will not be possible to issue a graduand with any additional Chapel or Auditorium tickets. Additional guests may watch the live relay of the ceremony on the plasma screens in the Lounge. Guests do not need a ticket to access this area.

If additional guest tickets are required for official carers, graduands should provide this information at the point of completing e:Vision registration.

Leeds Trinity will endeavour to accommodate requests for additional guest tickets for official carers however owing to venue health and safety regulations, these tickets may be allocated for the Auditorium rather than the Chapel.

#### Ceremony seating

Graduand seating is allocated. If a graduand requires specific access or seating arrangements, they should provide details at the point of completing e:Vision registration.

Guest seating is unreserved unless specific arrangements are requested at the point of e:Vision registration.

#### Academic dress

Graduands must make their own arrangements directly with our appointed academic dress suppliers, Ede and Ravenscroft, for the purchase or hire of their academic dress.

#### Debt

Students who are in debt to the University may not, in certain circumstances, have their awards conferred either by attending a graduation ceremony or receiving an award certificate. Further information about this may be obtained from the Finance Office, AM3, +44 (0)113 283 7100.

#### Ceremony filming and photography

Graduation is regarded as a public occasion.

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

Graduands and guests attending graduation 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.

Ede and Ravenscroft is the University's official photographer for portraits and family groups.

The University's official photographers will be situated around campus taking photographs and video footage of the celebrations for future Leeds Trinity University publications. Graduands and guests who do not wish their image to be used in this way should inform the photographer on the day.

#### Graduation Souvenir Programme and Third Party Publications

Under the Leeds Trinity Data Protection Policy and Statement, information on final degree classifications is regarded as public information and may be published as such.

Leeds Trinity produces a souvenir programme for all graduation ceremonies. From time to time, third parties may ask Leeds Trinity for graduate names and awards to include in their publications, for example the Yorkshire Evening Post.

Your official name and award name will be included in such publications, however, these publications will not include your final degree classification.

If you do not wish your name and award to be included in such publications, you'll need to inform the Student Administration team on +44 (0) 113 283 7120 or [studentadmin@leedstrinity.ac.uk](mailto:studentadmin@leedstrinity.ac.uk).

### Alumni

After Graduation, graduates automatically become members of the Leeds Trinity Alumni Community.

To opt out of receiving Alumni communications, graduates should email [alumni@leedstrinity.ac.uk](mailto:alumni@leedstrinity.ac.uk).

### Further information

If you require further information about Graduation, please contact Student Administration on +44 (0) 113 283 7120 or [studentadmin@leedstrinity.ac.uk](mailto:studentadmin@leedstrinity.ac.uk).