



HARTPURY

HARTPURY UNIVERSITY'S GRADUATION POLICY

TERMS AND CONDITIONS

Please make sure that you read and understand these graduation terms and conditions before you register to attend your ceremony. Your registration, and/or purchase of guest tickets, for your Awards Ceremony constitutes your acceptance of these terms.

1. Eligibility

- A. The Hartpury University Awards Ceremonies at Gloucester Cathedral are open for attendance by individuals graduating with an award(s) granted by Hartpury University only, or by specific invitation only.
- B. Graduands only have the right to attend an Awards Ceremony if they have been granted an award before the registration deadline.
- C. If graduands have registered to attend an Awards Ceremony but are not eligible to attend, their registration will be cancelled and guest tickets will be removed and refunded. View more information on cancellations and refunds below.
- D. If graduands have confirmed acceptance of an aegrotat award after the registration for their Awards Ceremony has closed, Hartpury cannot guarantee guest tickets will be available or that the graduand name will be included in graduation material, including the programme of the day. Please notify the Hartpury Graduation team by emailing graduation@hartpury.ac.uk of intention to graduate as soon as the decision is made. Each request will be dealt with on an individual basis.
- E. If graduands have an outstanding debt with Hartpury University, they will not be able to register or attend their Awards Ceremony until the debt has been cleared in full. If this is not done by the time registration closes, they will not be permitted to attend the relevant Awards Ceremony.
- F. Deferral to the next academic year's Awards Ceremonies is not a right of a graduand. Applications to do so shall be considered on a case-by case-basis; and only in exceptional circumstances will they be accepted.

2. Registrations

- A. Graduands must register for their Awards Ceremony before the registration deadline to guarantee their place at the ceremony. If they fail to register before the registration deadline, Hartpury University cannot guarantee that they will be able to attend their Awards Ceremony.
- B. Eligible students will be sent the invite to register via email. If a student has not received the invite email it is the responsibility of the student to follow this up with the Graduation team by emailing graduation@hartpury.ac.uk. Once the registration deadline has passed, Hartpury University will not be able to register students who claim they have not received the Awards Ceremony invite email.

3. Cancellations and Refunds

- A. Graduands may cancel their attendance and/or guest ticket purchases before the registration deadline. Please contact graduation@hartpury.ac.uk
- B. If cancellation is made before the deadline, relevant parties will be refunded for any guest tickets purchased.
- C. After the registration deadline, Hartpury University will not refund guest ticket purchased.
- D. If graduands hold debt with Hartpury University, Hartpury University reserves the right to cancel their registration and prohibit their attendance at the relevant Awards Ceremony.
- E. The University does not offer reimbursement for cancelled bookings for flights, travel, accommodation or restaurant bookings. We recommend that you do not book flights, travel, accommodation or restaurants until your ceremony date and time has been confirmed/received official invitation to register and your award has been confirmed by an Award Board.

4. Force Majeure

- A. If the relevant Awards Ceremony cannot take place, is delayed, or the Awards Ceremony time needs to change due to circumstances beyond the control of Hartpury University, Hartpury will not be liable for any losses, direct or otherwise, incurred by the graduands or their guests. This includes (without limitation):
 - i) Fire or explosion
 - ii) Terrorist act or threat of terrorist act
 - iii) Act of god
 - iv) Pandemic
 - v) National mourning (any member of the Royal Family)
 - vi) Student registration exceeds our capacities
 - vii) Any industrial action of dispute involving Hartpury, or the venue at which the Awards Ceremony is due to be held

5. On the Day – The Awards Ceremony

- A. Graduands must allow sufficient time at the graduation venue to register their arrival, collect tickets and academic robing garments.
- B. All graduands should have proof of purchase available upon request.
- C. Only the graduand can collect tickets and robes.
- D. All guests will need to be seated 15 minutes before the relevant Awards Ceremony starts. If guests arrive late, Hartpury University cannot guarantee their Awards Ceremony entry or their seats.
- E. Hartpury University reserves the right to refuse entry or remove any graduand or guest from the Awards Ceremony where it appears to the university's sole discretion to be necessary for the good conduct of proceedings and/or the safety, health, and wellbeing of graduands, guests or staff.

6. Robes and Dress

- A. All graduands taking part in the Awards Ceremonies must wear full academic dress of gown, hood and hat to take part in the Awards Ceremony.
- B. Graduands graduating at the Awards Ceremony are required to wear the academic dress of the degree they are being awarded, not the academic dress of a degree they may already hold.
- C. Robes must be hired or purchased through Hartpury University's official robe suppliers, Marston Robing.

7. Access Requirements

- A. It is the graduand's responsibility to inform Hartpury University if any party booked to attend the Awards ceremony has an access requirement.
- B. Access requirements need to be put in place before the seating plans have been arranged, therefore graduands must inform the university of requirements prior to the registration deadline to ensure reasonable access arrangements can be put in place.
- C. Wheelchair access is available at Gloucester Cathedral; appropriate seating will be arranged for the relevant Awards Ceremony.

8. Data Protection

- A. Hartpury University will not discuss graduand student records or any details relating to graduation with a third party, even if that third party is a family member. If graduands would like Hartpury University to discuss details with a third party, a permissions consent form will need to be completed. Please email graduation@hartpury.ac.uk to obtain a copy.
- B. All eligible and provisionally eligible students will have their full names, dates of birth, email address(es), home address(es) and awards of study uploaded to the Marston Robing Graduation ticketing database. This information is stored in order to administrate graduation and under the legal basis of legitimate interest.
- C. Once information is no longer needed for the administration of graduation, personal details will be removed from the database.
- D. If graduands don't want their details uploaded, they will need to inform Hartpury by contacting graduation@hartpury.ac.uk before receipt of the graduation invite. You can also email the same address after you have received your invite to request to have your details removed.
- E. All eligible students will have their full names and awards sent to Hartpury University's printers via encrypted email. Printers will publish these in the programmes distributed at the Awards Ceremonies. This will be carried out under the legal basis of legitimate interest. If graduands do not want their name to be printed, they must notify Hartpury University at graduation@hartpury.ac.uk before the registration deadline.
- F. All eligible students will have their names and awards sent to Hartpury University's clothing suppliers via encrypted email. The suppliers will print the names of eligible students on apparel sold on the day of the ceremony. This is carried out under the legal basis of legitimate interest. If graduands would like to opt out of this process, they must email graduation@hartpury.ac.uk before the registration deadline.
- G. Please see Hartpury University's general privacy policy for further guidance.
<https://www.hartpury.ac.uk/media/4886/general-privacy-notice-v14.pdf>

9. Use of video and photographs

- A. All graduands and guests should be aware that they may be included in photographs and film on the day.
- B. All graduands and guests should be aware that they may appear on Hartpury social media channels.
- C. All graduands and guests should be aware the ceremony will be filmed and a livestream of the ceremony broadcast on the day.
- D. By registering to take part in your graduation ceremony and by purchasing guest tickets, graduands and guests are giving permission for your image to be recorded and broadcast in this manner.

- E. Please note that photographs and footage may also be used by Hartpury University for marketing and publicity materials. Ceremony films will be archived for future reference.

Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee feels that this or any other policy does not meet this aim, please contact the HR Department.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Approval and Review Cycle

Date Last Approved	April 2020
Policy Owner	Rosie Scott-Ward / Samantha Baker
Approving Committee	SMT ratified by Academic Board
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