

# The Academic Regulations Appendix 21: Graduation Procedures

2019 – 2020



Edge Hill  
University

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# The Academic Regulations

## Appendix 21: Graduation Procedures

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## Summary

Appendix 21: Graduation Procedures outlines the student registration process to attend the ceremony (including the regulations governing guest tickets, special requirements and deferral requests). It details the implications that being in debt to the University has on attendance at the graduation ceremony, and the regulations covering changes to the ceremonies as a result of unforeseen circumstances.

## Glossary of Terms

Term	Meaning
Confer/ Conferral/Conferment	The granting of an award
Graduand	A person who has completed an academic degree but has not yet graduated.
In absentia	While not present at the event being referred to
Regalia	The distinctive clothing worn and ornaments carried at formal occasions

## Purpose

This policy is designed to assist graduands and staff who are attending a graduation ceremony on the processes involved and the pre-requisites for attending.

## Regulations

### 1. Graduation

- 1.1 Graduation ceremonies will be held to confer degree and diploma awards that consist of a minimum of 120 academic credits at Level Five and above. Other awards will not normally be presented at a conferment ceremony.
- 1.2 Academic qualifications are confirmed at University Assessment Boards and take effect from this date. A public conferral of the awards shall subsequently take place at the graduation ceremony.
- 1.3 The University Mace is the symbol of authority of the University and should normally be carried and exhibited on all occasions when awards are being conferred.
- 1.4 The person undertaking the role of University Mace Bearer will be appointed by Directorate.
- 1.5 A schedule for ceremonies will be compiled by Academic Registry and will be published on an annual basis.

- 1.6 The University reserves the right to transfer graduands to an alternative ceremony for operational reasons.
- 1.7 Graduands who do not attend their graduation ceremony will have their award conferred in absentia and their name will be included in the graduation programme.
- 1.8 Those graduands who are not permitted to attend their original ceremony, due to academic failure, will be invited to attend a ceremony in the session following their successful completion.
- 1.9 Graduands are expected to register for their ceremony and arrive at the ceremony within the timeframes issued by Academic Registry. Failure to adhere to the deadlines set by Academic Registry may result in the graduand being prevented from attending the ceremony.
- 1.10 Graduands are entitled to two guest tickets providing a request is made within the published timeframe. Requests for additional guest tickets can be made, however, additional tickets will only be issued when the standard entitlement of all graduands has been met. Priority, when distributing additional tickets, will be given to those graduands who demonstrate exceptional circumstances.
- 1.11 Guest tickets are non-transferable to another ceremony or to another graduand.
- 1.12 To enable the University to ensure that graduands and guests are able to participate fully in ceremonies, any special requirements must be made known to the Ceremonies Team no later than one month in advance of the ceremony date.
- 1.13 University Prizes, where appropriate, will be presented to graduands at their ceremony.

## 2. Debt and Deferral

- 2.1 Graduands who are in debt to the University are not permitted to attend a conferment ceremony.
- 2.2 Graduands who are not permitted to attend their ceremony as the result of outstanding debt will not normally be permitted to attend a ceremony (for the programme to which the debt is associated) in a subsequent session.
- 2.3 In exceptional circumstances<sup>1</sup> graduands may be permitted to defer their attendance providing that this is agreed in advance by the Assistant Registrar – Award Ceremonies & Certification. All requests for deferrals

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<sup>1</sup> Exceptional circumstances will be considered on an individual basis by the Assistant Registrar – Assessments & Awards Ceremonies.

must normally be submitted in writing to the Assessment & Awards Team at least three weeks in advance of the ceremony to which the graduand has been originally invited. It is the responsibility of those graduands in this position to apply for tickets to the relevant ceremony when they are in a position to do so.

### 3. Honorary Awards

- 3.1 The University may bestow Honorary Awards in accordance with the criteria stipulated in Appendix 25 – Honorary Awards.
- 3.2 The presentation of Honorary Awards shall be preceded by a brief citation, delivered by a member of the University. Following the conferral of the award, the Honorary Graduate shall be invited to deliver a response.

### 4. Academic Dress

- 4.1 Academic dress must normally be worn by all active participants of conferment ceremonies. Full details are provided in Appendix A and Appendix B.
- 4.2 Members of the Academic Procession who hold a Degree or Degrees should wear the appropriate academic dress of the respective awarding institution. Participants with more than one degree should wear the academic dress of the higher award. Participants who do not hold a degree are eligible to wear a black gown and mortarboard.
- 4.3 In addition to the wearing of ceremonial clothing, all Senior Officers, staff and students of the University are required to dress in a manner that is appropriate for a formal occasion.
- 4.4 Prescribed academic headwear should be worn at all times that participants are standing throughout graduation ceremonies. Headwear may be removed when seated.
- 4.5 The wearing of Edge Hill's Senior Officer Regalia will normally be reserved for formal conferment ceremonies. Exceptions to this may be made where approved by the Academic Registrar.

### 5. Unforeseen Circumstances

- 5.1 If the graduation ceremonies cannot take place or are delayed due to circumstances beyond the control of the University, the University will not be liable for any losses, direct or otherwise, incurred by students or their guests.

- 5.2 The University will, where possible, make alternative arrangements for any students affected. However, students and their guests should ensure they have sufficient insurance protection to cover any losses they may suffer as a result of a ceremony being cancelled or delayed.
- 5.3 “Unforeseen circumstances” includes (but is not limited to) fire, flood, adverse weather, power cut, explosion, terrorist act (or threat of terrorist act), pandemic, traffic incident, the result of any industrial action or dispute involving the University, or the venues at which the graduation ceremonies are due to be held.

## Key to Relevant Documents

This policy does not refer to other documents.

## Annexes

### Appendix A: Senior Officer Regalia

Chancellor	<p><b>Gown:</b> Green damask gown featuring a flap collar. The facings and flap collar are made of purple damask with an edging of gold oak leaf lace. The University Coat of Arms is embroidered on the back of the flap collar. On the sleeve there are three gold oak leaf lace chevrons.</p> <p><b>Headwear:</b> Green Bonnet</p>
Pro-Chancellor	<p><b>Gown:</b> Green damask gown featuring a flap collar. The facings and flap collar are made of purple damask with an edging of gold oak leaf lace. The University Coat of Arms is embroidered on the back of the flap collar. On the sleeve there is a single gold oak leaf lace chevron.</p> <p><b>Headwear:</b> Green Bonnet</p>
Vice-Chancellor	<p><b>Gown:</b> Green damask gown featuring a flap collar. The facings and flap collar are made of purple damask with an edging of gold oak leaf lace. The University Coat of Arms is embroidered on the back of the flap collar.</p> <p><b>Headwear:</b> Green Bonnet</p>

Deputy Vice-Chancellors	<p><b>Gown:</b> Green damask gown with facings of purple. The outside of the facing has ½” gold oak leaf lace and the armhole openings are also edged in the same lace.</p> <p><b>Headwear:</b> Green Bonnet</p>
Pro Vice-Chancellors and Clerk to Governors	<p><b>Gown:</b> Green damask gown with facings of purple. The outside of the facing has ½” gold oak leaf lace and the armhole openings are laced in green silk damask.</p> <p><b>Headwear:</b> Green Bonnet</p>
University Mace Bearer	<p><b>Gown:</b> Black London University style with facings of purple. Facings incorporate the Sunbursts from the Coat of Arms.</p> <p><b>Headwear:</b> Black Bonnet</p>
University Marshals	<p><b>Gown:</b> Purple London University style</p> <p><b>Headwear:</b> Purple Bonnet</p>

### Appendix B: Graduand Regalia

Award	Academic Dress
Certificate, Diploma and Foundation Degree.	<p><b>Gown:</b> Black London University style</p> <p><b>Hood:</b> Black hood in a CNAA shape lined in green</p> <p><b>Headwear:</b> Black Mortar Board</p>
Bachelor Degree	<p><b>Gown:</b> Black London University style</p> <p><b>Hood:</b> Black hood in a CNAA shape lined in green with the cowl edged inside with one-inch green inside the cowl.</p>

	<p><b>Headwear:</b> Black Mortar Board</p>
Professional and Postgraduate; Certificate and Diploma.	<p><b>Gown:</b> Black London University style</p> <p><b>Hood:</b> Black full shaped hood with square corners on the cape. Lined in purple edged with one-inch green inside the cowl.</p> <p><b>Headwear:</b> Black Mortar Board</p>
Masters Degrees	<p><b>Gown:</b> Black Masters style featuring straight opening and straight ends at the bottom of the sleeve.</p> <p><b>Hood:</b> Black full shaped hood with square corners on the cape. Lined in purple with one inch of green inside the cowl. The cape edged outside with one inch of gold.</p> <p><b>Headwear:</b> Black Mortar Board.</p>
Doctorate	<p><b>Gown:</b> Blue/Purple Oxford Doctors style with the front facings five inches wide in green taffeta. The sleeve ends trimmed in five inches of the same green taffeta.</p> <p><b>Hood:</b> Purple full shaped hood with square corners. Lined in green with one inch of gold inside the cowl.</p> <p><b>Headwear:</b> Black Cloth Bonnet, trimmed with a purple cord and tassel.</p>

Honorary Doctorate

**Gown:** Green Oxford Doctors style with the front facings five inches wide in purple Lancashire Rose damask. The sleeve ends trimmed in five inches of the same purple Lancashire Rose damask.

**Hood:** Green full shaped hood. Lined in purple Lancashire Rose damask with one inch of gold inside the cowl.

**Headwear:** Black Velvet Bonnet, trimmed with a gold and purple cord and tassel.

## End matter

Title	Appendix 21: Graduation Procedures
Policy Owner	Assistant Registrar: Award Ceremonies & Certification Academic Registrar
Approved by	Regulations Review Sub-Committee
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