**APPLICATION TO BE PLACED ON A RESERVE LIST TO ATTEND A GRADUATION CEREMONY**





**2019 - 2020**

The University sets out the Degree Ceremony Terms and Conditions as below. Please ensure you read all of these conditions carefully before submitting your graduation ceremony request. Please note in particular the information regarding cancellations.

Further information regarding degree ceremonies can be found on the [university website](https://www.ox.ac.uk/students/graduation/ceremonies?wssl=1).

Bookings for degree ceremonies are subject to the following terms and conditions:

* The conferral of your degree is conditional on you passing the required examinations.
* You must ensure that you have no outstanding debt(s) to the University of Oxford. You may be unable to graduate on the date you have booked if you have any outstanding debts.
* Once you have submitted a request for a particular degree ceremony, you (and your guests) must ensure to keep this date free up until 30 days before the ceremony (the final cut-off point for adding those on waiting lists). If you have not been notified by this point that your booking has been confirmed, this means no place has become available and it will not be possible for you to attend.
* If you can no longer attend the ceremony date of your request, you must inform your college as soon as possible, and no later than 60 days before the ceremony. This includes candidates on the waiting list for a ceremony. If you do not, and/or if you are booked onto a space that becomes available after 60 days before the ceremony, **you will not be permitted to cancel**.
* If you choose to withdraw, change your status from in-person to in-absentia, or amend this booking at least 60 days before the date of the degree ceremony, you will no longer have any claim to the original date.
* If you fail to attend on the day you have booked, your degree will be conferred 'in absentia', and you will be unable to have your degree awarded at any future ceremonies in person.
* If you have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony you book. These degrees will be conferred in absence, and you will not be able to have them conferred in person at a later date.
* You must attend the degree ceremony wearing the appropriate academic dress in accordance with the [University Regulations](http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml#_Toc28140505).

For postgraduate research students admitted on to their course before 1 October 2007:

* You must submit a hardbound copy of your thesis five days prior to your degree ceremony date.

For postgraduate research students admitted on to their course on or after 1 October 2007:

* You must submit a hardbound copy of your thesis five days prior to your degree ceremony date;

You must have submitted an electronic copy of your thesis five days prior to your degree ceremony date.

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**2019 - 2020**

If you wish to have your degree conferred (either in person or in absence), please complete this form and return it to the Academic Office (academic.office@hertford.ox.ac.uk).

Hertford’s degree ceremony dates for 2019 – 2020 are as follows:

Saturday 13th July (AM) Tuesday 23rd July (PM) Saturday 27th July (AM)

Friday 2nd August (PM) Friday 14th September (PM) Saturday 28th September (PM)

Saturday 2nd November (PM) Saturday 9th May 2020 (AM)

**Name in full**

**First name(s): Surname:**

**If you matriculated under a different name, please give your former name:**

**Date of Birth (DD/MM/YYYY):**

**Year of Matriculation:**

**Degree to be conferred (e.g. BA, MA etc.):**

**Address (including country and postal/zip code):**

**Email Address:**

**Contact Telephone Number­­­­­­­­­­­­­:**

**Do you wish to graduate in person, or in absence? Please specify:**

*If you wish to graduate* ***in absence*** *your name will be entered for the earliest possible university ceremony date (this may be different to the dates listed above).*

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**THIS SECTION TO BE COMPLETED BY THOSE WISHING TO GRADUATE IN PERSON ONLY**

**Preferred Ceremony Date** (please opt for **one** date only)**:**

**Number of guest tickets required (maximum of 2):**

**I do / do not require luncheon for myself, plus \_\_\_\_\_\_\_ guests.**

*Up to two lunch guests allowed - £15 each. No charge is made for the candidate's lunch.*

**Please state any particular dietary requirements e.g. vegetarian etc., & for whom:**

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**CHARGES AND PAYMENTS**

Please do not make any payments until your ceremony booking has been confirmed.

Payment for lunches can be made by cheque (payable to Herford College), sent to the Academic Office. Alternatively, you can telephone the Bursary (01865 279420) to pay by card.

The university charges £40 for the conferral of the MA (either in person or in absence). Payment is made through the university online shop and we will send you the link to the shop once your booking has been confirmed.

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**I confirm that I accept the Terms and Conditions as set out above and would like to submit my name to the waiting list for the conferral of my degree:**

**Signed: Date:**