**In Absentia application form**





**This form is to book an In Absentia degree conferral only.**

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.

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. This will be applied to bookings for ceremonies on 11 September 2021.

• If you choose to withdraw 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 or booking.

• 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.

For DPhil, MLitt and MSc(Res) students whose course commenced before 1 October 2007, and for all DClinPsych students:

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

For DPhil, MLitt and MSc(Res) students whose course commenced on or after 1 October 2007:

• You must submit a hardbound copy of your thesis five days prior to your degree ceremony date, and

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

• If are receiving your degree in absentia, your name will not be included in the brochure for your ceremony date.

• In exceptional circumstances, the University reserves the right to change the time of your ceremony on your chosen day or place restrictions on guest attendance. Similarly, in the event that there are substantial remaining social distancing requirements or increased levels of Government restrictions, the ceremonies may have to be postponed.

 **In Absentia application form**





If you wish to have your degree conferred **In Absentia** only, please complete this form and return it to the Academic Office (academic.office@hertford.ox.ac.uk).  *Your name will be entered for the earliest possible university ceremony date.*

**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 English, MA etc.):**

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

**Email Address:**

**Contact Telephone Number­­­­­­­­­­­­­:**

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**CHARGES AND PAYMENTS**

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

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. **Payment of the MA fee must be made no later than 30 days prior to the ceremony.** If payment is not made by this time, the university will cancel the booking and future conferral will take place in absence only.

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**CONFIRMATION AND CONSENT**

Please ensure you have read the Terms and Conditions overleaf.

**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 In Absentia conferral of my degree:**

**Signed: Date:**