

Imperial College London Commemoration Day 2023 Terms & Conditions

When registering their attendance Graduands will be asked to accept these Terms and Conditions and will not be able to request or purchase tickets without doing so. Failure to comply with these Terms and Conditions may result in a Graduand losing their place at the relevant Graduation Ceremony and Department Reception (if applicable).

It is the responsibility of the Graduand to read through and understand the terms and conditions below and to contact the Graduation Team if they have any queries. By registering to attend Commemoration Day 2023, the Graduand agrees to the following:

1. Eligibility to graduate

A Graduand is eligible to graduate if they meet the following criteria at each of clauses 1.1, 1.2 and 1.3.

1.1 Either:

1.1.1 they are an undergraduate, or a postgraduate who has been awarded the qualification of PhD or EngD, and their degree has been awarded and recorded on the College's student record system by no later than Thursday 31 August 2023 with conferral date of Friday 1 September 2023; or

1.1.2 they have received an approved deferral from any of (i) Postgraduate Graduation 2022, (ii) Commemoration Day 2022, (iii) Graduation Day 20 October 2022 or (iv) Postgraduate Graduation 2023, with Commemoration Day 2023 being their final opportunity to attend a graduation ceremony.

1.2 Any appeal relating to the award of their degree has been resolved no later than Thursday 31 August 2023, with the exception of appeals relating to a change of mark for an awarded degree. If a Graduand has an outstanding appeal, they will not be eligible to attend graduation until it has been resolved. Should a relevant appeal be resolved after Thursday 31 August 2023 the Graduand will not be eligible to attend Commemoration Day 2023 and will be invited to attend the next applicable graduation event.

1.3 Any outstanding debt owed to the College has been paid and cleared in full by no later than Wednesday 26 July 2023. Graduands with debt cleared after this date will not be eligible to graduate at Commemoration Day 2023 or any future graduation ceremony. If a Graduand requires further information as to how a debt to the College

may affect their graduation, they should contact the tuition fees team via email at student.creditcontrol@imperial.ac.uk.

- 1.4 The College reserves the right, where it deems appropriate, to withdraw an invitation to attend Commemoration Day 2023.

2. Deferrals

- 2.1 If a Graduand wishes to defer their ceremony to a later graduation event, they must either:
 - i. Inform the Graduation Team by no later than 13.00 (BST) on Friday 22 September 2023 via email at graduation@imperial.ac.uk; or
 - ii. Log in to the registration portal following receipt of their graduation invitation, select the 'Defer' option, and complete the relevant form.
- 2.2 Graduands can only defer their graduation attendance once. The College will endeavour to accommodate Graduands wishing to defer their Graduation Ceremony attendance, however the College cannot guarantee that attendance will be offered at a specific future Graduation Ceremony. The College may, at its discretion, accommodate any deferral at either Commemoration Day or Postgraduate Graduation irrespective of the Graduand's degree. Graduands deferring their attendance will be contacted in due course regarding attendance of a future Graduation Ceremony. Deferral requests received after 13.00 (BST) on Friday 22 September 2023 will not be accepted.

3. Date and time of ceremony

- 3.1 Any dates and times listed are **provisional** until the official confirmation is posted on the graduation website (<https://www.imperial.ac.uk/graduation/>). Graduands and their guests are strongly advised not to make any travel or accommodation arrangements until the dates and times are confirmed on the graduation website (<https://www.imperial.ac.uk/graduation/>).
- 3.2 The College will endeavour to keep to the confirmed timings; however the College is not responsible for changes to timings resulting from factors beyond the College's control.
- 3.3 Graduands and guests are responsible for making their own travel arrangements and ensuring that they arrive for the relevant Graduation Ceremony in good time.
- 3.4 The College is not responsible for any costs incurred by Graduands or their guests.

4. Contact information

- 4.1 It is the responsibility of the Graduand to ensure that the contact details on their College record are up to date. A Graduand's contact details are used to invite the Graduand to register for graduation.
- 4.2 Should a Graduand's contact details change they should update them via the College's student hub (<https://www.imperial.ac.uk/student-hub>) or student e-service (www.imperial.ac.uk/studenteservice), and then advise the Graduation Team via email once their details have been updated.
- 4.3 The College is not responsible for email invitations not received by Graduands who fail to advise the College of a change to their contact details, or for email invitations not received for any other reason beyond the College's control.

5. Registration and tickets

- 5.1 Tickets for Graduation Ceremonies will only be issued to eligible Graduands. For further information about eligibility please contact the student records team via email at student.records@imperial.ac.uk.
- 5.2 Registration for Commemoration Day 2023 will open on Tuesday 1 August 2023 and will close at 13.00 (BST) on Wednesday 30 August 2023. The College reserves the right to close registration before this time if registrations result in event capacity being reached. Graduands will be advised of their eligibility to register via email.
- 5.3 Registrations will not be accepted after the Graduation Ceremony registration deadline of 13.00 (BST) on Wednesday 30 August 2023, or such earlier date as the College may advise.
- 5.4 Each registered Graduand will be given Graduand Ceremony e-Ticket for the relevant Graduation Ceremony. Graduand Ceremony e-Tickets will be issued by College via email approximately two weeks in advance of Commemoration Day 2023
- 5.5 Each Graduand may request a complimentary Graduand Departmental Reception Pass, with such passes allocated subject to availability. In order to secure a Graduand Departmental Reception Pass, Graduands must select and confirm the pass during the registration process via the registration portal shopping cart.
- 5.6 Each Graduand may initially purchase up to two Guest Ceremony Tickets and two Guest Departmental Reception Passes, with such tickets and passes allocated subject to availability. To be eligible to purchase such tickets, Graduands must confirm their attendance at Commemoration Day 2023 by 13.00 (BST) on Wednesday 30 August 2023. **In addition, any Guest Ceremony Tickets and/or Guest Reception Tickets must be purchased by Wednesday 30 August 2023.** Any orders placed after this time, or exceeding the allocation stated above, will be cancelled.

- 5.7 Each Graduand may request a complimentary Graduand Departmental Reception Pass and may purchase a maximum of two Guest Departmental Reception Passes, subject to availability, from Tuesday 1 August 2023 until 13.00 (BST) on Wednesday 30 August 2023. Any orders received or processed after this date, or exceeding the allocation stated above, will be cancelled.
- 5.8 The price for each Guest Ceremony Ticket purchased is £24.99 (including booking fee). Tickets will be available from the Royal Albert Hall website, with purchase instructions to be provided in the invitation email sent to Graduands. There are no price reductions for children, senior citizens or otherwise. Please note that Guest Ceremony Tickets cannot be held at the Royal Albert Hall Box Office.
- 5.9 The price for each Guest Departmental Reception Pass (including any additional tickets issued) is £15.00. These tickets are available to purchase via the registration portal, with instructions to be provided in the invitation email sent to Graduands, and on the graduation website (<https://www.imperial.ac.uk/graduation/>). There are no price reductions for children, senior citizens or otherwise.
- 5.10 If there are additional guest tickets available for a Graduation Ceremony or Departmental Reception, the release date for such tickets will be provided to Graduands via email, and stated within the FAQs on the graduation website (<https://www.imperial.ac.uk/graduation/>), once confirmed. Additional Guest Ceremony Tickets and Departmental Reception Passes are sold on a 'first come, first served' basis and cannot be held.
- 5.11 Additional Guest Departmental Reception Passes must be purchased through the registration portal prior to the relevant deadline, which will be provided to Graduands via email and stated within the FAQs on the graduation website (<https://www.imperial.ac.uk/graduation/>). These passes will be subject to availability, and requests received after the stated time will not be accepted.
- 5.12 Additional tickets will be sold when the booking system re-opens and cannot be guaranteed until payment has been made in full. Payment must be made in GBP via the registration portal for Guest Departmental Reception Passes, or via the Royal Albert Hall website for Guest Ceremony Tickets. All such tickets must be paid for by credit or debit card at the time of booking. Additional tickets must be purchased before the additional ticket application deadline outlined in the notification email. No additional tickets can be allocated after this date.
- 5.13 Entry to a Graduation Ceremony and Department Reception is subject to Graduands and their guests producing the correct e-ticket(s) upon arrival. The College reserves the right to refuse entry without a ticket.
- 5.14 Graduand and guest tickets cannot be transferred to another ceremony or to another Graduand.

- 5.15 Any ticket relating to Commemoration Day 2023 may be cancelled, and the ticket holder refused entry where applicable, where:
- a Graduand is found to have purchased more than the relevant allocation of such ticket; and/or
 - a ticket is not held by the purchasing Graduand or their Guest.
- 5.16 All seating at Graduation Ceremonies is allocated automatically. It is not possible to select specific seats.
- 5.17 If a Graduand opts to 'graduate In Absentia' on the registration portal, they will not be permitted to attend a future ceremony for the same degree.

6. Seating and special requirements

- 6.1 Graduands agree that any request relating to their guests' special requirements, including but not limited to wheelchair access and sight or sound facilities at the Royal Albert Hall, must be made by calling the Royal Albert Hall box office directly on +44 (0)20 7589 8212 (open 09.00 – 21.00 UK time daily).
- 6.2 Graduands further agree that any request relating to their own special requirements must be made via email to the Graduation Team at graduation@imperial.ac.uk at least seven days prior to the Graduation Ceremony.
- 6.3 There are a limited number of car parking spaces available on campus which are reserved for 'Blue Badge' holders. Graduands must request car parking spaces through the registration portal. The time periods during which the car parking spaces may be used will be confirmed following registration. Please note that car parking spaces cannot be guaranteed.
- 6.4 Requests relating to special requirements that are made after the registration deadline will only be granted in exceptional circumstances and are dependent on availability.

7. Public health

Where applicable, all guests at Commemoration Day 2023 must comply with any and all safety guidance as may be imposed by the College and/or Royal Albert Hall and/or UK government with regard to preventing the spread of transmissible diseases.

8. Cancellations and refunds

- 8.1 If a Graduand can no longer attend the Graduation Ceremony they have registered for, they must inform the Graduation Team as soon as possible via email at graduation@imperial.ac.uk.
- 8.2 In order to receive a refund on Guest Ceremony Tickets, Graduands must contact the Royal Albert Hall no later than four weeks prior to the ceremony.

- 8.3 In order to receive a refund on Guest Departmental Reception Passes, Graduands must make a ticket cancellation and refund request to the Graduation Team in writing (including email) by no later than 13.00 (BST) on Friday 22 September 2023. Refund requests made after this date will not be accepted.
- 8.4 Please note that refunds will be made to the card used to purchase the ticket(s) and can take up to thirty days.

9. Children and babies

- 9.1 A Graduation Ceremony is a formal occasion and as such may not be suitable for young children. A Guest Ceremony Ticket and/or Guest Departmental Reception Pass (if applicable) must be purchased for any child of two years of age or older. Tickets are not required for children under two years of age if they do not require their own seat.
- 9.2 Children under 16 years of age must be accompanied by an adult at all times whilst at the College's South Kensington Campus, and by an adult guest of the relevant Graduand whilst at the Royal Albert Hall. Please note that it is not possible for a child to sit with a Graduand at any time at the Royal Albert Hall.

10. Crossing the stage

- 10.1 During the Graduation Ceremony, each Graduand will be directed to the stage. At the foot of the stage the Graduand will hand their placement card to a staff member. The Reader will read out the Graduand's name and the Graduand will be asked to cross the stage and shake hands, if offered, with the College's Chair, President, Provost, Dean, Vice-provost or any other College Principal officers.
- 10.2 If, for personal reasons, a Graduand attending a Graduation Ceremony does not wish to shake hands as they cross the stage, if offered, they should carry a copy of the Graduation programme as they process. Copies of the Graduation programme will be available within the venue.
- 10.3 The College will endeavour to ensure that Graduands attending a Graduation Ceremony cross the stage with their cohort but cannot guarantee this and accepts no liability for disappointment or distress in the event that a Graduand is not presented with his or her cohort.
- 10.4 The College will endeavour to ensure that Graduands attending a Graduation Ceremony will be presented in alphabetical order by surname but cannot guarantee this and accepts no liability for disappointment or distress in the event that the order is not alphabetical by surname.
- 10.5 Readers will endeavour to pronounce the name of any Graduand attending a Graduation Ceremony correctly on stage, but the College cannot guarantee that

names will be pronounced correctly and accepts no liability for disappointment or distress in the event that pronunciation is not correct. To help the Reader, we request that Graduands attending a Graduation Ceremony use the relevant box on the registration portal to indicate the Graduand's preferred way of their name being read out.

11. Academic dress

- 11.1 Academic Dress is compulsory for all Graduands at a Graduation Ceremony.
- 11.2 The College's 'Official Robemaker and Supplier of Academic Dress' is Ede & Ravenscroft Ltd, which will be the only provider of Academic Dress present on campus for all Graduation Ceremonies.
- 11.3 Gown bookings can be made with Ede and Ravenscroft Ltd once a Graduand receives their graduation invitation email. Bookings can be made until three weeks before the relevant Graduation Ceremony.
- 11.4 The College reserves the right to refuse admittance to Graduands who are not wearing appropriate clothing. Academic Dress must be worn, and must be similar (as determined by the College) in both colour and style to the relevant Imperial College gown shown at <https://www.imperial.ac.uk/graduation/before-graduation/academic-dress/>. Graduation is a formal occasion, and the appropriate attire must be worn. Shorts, jeans, and trainers are not permitted. We would remind Graduands that as they process across the stage, they will be elevated above staff and other Graduands, so we would suggest that kilts, skirts and dresses be at a length that allows you to feel comfortable
- 11.5 The College reserves the right to refuse admittance to any attendee wearing clothing displaying offensive or derogatory wording, including wording of a political nature.

12. Filming and photography

- 12.1 Each College Graduation Ceremony is professionally filmed, and the footage is live streamed and posted on the College's website after the Ceremony. Footage may also be used by the College for media publications and advertising, including on the College's website, social media channels, the College intranet, in press releases and mailings, on event posters, on TV screens on campus, or in magazines or prospectuses. All Graduands and guests should be aware that they may feature in this footage.
- 12.2 The College's professional photographers will be on campus to take photographs throughout graduation day. If you would prefer that your photograph is not taken, please inform the photographer. Please note, we are unable to guarantee the exclusion of any Graduand images from group photographs.

- 12.3 The taking of 'selfies' during the ceremony, particularly on stage, is strictly prohibited.
- 12.4 Flash photography and unauthorised video recording of a Graduation Ceremony is strictly prohibited.
- 12.5 Graduands will be filmed as they process across the stage and shake hands, if offered, with the presiding officers.
- 12.6 Any gesture to the camera or inappropriate act or use of signage is prohibited. The College reserves the right to edit any inappropriate behaviour from the footage before it is made available online and to remove any Graduand from the ceremony.

13. Mobile phones

The use of mobile phones during a Graduation Ceremony is strictly prohibited. Graduands and their guests must ensure that their mobile phones are switched off or set to 'silent' during the ceremony.

14. Behaviour during Graduation Ceremonies

- 14.1 During Graduation Ceremonies Graduands must not commit any act which might reasonably be considered: (i) to be obscene or inappropriate in the circumstances; or (ii) likely to damage or otherwise negatively affect the reputation of the College.
- 14.2 Should a Graduand or their guests arrive to a Graduation Ceremony in an apparently intoxicated state, the Graduation Team reserves the right to deny access to the Graduation Ceremony. Should any attendee of a Graduation Ceremony at the Royal Albert Hall become intoxicated and behave in a manner deemed to be inappropriate they will be asked to leave the premises immediately.
- 14.3 Graduands are required to return to their seats after crossing the stage at their Graduation Ceremony, and to remain in their seat until the end of the event.

15. Security checks

- 15.1 The Royal Albert Hall reserves the right to search bags brought into the venue. Therefore, we ask that Graduands and their guests are prepared for any bags to be checked for security purposes.
- 15.2 To ensure that all Graduation Ceremonies can start promptly, we ask that Graduands and guests:
 - 15.2.1 do not bring large bags to the Royal Albert Hall; and
 - 15.2.2 arrive at the Royal Albert Hall at least 45 minutes before the start time of the relevant Graduation Ceremony.

16. Right to refuse entry

- 16.1 The College reserves the right to refuse entry to both Graduands and guests at the Royal Albert Hall and Department Receptions.
- 16.2 Graduands and their guests should be seated inside the Royal Albert Hall at least 45 minutes before their ceremony start time. Entrance after a Ceremony has begun cannot be guaranteed and is at the discretion of the Graduation Team.
- 16.3 Where entry is refused to a Graduand and/or their guests, no refunds will be provided.

17. Degree certificates

- 17.1 Degree certificates are not presented to Graduands at their Graduation Ceremony. Degree certificates are posted to graduates within three months of the award conferral date.
- 17.2 Attendance at a College Graduation Ceremony is not mandatory and has no impact on the awarding of a degree.
- 17.3 The Graduation Team is not responsible for the production, distribution or otherwise of degree certificates. Any queries relating to degree certificates should be sent via email to certificates@imperial.ac.uk

18. Data protection

- 18.1 In accordance with the applicable data protection laws in England and Wales, including the UK's Data Protection Act 2018 and the UK's retained EU law version General Data Protection Regulation or equivalent laws and regulations, the Graduation Team can only discuss a Graduand's ceremony with the Graduand. Information cannot be disclosed to anyone other than the Graduand.
- 18.2 All eligible Graduands including those graduating in person and In Absentia, but excluding deferrals, will have their first name and surname printed in the graduation programme. If a Graduand would prefer that their name is not printed, they must advise the Graduation Team via email at graduation@imperial.ac.uk or via registration portal no later than 13.00 (BST) on Friday 22 September 2023. Exclusion requests received after this date will not be accepted.
- 18.3 Graduands who attend a Graduation Ceremony will have their first name and surname announced. All Graduand names used will be those submitted via the registration portal. We are unable to use titles or nick names, but Graduands can register their preferred pronunciation on the registration portal.
- 18.4 If a Graduand would prefer that their name is not announced, they must advise the Graduation Team via email at graduation@imperial.ac.uk no later than 13.00 (BST) on Friday 22 September 2023. Exclusion requests received after this date will not be accepted.

- 18.5 Details of any special requirements provided to the College pursuant to clause 6 above will be recorded on the registration portal and, if applicable, on the Royal Albert Hall ticket website in order that any related requests may be addressed.
- 18.6 Personal data will be processed in accordance with the College's Events Privacy Notice, found at <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notice/events-privacy-notice/> and the College's Advancement Division Privacy Notice, found at <https://www.imperial.ac.uk/advancement/about-us/advancement-policies/privacy-policy/>.

19 Prizes and programme

- 19.1 With regard to prizes, only final year, College-level prizes relating to academic year 2022-23 will be listed in the programme and read out at Graduation Ceremonies.
- 19.2 Prize winners will be identified by name on stage, but individual prize titles will not be read out.
- 19.3 The College cannot accept any responsibility for a Graduand's prize not appearing in the programme or not being read out at the ceremony.
- 19.4 Every endeavour is made to ensure that the programme is correct at the time of going to print.
- 19.5 The programme will be published online as well as printed.

20 Disclaimer

- 20.1 If a Graduation Ceremony cannot take place or is delayed due to circumstances beyond the control of the College, including but not limited to adverse weather conditions, fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, or as a result of any industrial action or dispute involving the College or the venue at which a Graduation Ceremony or Department Reception is due to be held, the College will not be liable for any losses, whether direct or otherwise, incurred by Graduands or their guests. This includes but is not limited to travel, accommodation and subsistence costs, or any loss of business or earnings due to the cancellation or postponement of a Graduation Ceremony or Department Reception.
- 20.2 The College will, where possible, make alternative arrangements for any Graduand affected by a cancellation or delay, but Graduands and their guests should ensure that they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of a Graduation Ceremony or Department Reception being cancelled or delayed.
- 20.3 We may make changes to a Graduation Ceremony or Department Reception which we reasonably consider to be necessary, including to ensure that the ceremony

complies with any applicable law or to satisfy any other operational requirement, and we will notify you of any such changes that we consider to be material.

20.4 If a Graduation Ceremony or Department Reception has to be cancelled, rescheduled, or postponed, the College will make every effort to contact Graduands and will post information on the College's website and in other appropriate locations.

Graduation Ceremony Glossary of Terms

Academic Dress - the term for the hood and gown worn by Graduands and academic staff.

Accessible Seating - seating suitable for Graduands or guests with accessibility requirements.

College - Imperial College of Science, Technology and Medicine.

Commemoration Day 2023 - graduation events including Graduation Ceremonies and Departmental Receptions taking place on Wednesday 18 October 2023.

Departmental Reception - the celebration taking place before or after a Graduation Ceremony. Applicable Graduand Departmental Reception Passes and Guest Departmental Reception Passes grant access to this.

Graduand - a student who has met all eligibility criteria and has been invited to apply to attend a College Graduation Ceremony.

Graduand Ceremony e-Ticket - a designated electronic ticket for admittance to a Graduand's specific Graduation Ceremony at the Royal Albert Hall, to be used solely by the relevant Graduand and not to be transferred to any other Graduand or guest.

Graduand Departmental Reception Pass - a designated pass for admittance to a Graduand's specific Departmental Reception taking place immediately before or after the associated Graduation Ceremony, to be used solely by the relevant Graduand and not to be transferred to any other Graduand or guest.

Graduation Ceremony - a ceremony taking place in the Royal Albert Hall and presided over by the College's Chair, President, Provost, or Dean of Faculty at which Graduands cross the stage to shake the presiding officer's hand, if offered, by way of acknowledgment and celebration of their achievement in having been awarded a degree.

Graduation Team - the members of College staff responsible for the administration of graduation; contactable via email at graduation@imperial.ac.uk

Guest Ceremony Ticket - a ticket that is purchased by a Graduand for family or friends to attend the Graduand's specific Graduation Ceremony at the Royal Albert Hall. Tickets are non-transferable.

Guest Departmental Reception Pass - a pass that is purchased by the Graduand for family or friends to attend the Graduand's specific Departmental Reception on the South Kensington Campus before or after the Graduation Ceremony. Tickets are non-transferable.

In Absentia – not attending the Graduation Ceremony at which the Graduand is graduating.