



Leeds Trinity University Graduation Policy

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Awards Eligible to Attend Graduation

Summer and Winter Ceremonies

Summer Graduation Ceremonies are held in July each year. Winter ceremonies are held in December each year. To be eligible to attend the ceremonies, your award must have been conferred by a Progression and Award Board before the dates outlined on [Graduation - Graduation - Leeds Trinity University](#).

Awards presented are in accordance with the [Taught Programme Academic Regulations](#)

Graduation Events

Students will normally be invited to graduate with the school and faculty to which their course belongs. Students are not permitted to graduate with an alternative school. Ceremony schedules are planned with set dates and times and requests to attend a different ceremony cannot be accommodated unless this is by deferral as described below.

Deferrals

If student is unable to attend their scheduled ceremony, the University permits students to defer their graduation once to the next session. For example, July ceremony deferral will be to the December events and December ceremony deferral will be to the July events.

Relaxed event

Leeds Trinity University offers a relaxed event as an alternative to the standard graduation ceremonies. This option is designed to provide a more comfortable experience for students and guests who would prefer an adapted and more relaxed environment.

Students will register their interest in the relaxed event during the main graduation registration task. Student Records will then contact the students directly to discuss next steps.

The relaxed event will take place on a separate day to the standard ceremonies and will be held on the main Horsforth campus.

Conferment of Award

Students are given three options for the conferment of their award:

1. Attend their graduation event and be presented with their award documentation.
2. Graduate *in absentia* and have their award documentation posted to them via recorded mail.
If a graduand graduates *in absentia*, they cannot attend a future ceremony.
3. Defer their attendance to a subsequent graduation ceremony.

Tuition Fee Debt

Any student who has an outstanding tuition fee debt will not be permitted to attend a graduation event or receive their award documentation until the debt is paid in full.

Graduation registration and guest tickets

Registration

Students who are due to graduate will be sent an email inviting them to complete Graduation Registration. Students who have not completed their programme of study are invited to register to attend graduation '*subject to successful completion*'. Registration is available online via e:Vision and must be completed to inform the university of the award conferment choice. The registration period will be clearly indicated in the invitation email and on the Leeds Trinity University external website.

Requests to attend graduation received after the published registration deadline will not be accommodated; students will be offered the opportunity to graduate *in absentia* or defer their attendance to a subsequent graduation event.

Leeds Trinity reserves the right to make changes to scheduled graduation timings where necessary.

Graduand Access arrangements

All graduating students will be asked if they have any additional requirements as part of the online registration process. When additional requirements are indicated, the university will contact the graduating student prior to the event to discuss the requirements. The university may not be able to accommodate additional requirements if they are not declared during the e:Vision registration process.

Guest Tickets

Guest tickets are only issued to students who register to attend their ceremony and tickets are **not** automatically allocated. Guest tickets must be reserved online as part of the e:Vision registration process.

All students are offered two complimentary guest tickets to attend the graduation ceremony in the Chapel.

Graduands can also reserve two further complimentary tickets to allow guests to watch the live stream of the ceremony in the Auditorium.

All guests attending the event must have a valid ticket to enter the venue. Guest seating is unreserved unless specific arrangements are requested at the point of registration.

We are unable to accept requests for additional tickets. The number of tickets offered is based on venue capacity and to ensure a fair and inclusive celebration for all attending graduands.

Guest Access Arrangements

All graduating students will be asked if their guests have any additional requirements as part of the online registration process. Where additional requirements are indicated, the university will contact the graduating student prior to the event to discuss the requirements. The university may not be able to accommodate additional requirements if they are not declared during the e:Vision registration process.

If you require an additional ticket for a registered carer, please include this in the 'Special Arrangement Details' section of the registration task. A member of the Student Records team will then contact you to confirm details.

Please note that proof of carer status will be required before a carer ticket can be issued. Accepted forms of evidence may include but are not limited to:

- Attendance Allowance or Carer's Allowance letter of award
- In the case of visual impairment, a registration card known as the BD8 or a Certificate of Visual Impairment (CVI)
- A recognised Assistance Dog ID Card
- Credibility's Access Card

Children

Children are welcome to join graduation events. Children **over the age of two** will require a guest ticket to enter event spaces and their own seat for the ceremony.

Children **under the age of two** years will require an infant ticket to enter event spaces and must be seated on an adult's lap for the ceremony.

Children under the age of 16 must be accompanied by a responsible adult, who must be over the age of 18. Graduands cannot act as the responsible adult for children during the ceremony. Children should remain with their accompanying adult at all times and must not be left unattended.

Leeds Trinity University accepts no responsibility for any unaccompanied children under the age of 18.

Attendance on the day

If a student registers to attend their graduation event but does not attend on the day, their award will automatically be conferred *in absentia* and their award documentation posted to the contact address given during the e:Vision graduation registration process.

If a student does not register to attend or defer their ceremony by the published deadline, their award will automatically be conferred in absentia, and their award documentation will be posted to the home address in e:Vision.

If a student attempts to attend a graduation event without pre-booking their attendance by the published deadline, Leeds Trinity will not be able to accommodate inclusion in the events. In such instances, the award will be conferred in absentia and the award documentation posted to a nominated address.

Graduates whose awards are conferred in absentia are not permitted to attend a future graduation event for that award.

Graduation ceremonies start promptly at the published start time. If students arrive after the ceremony has started, the University will try to accommodate inclusion in the ceremony however,

once the presentation of awards has concluded, it will not be possible to include students in the ceremony.

Allocated guest tickets are issued only to the named individual graduand registered to attend the event. The graduand must attend the event in person and provide photographic identification to collect their allocated guest tickets. We do not offer a ticket re-distribution service.

Graduand and Guest Behaviour

Leeds Trinity University encourages all graduands and guests to enjoy their graduation celebrations in a way that is respectful and inclusive to everyone in attendance. Graduation is a significant milestone and Leeds Trinity are committed to creating a graduation experience that celebrates our graduates successes and achievements.

During ceremonies, the University ask that guests remain seated as graduands' names are announced. Clapping and cheering is encouraged during the presentation of awards, along with the request to be respectful and considerate of the ceremony order to ensure all graduands enjoy their moment of recognition.

Children must be accompanied at all times by a responsible adult and if a child becomes disruptive during a ceremony, ushers may ask the responsible adult and the child to leave the venue until they are settled.

Graduands and guests should behave in an appropriate manner at all times and behaviour should align to the [Leeds Trinity's values](#) of dignity and respect. If behaviours are obstructing or detracting from the events, Leeds Trinity reserves the right to refuse entry or remove any graduand or guest whose behaviour is disruptive, inappropriate, or poses a risk to the health, safety or wellbeing of students, guests or staff.

The following items are not permitted in the venue:

- Food
- Alcohol or hot beverages (bottled drinks with a lid are permitted)
- Large bags (over A4 size). There are no cloakrooms onsite to store coats or excessive luggage. Please bring minimal belongings with you.

Academic Failure

In the event of academic failure, students will not be eligible to attend the graduation events. If this occurs, all guest tickets will automatically be withdrawn. Students will be contacted to confirm that this has been done and what the next steps are.

Leeds Trinity will not be liable for any losses, direct or otherwise, incurred by students or guests if a student's place at the events is cancelled because of the student's academic failure or non-completion of their programme by the deadline set in [Awards Eligible to Attend Graduation](#) section of this policy.

Academic Appeals

Following the Progression and Award Board, students who submit an academic appeal are usually able to attend graduation to receive their award as confirmed by the Board.

If any classification and/or grade is subsequently changed on appeal, revised award documentation will be issued to the graduate via post. Graduates are not permitted to attend a future ceremony to receive their revised award documentation.

Students who wish to defer attendance until the next set of graduation events whilst awaiting the outcome of an appeal must submit a request to defer to Student Records records@leedstrinity.ac.uk before their scheduled graduation event takes place.

Graduation Dress Code

Graduation ceremonies are a formal occasion. All graduands participating in a graduation ceremony must wear formal academic dress. This consists of a gown, hood and cap. The University's official supplier is Marston Robing Ltd and it is the graduand's responsibility to ensure that they have hired or purchased the correct academic dress for the award they are receiving. Any graduand who does not have the appropriate academic dress will not be permitted to take part in the ceremony.

Leeds Trinity recognises that graduands may wish to wear academic dress which they already own or have access to. Graduands are permitted to wear this academic dress provided that it is the correct style of gown, hood and cap for the level of award which they are receiving. Individual items of academic dress can be ordered via Marston Robing Ltd.

If, on graduation day, Leeds Trinity determines that the gown, hood or cap is unsuitable, the graduand will be required to hire the appropriate dress from Marston Robing Ltd and they will be liable to pay the on-the-day hire charge.

Graduands are not permitted to wear additional items over their academic dress during the presentation of awards or when delivering the Vote of Thanks. This includes traditional stoles, scarves, or other decorative items.

Printed Publications

Leeds Trinity produces a souvenir programme for all graduation ceremonies and works with a regional publication on an article about Leeds Trinity graduation. The graduate official name and award name will be included in these publications, however, final degree classifications are not included.

Students will be asked to opt in or opt out of their information being included in such publications during e:Vision registration.

Ceremony Filming and Photography

Graduation is regarded as a public occasion.

Graduation ceremonies are recorded and broadcast across the venue and on the Internet. Recordings will remain available on the YouTube after the event.

Graduands and guests should be aware that they may appear on these recordings. By participating in graduation, graduands and guests by implication consent to this use of recordings and photographic images.

The University's official photographers may also be situated in the venue taking photographs and video footage of the celebrations. Photographs will be available to download online shortly after the event. Graduands and guests who do not wish their image to be used in this way should inform the photographer on the day.

Marston Robing Ltd is the University's official photographer for portraits and family groups. Graduands and guests are welcome to take photography or film during the ceremony. However, this must be done discreetly and not obstruct the view of others. Guests must remain seated and not step onto the stage, block the presentation route or obstruct the live recording.

The use of cameras or mobile devices on the stage is strictly prohibited.

Official Personalised Video Clips

Leeds Trinity works with a media supplier to produce a personalised digital video clip for each graduand attending their graduation ceremony. To offer this service, Leeds Trinity will provide the supplier with the graduand presentation name and award name.

Students will be asked to opt in or opt out of their information being shared with the supplier for a personalised clip during e:Vision graduation registration.

This service is not available for relaxed graduation events.

Aegrotat awards

An aegrotat award may be conferred where a student cannot complete their programme in the foreseeable future due to serious medical or other exceptional reasons. Decisions to award an aegrotat degree must be ratified by the relevant Progression and Award Board. An aegrotat award may not be conferred with any distinction or Honours classification.

Certification

Official certificates and transcripts will be issued during graduation events. Students will be required to provide a post-graduation contact address during graduation registration process.

Award documentation for graduates unable to attend or who choose to graduate *in absentia* will be posted following the conclusion of the graduation events. If award documentation is subsequently returned to the University, it will be retained for 30 days before being securely destroyed.

Replacement documentation is available upon request subject to a fee. Please see [Transcripts, certificates and statements - Alumni - Leeds Trinity University](#) for more information.

Health and Safety and Risk Assessment

All events will be managed in line with the Health and Safety at Work Act 1974. This ensures that the event will be conducted in such a way to ensure, as far as is reasonably practicable, that all visitors to the venue are not exposed to any risk to their health and safety. A full risk assessment will be conducted prior to any event.

Postponement or cancellation

If graduation cannot take place or is delayed or the ceremony time needs to change due to circumstances beyond the control of Leeds Trinity, including (without limitation) fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, national mourning, student registration exceeds our capacities or as a result of any industrial action or dispute involving Leeds Trinity, Leeds Trinity will not be liable for any losses, direct or otherwise, incurred by students or guests. Leeds Trinity shall give as much notice as is reasonably possible to students of such cancellation, delay or postponement, or early closure of registration.

The graduation schedule is based on graduands expression of interest collated in advance of the formal registration. These expressions of interest are used to estimate attendance and plan the number and size of ceremonies.

Leeds Trinity University reserves the right to close registration early if student registrations exceed the anticipated attendance based on expressions of interest. Submitting an expression of interest does not guarantee your place at a ceremony. Once the venue capacity is reached, registration may be closed.

General Data Protection Regulations (GDPR)

In accordance with the General Data Protection Regulations 2018, Leeds Trinity University is committed to ensuring that the data held about individuals is processed fairly and lawfully, and that it is held for specified purposes only. All data will be retained in accordance with the University's Retention Schedule.

Partner Institutions

Students studying at one of Leeds Trinity University's partner institutions will be invited to and attend a ceremony organised by their respective institution. These partners are responsible for planning and delivering their own ceremonies. Students should contact their own institutions directly for further information.

Students studying at a partner institution are not eligible to attend the ceremonies held at Leeds Trinity University.

Partner institutions will deliver graduation events in line with the principles outlined in this policy.

Failure to comply with any aspect of the Graduation Policy may result in graduands and their accompanying guests forfeiting their attendance at Graduation events.