



# DEGREE CEREMONY

# BOOKING FORM

Required by the Degree Conferrals Office (DCO). These are mandatory and must not be removed.			
Surname <sup>1</sup>			
Forename(s)			
Date of Birth			
Student Number (if known)			
College			
Degree to be conferred (e.g. BA in History)			
In Person or In Absentia			
If conferring the Oxford MA (or a Higher Degree of DD, DCL, DM, or MCh), would you prefer the University's traditional Christian formula or the non-religious formula?	For more information, visit our <a href="#">website FAQs</a>	<input type="checkbox"/> Christian Formula	<input type="checkbox"/> Non-Religious
Postal address to send certificate to			
Email address (personal/non-Oxford)			
If you elect not to have your name published in the degree day brochure, please inform your guests in advance so that they know not to expect your name to appear on the day and do not think there has been a printing error. Your results are not included in the brochure. <i>Please tick the box below with the option that you prefer.</i>			
I consent to my name being published in the degree day brochure:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Required by your college. These are mandatory and must not be removed.			
Title			
Phone Number			
Year Matriculated			
Preferred Date of degree ceremony <sup>2</sup>			
Number of guest tickets required (0, 1, or 2).			
<b><u>Signature and Date</u></b>			

<sup>1</sup> If you have changed your name since you completed your programme of study and have not informed the University, please enter your name as it was when you completed the above programme.

<sup>2</sup> Please contact your college to confirm the degree ceremonies at which they are presenting.

Please see overleaf for the Terms and Conditions of booking a degree ceremony.



# DEGREE CEREMONY

# TERMS and CONDITIONS

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

- **Eligibility:** The conferral of your degree is conditional on you passing the required examinations.
- **Standing:** 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.
- **Availability:** 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.
- **Cancellation:** 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.
- **Amendments:** If you choose to withdraw, change your status from in-person to in-absentia, or amend this booking within 60 days of the date of your degree ceremony, you will no longer have any claim to the original date or booking. Your degree will be conferred in-absentia.
- **Name in Brochure:** If your degree is being conferred in person, your name will be printed in the brochure if you gave permission upon making your ceremony booking. You may change this preference up until 30 days before your ceremony by contacting your college (no changes can be accepted after this). Names are not included for those conferring in absentia.
- **Failure to attend:** 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.
- **Certificate:** Students graduating in person should receive their degree certificate from their college on the degree day. If for some reason it is posted to you this will be within 3 months of the ceremony. If it has not arrived and you do not inform your college by the end of 3 months, any replacement certificate will have to be purchased via our online store.
- **Lower Awards:** 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.
- **Academic Dress:** You must attend the degree ceremony wearing the appropriate academic dress in accordance with the University Regulations.
- **Photography:** Please be aware that by attending your ceremony at the University of Oxford, as well as taking part in other events relating to your graduation, such as at your college, you and your guests may be captured in photography or film footage. Filming of the ceremony will be streamed live on the University of Oxford's webpages and made available in a DVD or digital download after the Ceremony.
- **Research Students:** DPhil, DCLinPsych, MLitt, and MSc (Res) students must submit an electronic copy of your thesis no later than 5 working days prior to your degree ceremony date. If you matriculated prior to 1 October 2007, and have not yet submitted a copy of your thesis, you must submit a hard copy if an electronic copy is unavailable.
- **University Right:** 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.

I confirm that I accept the Terms & Conditions as set out above:

Name (please print):

Date:

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**PLEASE RETURN YOUR COMPLETED FORM TO YOUR COLLEGE.**