**Graduation policies for Birkbeck, University of London**

By submitting the booking, you, the graduand, agree to the following.

**Conditions for attending a ceremony**

* You and your guests to be seated in the auditorium at least 30 minutes prior to the start time of the ceremony. You are advised to allow two hours to register, collect your seat card (and guest tickets), collect your gown and have photographs taken. However, if you/and or your guests do arrive after this time staff will endeavour to accommodate you, but please be aware that this may not always be possible. Late arrivals will not usually be admitted to minimise the disruption to other graduands and guests.
* Birkbeck, University of London cannot be held liable for the cost incurred of any travel arrangements made by graduates or guests.
* The University cannot be held responsible for any guest arriving at a ceremony without having purchased a guest ticket.
* As this is a formal event celebrating your academic success, you may wish to wear an academic robe but please note that any robe must be of Birkbeck, University of London.  You can hire/purchase a robe via our official suppliers, Ede & Ravenscroft.
* Guest tickets are issued to the attending graduand on the day of the ceremony and are non-transferable

**Failure to comply with any of the above terms and conditions may result in your entry to the ceremony being denied.**

**Additional requirements**

We ask that at the time of booking, any requirements for guests and graduands with additional needs, e.g. wheelchair access, sight or sound facilities, are requested on the online booking system. We will make every effort to meet your requirements, however, it may not always be possible for us to accommodate particular needs especially without advance notice. Please note that we will seat your guests based on the requirements specified, this does not necessarily mean they will be seated on the front row.

Please note that by making the booking, graduands and their guests consent to the University passing relevant details of an individual’s special requirements to the venue and relevant members of staff within Birkbeck to enable any appropriate adjustments to be made.

**Cancelling your attendance/guest tickets**

Please note, guest tickets are non-transferable between students.

If you require a refund on any (or all) of your guest tickets then please submit a request to Ede & Ravenscroft within seven days of purchasing. Requests for refunds received after the deadline will be considered on a case-by-case basis.

Refunds will be made to the person who purchased the tickets and not to any third party.

**Admittance into the ceremony**

The University reserves the right to ask any person to leave the venue during the ceremony if they are making unnecessary noise which is disruptive to the proceedings or to other guests.

**General Data Protection Regulation (GDPR), DVDs, Online Streaming and Image Capture Statement**

Please note that the graduation ceremonies of Birkbeck, University of London are regarded as public events.

This means that the names of graduands and subjects are published in the Graduation programme and audio-visual images of the ceremony are publicly available e.g. through the sale of personalised DVDs and online streaming. Your degree classification will not be included nor will it be announced at the ceremony. Additionally, the names of graduands may be provided to external companies for display on graduation products such as graduation t-shirts. The names and awards printed in the programme and supplied to external companies for the production of merchandise are correct at the time of going to print.

We are unable to discuss details of a student’s graduation ceremony with anyone else, unless we receive written permission from the student concerned.

We would like to inform you that the Birkbeck Graduation ceremonies will be photographed, videoed, streamed live online and/or otherwise captured in image form. These images and video content may then be used by Birkbeck for publicity and promotional purposes such as DVDs, prospectuses, advertising campaigns, websites, exhibition stands, posters, leaflets, national or local press articles etc. It is important to note that if any images are published on the internet, they will be accessible to users from all over the world.

It is possible that representatives from the press, television or radio may attend the graduation ceremonies and capture their own images for publication or broadcast purposes. By participating in these events, we assume all persons agree to personal data including their image(s) being captured for the purposes stated above.

If you object to the publication of any of your personal data or your images being used as described above, you must inform the **graduation team** of your objection, in writing, at least five weeks before the ceremony.

**Disclaimer**

If the graduation ceremonies cannot take place or are delayed due to circumstances beyond the University’s control, including (without limitation:) fire; explosion; terrorist act (or threat of terrorist act); act of God; pandemic; industrial action or dispute involving the University or the venue/s at which the ceremonies and other graduation services are due to be held, the University will not be liable for any losses direct or otherwise incurred by graduates or their guests by the said cancellations, rescheduling or postponement. The University will, where at all possible, make alternative arrangements for any graduands affected, but graduands and their guests should ensure that they have sufficient insurance protection to cover any losses they might suffer as a result of ceremonies being cancelled or delayed.