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.
- **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.
- **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.
- **etickets:** You will receive an email invitation to register for etickets for you and your Guests, approximately 30 days before your ceremony. Each graduand is entitled to a maximum of two guests tickets and you are responsible for **sharing the etickets with your guests only** before the ceremony day. The QR codes on etickets can only be scanned and admitted once. If you cancel your ceremony booking or change to in absentia after you have registered your etickets, they will be cancelled and no longer be valid. Ceremony tickets can be traced back to a graduand and sales of them are strictly prohibited by the university.
- **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 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.
- **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 (which may involve a portable camera outside the Sheldonian) and be purchasable as a 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. **Important:** If your booking has to be cancelled due to not submitting your theses, you will only be permitted to graduate in absence at a future ceremony.
- **Waiting List Availability:** If you are placed on the central waiting list, you and your guests must ensure to reserve this date until 30 days before the ceremony. 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.
- **University Right:** In exceptional circumstances, the University reserves the right to change the time, venue, and/or format of your ceremony on your chosen day or place restrictions on guest attendance. Similarly, in the event of any unavoidable incident, ceremonies may have to be postponed and etickets would need to be re-booked.

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

Name (please print): Date:

PLEASE RETURN YOUR COMPLETED FORM TO YOUR COLLEGE.

Last Updated November 2026