

Graduation & Events Office Policy

Canterbury & Rochester Cathedral Graduations and Augustine House Award Ceremonies

Dates

- Canterbury Cathedral graduations are scheduled for the same Tuesday and Wednesday in mid-September and Friday the last week in January every academic year.
- Rochester is scheduled annually for the same Friday during the first week in February.
- Award ceremonies take place on a Saturday to avoid disruption to teaching. The dates are one Saturday in November and one Saturday in March annually.

Eligibility

- Students who have completed the following Canterbury Christ Church awards are eligible to attend a Cathedral graduation: Bachelor's (BA/BSc), Postgraduate Diploma in Speech & Language Therapy, Master's, MPhil, PhD, Doctorate in Clinical Psychology.
- Students who have completed Level 4 programmes and upwards who are not eligible for a Cathedral graduation can attend an Augustine House award ceremony however, the Programme Director must request inclusion.

Students not permitted to attend

- Invitations are posted 8 weeks prior to the graduation date, any student who completes via an Exam Board after that time will not be invited to graduate. Provisional invites are not permitted under any circumstance. The student will be added to the next available date.
- Those who respond after the closing date for replies will not be permitted to attend.
- Any student with outstanding debt/disclosure barring service/qualifications/occupational health will not be invited to graduate.

Ticket Cost/Allocation

- There is no fee to the student.
- There is a Cathedral graduation guest ticket fee of £22.00 per person, up to a maximum of two guests per student. This fee guarantees entrance to the ceremony and celebratory drinks. The cost covers venue hire, live streaming, logistical arrangements, hospitality and all marketing literature including a copy of the graduation programme.
- There is an award ceremony guest ticket fee of £12.00. Every student is guaranteed two guest tickets to attend both the ceremony and celebratory drinks.
- All tickets are non-refundable, non-transferable and not for resale and refunds are not available on tickets once they have been purchased.
- Every guest attending the event must hold a ticket, this includes babies/infants as we cannot permit them to sit on parents' laps. This is to ensure that numbers stay within the health and safety guidelines as set down by the Cathedral and the University. During the ceremony students will be seated separately to guests.
- After the closing date for replies a calculation will be done on the number of additional tickets available (due to non-attending students). The additional tickets will be published on

the graduation website and available to attending students to purchase until all have sold on a first come first served basis (subject to availability).

- No personal circumstances are taken into consideration for obtaining additional ticket(s).
- If a current University staff member (employed via the CCCU HR Dept) has been in continual employment for at least 6 months prior to their graduation date and they are still in employment they are entitled to benefits.
- If a current Unitemps staff member and has been in continual employment for at least 6 months prior to their graduation date and they are still in employment they are entitled to benefits. Volunteers and Unitemps working odd or occasional hours/days are not eligible.
- Tickets will be withheld by the Graduation Office if ticket payment is outstanding. The office cannot accept cash payments for tickets prior to, or on the day of the event.

Location

- For Canterbury based graduations Augustine House is used for gowning and photography and the celebratory drinks is held on North Holmes Road. The ceremony is live streamed to St Georges.
- For Rochester based graduations gowning and the celebratory drinks are held at the Corn Exchange with photography held in the Guildhall Museum. The ceremony is live streamed to the Medway Campus.
- Award ceremonies are held at Augustine House.
- When graduation is held on a teaching day, the Timetabling & Rooming Office will allocate rooms for teaching that will not interfere with graduation arrangements and Timetabling & Rooming allocate rooms the day prior for graduation set-up.

Academic Gowns

- Part of the event is for all those who are taking part in the ceremony to dress appropriately. Academic dress (consisting of robe, hood and hat which together we call a 'gown') is mandatory for those taking part in the ceremony. A student must wear a Canterbury Christ Church University gown appropriate to the level of qualification for which they are being presented, even if they already hold a higher qualification. National dress may be worn.
- Gowns are hired via our official suppliers, Ede & Ravenscroft. It is important to note Ede & Ravenscroft require 3 weeks' notice to hire a gown. A student arriving in inappropriate academic dress or not gowned will be unable to join the procession and will not be presented for their award during the ceremony.
- Where outstanding gown hire payment occurs before the graduation date the student may not be permitted to attend their graduation until payment is made in full to Ede & Ravenscroft.
- Academic staff who process at graduation are entitled to free gown hire if requested via the Graduation Office 3 weeks' prior to the event, if not, academic staff are required to hire the gown at their own expense, a gown is mandatory. If they do not attend the graduation and do not inform the Graduation Office they will be charged. Alternatively, academic staff can claim a reimbursement of 40% of the purchase cost of their academic gown, claims must be submitted to the Graduation Manager within two months of purchase.

Car Parking

- There is no parking available at Canterbury or Rochester Cathedral or Canterbury Christ Church University.

Special Requirements Provision

- Students must inform the Graduation Office and Student Disability Services of any special requirement for themselves. Guest requirements must be submitted via the Graduation Office. Any request is submitted via the online reply form and prior to the closing date for replies. The Graduation & Events Office cannot guarantee that the University will be able to accommodate any requirement received after the closing date for replies.

In Memoriam

- The Dean of Chapel will inform the Graduation Office of any deaths and these will be recorded for future reference.
- Following collaboration between the Dean of Chapel and the Vice-Chancellor's Office, the Graduation Manager will determine the appropriateness of issuing an invitation to the family of the deceased to attend graduation.

Deferrals/Graduating in Absentia

- Students may request to defer their graduation only after they have been invited to graduate. All requests for deferrals must be made to the Graduation & Events Office and it is at their discretion as to which date the student may defer to. This may be in the following academic year due to capacity.
- Students are only permitted one opportunity to defer their graduation.
- Any student who does not attend their graduation for whatever reason is admitted to their award in absentia.

Visa/Employer Requests

- Students are unable to extend their UK student visas solely in order to attend a graduation. They are expected to either switch into a different immigration category (if permitted) or return to the UK at a future date with fresh entry clearance under the visitor route. If choosing the latter option, you may need to show the Entry Clearance Officer a copy of the invitation sent to you by the Graduation Office as part of your application.
- Please contact CCCU's International Office for immigration advice.
- A copy of the invite sent to you 8 weeks before the event by the Graduation & Events Office should suffice with employers.

Marketing Materials

- Students are listed in the graduation programme in alphabetical order within their programme of study and their classification is listed (subject to change). Those who graduate in absentia are not distinguished in any way and students who have won prizes are listed.
- Students can request for their details to be omitted from the programme, but are required to do so in writing prior to the closing date for replies (subject to change).
- The first name and surname signed off at exam board will be the name read at the actual graduation ceremony and the name printed in the graduation programme and all other graduation marketing literature.
- All students eligible to graduate are posted an invitation pack 8 weeks prior to graduation, followed by a ticket pack posted approx. 4 weeks prior. Invite packs are posted recorded delivery to the permanent address held on the University's student record database, students are responsible for updating their details in advance of invites being sent.

Music

- The Director of Music is responsible for the choir, musicians and organist both prior to (rehearsals and travel to and from) and at the actual event.

Prizes

- Department's for which the prize fund is set up are responsible for administering and paying the prize.
- Departments are responsible for advising Planning & Academic Administration of prize winners and 4 weeks prior to the graduation date the Graduation & Events Office must be informed for publication of the prize in the programme.

Processing Staff/Governors

- Any member of the University's current academic staff and Governors has the right to process at graduation.
- 35 spaces are reserved at the Cathedral for processing members of staff and Governors but after the closing date for replies any remaining spaces will be given to students and their guests via additional tickets.
- The Vice-Chancellors Office will approve yearly a list of VIPs to be invited to the following year's ceremonies. This includes Civic Dignitaries and Governors who are permitted to process.
- 15 spaces are reserved at the award ceremonies for processing members of staff and Governors. Programme Directors for programmes eligible to attend will supply names of VIPs who will attend.

Honoraries

- Honoraries are chosen by the Governing Body and relayed to the Graduation & Events Office and it is customary for Honoraries to give a short 2 minute speech during the ceremony.

General Office Housekeeping

- All enquiries via voicemail, email and the i-zone are checked daily. Post is also checked daily.
- Resolution of all enquiries for the office is 5 working days.
- Formal team meetings are held monthly.
- One to ones are held with line managers regularly to review progress.
- Paperwork and emails are kept for two years for audit purposes then destroyed.
- Risk assessments, policies etc. are reviewed annually.
- A data protection notice is available to students via the online reply form.