1. Registration

1.1 Registration

Registration to attend graduation ceremonies taking place from Thursday 27th January 2022 – Friday 28th January 2022 will open on Monday 25th October 2021 and close at 3pm on Friday 7th January 2022.

Graduands who register before the deadline of Friday 7th January 2022 will be entitled to 2 complimentary guest ticket only.

1.2 Late Registration

Registration after the closing date will be considered at the discretion of the University.

Allocation of complimentary guest tickets for Graduands who register after the deadline stated in 1.1 cannot be guaranteed and will be allocated at the discretion of the University based on availability.

In the event that Graduands miss the registration deadline, please contact the graduation team at graduation@lincoln.ac.uk

2. Eligibility

To be eligible to attend a graduation ceremony Graduands must have:

- Had their award conferred by a University of Lincoln Board of Examiners between 1st October 2020 and 18th December 2020 and 1st October 2021 and 17th December 2021.
- Paid all outstanding academic tuition fees by Wednesday 19th January 2022.
- Not already attended a University of Lincoln graduation ceremony for the same award.

3. Ticketing

The University of Lincoln graduation ceremonies are ticketed events. Graduand and guest admittance to the ceremony and celebration reception is subject to Graduands and guests producing a relevant ticket for the event upon entry. The University reserves the right to refuse entry without a ticket.

3.1 Graduand

Each Graduand is guaranteed a ticket to attend a ceremony when registering before the deadline of Friday 7th January 2022.

3.2 Complimentary Guest Tickets

All Graduands who register before the deadline of Friday 7th January 2022 are entitled to two free complimentary guest tickets only at the time of booking.

Children under the age of three do not need to purchase a ticket but must be seated either in a pushchair or in a parent/carer lap.
3.3 Ticketing and Late Registration

Allocation of tickets, including Graduand and complimentary guest tickets, to Graduands who register after the deadline of Friday 7th January 2022 will be at the discretion of the University and will be subject to availability.

3.4 Registered Carers

Graduands may request a third complimentary ticket for a registered carer at the discretion of the University. Please contact graduation@lincoln.ac.uk, including confirmation of the registered carer name and registration number/confirmation letter.

3.5 Special Requirements

If any Graduand or guest has a specific health requirement regarding seating arrangements in the Cathedral, please provide details through the William Northam booking system. The graduation team will accommodate where possible and confirm arrangements by email a week before the ceremony.

Any information provided, is held securely and only shared with those involved in the running of the ceremony, such as the graduation ushers. Any information regarding a student or their guests’ additional requirements will be deleted immediately after the ceremonies have taken place.

Please note, animals are not permitted with the exception of service dogs.

4. Non Attendance

4.1 Defer

Deferment will only be available to those with extenuating circumstances, including those impacted by Covid-19. Deferment will be offered to the April 2022 ceremonies only.

4.2 Do not wish to attend a ceremony

Graduands who do not wish to attend a graduation ceremony may notify the graduation team of their intention not to attend by emailing the graduation team graduation@lincoln.ac.uk

The graduation team will assume that Graduands who do not complete the online registration process or contact the graduation team regarding their attendance or future attendance, do not wish to attend a ceremony, nor one in the future.

4.3 Certificates and Transcripts

All certificates for the January 2022 ceremony have been posted out prior to the ceremony. Graduands are responsible for ensuring the University holds the most up to date contact details against their records.

To update your contact details please email studentrecords@lincoln.ac.uk
5. Refunds

Notification of refund for any gowns that have been purchased must be made to William Northam by visiting their website www.williamnortham.com and logging into ‘My Account’. Alternatively please email accounts@williamnortham.com by the refund deadline of Friday 25th February 2022. Refunds for gowning will not be given after this deadline.

6. Academic Dress

It is a requirement that all Graduands attending their graduation ceremony wear the appropriate University of Lincoln academic dress. This can be hired or bought from William Northam, the University academic gown hire company via - http://www.williamnortham.com/Northams/Index.aspx.

Graduands with concerns regarding this requirement, should contact graduation@lincoln.ac.uk for further guidance.

7. Right to Refuse Entry

All Graduands and their guests must be seated in the Cathedral at least 30 minutes prior to the start of the ceremony.

Graduands and guests will not be permitted entry once the ceremony has commenced.

The University of Lincoln reserves the right to refuse entry to the graduation ceremonies and celebration reception where deemed appropriate.

The University of Lincoln reserves the right to ask any person to leave the ceremony if they are disruptive to the proceedings or to other guests.

8. Graduation Ceremonies as a Public Event

8.1 Publications

The University of Lincoln’s bi-annual graduation ceremonies held in January and September are considered to be public events. This means that the names and award titles, but no classifications, of all Graduands (including those graduating in absentia) are published in the graduation brochure.

In addition, the names of Graduands will be provided to our external supplier for use on graduation products such as graduation t-shirts and hoodies. This does not include award titles or any other information.

8.2 Filming and Photography

The University of Lincoln film and photograph the graduation ceremonies. These images are to be used by the University for Use within marketing materials and on the University website (including social media). A professional film recording is taken of all graduation ceremonies and these are streamed onto the University of Lincoln website.

Graduands and guests seated in the Cathedral should be aware they may appear on these recordings and photographs.


**8.3 The Press**

The local press may be in attendance at the graduation ceremonies and may take photographs and video footage.

**9. Covid-19**

It is essential that individuals who have symptoms of Covid-19, have been instructed to self-isolate, or have tested positive, do not attend the graduation event. In such circumstances, please contact the graduation team by emailing graduation@lincoln.ac.uk and we will transfer your registration (if you wish) to our April 2022 ceremonies.

To keep our students, staff, guests and wider community safe, we expect all those attending January’s graduation ceremonies to undertake rapid lateral flow testing for Covid-19 before arrival and to utilise the NHS COVID Pass. We encourage all those attending to be vaccinated and where possible seek double vaccination. The NHS website can be used to order lateral flow test kits or book vaccinations.

**10. Disclaimer**

The University of Lincoln aims to provide the graduation ceremonies as advertised, but reserves the right to make alterations to the celebrations if necessary, or in the case of unforeseen circumstances. In the unlikely event that a ceremony has to be cancelled, rescheduled or postponed, the University will make every effort to contact Graduands and in addition will announce information on the University website.