DEGREE CEREMONY BOOKING FORM - TRINITY

Title	
Surname [1]	
Forename(s)	
Date of Birth	
Year of Matriculation	
Preferred Date of degree ceremony	
Degree to be conferred (e.g. BA in History) [2]	
In Person or In Absentia	
If you are having the Oxford MA, or a higher degree (e.g. DLitt) conferred, would you prefer the non-Christian formula?	see more information here top of page 5 and 6 Yes ☐
Email address	
Phone Number	
Postal address to send certificate to	

The degree day brochure is provided to all guests on arrival at the ceremony, and often forms a cherished memento of this special day. 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 and do not think there has been a printing error. Your results are not included in the brochure. *Please tick the box below with the option that you prefer.*

I consent to my name being published in the degree day brochure:	YES ◉ NO ○
Signature/Date	

[1] 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.

[2] The fee for taking your MA is £40; once your place has been confirmed by the university you will be given information about how to pay.

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

DEGREE CEREMONY BOOKING FORM (Terms & Conditions)

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

- The conferral of your degree is conditional on you passing the required examinations.
- 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.
- 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.
- 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.
- If you choose to withdraw, change your status from in-person to in-absentia, or amend this booking at least 60 days before the date of the degree ceremony, you will no longer have any claim to the original date or booking. Your degree will be conferred in-absentia.
- 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.
- 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.
- You must attend the degree ceremony wearing the appropriate academic dress in accordance with the University Regulations.

For DPhil, MLitt and MSc(Res) students whose course commenced before 1 October 2007, and for all DClinPsych students:

- You must submit an electronic copy of your thesis five days prior to your degree ceremony date.

For DPhil, MLitt and MSc(Res) students whose course commenced on or after 1 October 2007:

- You must submit a hardbound copy of your thesis five days prior to your degree ceremony date, and
- You must have submitted an electronic copy of your thesis five days prior to your degree ceremony date.
- If you are having your degree conferred in person, your name will be printed in the brochure, providing you have given permission for this to happen when you book onto a ceremony. If you haven't told the University of Oxford that you would like your name printed, or are receiving your degree in absentia, your name will not be included. If you are attending in person and would like to update your preference (up until 30 days before the ceremony), you may do so by contacting your college office. It is not possible to make any changes within 30 days of the ceremony.
- 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.
- 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 and Conditions as set out above:

Name (please print): _____ Date: _____

PLEASE RETURN YOUR COMPLETED FORM TO:
ALUMNI & EVENTS OFFICER, TRINITY COLLEGE, BROAD STREET, OXFORD, OX1 3BH
OR sarah.jenkinson@trinity.ox.ac.uk