

Dear <<First Name>>,

I write to you today with an update about graduation, following the [email from the vice-chancellor](#) many of you will have received in April. It is with regret that we have had to postpone this July's degree ceremonies, for the first time in our history. While you will graduate in absentia this summer (subject to eligibility), with your certificate posted to you, you will have the opportunity to attend a degree ceremony. Now more than ever, we recognise the importance of ensuring you have the opportunity to celebrate all of your hard work and achievements, with friends and family, in your robes, on campus and with your classmates. No digital offering can truly replace this experience.

Please read the rest of this email carefully to ensure that you are aware of the next steps and what you need to do now.

Rescheduled Ceremonies

We continue to work hard to reschedule the ceremonies on alternative dates in the 2020/21 academic year. However, with the situation still evolving and with no confirmation as yet on when large-scale events will be allowed to take place, we are not yet able to announce new ceremony dates. Safeguarding the health of our community remains our priority and we will share details of new dates as soon as they are available. For now, we can confirm that dates in 2020 are not being considered.

Registration - Action Required

Please now complete our graduation registration process by visiting the [Awards and Ceremonies website](#). Please do this as soon as possible and by **Friday 26 June 2020** to ensure your certificate is posted at the earliest opportunity.

You have two options available to you:

1. **To graduate in absentia AND register your interest to attend a future ceremony.**
If you select this option, we will ask you all of the standard questions we ask of those registering to attend a ceremony, to help us plan the rescheduled ceremonies.
2. **To graduate in absentia and not attend a future ceremony.**

If you are not sure at this time, you should choose option one and notify us if you later change your mind.

By graduating all eligible students in absentia in July 2020, we are able to ensure you receive your degree certificate this summer. Whether you wish to attend a postponed ceremony or not, you must complete the registration process in order to register an address for your certificate. If you do not register, your certificate will be kept on file at the university, and you will not be permitted to attend a future ceremony.

Receiving your certificate

In order to guarantee your certificate is included in our first print runs, you should ensure you complete the registration process by **Friday 26 June 2020**. Later registration may result in the printing and posting of your certificate being delayed. Further information about certificate issuing is included in the registration process and the confirmation email you will receive on completion.

Eligibility

Receipt of this email or completion of the registration process does not constitute eligibility to graduate. In order to be eligible to graduate in absentia and/or attend a future ceremony, your name must appear on a Pass List/Decision Record Log and be approved by the University's Senate or the Steering Committee on behalf of the Senate, for a degree level qualification, and you must not be in study related debt to the University by the deadlines stated.

In most cases, you will be receiving this invitation before your results are released. This is the normal process and it is important that you register BEFORE you know your results so that we capture the relevant information required in order for us to issue certificates as soon as possible.

If you have chosen to defer assessment to the September examinations period, please still register your intentions now, as this will help us to plan the rescheduled ceremonies. We will be continuing to graduate students in absentia throughout the summer and certificates will be sent as soon as possible following the conferral of degrees in September/October. The same will apply should you be required to resit assessments in September.

Please see our website for further information on [eligibility](#).

Outstanding Fees

Please note that the deadline for payment of any outstanding study related fees and charges to the University is 16:00 (BST) on Friday 10 July 2020 (cleared funds). If you have outstanding study related fees or charges after this date, we regret that your graduation and posting of your certificate will be delayed.

Further Information

Congratulations again on the completion of your studies in a challenging year. We look forward to seeing many of you and your guests at a future ceremony, when these can be safely held.

In the meantime, we will be adding to our [Coronavirus updates](#) as soon as we have more news, with further information to be found on the [Awards and Ceremonies website](#) and within our [Terms and Conditions](#). If you cannot find the answer to your questions here, please [contact the Awards and Ceremonies team](#).

Yours sincerely

Chris Twine

Academic Registrar

All data provided to the University during this process will be treated in accordance with the University's data protection policy and your specified data protection preferences.