

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 January. It is with much regret that we are unable to hold this July's degree ceremonies.

While you will graduate in absentia this summer (subject to eligibility), with your certificate posted to you, we are continuing to plan and work towards 2022, a year in which we hope to welcome back to campus graduates of 2020 and 2021. Providing it is safe to do so we'll see you celebrating your academic achievement on campus alongside friends, family and academic staff. What that summer event will look like is yet to be determined, but we are confident that it will be memorable for all the right reasons.

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.

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 Sunday 13 June 2021 to ensure that your certificate is posted at the earliest opportunity.

In order to receive your certificate, you must complete the registration process. If you do not register, you will still graduate in absentia, with your certificate kept on file at the University and only posted to you if you later make contact with us. If you are deferring assessment/s to the September resit period, please still register now.

Receiving your certificate

In order to guarantee your hard copy certificate is included in our first print runs, you should ensure that you complete the registration process by Sunday 13 June 2021. 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.

In addition to your hard copy certificate, eligible graduates will also automatically receive a digital certificate via Gradintelligence (our official third-party verification service). **You do not need to request a digital certificate and it will be issued automatically at the earliest opportunity.** While we normally aim issue digital certificates within one month of conferral, we anticipate that the vast majority of graduates will receive theirs much faster. You will receive an email from Gradintelligence when your digital certificate is ready to view. Please see our web pages for more information on [Digital Certificates](#).

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), 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.

In many cases, you may 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.

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 Sunday 13 June 2021 (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 as you approach the completion of your studies in a challenging year. We wish you all the best with any remaining assessments and for the future. We will contact you again with more details of our revised graduation plans in due course.

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.