

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 September. It is with regret that we are unable to hold this January's degree ceremonies. While you will graduate in absentia this December/January (subject to eligibility), with your certificate posted to you, we are exploring the feasibility of enabling family and friends to celebrate with our graduating students at a later point in 2021, but this will still depend on Government restrictions and we will inform you of our revised plans in early 2021.

**Please read the rest of this email carefully to ensure that you are aware of the next steps for graduation 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 Friday 27 November 2020 to ensure your certificate is posted at the earliest opportunity.

In order to graduate in absentia in December 2020/January 2021, 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 will only be posted to you if you later make contact with us.

### ***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 27 November 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), 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 many 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.

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 (GMT) on Friday 4 December 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 and we wish you all the best for the future. We will contact you again in early 2021 with more details of our revised graduation plans.

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.