

## Graduation & Award Ceremony - Invitation Process 2018/19

In April annually programmes are confirmed to ceremony dates and information is published to the graduation webpages. Students are not able to choose their graduation date. Any student studying a combined honours degree will graduate with the first subject confirmed by the exam board. See guidance for combined honours graduations [here](#).

At least 9 weeks prior to graduation date, Records & Examinations Teams within Planning & Academic Administration update student records for invitation to graduation. Graduation Team begin to download student information for postal invitations.

### Invitation Criteria

The Graduation Team must receive notification that a student has completed their studies from the relevant Records & Examinations Team no later than 9 weeks before the ceremony in order to process invitations in good time.

For September Ceremonies only: Students who complete via the July Reassessment Boards and are due to graduate in September will have a shorter RSVP window and will be invited via email from the Student Operations Team. Students due to graduate in January in the following year will be invited via email along with their cohort 8 weeks before the ceremony.

Any student with outstanding finance/DBS/qualifications checks/ID/Occ Health will not be invited to graduate.

### 2018-2019 Important Invitation Dates

Graduation date	*Last date for R&E team to update QI	*Date invitations posted	*RSVP Deadline
Tue 11 Sept 2018	6/7/18	11/7/18	1/08/18
Wed 12 Sept 2018	6/7/18	11/7/18	1/08/18
Sat 17 Nov 2018	14/9/18	21/9/18	12/10/18
Fri 25 Jan 2019	2/11/18	9/11/18	30/11/18
Fri 1 Feb 2019	2/11/18	9/11/18	30/11/18
Sat 23 Mar 2019	21/1/19	28/1/19	18/2/19

\* Dates are set subject to public holidays and workloads/attendance at graduations etc.