



UNIVERSITY OF  
OXFORD

## DEGREE CEREMONY BOOKING FORM

All fields are mandatory unless otherwise stated.	
Title	
Surname	
Previous surname (if any)	
Forenames	
Date of Birth	
Year of Matriculation	
Preferred Date of degree ceremony	
Degree to be conferred (e.g. BA in History)	
In Person or In Absentia	
Email address	
Phone Number	
Postal address to which certificate should be sent	
Signature and date	

*The University degree day brochure is provided to all guests on arrival at the ceremony, and often forms a cherished memento of this special day. The names of graduands due to have their degree conferred are noted in this publication. If you would like to opt-out of having your name listed in the University degree day brochure, please tick this box:*

**N.B -** *If you elect not to have your name published in the University 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.*

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



## DEGREE CEREMONY BOOKING FORM

### Bookings for Degree Ceremonies: 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 or Exeter College. 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.
- 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 postgraduate research students admitted on to their course before 1 October 2007:

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

For postgraduate research students admitted on to their course on or after 1 October 2007:

- You must submit a hardbound copy of your thesis five days prior to your degree ceremony date;
- You must have submitted an electronic copy of your thesis five days prior to your degree ceremony date.

I confirm that I accept the Terms and Conditions as set out above:

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_