

## **Graduation Deferrals Policy**

### **1. SCOPE AND PURPOSE**

- 1.1 This policy applies to students who are eligible to graduate following successful completion of an award and who have received an email invitation to attend a specific Award Ceremony.
- 1.2 There will be times when a student cannot attend their scheduled Award Ceremony, so the University offers the opportunity to either graduate in absence or to defer attendance for one year.

### **2. KEY RESPONSIBILITIES**

- 2.1 The Student Lifecycle Team will:
  - a. Disseminate the Deferral Policy and procedures to staff and students.
  - b. Ensure relevant systems and information sources are kept up to date.
  - c. Keep students informed.
  - d. Monitor the number of deferrals and ensure that students who defer attendance are invited to the Award Ceremonies held the following year.

### **3. LINKS TO OTHER BU DOCUMENTS TO WHICH POLICY REFERS**

- 3.1 <http://studentportal.bournemouth.ac.uk/help/award-ceremony/index.html>
- 3.2 <https://www.bournemouth.ac.uk/students/help-advice/replacement-documents/transcripts>

### **4. REQUESTS TO DEFER GRADUATION**

- 4.1 Students may request to defer their graduation only after they have been invited to graduate at an Award Ceremony.
- 4.2 The University will only permit students to defer their graduation attendance for one academic year. It is not possible to defer twice.

- 4.3 The student must register their decision to defer their attendance by responding to the invitation via MyHub before the registration closing date.
- 4.4 Requests to defer after the closing date for registration will not normally be considered.
- 4.5 Non-registration will assume that the student wishes to graduate in absence on the day of the original Award Ceremony.
- 4.6 Students cannot defer to a different ceremony during the same week. The invitation is specific to a particular ceremony and if the option to defer is chosen, a new invitation will be issued the following year.

## **5 IMPLICATIONS OF DEFERRING ATTENDANCE TO A FUTURE AWARD CEREMONY**

- 5.1 Certificates are not normally issued until the award has been officially presented at the Awards Ceremony, whether graduating in person or in absence. However, students who defer their attendance for one year may request to receive their certificate by post instead, by following the 'Early Release' procedure.
- 5.2 If the student wishes to wait and receive their certificate at the ceremony they have deferred to, official transcripts can be requested in the meanwhile as evidence of study.
- 5.3 Student names will only be detailed in reports, lists and publications associated with the annual Award Ceremony at which their degree is presented. If a student defers, this will be at the Award Ceremony that the student attends.
- 5.4 There is no additional charge to defer attendance to a future Award Ceremony. The student will be subject to all the normal booking processes and charges the following year, including gown hire, photography, guest tickets, and merchandise. Any charges associated with these areas or others are subject to change annually.
- 5.5 Upon responding to the graduation invitation with a request to defer to a future award ceremony, the student will be sent confirmation of the deferral by email.