

University of Northampton Award Ceremony Terms and Conditions

By booking to attend an Award Ceremony you, the student and your guests, acknowledges that you have read, understood and agreed to the terms and conditions set out below.

1. Inclusion of Student Names and Images

By booking to attend an Award Ceremony or accepting a guest ticket students and guests are agreeing to the following:

- a. Roving photography throughout our venues which may be used for marketing purposes and shared on social media
- b. Photographs of the students captured as they cross the stage during the ceremony, available after the ceremony to view and purchase
- c. Live streaming of the ceremony via an external supplier affiliated with the University of Northampton
- d. Streaming of the ceremonies via the University of Northampton YouTube channel
- e. Student names, prizes and awards displayed in the commemorative programme and online
- f. Student names announced on stage during the ceremony

2. Bookings and Attendance

- a. Students who are sent an invitation to an Award Ceremony in advance of completion of their awards are subject to the following conditions:

- i. Students are only eligible to attend if they have been formally awarded by a specified date
 - ii. Students who do not receive notification of their award or who do not successfully complete their award by the published deadline will have their booking rescinded and any costs incurred for gowning, photography and guest tickets will be refunded
 - iii. The University of Northampton is not and will not be responsible for reimbursing or compensating students or their guests for any costs incurred relating to travel, accommodation, visa applications or any other items where a booking is rescinded in 3.d.

- b. Communication regarding booking attendance at the Award Ceremony will be by email and on the ceremony webpages.

- i. All eligible students will be sent regular booking information emails. Emails will be sent to both personal email addresses and university email addresses from the student record system.
 - ii. Once booking has taken place all ceremony communications will be sent to the email used to place the booking and it is the student's responsibility to ensure the correct email address is provided and updated when needed
 - iii. It is possible to unsubscribe from these emails by emailing ceremonies@northampton.ac.uk but please note this could mean you do not receive any further ceremony information
 - iv. If a student has not received the invitation email it is the responsibility of the student to follow this up with the ceremonies team by contacting us at ceremonies@northampton.ac.uk
 - v. Once the booking deadline has passed, we will not be able to

- register students who claim they have not received the invitation email
 - vi. The only true and honest source of ceremonies information is the Ceremonies team so all communication should be directed there
 - c. In order to attend a University of Northampton Award Ceremony a student must satisfy the following criteria:
 - i. Booked via the online system and where applicable made payment for gown hire
 - ii. Received a “confirmation of booking” email before the published booking deadline
 - iii. Have received formal notification from the University of Northampton Award & Status Board that their award has been ratified prior to the deadline specified in the invitation
 - d. Invitations to students are sent based on projected end of course dates. There are a variety of factors that could affect this date including, but not limited to:
 - i. The completion of the University of Northampton’s required quality assurance processes, such as marking and moderation of assessment
 - ii. A successful application for mitigating circumstances
 - iii. The requirement to re-sit assessment due to failure
 - e. Any venue the University uses to hold the graduation ceremonies will have a finite capacity which cannot be exceeded. Due to this if we sell out an event, we will be unable to add additional spaces for any students or guests who have not previously booked
 - f. The University of Northampton will allocate spaces at the venue it chooses to use as it sees fit to, for the good of the event as a whole. The venue will be split into student seating and guest seating, and each seat needs to be allocated accordingly and is not transferable, e.g. guest seats are not suitable for students and vice versa. There is the potential that one seating area could be at capacity and not the other
 - g. The University of Northampton strongly recommends no ticket swapping or buying on behalf of other students as this could lead to disappointment and being unable to attend the event. Should such swapping or buying take place the University will be unable to support this by allocating such tickets for the intended party
 - h. The University of Northampton does not permit individual students who submit assessments early to be awarded earlier than their scheduled University of Northampton Award & Status Board to facilitate attending an earlier ceremony
3. Refunds and deferrals
- a. Students have the right to request a refund for any/all purchased items while booking is open
 - b. As part of the booking information students are provided with the closing date for all online bookings and refunds
 - c. After the published deadline refunds will only be granted in exceptional circumstances. Requests should be directed to ceremonies@northampton.ac.uk. Requests will be considered on a case by case basis; the University of Northampton reserves the right to decline requests which could have reasonably been made within the specified deadline.

- d. Students who do not meet the criteria to attend the ceremony outlined in 2.a. and 2.b. above will be automatically refunded
- e. Students have the right to request that their invitation to a ceremony be deferred to a later ceremony date
- f. Any bookings made prior to a deferral request might be transferred to the requested future ceremony. Students must request a refund/deferral in accordance with the terms listed above. Please note this process will not take place unless the ceremonies team have been notified at time of deferral

4. Behaviour and Dress Code

- a. The University of Northampton does not tolerate abusive, violent or disrespectful behaviour towards its staff or external staff supporting graduations. Neither will the University of Northampton tolerate this behaviour towards our students, their guests or members of the public
- b. The University of Northampton has a security presence at all locations used for ceremony activities and reserves the right to remove any student or guest in line with 5.a.
- c. Students and/or guests who display disruptive or inappropriate behaviour, including but not limited to excessive consumption of alcohol, during or prior to the Award Ceremony will be asked to leave the event or may be refused entry
- d. Students wearing clothing which displays offensive or derogatory slogans or writing will be refused entry to the ceremony on the day.
- e. As the ceremonies are an inclusive and non-political event no political slogans, flags or gestures should be worn, and the University reserves the right to omit students from the live stream who do not abide by this term
- f. The Award Ceremony is a formal occasion. Students and guests should dress accordingly
- g. Students and guests should expect to remain seated throughout the ceremony and should not leave whilst the event is taking place to respect all graduating students. All students and guests are politely asked to remain seated in their allocated seat throughout the event except for emergencies.
- h. Students and guests are not permitted to bring and use drones at any point during the event for any purposes
- i. By confirming your attendance at the Award Ceremony, you confirm that you agree to wear official University of Northampton academic robes which we strongly recommend students hire via our robing company Graduation Attire.
- j. Graduating students will be provided with an RFID chip within their official gown which is linked to the photography taking place as they cross the stage. Due to this chip no gown sharing can be permitted to take place to ensure all students are scanned and allowed the opportunity to be photographed as they cross the stage

5. Children

- a. Family areas will be provided by the University of Northampton, for viewing the live stream of the ceremonies. We have no crèche facility and therefore no children should be left unattended. These viewing areas are subject to technical capacity and may be withdrawn in certain circumstances
- b. Children under the age of five are not permitted in the ceremony itself but can be part of the associated activities
- c. Refunds will not be given on the day of the event for guest tickets purchased in error

- for anyone under the permitted age
- d. Children over five are permitted to attend but must be accompanied at the venue and would require a ticket. Please note students do not sit with their guests so no tickets should be purchased for children over five to sit alone. All children should be accompanied by additional adult guests which does not include the graduating student
6. All Attendees who enter the Ceremonies venue (including all surrounding land, car park and facilities which are under the ownership and/or control of the operator) shall:
 - a. Follow all applicable signage and instructions from university staff, venue staff, the police or other emergency services present at the venue at all times
 - b. Only attempt to access those areas for which they are entitled under their ticket
 7. Every effort will be made to pronounce student names correctly; Should a mispronunciation occur the university is not liable for any graduation-related costs you may wish to be refunded. It is the student's responsibility to provide clear guidance on the correct pronunciation of their name.
 8. Liability
 - a. The University of Northampton shall not be liable to the customer for any losses, (including but not limited to travel and accommodation expenses and visa application fees) incurred should the event need to be delayed or postponed due to any cause beyond the University's reasonable control

- b. The University of Northampton shall not be liable if changes to the terms and conditions need to be made at short notice due to Government advice, and are not liable for any difficulties caused by the changes made
 - c. The onus is on the customer to ensure they are compliant with any travel advice issued by the relevant countries Governments, prior to and following the event including factoring in any relevant quarantine periods needed
9. Changes to the Terms & Conditions
- a. The University of Northampton reserves the right to add to or amend these terms and conditions
 - b. Where a change is required after booking has opened for a ceremony the University of Northampton will undertake to notify all students affected

10. Disclaimer

If the award ceremonies cannot take place or is delayed or the ceremony time need to change due to circumstances beyond the control of the University of Northampton, including (without limitation) fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, national mourning (any member of the royal family), student registration exceeds our capacities, delays to the assessment process or as a result of any industrial action or dispute involving the University of Northampton or the venue in which the award ceremony is due to be held, under no circumstances shall the University be liable for any actual or alleged loss by the graduand or guests arising from the cancellation or postponement of the event. This includes, but is not limited to, travel, accommodation and subsistence costs or any loss of business or earnings. Graduands and their guests should ensure they have sufficient insurance protection to cover any losses they may incur as a result of postponement or cancellation.

If you have any questions or concerns regarding the terms and conditions please contact the Assessment, Ceremonies and Examinations team at ceremonies@northampton.ac.uk or by post at the following address:

Assessment, Ceremonies & Exams
University of Northampton
Resource Centre
The Old Dairy
Southfield Avenue
Far Cotton
Northampton
NN4 8QA

These terms and conditions have been informed by using the following UK General Data Protection Regulation from the Data Protection Act 2018:

6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes

6(1)(b) processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract

6(1)(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child