

## SOAS University of London — September 2025 Graduation: Terms & Conditions

Please take a moment to read and understand these terms and conditions. On the last page you'll find a **Glossary of Terms** for any unfamiliar words. Please contact the **Graduation Team** if you have any questions. Registration for the SOAS University of London September 2025 Graduation is mandatory to attend the event. By completing the online form, you are agreeing to these terms.

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### A. Eligibility to Graduate

**A.1** A Graduand's degree must be awarded and recorded in the University's student record system by **Monday, 11 August 2025**. Any appeal against an award must also be resolved by this date. Graduands with outstanding appeals will not be eligible to graduate. If an appeal is resolved after this date, the Graduand will not be able to attend the September 2025 ceremony and will instead be invited to the next applicable SOAS graduation ceremony.

**A.2** Any outstanding debt to the University must be paid in full by **Monday, 7 July 2025**. Graduands who have not cleared their debt by this date will not be eligible to graduate in September 2025. For guidance, contact the Finance Team at [instalmentpayment@soas.ac.uk](mailto:instalmentpayment@soas.ac.uk).

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### B. Deferrals

**B.1** While the University will make every effort to accommodate deferrals, attendance at a specific future Graduation Ceremony cannot be guaranteed.

**B.2** Graduands who wish to defer must notify the Graduation Team by **12 noon (BST) on Monday, 11 August 2025**, via email at [ceremony@soas.ac.uk](mailto:ceremony@soas.ac.uk). Please do not book gowning or tickets through Ede and Ravenscroft.

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### C. Graduation Ceremony Date and Time

**C.1** Ceremony dates and times are provisional until officially confirmed on the SOAS graduation website: [www.soas.ac.uk/graduation](http://www.soas.ac.uk/graduation). Graduands are strongly advised not to make travel or accommodation arrangements until confirmation is received or until **Friday 18 July 2025**, when awards will be conferred.

**C.2** Graduands are responsible for their own travel arrangements and must arrive in good time for their ceremony.

**C.3** The University is not liable for any costs incurred in connection with attendance at the Graduation Ceremony.

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## D. Contact Information

**D.1** Graduands must ensure their contact details on the student record system are up to date, as these will be used to send graduation-related information.

**D.2** Changes to contact details must be made via SOAS Online Student Services by the end of July or by emailing the Graduation Team at [ceremony@soas.ac.uk](mailto:ceremony@soas.ac.uk)

**D.3** The University is not responsible for missed communications resulting from out-of-date contact details.

**D.4** If you no longer have access, please email [ceremony@soas.ac.uk](mailto:ceremony@soas.ac.uk)

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## E. Registration and Tickets

**E.1** Book your gowning and up to two guest tickets online via the link for Ede and Ravenscroft, details will be included in your invitation including the opening date and the deadline.

**E.2** Online registration opens at 3pm (BST) on **Thursday 24 July 2025** and closes at 3pm (BST) on **Thursday 14 August 2025**. Graduands will be advised of their eligibility to register via email.

**E.3** Graduands must complete online registration to reserve a place and purchase any guest tickets via the **Ede & Ravenscroft** website by the communicated deadlines.

**E.4** Graduands must complete on-the-day registration at the designated location, date and time. University staff will verify that online registration was completed in advance and confirm the number of pre-paid guest tickets available for collection.

**E.5** Late registrations will not be accepted under any circumstances.

**E.6** Tickets for SOAS University of London September 2025 Graduation ceremonies will only be issued to eligible Graduands. For further information about eligibility please contact the Graduation Team via email at [ceremony@soas.ac.uk](mailto:ceremony@soas.ac.uk).

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## F. Arrival and Entry

**F.1** Graduands arriving late or after on-the-day registration closes will not be permitted to participate.

**F.2** Entry is granted upon presentation of the correct ticket. The University reserves the right to refuse entry without a ticket.

**F.3** Guest and Graduand tickets are non-transferrable between ceremonies, or between Graduands.

**F.4** Inappropriate behaviour and signage are prohibited. The security personnel reserve the right to remove any person failing to adhere to this policy.

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## **G. Seating and Special Requirements**

**G.1** Special requests including, but not limited to, wheelchair access and a hearing loop, must be requested via email to the Graduation Team at **ceremony@soas.ac.uk** by **12 noon (BST) seven days prior to the ceremony**.

**G.2** No car parking is available. Public transport is strongly recommended.

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## **H. Cancellations and Refunds**

**H.1** If a Graduand can no longer attend the Graduation Ceremony they have registered for, they must inform the Graduation Team as soon as possible via email at **ceremony@soas.ac.uk**.

**H.2** Refunds for gowning and guest tickets are to be made on the Ede and Ravenscroft website by 18 August.

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## **I. Crossing the Stage**

**I.1** During the Graduation Ceremony, each Graduand will be directed to the stage. At the foot of the stage, the Graduand will hand their placement card to a staff member. The Student Name Reader will read out the Graduand's name, and the Graduand will be asked to cross the stage.

**I.2** The University will endeavour to ensure that Graduands attend with their cohort but cannot guarantee this and accepts no liability for disappointment or distress.

**I.3** Student Name Readers will attempt to pronounce names correctly, but the University cannot guarantee accuracy. Graduands are encouraged to use the phonetic pronunciation when registering on Ede and Ravenscroft you will be prompted for the phonetic pronunciation of your name.

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## **J. Academic Dress**

**J.1** Graduands are expected to wear Academic Dress at their Graduation Ceremony.

**J.2** By confirming attendance, Graduands agree to wear official College academic robes provided by **Ede & Ravenscroft Ltd**.

**J.3** Gown bookings can be made after the invitation email is received and must be completed at least four weeks before the ceremony.

**J.4** The University may refuse entry to Graduands not in Academic Dress supplied by **Ede & Ravenscroft Ltd** or who are inappropriately dressed.

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## **K. Filming and Photography**

**K.1** Each SOAS University of London September 2025 Graduation ceremony is professionally filmed and the footage is live streamed and posted on the University website. Footage may also be used by the University for media publications and advertising, including on the University website, social media channels, the University intranet, in press releases and mailings, on event posters, on TV screens on campus or in magazines or prospectuses. All Graduands and guests should be aware that they may feature in this footage. Further information on how your personal data may be used can be found on the Information Compliance section of the SOAS website.

**K.2** The University's photographers will be on campus to take photographs throughout graduation day. If you would prefer that your photograph is not taken, please inform the photographer. Please note, we are unable to guarantee the exclusion of any Graduand images from group photographs.

**K.3** The taking of 'selfies' during the ceremony, particularly on stage, is strictly prohibited.

**K.4** Flash photography and unauthorised video recording of a Graduation ceremony is strictly prohibited.

**K.5** Graduands will be filmed as they process across the stage.

**K.6** Any gesture to the camera or inappropriate act or use of signage is prohibited. The University reserves the right to edit any inappropriate behaviour from the footage before it is made available online and to remove any Graduand from the appropriate Graduation ceremony.

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## **L. Mobile Phones**

**L.1** Mobile phone use during the ceremony is not allowed.

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## **M. Security Checks**

**M.1** Friends House and SOAS University of London reserves the right to search bags brought into the venue. Therefore, we ask that Graduands and their guests are prepared for any bags to be checked for security purposes.

**M.2** We ask for Graduands' assistance in the bag checking process by avoiding bringing large bags to the Graduation Ceremony, and by arriving at Friends House at least 45 minutes before their ceremony start time.

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## N. Right to Refuse Entry

**N.1** Friends House and SOAS University of London reserves the right to refuse entry.

**N.2** Graduands should be seated inside Friends House at least 45 minutes before their Graduation Ceremony start time. Entrance after a ceremony has begun cannot be guaranteed and is at the discretion of the Graduation Team.

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## O. Degree Certificates

**O.1** Degree certificates are **not** presented at the ceremony. They are posted within three months of the award date.

**O.2** Attendance at a ceremony does not affect the awarding of the degree.

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## P. Data Protection

**P.1** The Graduation Team can only communicate with the Graduand. Names announced are taken from student records. Preferred or abbreviated names cannot be used, but phonetic pronunciation may be submitted.

**P.2** Graduands who attend a Graduation Ceremony will have their first name and surname announced. All Graduand names will be taken directly from the University's student records system. We are unable to use preferred or abbreviated names but Graduands can register their preferred pronunciation on the registration portal.

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## Q. Disclaimer

**Q.1** If a Graduation Ceremony is cancelled, postponed or delayed due to circumstances beyond the control of the University, including but not limited to adverse weather conditions, fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, or as a result of any industrial action or dispute involving the University or the venue at which a Graduation ceremony is due to be held, the University will not be liable for any losses, whether direct or otherwise, incurred by Graduands or any third party. This includes but is not limited to travel, accommodation and subsistence costs or any loss of business or earnings due to the cancellation, postponement or delay of a Graduation Ceremony.

**Q.2** The University will, where possible, make alternative arrangements for any Graduand affected by a cancellation, postponement or delay, but Graduands should ensure that they have sufficient insurance protection (where appropriate) to cover any losses they might suffer as a result of a Graduation Ceremony being cancelled, postponed or delayed.

**Q.3** We may make changes to a Graduation ceremony which we reasonably consider to be necessary, including to ensure that the ceremony complies with any applicable law or to

satisfy any other operational requirement, and we will notify you of any such changes that we consider to be material.

**Q.4** In the event that a Graduation ceremony has to be cancelled, rescheduled or postponed, the University will make every effort to contact Graduands and will post information on the University website and in other appropriate locations.

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#### **SOAS University London September 2025 Graduation Ceremony: Glossary of Terms**

- **Academic Dress** – Hood and gown provided by Ede & Ravenscroft Ltd.
- **Accessible Seating** – Seating suitable for those with accessibility needs.
- **Graduand** – A student eligible and invited to attend a Graduation ceremony.
- **Graduand Ceremony Ticket** – A non-transferable ticket for the Graduand.
- **Guest Ticket** – A pre-purchased ticket for a family member or friend of the Graduand.
- **Graduation Ceremony** – Held at Friends House; formal conferral event.
- **Graduation Team** – Contact via [ceremony@soas.ac.uk](mailto:ceremony@soas.ac.uk).
- **University** – School of Oriental and African Studies (SOAS).