



University of  
St Andrews

## Graduation December 2018

### Applying to graduate

Degrees from the University of St Andrews are not automatically issued upon successful completion of a programme of study.

In order to receive your degree you must apply to graduate even if you are not planning to attend the ceremony.

Degrees are conferred publicly on behalf of the Senate at the University's graduation ceremonies in June and December.

### Graduating in person or *in absentia*

If you do not wish to graduate in person, or if you are unable to graduate in person, you may apply to graduate *in absentia*. If you choose to graduate *in absentia* you will have your name read out during a ceremony by the Dean of the relevant Faculty, and your degree certificate and HEAR (Higher Education Achievement Report) will be posted to the address provided on your application form. The University aims to post documentation within two weeks of the last graduation ceremony in June and/or December.

Please note: that any student with an outstanding debt to the University may not be permitted to graduate. This may also include debt which your sponsor has not settled on your behalf.

### Additional Ceremony Tickets

If any additional tickets become available after the graduation application closing date of **Friday 2 November 2018**, they will be allocated by ballot. A request for additional tickets is made on the understanding that the number of additional tickets may be limited or may not be available. Arrangements made on the assumption of success in the random ballot or on the assumption that additional tickets will be available are made at the student's own risk. The University accepts no liability for consequences or arrangements if a request is unsuccessful or additional ticket(s) are not available.

**Tickets for the ceremony are not transferable and should not be sold to other parties. Please contact the Graduation Office if you have any spare tickets you wish to return.**

## Degree Awards

### Undergraduate and Taught Postgraduate students

When you apply to graduate, unless your degree has already been approved, in the application form your degree will be your current **intended** award. Degree awards are only approved following the reporting of final results and degree classification. It is your responsibility to check your final degree classification on your [personal-student-record](#) prior to the ceremony at which you are graduating.

The degree you are awarded at your graduation ceremony is final and the act of graduation, either in person or *in absentia*, marks your formal acceptance of your academic results and award.

### **Research Postgraduate students**

If you have either submitted your final thesis copies, or are expecting to do so by the deadline given below, you may make an application to graduate to have your award conferred. When you apply to graduate, unless your degree has already been approved, your degree will be your intended award.

### **Academic Dress**

Students graduating in person are required to wear the following academic dress on the day of their graduation.

This consists of a gown and a hood plus one of the following:

- Dark lounge suit or dress kilt outfit, white shirt with a white bow tie and dark shoes.
- Dark skirt, dark trouser suit or dress kilt outfit, white shirt or blouse and dark shoes.
- All graduands may wear the national costume or dress for their country of birth or ordinary residence.

Please ensure that you order the correct University of St Andrews gown and hood for the appropriate degree that you will be graduating with from Ede & Ravenscroft.

<https://www.edeandravenscroft.com/>

Mortar boards are not worn at the University of St Andrews graduation ceremonies.

Jeans, trainers or other casual clothing are not permitted; students will be excluded from the ceremony if they are not wearing appropriate academic dress. Finally, for your safety we may ask you to remove items that could cause you harm or interfere with the graduation proceedings.

### **Deadlines**

#### **Examining Committee Reports (Research students only)**

In order to graduate in December 2018, the full set of Examining Committee Reports (including the final report recommending that the degree be awarded) must be submitted to The Registry, Old Burgh School, Abbey Walk, St Andrews, by **Monday 29 October 2018**.

#### **Submission of final copies (hard bound and electronic) of theses (research students only)**

In order to graduate in December 2018 research students must submit one hard bound copy of their thesis plus one electronically readable copy of CD/DVD of the final version of their thesis to The Registry, Old Burgh School, Abbey Walk, St Andrews by **Friday 9 November 2018**.

These deadlines are non-negotiable.

### **Appeals and Complaints**

Students who wish to submit a formal academic appeal against a module grade or grades that contribute to the calculation of a final degree classification or award should refer to the appropriate process outlined in the University's Policy on Student Academic Appeals.

See <http://www.st-andrews.ac.uk/students/rules/appeals/policy/>

Students who have a pending Stage 1 or 2 academic appeal, a pending Stage 1 or 2, complaint (on academic or non-academic grounds), a pending disciplinary issue, or are subject to ongoing Fitness to Practise procedures are **not eligible to graduate** until the appeal, complaint, disciplinary issue or Fitness to Practise case has been considered and a final outcome reached. If a student submits an appeal or complaint *after* applying to graduate, it is the student's responsibility to notify the Graduation Office immediately of any potential consequence to their intended degree award, such that may require the postponement of the student's formal graduation.

### **Further programmes of study**

Graduating in person or *in absentia* marks the end of your studies on the associated programme of study at the University of St Andrews. If you have been accepted onto another programme of study at the University, the new programme will be treated as a separate and distinct programme of study from the one from which you have graduated. You will, therefore, be an entrant student on the new programme and liable for all fees associated with the new programme of study.

Once you graduate in a particular programme of study you cannot request the academic credit which formed part of this programme to count towards a higher level degree at St Andrews and form the basis for a change to your registration status. If you are planning to transfer credits attained from your current St Andrews programme to another institution or re-register onto a new St Andrews programme, you should ask for advice before registering to graduate and ensure that you do not go through the graduation process either in person or in absentia.