

**The University of Sussex
Overseas Graduation Terms and Conditions
October 2018**

In these terms and conditions (“terms”)

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- ‘you’, ‘your’ means a graduate of the University of Sussex
- ‘us’, ‘we’, ‘our’ means the University of Sussex, a higher education corporation whose principal place of business is at the campus, Falmer, Brighton, BN1 9RH.

Acceptance of terms

Please read these Terms carefully as your registration, and / or purchase of tickets, for your graduation ceremony constitutes your acceptance of these Terms. We reserve the right to update the Terms at any time by displaying amended Terms on the website. You will be deemed to have agreed to the amended Terms when you next use this Website following any amendment.

Where there is any conflict or inconsistency between these Terms and any of our other terms and conditions governing your use of the Website, these Terms shall prevail (solely to the extent necessary to resolve such conflict or inconsistency).

Registration and purchase of guest tickets

If you wish to attend your graduation ceremony you are required to register in advance. You will need to pay for yourself and any guests to attend the graduation ceremony. The cost of your graduate tickets includes the purchase of your gown. It is mandatory that you wear the appropriate academic dress.

If you have an outstanding tuition fee debt with us, you will not be able to attend a graduation ceremony until it has been settled.

If you have an outstanding disciplinary under paragraph 6.4 of Regulation 2 of the University’s regulations which has not been brought to its conclusion, or are subject to a disciplinary sanction, which includes being suspended from the University of Sussex under paragraph 6.4 of Regulation 2 of the University’s regulations, you may not be able to attend a graduation ceremony. Any decision on your attendance will be notified to you as far as possible in advance of the graduation ceremony as is reasonably practicable.

Graduate tickets cost £75 and guest tickets cost £35. If you register on or before 14 December 2018, you will be eligible to purchase a maximum of 9 guests tickets through the alumni booking site at the point of registration. If you register on or after 15 December 2018, we are unable to guarantee that guest tickets will be available.

Children aged 2 years and under may attend the ceremony without a tickets, if they sit on the lap of a parent or guardian. Children over the age of 3 require a guest ticket and will count towards your ticket allocation. Tickets for children 12 years of age and under are free of charge, these can be added to your booking by emailing graduation@sussex.ac.uk. Children must remain quiet throughout the ceremony, if there is any disruption caused then you may be asked to leave the ceremony.

If you are a registered disabled student and need a carer to accompany you at your graduation ceremony, you should advise the Events team at the time of booking, as you might be eligible for a free of charge additional ticket. If this is the case, or if you or your

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guests have any other special access needs, please contact graduation@sussex.ac.uk as soon as possible so that we can make appropriate arrangements.

On or after 15 December 2018, any unsold guest tickets can be purchased at the graduation ceremony on the day and will be allocated on a first-come, first-served basis until they have sold out. These additional guest tickets cost £35 each. Graduates will be informed via email if additional guest tickets are available for their ceremony.

You will receive confirmation of registration and purchase of all guest tickets by email normally within 24 hours. You are advised not to make travel arrangements for you or your guests until you have received the confirmation email. If you do not receive the confirmation email, please contact graduation@sussex.ac.uk as soon as possible.

Tickets will be available for collection from the Registration and Ticket Collection point on the day of your graduation. You will need your final confirmation email or ID (identification) in order to collect these.

All guest tickets must be purchased in advance. We cannot guarantee that any additional guest tickets will be available to purchase on the day. In the event of any additional guest tickets being purchased on the day, they are only available for sale to a guest accompanied by a graduand.

Cancellation and refunds

You may cancel your registration and any guest tickets by email to graduation@sussex.ac.uk at any time before your ceremony, refunds will only be available in extenuating circumstances and issued at our sole discretion.

On the day

Graduation is a formal occasion and you are expected to dress appropriately in business or formal clothing. You must wear full academic dress (cap and gown) for the ceremony in order to gain access to the graduation auditorium. These will be provided from the information given at the time of registration. All graduates' will keep the gowns they have purchased.

All guests must be seated at least 10 minutes before the ceremony begins. We reserve the right to refuse entry or remove any graduand or guest where it appears to us in our sole discretion to be necessary for the good conduct of proceedings and /or the safety, health, and wellbeing of graduands, guests, or staff.

The use of your personal data at Graduation

The University customarily includes the full name (as it appears in the student record system) and award title of each graduand in the programme. You do however, have the right to opt out should you wish for your name to remain unpublished. If this is the case, please notify us by emailing graduation@sussex.ac.uk on or before 2 January 2019.

Please be aware that all graduation ceremonies may be filmed and footage taken at graduation will be made publically available on Vimeo after the graduation ceremony and images and videos captured during the ceremonies may be retained for use in publicity and marketing materials for the University. Should you wish to have your personal data removed from the version of the ceremony that is posted on Vimeo, or request that your image not be used in any promotional materials, please contact us at graduation@sussex.ac.uk.

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Your guest(s) will also have the opportunity to opt out of appearing on camera on the day should they wish to, and signs will be posted with instructions on how they can do this in the auditorium.

If may be necessary to share limited personal data (name, award and gown details) with relevant third party suppliers prior to your ceremony as part of the process of organising the event (e.g. to ensure the correct gowns are ordered or for your name to appear in the programme) but this data will not be held or retained outside of the ceremony.

Any services purchased such as photography are entered into with your own contract with suppliers and should be contacted directly about their refund policy. You agree that the University of Sussex is neither liable to you whether in contract, tort (including negligence) or otherwise for any indirect or consequential losses and any losses arising from any contracts you enter into with any third parties in relation to your graduation ceremony.

Issues beyond the control of the University of Sussex should be taken up with the relevant third party.

If your graduation ceremony cannot take place or is delayed because of circumstances beyond our reasonable control, we will not be liable for any direct or indirect losses incurred by you or your guests. Examples of such circumstances include (without limitation): war, terrorism, civil commotion; fire, flood, adverse weather, natural disaster, act of God; outbreak of communicable disease, epidemic, or pandemic; any strike or labour dispute; interruption or failure of any utility service; any law or government order, rule, regulation, or action by a government or public authority. You and your guests should ensure that you have sufficient insurance protection to cover any losses you may suffer as a result of a ceremony being cancelled or delayed.