

Prifysgol **Wreccsam**
Wrexham University

Graduation Policy & Procedure

2025/26

Contents

1. Context and purpose of policy.....	2
2. General principles and scope.....	2
3. Eligibility	2
4. Ceremony participation	4
5. Visa supporting documents.....	4
6. Ceremony schedule	5
7. Guest attendance.....	5
8. Ceremony protocol.....	5
9. Code of Conduct	6
10. Accessibility and accommodations.....	6
11. Cancellation or Postponement	6
12. Communications and Updates	7
13. Grievance procedure.....	7
14. Ceremony publication and Graduate recognition	8
15. Health and Safety.....	8
16. Failure to adhere	8

1. Context and purpose of policy

1.1 This policy outlines the University's responsibility to enable participation in graduation ceremonies and outlines expectations and responsibilities. This policy applies to all graduates, staff, external partners and guests involved in or attending the ceremonies, which serve as a formal celebration of student achievement and success within the University community.

2. General principles and scope

2.1 This policy establishes clear, fair, and consistent guidelines for graduation ceremonies at Wrexham University. It ensures that all graduates, staff, external partners, and guests involved in or attending the ceremonies understand their rights, responsibilities, and expectations.

2.2 A "Graduate" refers to a former student of Wrexham University or one of its partner institutions, where Wrexham University serves as the awarding body. This includes partner institutions, where awards are conferred in association with Wrexham University. An individual attains graduate status at the point at which their award has been formally conferred by an Award Board of Academic Board, following the successful completion of all required courses, fulfilment of academic standards, and satisfaction of any additional departmental or programme-specific requirements. Once conferred, the graduate is no longer considered a registered student of the University. The Graduation Ceremony is an event organised to mark and celebrate the achievement of graduation.

2.3 This policy is aligned with the relevant internal policies and governance frameworks of Wrexham University, ensuring consistency with institutional regulations and operational standards.

3. Eligibility

3.1 Only intended and qualifying exit awards are eligible for inclusion in graduation ceremonies, in accordance with validation and as detailed in the relevant programme specification. Awards at Certificate of Higher Education level or below are excluded. Currently graduates who receive the following awards will be invited to the relevant ceremonies:

- Bachelor of Arts (Honours)
- Bachelor of Arts (Ordinary)
- Bachelor of Business Administration (Honours)
- Bachelor of Business Administration (Ordinary)
- Bachelor of Engineering (Honours)
- Bachelor of Engineering (Ordinary)
- Bachelor of Nursing (Honours)
- Bachelor of Science (Honours)
- Bachelor of Science (Ordinary)
- Certificate in Education (Post Compulsory Education and Training)
- Certificate in Education (PcET)

- Doctor of Education
- Doctor of Health
- Doctor of Health Sciences
- Doctor of Ministry
- Diploma of Higher Education
- Diploma in Nursing
- Foundation Degree in Arts
- Foundation Degree in Engineering
- Foundation Degree in Science
- Graduate Certificate
- Graduate Diploma
- BTEC Higher National Certificate
- BTEC Higher National Diploma
- LLB (Honours)
- LLB (Ordinary)
- Master of Arts
- Master of Accounting and Finance
- Master of Arts in Youth & Community Education
- Master of Business Administration
- Executive Master of Business Administration
- Master of Business
- Master of Business Administration
- Master of Computing
- Master of Design
- Master of Engineering
- Master of Fine Art
- Master of Public Administration
- Master of Philosophy
- Master of Public Health
- Master of Research
- Master of Science
- Postgraduate Certificate
- Postgraduate Diploma
- Doctor of Philosophy

3.2 Should any posthumous awards be conferred, an invitation will be sent to the Next of Kin on record, though it may not be specifically listed above.

3.3 To be eligible to participate in the graduation ceremony, graduating students must not have any outstanding academic debt with the institution. This is characterised as tuition fees or sponsored tuition fees exceeding £50, in accordance with the Consumer Rights Act 2015, relevant CMA guidance, and Wrexham University's Debt Recovery Policy ([Debt-Recovery-Procedure-Student-Debt.docx](#), Section 3). Any academic debt of £50 or less will not affect eligibility. All academic debt exceeding this threshold must be settled in full within the specified time period as outlined by the Graduation Manager or nominee prior to the ceremonies. This requirement will be communicated to all affected graduates via email. A delay in payment will not constitute grounds for deferral of a graduation ceremony.

3.4 Graduates will be invited to one ceremony only based on the award achievement and conferral date. Graduates may not defer their ceremony. However, in the case of posthumous awards, a deferral may be granted upon request from the next of kin on record, as determined by the Graduation Manager or their nominee.

3.5 Graduates will receive an invitation to the ceremony based on the conferral date of their award. They will be invited to attend only the ceremony that corresponds to the official date of their award conferral, as determined by the Graduation Manager or their nominee.

3.6 Where a programme is extended for any reason, resulting in a later award conferral date, the individual will normally not participate in their original cohort's graduation ceremony. An invitation will instead be issued for the ceremony corresponding to the revised conferral date, as determined by the Graduation Manager or their nominee, once the award has been formally conferred

3.7 Graduates who have achieved more than one award within the conferral period will receive a separate invitation for each award, allowing them to participate in multiple ceremonies.

4. Ceremony participation

4.1 All eligible graduates will receive an official invitation to participate in the ceremony via email. Participation is voluntary, but graduates must RSVP by the designated deadline to confirm their attendance using the ticketing service only.

4.2 All graduates must wear academic dress as specified by the institution. These items can be rented from the designated supplier.

4.3 Graduates unable to attend their scheduled ceremony may still receive their award and associated documentation but will not be eligible to participate in a future ceremony.

5. Visa supporting documents

5.1 Graduates who require a visa to attend the ceremony must ensure they have the necessary supporting documents well in advance. The institution will provide official invitation letters upon request..

5.2 To allow sufficient processing time, requests for visa-related documents must be submitted in advance of the ticketing deadline.

5.3 The provision of supporting documentation does not confirm your place at the ceremony. To confirm your participation, please refer to Section 4 – Ceremony Participation.



6. Ceremony schedule

6.1 The date, time, and location of the ceremony will be communicated to graduates in advance. The institution may adjust these details due to unforeseen circumstances.

6.2 Graduates are required to arrive at the venue no later than two hours prior to the scheduled start time of their ceremony. This allows sufficient time for check-in procedures and academic gowning.

6.3 Graduates will be asked to be seated in the ceremonial hall at least thirty minutes before the scheduled start time. Graduates who arrive late will not be permitted entry to the ceremony.

6.4 Each ceremony is scheduled to run for approximately one hour. Graduates and their guests are advised to plan their travel and post-ceremony activities accordingly, allowing additional time in case of extended proceedings.

7. Guest attendance

7.1 Each graduate will be allocated the opportunity to purchase up to two guest tickets during the initial ticketing period. Following the close of this period, and subject to venue capacity, additional guest tickets may be made available for purchase.

7.2 Graduates and their guests will be seated separately within the ceremonial hall. Guests will be asked to enter the ceremonial hall using other entrances.

7.3 Children under the age of 16 must be accompanied and supervised by an adult guest at all times while attending the ceremony. Graduates cannot be responsible for supervising children during the event. If there is no adult present with a child under 16, the graduate will be asked to exit the ceremonial hall.

7.4 Children under the age of three do not require a ticket to attend the ceremony, provided they do not require their own seat and remain under the care of an accompanying adult guest.

7.5 All guests are expected to conduct themselves in a respectful and appropriate manner throughout the ceremony. Disruptive or inappropriate behaviour may result in removal from the venue. For further details, refer to the Code of Conduct in section 9.

8. Ceremony protocol

8.1 Graduates will be directed to queue in a designated area during the ceremony to prepare for the presentation of their award. Graduates will be called by name and are expected to cross the stage to greet the Vice-Chancellor or their nominee before promptly returning to their seat.

8.2 Guests, including children, are not permitted to accompany graduates on stage.

8.3 Professional photographers will be present to capture each graduate as they greet the Vice-Chancellor or their nominee.

8.4 Personal photography is permitted. However, requests to hand mobile phones or other recording devices to others during the ceremony cannot be accommodated.

9. Code of Conduct

9.1 All participants, including graduates and guests, are expected to display respectful behaviour during the ceremony to maintain a dignified and inclusive environment. This includes refraining from disruptive or inappropriate actions, such as shouting, excessive cheering, making telephone calls, or using noisemakers. Applause and celebrations should be timed in accordance with the cues of the academic staff on stage, ensuring that each graduate's award is presented without disruptions from the proceeding participant.

9.2 All attendees are expected to remain in the ceremonial hall for the duration of the ceremony to minimise disruptions. However, the institution recognises that some attendees may need to leave or move during the event due to medical emergencies, disability-related needs, childcare responsibilities, religious or cultural practices, or other urgent circumstances. In such cases, attendees are respectfully requested to exit and re-enter the hall as quietly and unobtrusively as possible.

9.3 If a child becomes restless or distressed during the ceremony, the accompanying adult guest may be asked to temporarily leave the hall with the child to minimise disruption.

9.4 Graduates and guests are expected to dress in formal or semi-formal attire appropriate for the occasion. Academic dress must be worn as required, and graduates should refrain from modifying or customising academic dress.

9.5 Wrexham University has a zero-tolerance approach to aggressive, threatening, harassing, or sexually inappropriate behaviour, whether directed towards or exhibited by our graduates, their guests, or anyone assisting with the ceremony, including University staff, venue personnel, and event support teams.

10. Accessibility and accommodations

10.1 Wrexham University is committed to ensuring that the graduation ceremony is accessible to all individuals. Graduates or guests requiring special accommodations (e.g., wheelchair access, sign language interpretation) are encouraged to inform the Graduation Team when confirming their attendance, so appropriate arrangements can be made. For accommodation requests or further assistance, please contact the Graduation Team at Graduation@wrexham.ac.uk.

11. Cancellation or Postponement

11.1 In the event of severe weather or unforeseen circumstances, the institution may cancel or postpone the ceremony. All participants will be notified promptly in case of any changes.



11.2 Graduates may cancel their participation in the ceremony; however, cancellations submitted within two weeks of the ceremony week will not be eligible for a refund of any previously paid fees. To enable a refund, all cancellations must be processed through the ticketing website.

12. Communications and Updates

12.1 Graduates will receive official ceremony-related communications through their student email address and the personal email address provided on record. Graduates are responsible for monitoring their email accounts to ensure timely receipt of important information regarding the ceremony.

12.2 Graduates wishing to update their personal email address for ceremony communications must submit their request to the Graduation Team. This ensures continued receipt of important information related to the graduation ceremony.

12.3 Important updates and information regarding the ceremony will be posted regularly on the official university website. Graduates are encouraged to check the website frequently to stay informed of any changes or announcements.

13. Grievance procedure

13.1 If any issue arises during the ceremony, the individual should immediately notify Event Marshals or university staff for assistance. Staff will work to resolve the issue as quickly as possible, ensuring minimal disruption to the event.

13.2 For matters that cannot be resolved during the ceremony, or if the individual wishes to report the grievance formally, they should bring this to the attention of the Graduation Team, with a clear description of the issue and desired outcome within 5 working days of the ceremony. The Graduation Team will review this, and a resolution will be provided within 10 working days.

13.3 If the individual is not satisfied with the response from the Graduation Team, they may escalate the grievance to the Director of Strategic Planning and Student Administration. The Director of Strategic Planning and Student Administration will review the grievance and provide a resolution within 10 working days.

13.4 If the individual remains dissatisfied after they have received a response from the Director of Strategic Planning and Student Administration, they may follow the Third-Party Complaints Procedure ([Third-Party Complaints Procedure, April 2023](#)).

13.5 It is expected that all individuals behave in a courteous and reasonable manner. If acceptable codes of behaviour are breached, the investigation of the complaint will be terminated, as the complaint will be deemed to be vexatious.

14. Ceremony publication and Graduate recognition

14.1 Audio and visual recordings of the graduation ceremony will be publicly available through the sale of personalised photographs and an online live stream.

14.2 Audio and visual recording may be used by the University for media publications and promotional purposes ([Events Privacy Notice, June 2022](#)).

14.3 The names of all graduates who meet the eligibility criteria for the ceremony will normally be recorded under their awarded qualification, regardless of their attendance at the event, in the graduate programme.

14.4 Student prizes directly relevant to the conferral period and the graduation ceremony will normally be included in the graduation programme, while some awards may not be formally recognised within the event.

15. Health and Safety

15.1 All participants are expected to adhere to any health and safety protocols in place.

15.2 In the event of an emergency, attendees must adhere to all instructions provided by university and security staff, or Emergency Services personnel on the day of the ceremony.

15.3 To ensure that access and fire exit routes remain unobstructed, prams, pushchairs, and luggage must be stored in the designated cloakroom prior to the ceremony.

15.4 If an attendee sees anything suspicious or that gives cause for concern, they should promptly notify University staff, security personnel, or Emergency Services.

16. Failure to adhere

16.1 Failure to adhere to this policy may result in exclusion from the ceremony or other disciplinary actions. The institution reserves the right to take appropriate measures to maintain the integrity of the event.