

# The University of Manchester – Coronavirus

## IMPORTANT UPDATE to Graduation July 2020

### **Will graduation ceremonies take place this year?**

We have, regrettably, decided to postpone our graduation ceremonies this July. Students who complete their degree requirements will, of course, still graduate - even though there won't be an immediate ceremony. Certificates will be sent by post so please make sure that your student record is up-to-date.

A communication about the ceremonies from the President and Vice-Chancellor was issued to all graduating students, which contains more information. [Click Here](#)

At this stage, we expect that our December graduation ceremonies will go ahead as scheduled. However, we will keep this under review and will provide more details nearer the time for students who would normally expect to graduate in December.

As and when further information is available, this information will be updated as appropriate.

### **Are the July ceremonies being rescheduled?**

We are looking at alternatives ways to mark your achievements both remotely in July and then, when time allows, in person as we recognise how important this celebration is to you and your families.

#### **\*June 2020 update – remote celebrations:**

Virtual Celebrations are to be hosted locally in the week beginning 27<sup>th</sup> July 2020. A digital programme will also be available from week beginning 27<sup>th</sup> July.

Invites from each School/Department will be forwarded within the next two weeks providing local details. We will update our pages to reflect this information.

### **Can I defer my July graduation to December due to the cancellation of July ceremonies?**

Unfortunately, no as the July graduation ceremonies have been cancelled, we are unable to defer students from July to December. Please see response to [Are the July ceremonies being rescheduled?](#)

### **I have already booked flights/made transport or accommodation arrangements?**

We regret that the University of Manchester cannot be held liable for any loss or damage, including but not limited to travel and accommodation costs, which may arise from a graduation ceremony that is cancelled or rearranged due to the coronavirus. We suggest that you contact your travel or insurance provider / hotel booking in relation to the cancellation of your bookings.

### **How will I receive my certificate?**

We will make sure that your degree certificate will be posted to your home addresses. Please make sure that your address is correct and up to date on [your student record](#).

You must ensure your home address and name (see guidance below) are fully updated no later than **22nd July 2020 no amendments can be made after this date**

You will receive your certificate no later than 15th September for UK & EU post and 1<sup>st</sup> October for International Mail – please do not contact Student Services regarding non-receipt of certificates until after the above dates provided.

### **How does my name appear on my certificate?**

Your full name as recorded on [your student record](#).

### **My name is not showing on my record correctly – How can I check this?**

To view your full name please login to [your student record](#). Go to Student Centre and navigate to the following Self-Service > Degree Progress / Graduation > Attend Graduation Ceremony

### **My name is not showing on my record correctly – How can I change / update my name?**

Names can only be amended by staff members. Once you have checked your full name by following the above process and your name contains errors, please see below on how to change or update your name.

If your name has 1 or 2 letters that have been mixed up or missing please email your school administrator or email [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk) or [graduation@manchester.ac.uk](mailto:graduation@manchester.ac.uk) explaining that the name is slightly incorrect and provide the correct spelling of your full name.

If part of your name is fully missing or incorrect family name due to marriage etc. you will need to send official documents (Wedding certificate / Passport / Change of Name Deeds) as proof in order to get your name updated please email your school administration or email [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk) or [graduation@manchester.ac.uk](mailto:graduation@manchester.ac.uk) explaining that your name is incorrect. Please ensure your name is fully updated no later than **22<sup>nd</sup> July 2020**

### **I am not marked as a potential graduate?**

This is not an issue you will still be able to check your Home address details are correct. Should you not be marked as a potential graduate you will not be able to check your full name. Therefore, to check if your name is fully recorded please email [graduation@manchester.ac.uk](mailto:graduation@manchester.ac.uk) all details need to be updated by 22<sup>nd</sup> July 2020

### **I have an outstanding tuition fee debt**

It is our policy that degrees will not be awarded to anyone who has a tuition fee debt outstanding to the University.

If you owe tuition fee debts to the University, these must be settled by Wednesday, 22 July 2020. If you settle any debt after this date, your name will not appear in the digital programme.

If you are unsure what debts you owe to the University, email the Credit Control Team on [self.funding@manchester.ac.uk](mailto:self.funding@manchester.ac.uk) as soon as possible.

## **I want to decide how you want your personal information to be used?**

### **Digital programme**

To complement our virtual graduation celebrations, we'll be creating a digital programme. Your name and award will be included, but your individual classification will not be.

If you don't want your name and award to be included, please email [graduation@manchester.ac.uk](mailto:graduation@manchester.ac.uk) by 5pm on Wednesday, 22 July 2020. Please use 'Graduation programme' in the email subject line.

### **Virtual graduation celebrations**

As part of our virtual graduation celebrations, we might display your name and/or your image during the live event or as part of some pre-recorded content. If you don't want us to use your name and/or image, please [contact your School](#) directly.

### **Third party verifications**

Your degree information will also be shared with [Higher Education Degree Datacheck](#) (HEDD). HEDD is the UK's verification service and is managed by Jisc.

This lets potential employers verify your results online. The information stored about you in the HEDD database can only be accessed with express written permission from you each time. The data is not just accessible to anybody at any time.

Email the Student Services Centre on [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk) to ask about the process of removing your qualification from HEDD. We advise against this because it might increase the time it takes to verify your result during employment screening or by other universities.

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## **Standard Graduation FAQ's**

### **Q. When is my graduation ceremony?**

The timetable of ceremonies is available online at <http://www.graduation.manchester.ac.uk/>

### **Q. Future ceremony dates?**

July Ceremonies – the actual days and times will be published in the preceding February when accurate undergraduate numbers are known so the timetable can maximize the number of available guest tickets.

<https://www.manchester.ac.uk/discover/key-dates/>

December Ceremonies – the actual days and times will be published in the preceding October when accurate postgraduate numbers are known so the timetable can maximize the number of available guest tickets.

<https://www.manchester.ac.uk/discover/key-dates/>

### **Q. How do I register my intention to graduate?**

You can register your intention to graduate once Graduation Registration is open – please click [here](#) for more information

### **Q. How do I get extra tickets for my graduation ceremony?**

Graduands will be allocated two guest tickets only. If additional guest tickets are available, these will be issued at the graduation registration desk in University Place on the day of the ceremony on a first come first served basis.

There is capacity to accommodate additional guests in our dedicated live screening venue in **Theatre A, University Place**. Guests are assured of an excellent view of the ceremony, including a close up view of each individual graduands as they are presented.

Please do not make any arrangements for more than 2 guests to be seated in the Whitworth Hall

### **Q. Can I defer my graduation ceremony?**

You can defer your graduation for up to one year. Please select 'No, I will not attend' on the online form and the option to defer will appear. Please also contact [graduation@manchester.ac.uk](mailto:graduation@manchester.ac.uk) directly providing details.

### **Q. Where is my Graduation ceremony?**

The ceremonies are held in the Whitworth Hall (No. 50 on [the campus map](#)).

### **Q. When can I get my certificate?**

Your degree certificate will be presented to you in your ceremony if you attend\* or if you choose to graduate in absentia then you can opt to either collect or have your certificate posted to your home address.

If you do not complete the online form by the deadline specifying how you would like to receive your certificate then this will automatically be posted to your home address.

\*If you deferred your graduation ceremony then you should already be in receipt of your certificate.

### **Q. 'm not attending my ceremony and requested for my certificate to be posted to my home address?**

If you opted to have your certificate posted to your home address this will be posted during the ceremony period. If your certificate is not received at your home address then you have

one year to inform us and request a replacement. After this you would be required to purchase a duplicate from our [online Store](#).

Your home address must be correct on the Student System by the deadline. If your certificate is sent to an incorrect home address then we will not replace this and you would be required to purchase a duplicate.

**Q. How long will it take for my certificate to arrive?**

If you graduated in **July** please allow until the 1<sup>st</sup> September for your certificate to arrive. If you graduated in **December** please allow until 1<sup>st</sup> February for your certificate to arrive. (Please do not query none receipt before the above cut-off dates)

**Q. Do you have official Photographers?**

The University's authorized graduation photographers are H Tempest Ltd who offer a range of photographic service. They will be present in the University Place throughout graduation.

**Q. Where can I buy the DVD of my ceremony?**

You can purchase this at the desk in the University Place during the ceremonies or from the University [estore](#)

**Q. Where do I collect my guest tickets from?**

You can collect your guest tickets and your own seat number from the graduation registration desk in University Place

**Q. Where can I collect my gown?**

The Robing room is located in the University Place (No. 37 on [the campus map](#))

**Q. When do I have to return my gown?**

Robes should be returned to Ede & Ravenscroft in The University Place following the ceremony, except those graduates who have paid to keep their gown for an extra week. All gowns should be returned to The University Place by 6pm at the latest.

**Q. How long will my ceremony last?**

The ceremony will last for approximately an hour

**Q. When do I need to arrive for my graduation ceremony?**

You should arrive at least 2 hours before your ceremony is due to start. Registration opens 2 hours before each ceremony (located at University Place, No. 37 on [the campus map](#)), you are not able to register or collect tickets earlier than 2 hours before your assigned ceremony.

**Q. I'm inviting a guest from overseas – how can they apply for immigration permission (a visa) to travel to the UK ?**

If you are an international student and/or you are planning to invite guests from overseas you may find it helpful to look at the information on applying for immigration permission (a visa) to travel to the UK. - See more at: [www.studentsupport.manchester.ac.uk/immigration-and-visas/graduation-further-study/attending-graduation/](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/graduation-further-study/attending-graduation/)

**Q. Do you have any disabled parking available?**

A drop off point is available for people holding a disabled blue badge in the front quad; vehicles cannot be left in the quad however there are disabled bays available in the multi storey car-parks.

**Q. Is there disabled access to the Whitworth Hall?**

Disabled access is via the Christie Building lift, guests in wheelchairs must sit at the rear of the hall. Disabled guests and students should report to porters under the Arch for assistance.

**Q. I didn't get the extra tickets I requested, what can I do?**

On the day of your ceremony any extra tickets available will be allocated on a first come first served basis only if available, available tickets can be collected from registration desk, University Place from 2 hours before your assigned ceremony. Any guests without a ticket will be directed to the [live cinema link up](#).

**Q. Where is the Live Cinema Link?**

This will be screen in University Place, Theatre A (No. 37 on [the campus map](#)).

**Q. How much do guest tickets cost?**

There's no charge for guest tickets

**Q. Do I need a ticket as a graduand?**

No, graduands do not require a guest ticket. But do require a seat number which are obtained at the Graduation registration desk in University Place

**Q. Do children need guest tickets?**

Children under 5 do not require a guest ticket, but they must sit on a lap of a guest with a ticket. They do not have a seat.

**Q. I'm not attending my ceremony, how can I receive my certificate?**

If you choose to graduate in absentia then you can opt to either collect or have you certificate posted to your home address. You must select the option you prefer before the 2<sup>nd</sup> July 2020 for July graduation.

If you do not complete the online form by the deadline specifying how you would like to receive your certificate then this will automatically be posted to your home address.

**Q. I'm not attending my ceremony, can I collect my certificate?**

If you opted to graduate in absentia and collect your certificate from the Student Services Centre then this will be available to collect one hour after the ceremony, from the SSC (No. 57 on [the campus map](#))

**Q. I'm not attending my ceremony, can a friend collect my certificate?**

If you opted to graduate in absentia and collect your certificate from the Student Services Centre then this will be available to collect one hour after the ceremony, from the SSC (No 57 on the [Campus Map](#)). If someone is collecting this on your behalf you must provide them with an authorisation email.