

# ST EDMUND HALL DEGREE CEREMONY APPLICATION FORM

This form must be completed and signed by the person who is intending to take their degree(s)

SURNAME/FAMILY NAME: ..... TITLE: Dr / Mr / Mrs / Ms / Miss  
FORENAME(S): ..... (please delete as appropriate)  
(Name must correspond to name used at Matriculation)

NEW SURNAME (IF CHANGED) .....

ADDRESS FOR CORRESPONDENCE AND DEGREE  
CERTIFICATE **between now and the ceremony, although  
correspondence will be via email in the first instance.**

PERMANENT ADDRESS  
(for College Records)

.....  
.....  
.....

DAYTIME PHONE: ..... E-MAIL ADDRESS: .....

DATE ON WHICH YOU WISH TO TAKE DEGREE(S): .....

ALTERNATIVE DATE IN CASE FIRST-CHOICE  
CEREMONY IS BOOKED: .....

DEGREE(S) TO BE CONFERRED

N.B. Only one degree may be taken in person at any  
one ceremony, though further degrees may be  
conferred in absentia.

1. ....
2. ....
3. ....

For those applying to attend a ceremony in person to confer an MA, it is usual for MA candidates to be admitted with a specific Christian Formula. If you wish to request to be admitted using the non-Christian Formula, please tick this box

TERM AND YEAR) OF MATRICULATION ..... COURSE(S) TAKEN .....

DO YOU WISH TO TAKE YOUR DEGREE(S) (please delete whichever is not applicable)

(a) IN PERSON

(b) IN ABSENTIA

The degree day brochure is provided to all guests on arrival at the ceremony. If you elect not to have your name published in the brochure, please inform your guests in advance so that they know not to expect your name to appear. Your results are not included in the brochure. Please tick the box below with the option that you prefer:

I consent to my name being published in the degree day brochure: YES  NO

All personal information is securely held in the St Edmund Hall alumni database and will be treated confidentially for the benefit of the College. This information is available to the College's and University's academic and administrative departments, recognised alumni societies, sports and other associated clubs. It is used for a full range of alumni activities, including the distribution of publications, the promotion of benefits and services available to alumni, notification of alumni events and of programmes involving academic and administrative departments. The College may also use your data in fundraising programmes, which may include an element of direct marketing. This data will never be passed to external commercial organisations. In signing this form, you are agreeing to the processing of your personal data as described above. You have the right to object at any time to the use of your data for any or all of the above purposes. In order to request your data be removed from the College databases, please e-mail [college.office@seh.ox.ac.uk](mailto:college.office@seh.ox.ac.uk)

Please return your form to the Dean of Degrees' Secretary no later than 60 days before your preferred waiting list ceremony date. We regret that no bookings can be made by telephone, but for all other enquiries, the Dean of Degrees' Secretary can be contacted on 01865 279010 or [college.office@seh.ox.ac.uk](mailto:college.office@seh.ox.ac.uk)

Please see overleaf for the Terms and Conditions of booking a degree ceremony – a signature is required.

## DEGREE CEREMONY BOOKING FORM (Terms & Conditions)

Bookings for degree ceremonies are subject to the following terms and conditions:

- The conferral of your degree is conditional on you passing the required examinations.
- You must ensure that you have no outstanding debt(s) to the University of Oxford. You may be unable to graduate on the date you have booked if you have any outstanding debts.
- Once you have submitted a request for a particular degree ceremony, you (and your guests) must ensure to keep this date free up until 30 days before the ceremony (the final cut-off point for adding those on waiting lists). If you have not been notified by this point that your booking has been confirmed, this means no place has become available and it will not be possible for you to attend.
- If you can no longer attend the ceremony date of your request, you must inform your college as soon as possible, and no later than 60 days before the ceremony. This includes candidates on the waiting list for a ceremony. If you do not, and/or if you are booked onto a space that becomes available after 60 days before the ceremony, **you will not be permitted to cancel.**
- If you choose to withdraw, change your status from in-person to in-absentia, or amend this booking at least 60 days before the date of the degree ceremony, you will no longer have any claim to the original date.
- If you fail to attend on the day you have booked, your degree will be conferred 'in absentia', and you will be unable to have your degree awarded at any future ceremonies in person.
- If you have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony you book. These degrees will be conferred in absence, and you will not be able to have them conferred in person at a later date.
- You must attend the degree ceremony wearing the appropriate academic dress in accordance with the [University Regulations](#).

For postgraduate research students admitted on to their course before 1 October 2007:

- You must submit a hardbound copy of your thesis five days prior to your degree ceremony date.

For postgraduate research students admitted on to their course on or after 1 October 2007:

- You must submit a hardbound copy of your thesis five days prior to your degree ceremony date;
- You must have submitted an electronic copy of your thesis five days prior to your degree ceremony date.

I confirm that I accept the Terms and Conditions as set out above:

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN YOUR COMPLETED FORM TO ST EDMUND HALL COLLEGE OFFICE: [college.office@seh.ox.ac.uk](mailto:college.office@seh.ox.ac.uk)**