

Key student deadlines – Graduation July 2020

Key Tasks	Completed no later than:
Receive initial email to express your interest	Week commencing Monday 17 February 2020
Respond to the express your interest email ¹	Sunday 8 March 2020
Student disability or mobility difficulties deadline ²	Sunday 8 March 2020
Receive Formal Graduation Registration email (ceremony details inc. specific date and time)	Week commencing Monday 30 March 2020
Request a generic visa support letter	Once students have confirmed their attendance during Graduation Registration
Pay any outstanding debts ³	By Friday 1 May 2020
Register to attend, graduate in absence, or defer your graduation	By Sunday 3 May 2020
Confirm how your name will appear on your certificate, or request a name change ⁴	By Sunday 3 May 2020
Guest disability or mobility difficulties deadline ²	Sunday 3 May 2020
Confirmation of guest ticket allocation	By Friday 29 May 2020
Order graduation robes	By Tuesday 16 June 2020
Final results submitted to Exams Office ⁵	By 10.00am Tuesday 23 June 2020
PGR results with Sean Semple, Graduate School ⁶	By 4.00pm Monday 29 June 2020
Publication of results for finalists (UG and PG)	12.00pm Friday 3 July 2020
PGR hard-bound thesis submission to Sean Semple, Graduate School ⁶	By 4.00pm Tuesday 7 July 2020
Deadline to submit an appeal	By 9.00am Thursday 9 July 2020
Graduation ceremonies	Tuesday 14 – Friday 17 July 2020

¹Complete the Expression of Interest process by this date to have priority booking of up to two guest tickets during the formal Graduation Registration process.

²Please inform us as early as possible of any disability or mobility issues so we can make suitable arrangements. We will endeavour to make such arrangements but we may not be able to accommodate any requests received after the respective deadlines for students and for guests.

³Check to see if you have any outstanding tuition fee debts on your [RISIS Portal](#). If your portal indicates that you do owe a debt, you can:

- [pay the outstanding debt online](#)
- or contact the Receipts Office on 0118 378 6130

⁴Name change requests can be made via the RISIS portal during formal Graduation Registration. You may be asked for evidence to support your request. Requests received after this date may result in an administration fee and may delay production of your certificate.

⁵All final results (including decisions on accepting exit awards) must be submitted by the Schools to the Exams Office no later than Tuesday 23 June 2020 at 10.00am, and in turn confirmed to the Graduation Office no later than Friday 26 June 2020. Any results submitted later than this may result in the relevant student being deferred to the December 2020 ceremonies.

⁶The final result of your Postgraduate Research award (i.e. after sitting your viva, completing any specified corrections, which in turn have been signed off by your examiners) needs to be submitted to Sean Semple in the Graduate School, Room F09, Old Whiteknights House. A copy, or copies (as advised), of your hardbound thesis must also be submitted to Sean Semple.