



University of Essex



Graduation Deferrals Procedure

Academic Year 2024/25

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Graduation Deferrals

This document outlines the procedure in place for students eligible to attend a Graduation in 2024/25 that wish to submit a request to defer their attendance at Graduation.

1. Graduation Eligibility and Attendance

- 1.1 All students must have completed their intended award of study or have accepted an exit award no lower than a Certificate of Higher Education and meet the full [eligibility criteria](#) to be able to attend a Graduation ceremony.
- 1.2 Graduands the University expect to be eligible are invited to Graduation and must confirm their attendance through the Graduation Booking System when it opens for their Ceremony.
- 1.3 Graduands are invited to attend the ceremony specifically scheduled for their Department, School or programme and are not permitted to attend an alternative ceremony.
- 1.4 A graduand is not normally permitted to defer their attendance at Graduation. However, in exceptional circumstances, a graduand may submit a formal request for this to be considered.

2. Requesting a deferral

2.1 A request to defer attendance at Graduation will only be permitted in exceptional circumstances and each case will be considered individually by the Graduation and Awards Manager, or appointed delegate.

2.2. Situations which **may** allow for deferral include:

- i. A death in the graduand's family;
- ii. Critical illness of the graduand and/or family member;
- iii. A pre-arranged life or work event that cannot be rescheduled (e.g. a wedding, job interview, medical/consultant appointment);
- iv. Birth of a child;
- v. Rejection of a visa application that is required to attend;
- vi. Travel restrictions or complications in place due to political unrest, war, or natural disaster.

2.3 Graduands who wish to submit a deferral request should do so in writing to the Graduation and Awards Manager at graduation@essex.ac.uk. The request must include the reasons why and, where possible, include supporting evidence of the circumstances. Requests may be rejected if there is insufficient evidence provided.

2.4 A graduand should request a deferral before their eligible Graduation, or as soon afterwards as possible. Deferral requests received more than 30 days after a Graduation will not be considered, unless the circumstances are ongoing during this period and can be evidenced.

2.5 A deferral will be only granted on one occasion and does not guarantee availability of graduand or guest tickets. All graduands with approved deferrals will still be required to book via the Graduation Booking System and abide by the same booking terms and conditions and deadlines as other graduands attending the Graduation they are assigned to.

3. Debt and deferrals

3.1 Graduands who have any outstanding debt to the University, whether educational or non-educational, will not be able to attend a Graduation ceremony, in line with the University's [Student Debt Policy 2024-25](#).

3.2 Graduands who are unable to attend their Graduation ceremony as a result of outstanding debt will not be invited to a future Graduation and a request to defer their attendance due to debt will normally be rejected.

3.3 Graduands who are unable to attend their Graduation ceremony due to debt, but also have exceptional circumstances that may allow for a deferral request to be considered, may submit a request to defer their attendance. However, deferral requests where graduands had or have outstanding debt to the University will not be considered until the debt is cleared.

4. Reassessment and Extensions to Study

4.1 Where a graduand may be required to undertake reassessment or obtain an extension to their programme, and therefore no award is made in time for the intended Graduation, there is no requirement to submit a deferral request. Students who are invited to a Graduation that do not receive an award by the conferral cutoff date for their ceremony will be automatically transferred to the next Graduation.

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If you require this document in an alternative format please contact the Graduation and Awards Office at graduation@essex.ac.uk.