



## St Hugh's College, Oxford Historic Graduand Booking Form

### The Waiting List Booking System

Former students (known as historic graduands), and current students wishing to attend a ceremony other than the one they have been invited to, may ask the College to enter their name on to the University's central waiting list by completing this form. Please note that completion of this form **does not guarantee a place** at a ceremony; you will only be booked on to a ceremony if a place becomes available. You will be contacted by email to confirm if you are allocated a place.

### Personal Details

First name(s):

Surname:

Former name (if applicable):

Date of birth:

### Contact Details

Please note that it is essential that you supply a non-Oxford email address, as your Oxford email account will expire upon completion of your degree.

Non-Oxford Email Address:

Telephone Number:

Permanent Address:

Country:

Postcode:

### Degree Details

Matriculation year:

Degree Type and Subject  
(e.g. BA History or Oxford MA):

### Preferred Graduation Ceremony

Please specify your preferred ceremony by selecting the relevant box below (please only choose one option):

- Saturday 14th May 2016, at 11.00am
- Saturday 16th July 2016, at 11.00am
- Saturday 17th September 2016, at 11.00am
- Friday 30th September 2016, at 2.30pm
- Friday 4th November 2016, at 11.00am
- Saturday 4th March 2017, at 11.00am
- Saturday 13th May 2017, at 11.00am

Please note that there is a £25 administration fee for the Oxford Master of Arts, which the College will ask you to pay once your place has been confirmed.



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### **Information about the Day**

All ceremonies will begin with a registration in College before the ceremony takes place at the Sheldonian Theatre. Please note that a maximum of 3 guests per graduand may attend the ceremony itself. The final part of the day's event is the reception in College, which usually takes place after the ceremony. The College will send a full programme to you by email a month prior to the ceremony.

### **Religious Considerations**

Upon conferring the degree of the MA, DD, DCL, DM and MCh, graduands will normally be required to kneel in front of the Vice-Chancellor, who touches them on the head with a Testament, admitting them to the degree 'In the name of the Father, of the Son and of the Holy Ghost'.

Please tick this box if you would like to have the Non-Christian formula at the degree ceremony:

### **Terms and Conditions**

Please read these Terms and Conditions carefully and make sure that you understand them before submitting your form. You should understand that by submitting the Historic Graduand Booking Form to the College Office, you are agreeing to be bound by these 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 will be unable to graduate on the date you have booked if you have any outstanding debts.
- If you choose to withdraw or amend this booking at least 30 days before the date of the degree ceremony, you will no longer have any claim to the original date. If you choose to withdraw from this booking within 30 days of the degree ceremony date, or 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 5 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 5 days prior to your degree ceremony date. You must have submitted an electronic copy of your thesis 5 days prior to your degree ceremony date.

### **Please return this form to:**

College Office, St Hugh's College, St Margaret's Road, Oxford, OX2 6LE  
Tel: 01865 274918 | Fax: 01865 274950 | Email: [college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)

1998 Data Protection Act. All data are securely held in the Development Office and will be treated confidentially and with sensitivity for the benefit of St Hugh's College and its members. The data are available to the University and their international offices, faculties, academic and administrative departments, recognised alumni societies, and to agents contracted by the College or University for alumni-related projects. Data are used for a full range of alumni activities, including distribution of College publications, the promotion of benefits and services to alumni, notification of alumni events and for programmes involving academic and administrative departments. Data may also be used in fundraising programmes, which could include an element of direct marketing. The data will not be sold to third parties, or provided to direct marketing companies or other such organisations without your permission. If you would prefer for your contact details not to be used for these purposes, please tick this box: