Current students should complete this form if they would like to attend a ceremony and have missed the booking deadline or are unable to attend the ceremony they have been invited to.

Former students who have not had their degree conferred should complete this form if they would like to attend a degree ceremony or graduate in absence. Bookings for the in-person Oxford MA can be made from July 2023 onwards.

**Personal Details**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Former Name (if applicable) |  |
| Date of Birth |  |

**Contact Details**

|  |  |
| --- | --- |
| Non-Oxford Email Address |  |
| Telephone Number |  |
| Permanent Address |  |
| Country |  |
| Postcode |  |

Please provide details of an additional nominated contact, should we be unable to reach you with information about your ceremony.

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email Address |  |
| Phone Number |  |

**Degree Details**

|  |  |
| --- | --- |
| Award Type (e.g. BA) |  |
| Subject (e.g. History) |  |
| Dates of Study |  |
| Oxford MA\*  |   |

*Payment*

\*There is a £50 administration fee for the Oxford Master of Arts. This must be paid in full no later than **30 days before** the ceremony through the [University online store](http://www.oxforduniversitystores.co.uk/product-catalogue/degree-conferrals/ma-fee-and-certificate/ma-conferral-fee) once your booking has been confirmed.

**Graduation Details**

|  |  |
| --- | --- |
| Please indicate whether you would like to attend a ceremony or graduate *in absentia*  | [ ]  Graduation in person [ ]  Graduation in absence  |

*Graduation in Person*

If you would like to confer your degree in person, you may request to be added to the University’s waiting list for a particular ceremony. Please note that a place at a ceremony is **not** **guaranteed**; bookings will only be confirmed by email if a place becomes available. Please only choose **one** date, as you can only be added to the waiting list for one ceremony at any given time.

|  |  |
| --- | --- |
| Preferred ceremony date(please select only **one** option) | [ ]  Saturday 15th July 2023 (waiting list only)[ ]  Saturday 23rd September 2023 (waiting list only)[ ]  Friday 3rd November 2023 (waiting list only)[ ]  Saturday 2nd March 2024  |
| Please indicate any accessibility requirements that you or your guests may have. |  |

*Graduation in Absence*

If you would like to confer your degree in absence, your name will be added to the next available ceremony and your degree certificate will be sent by post (to the permanent address provided upon booking). Once your name had been put through a graduation ceremony in your absence, you will not subsequently be able to graduate for the same degree in person.

**Degree Day Brochure**

|  |  |
| --- | --- |
| Please indicate whether you consent for your name to be published in the Degree Day Brochure | [ ]  I consent[ ]  I do not consent  |

**Declaration**

I agree to the [Terms and Conditions](https://www.ox.ac.uk/sites/files/oxford/field/field_document/Degree%20ceremony%20terms%20and%20conditions.pdf):

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |
| --- |
| *The College adheres to the General Data Protection Regulation (GDPR). All data is securely held in the College Office and will be treated confidentially and with sensitivity for the benefit of St Hugh’s College and its members. The data is available to the University and their offices, academic and administrative departments, and faculties. The data will not be sold to third parties, or provided to direct marketing companies or other such organisations. In signing this form, you are agreeing to the processing of your personal data as described above. Please refer to the College’s website for more details of our data policy statement:* [*https://www.st-hughs.ox.ac.uk/discover/governance/*](https://www.st-hughs.ox.ac.uk/discover/governance/) |

**Please return this form to the College Office**

college.office@st-hughs.ox.ac.uk

St Hugh’s College, St Margaret’s Road, Oxford, OX2 6LE

*Further information*

College Degree Ceremony Webpage: [www.st-hughs.ox.ac.uk/current-students/degree-ceremonies](http://www.st-hughs.ox.ac.uk/current-students/degree-ceremonies)

University Degree Ceremony Webpage: www.ox.ac.uk/students/graduation/ceremonies