

Graduation Arrangements

UK / TNE Partners

UNIVERSITY OF WOLVERHAMPTON

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Graduation Arrangements for UK/TNE Partners

Due to the scale and distribution of UK/TNE partnership students, graduation ceremonies will be delivered locally by partner institutions rather than centrally at University venues.

1. **Partner Responsibilities:**
The partner institution will be responsible for organising and delivering its own graduation ceremonies for eligible students. This will include:

- Planning and hosting the ceremony (venue, staffing, logistics, and associated costs)
- Inviting and communicating with students regarding ceremony arrangements
- Managing attendance, guest allocations, and event delivery
- Ensuring the ceremony is conducted in a manner that appropriately reflects the standards and reputation of the University
- Providing appropriate academic representation at the ceremony (where agreed)

2. **University Responsibilities**
The University will retain responsibility for the academic award and associated certification. This will include:

- Confirming student eligibility for award through approved assessment boards
- Issuing official award certificates and transcripts
- Providing guidance to partners on the use of University branding and protocol (e.g. academic dress, ceremony format, wording)
- Where appropriate and agreed, supporting attendance of University representatives at partner ceremonies

3. **Certification and Graduation Protocol**
Award certificates will be produced and issued by the University. It is proposed that certificates will be issued directly to students upon request, in line with arrangements for home University students.

The first award certificate is issued free of charge (excluding any applicable postage costs). Any subsequent replacement certificates will be subject to a fee, in line with the University's standard charges.

Where a partner requires certificates to be withheld due to outstanding tuition fee debt, the partner must ensure the appropriate debtor indicator is accurately recorded in the

student record system (e.g. SITS/e:Vision) in advance of certificate release. The University will rely on this status when determining whether a certificate can be issued.

- Academic transcripts are not issued automatically. Students may access their official transcript electronically via the University's student record system (e.g. e:Vision), including the ability to securely share this with third parties. Requests for hard copy transcripts will be subject to a charge in line with the University's standard fees.
- Partners must ensure that appropriate timelines are in place between the relevant Award Board and any scheduled graduation ceremony. This is to allow sufficient time for:
    - formal ratification of awards
    - confirmation of conferment within the student record system (SITS)

4. Eligibility to Graduate and Participate

Students may only be permitted to attend and participate in a graduation ceremony where:

- their award has been formally approved by a University Award Board
- the award is fully conferred and recorded within SITS
- Tuition balance is clear.

5. Conferment and Ceremony Principles

Conferment of the award takes place through the University's formal governance processes (Award Boards) and not at the graduation ceremony itself.

The ceremony is celebratory in nature and does not constitute conferment.

Partners must not permit:

- students to graduate in absentia within partner-delivered ceremonies
- students to cross the stage or be presented as graduates where the award has not been formally approved and conferred
- participation in the ceremony without appropriate academic dress, in line with University guidance

6. Certificate Security and Verification

- University award certificates are produced using secure paper and incorporate anti-fraud measures (including blockchain-enabled digital verification features).
- Third parties (e.g. employers, institutions, or agencies) should verify awards using

the University's official electronic verification methods (e.g. secure digital transcript sharing via e:Vision or approved verification services), rather than requesting manual confirmation from the University.
- The University reserves the right to decline or redirect verification requests where an appropriate digital verification method is available.

7. Partner Ceremony Delivery Standards

Partners delivering graduation ceremonies must ensure that events are conducted in a manner that upholds the academic standards, integrity, and reputation of the University. In particular:

- **Ceremony Protocol**
  Ceremonies must follow an appropriate structure and tone consistent with academic award ceremonies. The event must be clearly positioned as a celebration of awards already conferred by the University, and not as the point of conferment.
- **Academic Dress**
  All participating graduates must wear appropriate academic dress aligned to the level and type of award. Partners are responsible for ensuring the quality and accuracy of gowns and hoods used.
- **Branding and Communications**
  Use of the University's name, crest, and branding must comply with University guidelines. Any materials referencing the University (including Graduation brochures/programmes, signage, or digital content) must be accurate and, where required, approved in advance.
- **Eligibility and Participation Controls**
  Partners must ensure that only students with awards formally approved by a University Award Board and recorded as conferred in SITS are invited to participate. Robust processes must be in place to prevent ineligible students from attending or being presented.
- **Timing and Scheduling**
  Ceremonies must be scheduled to allow sufficient time for the completion of assessment processes, formal award ratification, and confirmation of conferment within the student record system.
- **Quality Assurance and Oversight**
  The University reserves the right to issue guidance, request reasonable adjustments, and/or attend ceremonies to ensure alignment with required standards.
- **Student Charges and Costs**
  Partners may recover reasonable costs associated with the delivery of graduation

ceremonies; however, any charges to students must be proportionate, transparent, and reflect the actual cost of delivery. Partners must not set excessive or unreasonable fees for attendance, participation, or associated services (including but not limited to ticketing, gown hire, or administrative charges).

The University reserves the right to request details of any proposed charges and to require adjustment where costs are deemed unreasonable or not aligned with sector norms.

For generic queries about this policy please contact Louise Goode, Head of Exams and Graduate Services louise.goode@wlv.ac.uk.