

REGULATION 9 CONFERMENT OF AWARDS

1. City may confer a degree, diploma or certificate [award] upon any individual who has pursued a programme of study or research approved by the institution and has passed the prescribed assessments.
2. Awards are conferred by the relevant Assessment Board under authority delegated to it by Senate. The Assessment Board shall be constituted in line with Senate Regulation 19 Assessment Regulations (or equivalent). No-one may describe themselves as holding an award unless it has been formally conferred.
3. The formal Certificate of award is normally issued at a congregation of the institution known as a Graduation Ceremony. Graduation Ceremonies are held each year.
4. Certificates are normally issued by the Rector, the Honorary Rector(s), the President, or the President's nominee at a Graduation Ceremony.
5. Each candidate is normally presented by an academic member of staff from his/her School.
6. Academic dress must be worn by all active participants of Graduation Ceremonies. Full details are provided in Senate Regulation 1 and Senate Regulation 2.
7. Certificates may be issued "in absentia" provided prior notice has been given, or if the candidate has been unavoidably prevented from attending the congregation.
8. In very exceptional circumstances, such as legal or visa related issues, Certificates may be requested prior to the congregation.
9. Candidates who are not permitted to attend their original ceremony, due to academic failure, will be invited to attend a ceremony following their successful completion.
10. An award may not be conferred on any candidate who has not fulfilled all his or her tuition fee obligations to City.
11. Those with City awards are permitted to use designatory letters only in accordance with a schedule approved by City.
12. Separate arrangements may be in place for City students at validated institutions and are outlined in the Validation and Partnerships Handbook.
13. If the Graduation Ceremonies cannot take place or are delayed due to unforeseen circumstances, the University will not be liable for any losses, direct or otherwise, incurred by students or their guests. The University will, where possible, make alternative arrangements for any students affected.
14. "Unforeseen circumstances" includes (but is not limited to) fire, flood, adverse weather, power cut, terrorist act (or threat of terrorist act), pandemic, the result of any industrial action or dispute involving the University, or the venues at which the Graduation Ceremonies are due to be held.

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