



University of Essex



Graduation Deferrals Procedure

Graduation Deferrals

This document outlines the procedure in place for students who are eligible to attend a Graduation and wish to submit a request to defer their attendance.

1. Graduation Eligibility and Attendance

- 1.1 All students must have had their award conferred and meet the full [eligibility criteria](#) to be able to attend a Graduation ceremony.
- 1.2 Graduands who are expected 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 their nominee.
- 2.2 Places at Graduation are not unlimited and priority will always be given to the graduating cohort and their guests. Where deferral requests are approved this does not guarantee that space will be available for the deferring graduand or their guests.
- 2.3. Situations which **may** allow for deferral include, but are not limited to:
 - i. A death in the graduand's family.
 - ii. Critical illness of the graduand or family member.
 - iii. A pre-arranged significant life or work event that cannot be rescheduled, such as a wedding, job interview, hospital/consultant appointment.
 - iv. Birth of the Graduand's child.
 - v. Rejection of a visa application, for the graduand or their guest(s), that is required to attend. For guest visa applications the graduand must have purchased guest tickets for them.
 - vi. Travel restrictions or complications in place due to political unrest, war, or natural disaster.

- 2.4 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 reason(s) why it is not possible to attend their eligible Graduation.
- 2.5 Graduands who wish to submit a deferral should do so before their eligible Graduation ceremony, or as soon as possible afterwards and within 30 calendar days. Deferral requests received outside of this time will not be considered.
- 2.6 A deferral will be only granted on one occasion and does not guarantee availability of graduand or guest tickets. All graduands with an approved deferral 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 their Graduation ceremony, in line with the University's [Student Debt Policy](#).
- 3.2 Graduands who are unable to attend their Graduation ceremony due to outstanding debt will not be invited to a future Graduation and a request to defer their attendance, due to outstanding debt, will usually be rejected.
- 3.3 Graduands who are unable to attend their Graduation ceremony due to debt but have exceptional circumstances may submit a request to defer their attendance. However, in such cases, the deferral request 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 cut-off date for their ceremony will be automatically transferred to the next Graduation.

Document Control Panel

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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.