Graduation Ceremony Off-Site Proposal Form

In order to co-ordinate the University’s awards ceremonies and to ensure that replication and duplication of ceremonies is avoided in specific locations, those wishing to organise such an event, either in the UK or overseas, need to seek approval from the Off-site Graduation Panel. For further details, please see the ‘Protocol Governing the Organisation of an Off-site Oxford Brookes University Graduation’.

<http://www.brookes.ac.uk/Students/Graduation/Information-for-staff/>

This form should be completed and sent to the Graduation Manager. Once the event has been registered, the form will be submitted to the Off-site Graduation Panel for final approval. The contact person, detailed below, will then be informed of the outcome.

The Graduation Office holds a schedule of approved ceremonies. The schedule covers three academic years: the first academic year in the three year schedule contains confirmed dates whilst details in the second and third academic years are provisional. Each academic year the schedule is reviewed and the dates for the following academic year are confirmed.

Please ensure that the form is fully completed before sending to the Graduation Manager.

A. CEREMONY INFORMATION

|  |  |
| --- | --- |
| Collaborative partner: |  |
| Programmes involved: |  |
| Contact person at Brookes: |  |
| Contact telephone: |  |
| Contact email: |  |
| Proposed date of event: |  |
| Country and proposed venue\* for event: |  |
| Total student numbers eligible to attend: |  |
| Total estimated student numbers to attend: |  |
| Type of students to be invited:Please delete as appropriate. | Enrolled / Registered |
| Maximum no. of guests in total: |  |
| Is this ceremony shared with other programmes / faculties / institutions?\*If yes, please provide details | Yes\* / No |
| Reception provided:Type of reception: | Yes / No |
| Additional activities: |  |
| Additional services:Please list service giving provider details. |  |

Please give name, title and phone number of School staff attending:

|  |  |
| --- | --- |
| 1 |   |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

|  |  |
| --- | --- |
| Do you require support from an overseas agent?\* If yes, please specify | Yes\* / No |
| Name of SMT member attending: |  |
| Name and title of any visiting speaker(s) attending: |  |
| Name and title of any Honorary Graduand or Fellow to be conferred at the ceremony: Proposal forms to be submitted to the Honorary Conferment Committee for approval. |  |
| Provide details of any planned press or media coverage: |  |
| Has the Alumni Office been informed? | Yes / No |
| Is the budget in place and has it been approved by the Dean/Director?See Protocol, 4.1 | Yes\* / No |
| Who is responsible for the organisation and quality assurance of the event? |  |

Please attach details of the programme and order of proceedings.

**Please note:**

Academic gowns used by both students and staff *must* be hired from Ede and Ravenscroft. <https://www.edeandravenscroft.com/graduation-services/>

B. FUTURE CEREMONIES

|  |  |
| --- | --- |
| Will this ceremony be repeated in future years? If yes, please provide details for the following two years: | <Month> <Year><Month> <Year> |
| Will the ceremony take place in the same location? \*If no, specify location(s) for each year. | Yes / No |
| Total estimated student numbers eligible to attend: | <Year> <Number><Year> <Number> |

C. DEAN/DIRECTOR’S APPROVAL

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

**D. CHAIR OF PANEL APPROVAL**

**I approve / do not approve** the arrangements for the awards ceremony.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |
| Comments: |

**Please return this form to:**

Graduation Team Tel: +44 (0)1865 483841

Oxford Brookes University Email: graduation@brookes.ac.uk

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UK