GRADUATION ENROLMENT UPDATE FORM

Please read the following instructions before completing this form

As enrolment takes place in advance of the graduation ceremonies it is important that you notify us of any changes that will affect your ability to graduate. It is important that you contact us if you fall into one of the following categories:-

- If you enrolled to graduate and subsequently do not qualify to graduate.
- If you enrolled to attend the graduation ceremony but are now unable to do so and wish to graduate in absentia.
- If you enrolled to attend the graduation ceremony but are now unable to do so and wish to defer your graduation until a later date.
- If you enrolled to graduate but subsequently decide to appeal against your degree result and therefore cannot graduate until the appeal is heard.
- If you enrolled to graduate with a designated or ordinary degree but subsequently accept a place on Honours and therefore cannot graduate until next year (applies to undergraduates only).

If you fall into one of the categories above please complete the Graduation Enrolment Update Form and return it as soon as possible. If you defer for any reason, you must re-enrol for any subsequent graduation ceremony, you are not automatically re-enrolled.

REMEMBER -
- If you fail to attend your graduation ceremony without prior notification to the Registry, your graduation will be treated as in-absentia and your parchment will be sent to you within 7-10 working days after the date of the last graduation ceremony. If you graduate in-absentia, you cannot attend a subsequent graduation ceremony for the same degree.

Please return this proforma marked URGENT to the Graduation Team -

By Scanning & Email: graduation@glasgow.ac.uk

By Post:
Graduation Team
University of Glasgow
Level 2, The Fraser Building
65 Hillhead Street
GLASGOW G12 8QF
GRADUATION ENROLMENT UPDATE FORM

Please read the instructions above before completing this form.
It is important that you notify the Graduation Team if you fall into one of the following categories.

PLEASE COMPLETE IN BLOCK CAPITALS

Name:  Student ID:

Graduation Date:-  11.00am  Noon  4.00pm

Degree:- Please tick appropriate box:

☐ I have not qualified to graduate
☐ I enrolled to attend my ceremony but I am now unable to do so and wish to graduate in absentia.
   Please post my parchment to:
   Address

OR

My parchment will be collected at Student Services Enquiry Team, Fraser Building, G12 8QF between Tuesday, 2nd – Thursday, 4th July by:

☐ Myself
☐ Authorised Representative

Please provide the full name of the representative collecting your documents on your behalf.

Name _______________________________________________________________________

PHOTOGRAPHIC EVIDENCE OF THE COLLECTOR MUST ALWAYS BE PROVIDED

Documents not collected by 4th July will be posted to the home address held in your student record.

☐ I enrolled to attend the ceremony but I am now unable to do so and wish to defer my graduation until a later date.

☐ I enrolled to graduate but have now been offered a place on honours and therefore cannot graduate until next year.

☐ I am appealing against my degree result and therefore cannot graduate until the appeal has been heard.

IF YOU DEFER FOR ANY REASON YOU MUST RE-ENROL FOR ANY SUBSEQUENT CEREMONY

Signature of Student (by hand) ……………………………………….. Date …………………

I consent to the University processing my personal data for the purposes detailed below.

☐ Please note, if you do not tick this box we will be unable to process this form.
PRIVACY NOTICE

Your Personal Data:
The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to your enquiry. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it?: We are collecting your basic personal data such as name, contact details and any additional information disclosed on this form in order to process your graduation.

Legal basis for processing your data: We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent.

What we do with it and who we share it with?: All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.

How long do we keep it for?: Your form will be retained by the University for 3 months, after this time, it will be securely destroyed.

What are your rights?*: You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time. If you wish to exercise any of these rights, please contact dp@gla.ac.uk. *Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints: If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) https://ico.org.uk/.