



## Graduation Eligibility and Deadline SOP

**SOP Number:**

365-06-2026

**Academic Year:**

2025/26 ONWARDS

**Date Of This Issue:**

June 2026

**Responsible Owner and Enquiries:**

Marketing Manager

Head of Higher Education

**Summary of Contents**

To provide a consistent, well-governed approach to the planning and delivery of the annual SERC HE graduation ceremony.

This SOP provides clear guidelines on students' eligibility to graduate. It details how SERC will communicate ceremony information with eligible graduands and also ensures consistent deadlines are implemented for Graduation registration.

**Review Information (Responsible Owner):**

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Last Reviewed: N/A

Next Review: May 2027

**Change Type at last Review:**

~~No/Minor/Significant~~ (delete as appropriate)

**Approval/Noting By:**

CMT: 15 June 2026

**Previous Reference (for control purposes):**

**Date of Last Accessibility Screening:**

11 June 2026



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## 1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

## 2.0 Purpose

2.1 To ensure a consistent, well-governed approach to the planning, approval and delivery of the annual HE graduation ceremony that formally recognises student achievement and provides a positive, safe and inclusive experience for all participants.

## 3.0 Scope

3.1 This SOP applies to the HE graduation ceremony and includes all staff involved in planning and delivery, graduating students, invited guests and approved external suppliers.

## 4.0 Responsibility

- **Senior Management:** Provide strategic oversight, approve graduation arrangements and ensure alignment with college policies and values.
- **Head of HE / Academic Departments:** Confirm student eligibility, verify awards and ensure approvals are secured through the appropriate academic boards.
- **Events / Marketing Team:** Lead on event planning and coordination, communications, branding, logistics, liaison with external suppliers and provide guidance to graduands about the event.

## 5.0 Eligibility for Graduation

5.1 Students must have successfully completed all programme requirements and received formal award approval through the appropriate academic governance processes.

5.2 Any outstanding fees or obligations must be resolved in accordance with college regulations prior to referral for graduation.

## 6.0 General Communication

6.1 Graduating students will receive clear and timely information regarding eligibility, registration deadlines, gown hire, photography, guest ticket allocation and ceremony protocols.

6.2 The SERC website and intranet will be updated with information relating to the current year's ceremony by the end of May.

6.3 Guidance will also be provided on expected standards of behaviour, dress code requirements and available accessibility or support arrangements.

## 7.0 June Examination Board Graduand Communication

7.1 A formal written invitation will be posted to all eligible graduands the **first week in July**.

7.2 Final follow-up reminder emails and text messages will be issued to all eligible graduands prior to the registration deadline. The deadline for 2026 Graduation registration (for students who underwent June Exam boards) is **COP Friday 7<sup>th</sup> August 2026**.

## **8.0 August Supplementary Board Graduand Communication**

- 8.1 Students undergoing resits or having their exam results verified at supplementary boards sitting in August will be issued invitations to Graduation after their Exam Board meetings.
- 8.2 Invitations will be issued to graduands verified through late boards via email (to SERC and personal emails). They will also receive follow-up phone calls from the Marketing Team to ensure they are aware of their eligibility to attend Graduation.
- 8.3 Students should not be registered for Graduation prior to having their results verified at Exam Boards.
- 8.4 Any students having their results verified after **COP on 28<sup>th</sup> August 2026** will not be eligible for the September 2026 HE Graduation ceremony. They will however be eligible to attend the September 2027 Graduation ceremony and will be issued an invitation with the 2026/27 graduands.
- 8.5 The deadline for 2026 Graduation registration (for students who underwent August Supplementary Boards) is **COP Tuesday 1<sup>st</sup> September 2026**. Any students who do not register or respond to communications by this date will be referred to this SOP and will be offered the opportunity to attend the September 2027 Graduation ceremony.

## **9.0 Communication Plan**

- 9.1 This Procedure will be uploaded to the College intranet and referred to in staff induction and training.

## **10.0 Review**

This procedure will be reviewed annually in May, or when the need for change has been identified.

## Appendix 1: Document Change History

<b>Version</b>	<b>Date</b>	<b>Change Detail</b>
1.0	June 2026	New SOP created