Degree Congregation Choice Form Postgraduate Researchers

Degree Congregations are held at the University twice in each academic year – in the summer (July) and in the winter (December). For further information about Degree Congregations please visit: [www.birmingham.ac.uk/graduation](http://www.birmingham.ac.uk/graduation).

As part of the thesis submission process we ask you to confirm how you wish to have your degree conferred. Please complete the following to confirm your choice for conferment of your degree.

Please send this completed form by email to [PGRstudentrecords@contacts.bham.ac.uk](mailto:PGRstudentrecords@contacts.bham.ac.uk) along with the other required thesis submission forms.

**PLEASE NOTE THE FOLLOWING REGARDING THE DEGREE CEREMONY YOU WILL BE ELIGIBLE TO ATTEND:**

## Summer degree congregations:

Your choice form must be submitted by **1 March.** All the requirements for the award of your degree (including submission of your hardbound and e-thesis) must be completed by **mid-June**.

## Winter degree congregations:

Your choice form must be submitted by **15 October.** All the requirements for the award of your degree (including submission of your hardbound and e-thesis) must be completed by **mid-November**.

| Personal and programme details | |
| --- | --- |
| Surname (Family Name): | |
| Forename(s): | |
| Title (e.g. Dr, Mr, Ms, Mx, etc): | Student ID Number: |
| Degree: Choose an item. | Mode of study: Choose an item. |
| Programme title: (only required for programmes with taught element’s such as MRes, PhD with Integrated Study, EngD, etc: | |
| School/Department: | |

Please tick **one** of the following options:

I wish to have my degree conferred in person at a Degree Congregation **(P)**

I do not wish to attend a Degree Congregation and I wish to have my degree conferred in my absence **(A)**

**Your degree certificate will be posted to you after the degree ceremonies are held.**

Please note the following:

* You will not receive your certificate until your degree has been conferred at a Degree Congregation.
* It is your responsibility to update your contact details via the [online registration facility](https://online-registration.bham.ac.uk/stu-live/bzwrmenu.PW_DispIndex). Please ensure that you have recorded a non-University email address.
* By signing this form you confirm that you have read and understood the [terms and conditions](https://intranet.birmingham.ac.uk/as/studentservices/graduation/confirming/terms.aspx) for confirming your graduation preference.

| Confirmation | |
| --- | --- |
| Signed (electronic signature is acceptable): | Date: Click to enter a date. |