



## DARWIN COLLEGE, CAMBRIDGE

### GENERAL INFORMATION ABOUT PROCEEDING TO DEGREES

Degrees are conferred in a ceremony during a Congregation of the Regent House, the Governing Body of the University, held in the Senate-House. Degree Congregations are held up to nine times a year. The presentation of candidates is always a College matter. The Praelector is the Officer charged under the College Statutes with the responsibility of presenting Darwin's graduands to the University for its approval.

It is possible for a degree to be conferred 'in absentia', that is, without you being present at the Congregation, but as many graduands as possible are encouraged to attend the ceremony. Nearly all find the day enjoyable for themselves, their families and friends, even if it does rain on our procession sometimes!

We do our best to accommodate all those who wish to graduate at a particular Congregation. There are, however, limits to the numbers that the College can handle and in order to avoid disappointment, graduands wishing to take degrees in person are urged to book as early as possible in case it becomes necessary to limit numbers. This applies particularly to the Congregation at the end of July, which is always a very large one. If you leave booking to the last minute, you may find that although you can still graduate in person, the College is unable to welcome you and your guests to lunch or high tea because of pressure on our facilities.

### APPLYING TO PROCEED TO YOUR DEGREE

Please see page 5 of these notes for a list of future Congregations at which you can proceed to your degree along with further particulars. Any queries should in the first instance be addressed to the Deanery Office at [deanery@darwin.cam.ac.uk](mailto:deanery@darwin.cam.ac.uk).

### REQUIREMENTS TO PROCEED

- **We need to receive your completed booking form at least three weeks prior to the date on which you wish to take your degree, whether in person or *in absentia*.**
- Confirmation of approval for the degree **must** have been received by the College from the Student Registry. However, you may book in subject to final approval.
- **All graduands must be clear of College debt.** In common with other colleges, Darwin declines to present for a degree any member who is in debt to the College. Contact the Accounts Office, phone (01223) 335665 or email [accounts@darwin.cam.ac.uk](mailto:accounts@darwin.cam.ac.uk) to ensure that you have settled all bills before making arrangements to proceed to your Degree.

**Please note that we cannot accept responsibility for any arrangements you may make to take up employment requiring a degree certificate, or for family or friends to visit Cambridge, without meeting the above conditions. If you have a query, please check with the Deanery Office.**

## **DEGREES *IN ABSENTIA***

To those choosing to take their degree *in absentia*, the preceding criteria will still apply. You will **NOT** have the opportunity to graduate in person at a later date. The College will **POST** the degree certificate and official transcript to you once it has been forwarded to us by the University, approximately 2-3 weeks after the ceremony. Anyone wishing to have their certificate and transcript sent via courier should organise this independently. Please indicate this on your booking form so we may contact you as soon as the documents are available for collection.

## **DEGREE DAY ARRANGEMENTS FOR THOSE TAKING THEIR DEGREES *IN PERSON***

**Contact:** It is important that you complete the booking form with an accurate email address and telephone number where you can be contacted in the ten days before the Congregation day you have chosen, so that details and timings for the day can be confirmed to you. It is also useful to list any alternative permanent contact details. Please return the form to the Deanery Office either in person, or via email to [deanery@darwin.cam.ac.uk](mailto:deanery@darwin.cam.ac.uk), or by post to Dean's Office, Darwin College, Silver Street, Cambridge CB3 9EU.

**Timing:** The timetable for a Congregation is decided by the University, on the basis of the number of graduands to be dealt with on that day, and is notified to Colleges one week before the ceremony. Darwin's graduands are usually called to the Senate-House some time between 2pm and 5pm, depending on the number of graduands from other colleges. On certain days, however, Darwin's time-slot may be later than 5pm and at General Admission (LLMs only) it will be earlier than 2pm. Once we have information from the University, we endeavour to let you have the timetable for the day's events in the College by email as soon as possible, usually on the Monday before the Congregation.

**Dress:** You must wear the prescribed academical dress for the Congregation, which will be preceded by a full-dress rehearsal in College (see below for information on dress). Unless you are correctly dressed in every detail, you may not be admitted to the Senate-House. There is no dress code for guests, but most people dress fairly formally for this occasion.

**Degree day luncheon:** The College provides lunch or high tea (a substantial cold buffet with wine, served when the ceremony is later in the day) for yourself and two guests free of charge. **You may be allowed to bring one additional guest (maximum) at a charge of £16.00 per head, payable in advance.** You must indicate on your booking form if there are any special dietary requirements for you or your guests.

**Guests for the Senate-House ceremony:** Due to safety considerations, the number of guests permitted in the Senate-House is limited to **three** per graduand. **Entry to the Senate-House is by ticket only.** If a guest is already a member of the University (on the Roll of the Senate House), an entry ticket is not required, but a gown must be worn. **Guest tickets will be issued to you on the day.**

**Certificate and Official Transcript:** If you proceed in person, you are presented with your degree certificate at the Senate House. The College will **POST** your official transcript to you once it has been forwarded to us by the University, approximately 2-3 weeks after the ceremony. Should you wish to have your transcript sent via courier you should organise this independently. Please indicate this on your booking form so we may contact you as soon as the documents are available for collection.

## ACADEMICAL DRESS

The rules given here should enable you to dress correctly for the ceremony. Please enquire at the Deanery Office if after reading these rules you are in any doubt as to how you should be dressed.

Correct academical dress consists of the correct personal dress (see below), together with the prescribed gown and hood for your status and the degree you are about to take. Gowns and hoods can be hired from robemakers in Cambridge, such as the two firms whose websites are given below. If you follow the directions on the websites, they will ensure that you end up with the right items for the degree you are taking, but they will also give advice by phone or email. Please note that those choosing Dress Option 1 (see below) will also require a white bow tie and 'bands', both of which can also be hired from these firms. The College DOES NOT provide academical dress.

**You are strongly advised to make a booking to hire the necessary items as soon as you know at which Congregation you will be graduating. Otherwise you risk finding that there is nothing left to hire, particularly in July.** Items must be collected personally from hire firms and returned to them in accordance with the information specified by the firms. Firms will **not** deliver to the college.

### Cambridge Robemakers:

**Ryder & Amies**, 22 King's Parade, Cambridge CB2 1SP. Phone: 01223 350 371; Fax: 01223 315 883; E-mail: [rental@ryderamies.co.uk](mailto:rental@ryderamies.co.uk); Website: <http://www.ryderamies.co.uk>.

**Ede & Ravenscroft**, 71-72 Trumpington Street, Cambridge CB2 QRJ. Phone: 01223 350 048; Fax: 01223 354 173; E-mail: [customerservices@academic-services.co.uk](mailto:customerservices@academic-services.co.uk); Website: <http://www.edeandravenscroft.co.uk>.

## RULES ON GOWNS AND HOODS FOR THOSE PROCEEDING TO DEGREE IN PERSON

- A person who **already holds** a degree of the University of Cambridge wears the gown and hood of the highest Degree he/she has **already received** from the University.
- For any person who **does not** already hold a degree from Cambridge University, the following regulations apply:

If over 24, you should wear the MA status gown, or if under 24, the BA status gown, with the hood of the degree to be received.\* The MA status gown is identical to an MA gown, but without the two hanging ribbons, or 'strings'. The same applies to the BA status gown.

\*If you are taking two degrees at the same time, you should wear the hood of the higher of the two degrees to be received.

- A Fellow or Senior Member of the College being admitted to a degree by incorporation or to the MA degree under Statute B II 2 wears the gown and hood of the degree to be received.
- Under **no circumstances** must the academical dress of another University be worn by a graduand attending a Congregation.
- Graduands are not required to wear a square cap ('mortar board'), but they may do so on the way to and from the Senate-House if they wish. Inside the Senate-House the cap must be removed and placed under the left arm.

## PERSONAL DRESS

The University now states its requirements in a non-gendered way. The former separate statements of dress prescribed for men and women have been replaced by two 'Dress Options'. Men and women are equally free to choose whichever option they prefer. But you must choose **one option** and follow it in its entirety; you cannot 'pick and mix' between the two options to create a composite style.

The Praelector will need to know which option you have chosen in case of any problems. Please make a clear choice and be ready to state it if asked.

### *Dress Option One*

The overall effect should be formal, tidy and sober.

- A black dinner jacket with matching trousers or a plain black lounge suit. The suit must not have any obvious patterns or stripes.
- A plain, long-sleeved, collared, white shirt. Shirts with a pattern are not permitted. Cummerbunds are not permitted.
- Formal black shoes without obvious decoration such as metal buckles and of sober style. Sandals or boots are not permitted.
- Unpatterned black socks.
- White bow-tie and bands must be worn.

### *Dress Option Two*

The overall effect should be formal, tidy and sober.

- A black skirt suit or trouser suit, or a black skirt without a jacket, or a black, long-sleeved dress. In addition, either a white or black cardigan may be worn. The dress, jacket, blouse or cardigan must have **long or three-quarter length** sleeves, i.e., they must be below the elbow. Short skirts are not considered 'sober' and will not be permitted – please be conservative in this regard.
- A plain, long-sleeved, white shirt or blouse (unless a long-sleeved dress is worn).
- Formal black shoes without obvious decoration such as metal buckles, and of sober style. Sandals or boots are not permitted. Coloured or very high heels are not permitted.
- Non-patterned black, nearly-black, or natural coloured stockings or tights covering all visible parts of the legs and feet. Bare legs and bare feet are not permitted.
- A white bow-tie and bands may be worn (optional) but only with a properly collared white shirt. (This is taken to mean a shirt with a slightly rigid collar of the type which one might wear with a conventional tie).

### *For either option:*

- Jewellery (with the exception of wedding rings, small sober ear-rings and wrist watches) and hair accessories should not be worn.
- Striking hair colouring and/or style is inappropriate for the Degree Congregation and hair styles should be neat and tidy.
- Handbags should not be carried; they can cause difficulties during the ceremony.
- Women who wish to cover their hair for religious reasons may do so. A plain dark scarf is preferred in accordance with the general requirement for dress to be sober.

## ADDITIONAL INFORMATION

Smoking, photography, video- and tape-recording are not allowed in the Senate-House. Graduation photographs are taken automatically at the Senate-House and can be bought after the ceremony takes place (charges apply).

The degrees will normally be conferred using words containing a Latin formula referring to the Christian doctrine of the Trinity, *in nomine Patris et Filii et Spiritus Sancti* (in the name of the Father and of the Son and of the Holy Spirit). Alternatively, you have the option of **either** being admitted to your degree *in nomine Dei* (in the name of God), without reference to the Trinity, **or** for all religious reference to be omitted. Please indicate your wish on your booking form.

It is customary to kneel during the actual conferral of the degree. This act is not intended to have any religious significance, but those with an objection on religious or other strong conscientious or health grounds may be dispensed from it. Please indicate this on your booking form.

## CONGREGATIONS OF THE REGENT HOUSE AT WHICH DEGREES MAY BE CONFERRED

### 2017-2018

<u>Michaelmas Term 2017</u>	<u>Lent Term 2018</u>	<u>Easter Term 2018</u>	<u>Long Vacation 2018</u>
21 October 25 November	27 January * 24 February * 24 March (tbc)	28 April 19 May	21 July

### 2018-2019

<u>Michaelmas Term 2018</u>	<u>Lent Term 2019</u>	<u>Easter Term 2019</u>	<u>Long Vacation 2019</u>
20 October 24 November	26 January* 23 February* 23 March (tbc)	27 April 18 May	20 July

(\* ) Degree congregation is only for those wishing to proceed "*in absentia*"

## PAYMENT OPTIONS

If you are graduating in person, the College invites you and two guests free of charge to lunch or high tea (dependent on timings of the ceremony). You may invite a third guest (maximum) at your own expense of £16.00. Please note the payment for an extra guest **MUST BE SETTLED IN FULL** three weeks before the Ceremony. You may pay by the following options:

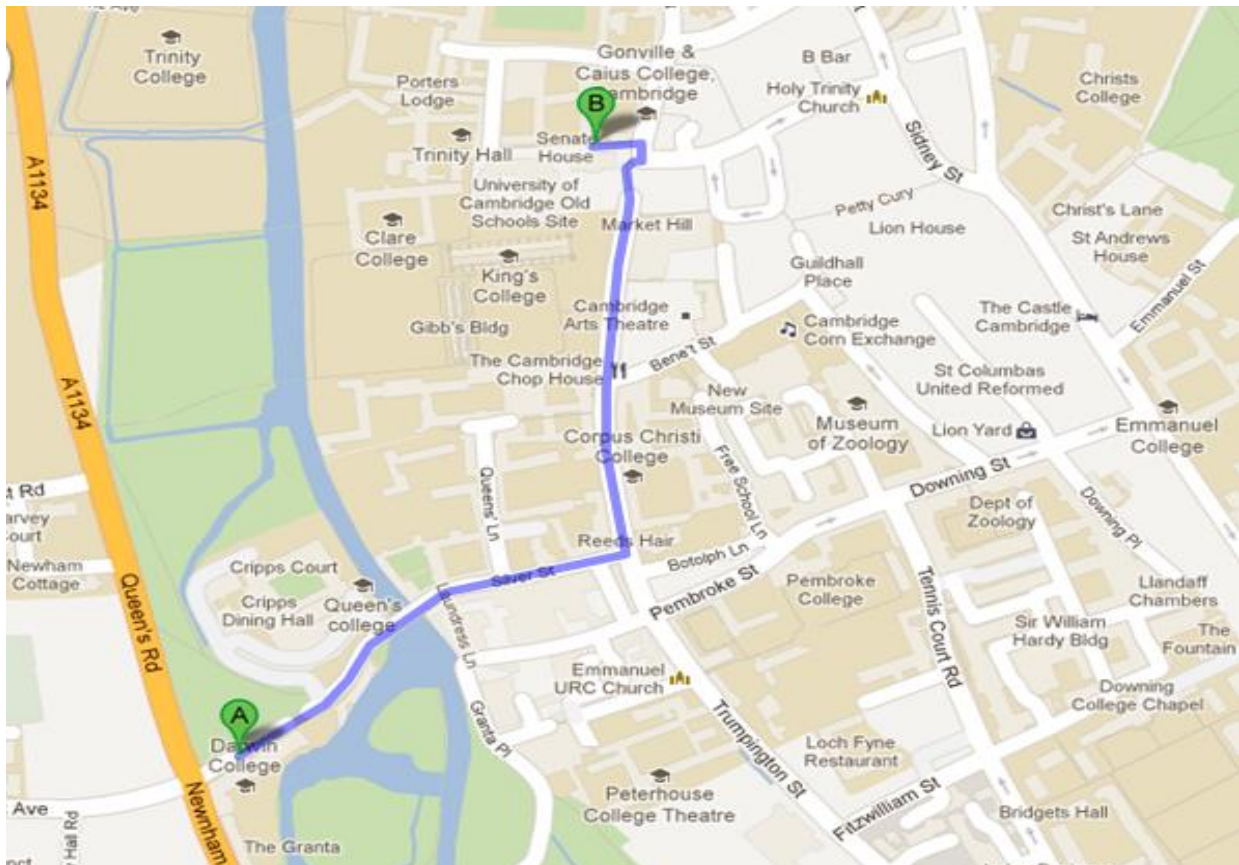
1. By **bank transfer/internet banking** using the following **Darwin College** bank details:

Barclays Bank Plc	<b>Account name:</b>	Darwin College – Bursar’s Account
9-11 St Andrew’s Street	<b>Account number:</b>	00298972
Cambridge CB2 3AA	<b>Sort code:</b>	20 17 68
	<b>IBAN:</b>	GB55 BARC 2017 6800 2989 72
	<b>Swift:</b>	BARCGB22

2. By **cash** directly to the Accounts Office in an envelope marked with your College Account number, surname and “Degree Lunch Payment”. Please do not send cash through the post.
3. By **debit/credit card** (credit cards are subject to 2.5% fee) at either the Porter’s Lodge or Accounts Office.

### THE SENATE-HOUSE, KING’S PARADE, CAMBRIDGE CB2 1TS

How to get there from Darwin College – please ensure that your guests know where to go, since they will leave College before you do.



## DRESS TO WEAR AT GRADUATION FOR DARWIN STUDENTS

