



Higher Degree Graduation Ceremonies Information

If you are enquiring about taking the MA, please read the relevant information (p. 6) to ascertain your eligibility. If you are enquiring about graduating at the College's annual 'MA Day', on 19 May 2012, you will need to read the separate MA Day information sheet, to be posted on the site in Spring 2012 – this sheet outlines the day's proceedings and so will be useful both to those intending to take their MA and those taking a higher degree at that ceremony.

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The University's website also provides a great deal of useful information on degree ceremonies:
<http://www.admin.cam.ac.uk/univ/degrees>

Should you have any questions that this document does not answer, please contact the Praelector's Secretary in the College Office.

Dr John Patterson, Praelector

Conditions governing eligibility to proceed to your degree

In order to graduate you must fulfil certain conditions:

- (a) You must have received a letter of approval from the Board of Graduate Studies (BoGS); and
- (b) You must have paid off your College bill.

Once these requirements are fulfilled you must decide on a **date** and whether you will be taking the degree **in person** or **in absence** (also known as '*in absentia*'). Please note that if you elect to take your degree in absence, you cannot subsequently graduate in person.

Please see the relevant list of degree ceremony dates for the academic year to see which dates Magdalene offers *both* in person and in absence conferment *or* only in absence graduation.

Please note that it is possible to make a provisional application to graduate before receiving your letter of approval from BoGS, provided that the meeting of the Board of Graduate Studies at which your approval is discussed falls *no less* than five business days before the date of the congregation at which you wish to receive your degree. In such cases special arrangements can be made to ensure that the relevant administration is carried out in time for your graduation. In order that such measures can be taken we advise you to apply in good time, explaining your circumstances in a covering letter/e-mail. However, the College will not bear any responsibility should the required approval not be obtained in time and for any reason you are unable to proceed to your degree.

You can find out the dates of meetings of your faculty's degree committee (which makes a recommendation about your approval to BoGS) and BoGS (which issues your approval) on the University's website:

<http://www.admin.cam.ac.uk/offices/gradstud/about>

For advice about whether your approval will be issued in time, please consult your supervisor and/or the Secretary of the Degree Committee in your Faculty. [NB MPhil approvals are now made by Degree Committees rather than by the Board of Graduate Studies].

The name which appears on the degree certificate handed to you when you graduate (or sent to you when you graduate in absentia) will be the name held by the University's Student Records office; if you have changed your name (e.g. following marriage) and want your new name to appear on the certificate you will need to contact the Board of Graduate Studies (if you are a current student) or Student Records if you have already left. You will need to provide proof of the change of name.

Other application information

TO MAKE AN APPLICATION TO GRADUATE PLEASE FILL OUT THE APPLICATION FORM AND RETURN IT AT LEAST THREE WEEKS BEFORE THE DATE OF THE CONGREGATION FOR WHICH YOU ARE APPLYING.
PLEASE NOTE THAT IT IS NOT POSSIBLE AT PRESENT TO APPLY DIRECTLY ON CAMSIS AND ALL APPLICATIONS MUST BE MADE BY FORM SENT TO THE PRAELECTOR'S SECRETARY.

Any payment due on your booking must be made in advance, as this can count as a debt to the College which, if unpaid, may prevent you from graduating. Payment can be made by cheque, bank transfer or credit card over the telephone. Please note that we do *not* recommend supplying credit/debit card details by e-mail or voicemail message and any such undertaking is at the applicant's own risk. If you are paying by bank transfer from abroad, please be aware that the College cannot be held responsible for any charges levied on the transaction by your bank and such charges must be cleared at least a week before the ceremony date. Bank transfer details are available upon request.

Return the completed form and any payment to:

The Praelector's Secretary
Magdalene College
CAMBRIDGE
CB3 0AG

or: congregations@magd.cam.ac.uk
For payment by card over the phone, please call:
+44 (0)1223 332107

Acknowledgement letter from the Praelector

Once you have submitted your application and payment, you will receive an acknowledgement letter from the Praelector with further details of the schedule, so far as can be predicted, though graduands should note that timings and arrangements on the day will vary between each Congregation. This letter will be sent by e-mail to the address supplied on your application form. For all standard Congregations (i.e. not the MA Day in mid-May) the proceedings will start at 10am at the earliest, and for Magdalene graduands are normally concluded by about 4pm. Any changes to the predicted schedule will be notified to graduands **by e-mail** on the Wednesday before the congregation date in question. This is because the University only confirms the times at which different Colleges will be presented at the Senate House on the Tuesday before the ceremony.

Guest tickets for the Senate House (maximum of 3) can be collected from the Porter's Lodge on the day of the ceremony. It is important that graduands and their guests do **not** lose these tickets and remember to bring them on the day of the congregation. There is more information about the procedure at the Senate House below.

Academical Dress

Garment Hire

When you graduate, there are various dress code requirements you must meet – see below - and you may hire or buy academical dress (almost always the hood and usually the gown as well, together with other necessary items e.g. bow tie and 'bands'). You can hire/purchase such items from any of the following Cambridge suppliers – this list is not necessarily exhaustive and is for information only.

A.E. CLOTHIER

7 Pembroke Street, Cambridge, CB2 3QY
01223 354339

www.aeclothier.co.uk
sales@aeclothier.co.uk

EDE & RAVENSCROFT

70-72 Trumpington Street, Cambridge, CB2 1RJ

01223 861854 (on-line discount will not apply if ordered by phone)

www.gownhire.co.uk

cambridge@edeandravenscroft.com

RYDER & AMIES

22 King's Parade, Cambridge, CB2 1SP

01223 350371

www.ryderamies.co.uk

rental@ryderamies.co.uk

The staff at each outfitters are highly experienced and will be able to tell you what you require when you inform them which degree you are getting. In general postgraduate candidates wear either the gown and hood of their highest existing Cambridge degree, or if not already a Cambridge graduate, a BA or MA status gown and the hood of the highest degree they are about to take (see appendix). In addition to academical garments, graduands must follow the guidelines below for the rest of their attire.

Women: Plain dark (i.e. black, very dark blue or very dark grey) dress, suit, trouser suit or skirt with white blouse. Sleeves must be long or three-quarter length. A white or black cardigan may be worn. White bands may be worn (optional) but not bow ties. Tights should be plain, black or neutral coloured with plain black shoes (no boots, sandals or open-toed shoes). Very short skirts or very high heels should be avoided as you will need to kneel during the course of the ceremony. Candidates should also wear the correct academic dress (gown and hood).

Men: Black dinner jacket and trousers or plain dark suit (i.e. black, very dark blue or very dark grey), plain white shirt, white bow tie and bands, plain black shoes (no sandals), black socks. Candidates should also wear the correct academic dress (gown and hood).

The square cap (or 'mortarboard') is optional and must not be worn within the Senate House. Please note that your undergraduate gown will not be acceptable at any of the ceremonies. Conspicuous jewellery or body jewellery (men or women) must not be worn; dyed hair (other than natural colour) is not acceptable. The overall effect should be formal and tidy.

Other information

Besides your gown and hood, etc., graduands must meet the dress code immediately above – please note that the proctors have given notice that any graduand incorrectly dressed may **not** be allowed to proceed to their degree that day. There will be a **compulsory** briefing from the Praelector in College, before the ceremony, at which graduands' dress will be checked. The diagram on p. 8 may help you to work out your correct academical dress. In the case of those taking the MA the answer should invariably be "B".

It is possible to apply for exemption to the above dress code on the grounds of religion or cultural background. Please see the 'Senate House Procedure' section below and be aware that advance notice is required for such requests.

Congregation date schedules

Congregations (apart from General Admission) take place on Saturdays. There are several possible schedules on congregation days and the exact timing of events will depend on when the day's sessions at the Senate House begin and when the session at which Magdalene will be presented falls. The session that Magdalene is allocated depends on how many graduands the colleges beforehand will be presenting. It is not, therefore, possible for the Praelector to provide a definite timetable until the University confirms the proceedings on the Tuesday before the ceremony. Your confirmation letter will contain a *provisional* schedule that will be broadly in one of the following orders (the MA day in May will vary from this):

MORNING SESSION PRESENTATION	AFTERNOON SESSION PRESENTATION
<ul style="list-style-type: none"> • Praelector's Briefing (compulsory) in College • Procession to the Senate House from First Court • Degree ceremony in the Senate House • Drinks in College • Lunch in College (graduand's meal is free, up to 3 guests per graduand at £15 each) 	<ul style="list-style-type: none"> • Drinks in College • Lunch in College (graduand's meal is free, up to 3 guests per graduand at £15 each) • Praelector's Briefing (compulsory) in College • Procession to the Senate House from First Court • Degree ceremony in the Senate House

Depending on the timing of the session in which Magdalene will be presented, guests may be obliged to arrive at the Senate House before graduands, which will mean that they will not be able to accompany the graduands' procession and will need to make their own way to the Senate House with their tickets in advance.

Special requirements & Lunch in College

On congregation dates where Magdalene candidates are presented in person (other than MA Day) the College offers drinks and a two-course lunch. Each graduand may bring up to 3 guests at a cost of £15 per guest – the graduand's meal is free of charge. The lunch is not compulsory but some graduands like to show friends/family their College before the ceremony.

Lunch usually takes place in Hall or the Large Combination Room, according to numbers attending, but the lunch for the July Congregation is held in Ramsay Hall. Space here is limited and bookings for lunches at this and the other congregations are taken on a first-come, first-served basis, up to the maximum capacity of the venue.

Any special dietary or access requirements should be notified to the College when your application form is submitted and no later than **three business days (72 hours)** before the date of the ceremony;

please telephone the Praelector's Secretary if you have any concerns. Some areas of the College are not easy to access for graduands or guests with restricted mobility and therefore venues may need to be altered in order to accommodate special requirements. No refund will be issued for meals cancelled with less than 72 hours notice.

Please note that the College requires advance notification of the age of any guest under the age of fourteen years, together with any special requirements. The College's buildings and grounds were not designed with children in mind and so there are areas in which special caution should be taken, notably by the river (River Court, the Fellows' Garden, Scholars' Garden, etc.) and on Magdalene Street which carries a great variety of fast-moving traffic. The university recommends that babies or very young children are not brought to degree ceremonies.

General parking and accommodation information

Parking in the College is not generally available, but we do our best to provide easy access for those with severely restricted mobility – though unfortunately even in these cases it is not possible to guarantee availability. If parking is essential, please contact the Praelector's Secretary who will try to assist. There is a multi-storey car park in Park Street. Further information on parking in the city can be obtained from the Cambridge City Council website. In general, those coming by car to attend graduations are best advised to use the Park and Ride sites and travel into the city by bus.

The College has very limited guest accommodation available to graduands and their guests depending on availability. This is very popular so booking in advance is highly recommended. Further details are available on request.

Alternatively, Conference Cambridge also run the 'Cambridge Rooms' service which has details of rooms available in other/larger Colleges on a Bed and Breakfast basis:

<http://www.cambridgerooms.co.uk>

Senate House procedure

Guests

Each graduand is allocated a maximum of **3** Senate House tickets for guests at the ceremony by the University. It is *occasionally* possible for the College to re-allocate any 'spare' tickets but this cannot be guaranteed and can only be confirmed 1-2 weeks before the ceremony itself. Guests **must** have their tickets in order to gain admission to the Senate House and must be on time according to the schedule notified to graduands by e-mail a few days before the ceremony date. Late admission to the Senate House is not permitted under any circumstances. Guests may have to queue for entry and there is not a great deal of shelter so guests should be advised to be prepared in case of rain.

Once inside, seats are available in the Gallery or on the ground floor and guests must remain seated for the entire session – several Colleges may be presented in each session and each graduand leaves

immediately after their degree is conferred, so they will be able to wait for and meet guests outside the Senate House when the session is finished.

The Senate House has a strict policy of no smoking and no photography/recording equipment. Mobile phones should also be turned off or muted and may not be used during the ceremony. The University Combination Room is usually open on such days to those attending the congregation for the purchase of light refreshments.

Special requirements

The Senate House officials prefer to have advance notice of any special access requirements in advance so that any necessary arrangements can be made. Graduands who wish to have their degree conferred without kneeling or with the non-Trinitarian formula should contact the Praelector's Secretary in advance. If a graduand wishes to have official exemption from the dress code requirements s/he should apply in writing to the Praelector (care of the Praelector's Secretary) at least three weeks in advance of the ceremony so that a request can be made to the Proctors and written confirmation issued.

Photographs

Every graduand has a photograph taken inside the Senate House. This is available to order in advance or on the day of the ceremony from the marquee in Senate House Yard and is administered by the **University's Photography and Illustration Service**, which is also available to take photographs of graduands and their guests outside the Senate House if desired. More details and the advance order form can be found on the University's website:

<http://www.admin.cam.ac.uk/univ/degrees/photography/>

MA candidates

Eligibility for the MA is governed by three conditions:

- (a) You have graduated to an undergraduate degree from the University of Cambridge
- (b) **Six years** must have elapsed since you matriculated
- (c) **And at least two years** must have elapsed since you graduated

Affiliated students become eligible five years after their first date of residence. If you intend to take your MA under a statutory provision not listed above, please let the Praelector's Secretary know the details of your circumstances in writing. No letter of approval is issued by the Board of Graduate Studies for the Cambridge MA.

Please note that the academical dress information provided above (dark suit/etc.) also applies to MA graduands. In addition, MA graduands should note that the 'BA Gown' that they are required to wear is **not** the same as his/her undergraduate gown:

Graduates holding the BA (only) who are taking the MA wear the BA gown and BA hood, while graduates holding both the BA and a higher degree (e.g. MEng or MSci) wear the gown and hood of the higher degree.

BA gowns have a similar shape to Magdalene undergraduate gowns, but differ from them in the following ways:

- (1) they are noticeably longer
- (2) they do not have cords and buttons at the elbow of the sleeve
- (3) they have 'strings' (ribbons attached on each side to the edge of the gown)

The images below show a drawing of a BA gown, and a BA gown and hood being worn (the latter image indicates the length of a BA gown) and the diagram on p. 9 may help you to work out your correct academical dress. In the case of those taking the MA the answer should invariably be "B".



Cambridge B.A.



Bachelor of Arts (B.A.)

Appendix:

Working Out Your Correct Academic Dress

