



DARWIN COLLEGE, CAMBRIDGE

GENERAL INFORMATION ABOUT GRADUATION AND THE CELEBRATION OF DEGREES CONFERRED 'IN ABSENCE' DURING THE COVID-19 PANDEMIC

Degrees are conferred at Congregations (ceremonial meetings) of the Regent House, the Governing Body of the University, held in the Senate-House. Normally these are held monthly from October to July, although like many Colleges, Darwin does not present candidates at all of them and currently these are 'in absence' only at least until 1 May 2021 due to Covid-19. The College Praelector is responsible for presenting Darwin's candidates for conferral or celebration of their degrees.

It is possible for your degree to be conferred 'in absence', without attending a Congregation, but graduands are encouraged to experience the ceremony and nearly all find the day enjoyable for themselves and for their families and friends, even if it sometimes rains on our procession from the College!

If you choose to have your degree conferred 'in absence', it cannot be conferred again 'in person' later, but those who graduate 'in absence' while 'in person' conferral is not possible due to Covid-19 can still have their degree 'celebrated' at a Congregation in the Senate-House once ceremonies have started again and alongside those graduating. Celebration will be almost identical to graduation, with some small differences in the Latin words used. This provision does not apply to those graduating 'in absence' before March 2020, or to anyone who does so at a future Congregation where graduation 'in person' is available.

Neither Darwin College or the University can predict or take responsibility for changes made necessary by Covid-19 and must comply with public health advice and rules. A national or local 'upsurge' of infection may result in increased restrictions, the imposition of travel-bans and quarantine requirements for those entering the UK and/or a change in Congregations to 'in absence only'.

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 or on 01223 335675.

REQUIREMENTS TO PROCEED 'IN PERSON'

- Bookings for graduation are made via your CamSIS self-service account. Please click on the 'Graduation' tile on your homepage and follow the instructions. If you no longer have access to your CamSIS self-service account, please contact the Deanery Office for a booking form.
- 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 those in debt to the College. Contact the Accounts Office, phone (01223) 335665 or email accounts@darwin.cam.ac.uk to ensure that you have settled all bills before making arrangements to proceed to your Degree.

We will do our best to accommodate those wishing to graduate 'in person' or have a degree celebrated at a particular Congregation, but there are limits to the number of candidates and guests that the College can host, so to avoid disappointment, you are urged to book as early as possible. This applies particularly to the Congregations in July and September, which may be very well-attended. If you book late, you may find that although it might still be possible attend the ceremony, the College is unable to welcome you and your guests to lunch or high tea because of pressure on our facilities. The University also sets strict limits on the number of candidates and guests allowed in each session in the Senate-House.

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

DEGREES *IN ABSENCE*

For those taking their degree '*in absence*', some of the preceding criteria still apply, i.e. the need to book with the College to have the degree conferred and to be clear of debt.

CERTIFICATES AND OFFICIAL TRANSCRIPTS

If you proceed 'in person', you receive your degree certificate when leaving the Senate-House. If you graduate 'in absence' it will be posted to you later. The College will usually 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.

At the current time there are special arrangements concerning the production of degree certificates or transcripts and further information can be found on the link below:

<https://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-certificates-and-transcripts>

ARRANGEMENTS FOR THOSE TAKING THEIR DEGREES OR HAVING A DEGREE CELEBRATED *IN PERSON*

Contact: It is important that you make sure your contact details on CamSIS are up-to-date so that we can send you the timetable for the day or contact you with any queries. It is also useful to add any alternative permanent contact details and particularly important that those who have graduated 'in absence' during the pandemic and wish to have their degree 'celebrated', ensure that the College has your current contacts.

Timing: The overall timetable for each Congregation is decided by the University, not the College, on the basis of the number of candidates 'in person' from all the Colleges for that day, and is notified to Colleges one week before the ceremony. Some Congregations start in the morning and others in the afternoon. Darwin candidates and guests are usually called to the Senate-House sometime between 2pm and 5pm but on certain days it may be later than 5pm or earlier than 2pm. Once we have the precise time from the University, we endeavour to let you have the timetable for the whole day's events by email as soon as possible, usually on the Monday beforehand.

Degree day luncheon: The College provides free of charge lunch or high tea (a substantial cold buffet with wine, served when the ceremony is later in the day) for yourself and two guests. **You may be allowed to bring one additional guest 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.

Please note the payment for an extra guest **must be settled in full at least ten days before the Ceremony.** Payment can be made by Paypal: <https://www.paypal.me/DarwinCollege>. Alternatively, a bank transfer is another option: <http://www.darwin.cam.ac.uk/info-book/ways-pay> (reference for transfer either College account number or crsid plus surname). Very late payments can be made via UK debit cards directly with the Accounts Office (01223 335665).

Guests for the Senate-House ceremony: For safety the number of guests permitted in the Senate-House is limited to **three** per candidate and may have to be restricted to **two** while any Covid-restrictions are still in force. **Entry to the Senate-House is by ticket only and guest tickets will be issued to you on the day.**

Parking: We have permission from the University for one car per candidate to park on the nearby Sidgwick Site on Congregation days, provided that it carries a notice supplied by the College, which can be collected on the day from the Porters' Lodge.

ACADEMICAL DRESS

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. The rules given here should enable you to dress correctly for the ceremony. Please enquire at the Deanery Office if you are in any doubt.

Correct 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 or to have celebrated. The College **DOES NOT** provide academical dress. Gowns and hoods can be hired or purchased 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 require a white bow-tie and 'bands', both of which can be hired from these firms.

You are strongly advised to make a booking to hire the necessary items in good time once you know which Congregation you will be attending, or you risk finding that there is nothing left to hire, particularly in July or September. Items must be collected from the hire firms and returned to them in accordance with the information from these firms, which 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; 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; Website: <http://www.edeandravenscroft.co.uk>.

REGULATIONS ON GOWNS AND HOODS FOR THOSE PROCEEDING TO DEGREE 'IN PERSON' OR HAVING A DEGREE CELEBRATED

- Under *no circumstances* may the dress of any other University be worn.
- A person who *already holds* a degree of the University of Cambridge (**so including anyone who has graduated 'in absence' during the pandemic and is having their degree celebrated in a Congregation**) wears the gown and hood of the highest Degree he/she has *already received* from the University. Anyone who *already holds* the PhD (or any other Cambridge doctorate) must wear the **black** gown for that degree with the hood and *not* the special 'festal' gown (which for PhDs has red facings).
- For anyone who *does not* already hold a degree from the University of Cambridge, then if aged 24 or older, you should wear the MA status gown, or if under 24, the BA status gown, with the hood of the highest degree **you will be receiving** on this occasion. The MA and BA status gowns are identical to the MA and BA gowns, but without the two hanging ribbons, or 'strings'.
- A Fellow or Senior Member of a 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 Cambridge degree to be received.
- You are not required to wear a square cap ('mortar board'), but may do so when outside the Senate-House if you wish; once inside the House it must be removed and placed under the left arm. Those graduating to the PhD or any other doctorate, or having it celebrated, may also use the square cap ('mortar board') too. Please note that the round bonnet with gold cord and tassels is only for use with the 'festal' gowns for those who are already doctors (e.g. with the scarlet facing strips for PhDs) which **cannot** be worn at any Congregation in which Darwin presents candidates, although they may be used during private photography afterwards.

PERSONAL DRESS

The University states the requirements in a non-gendered way, as 'Dress Options One and Two'. You can choose whichever you prefer, but you must choose **one option** and follow it; you cannot 'pick and mix' to create a composite style. The College Praelector will need to know which you have chosen in case of any query, so please make a clear choice and be ready to state this if asked. **The overall effect for both should be formal, tidy and sober.**

Dress Option One

- A black dinner jacket with matching trousers or a plain black lounge suit. The suit must not be striped or have any obvious patterns which will contrast with a black gown.
- 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

- 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 feet are not permitted.
- A white bow-tie and bands may be worn (optional) but only with a properly collared white shirt (this means 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 Degree Congregations and hair styles should be neat and tidy.
- Handbags should not be carried and should be given to guests; they can cause difficulties during the ceremony.
- Those who wish to cover their hair for religious reasons may do so. A plain, dark covering is preferred in accordance with the general requirements for dress.

ADDITIONAL INFORMATION

Smoking is not allowed in the Senate-House or the Yard around it and private photography or recording are not permitted inside the Senate-House. Graduation/celebration photographs are taken automatically at the Senate-House and can be bought after the ceremony takes place (charges apply).

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), **or** for all religious reference to be omitted. Please indicate your wish when booking

Degrees already conferred 'in absence' will be 'celebrated' using a slightly different Latin formula without any religious reference.

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 when booking, but **please also note that kneeling during the ceremony is likely to be suspended during the period when Covid-19 restrictions are in force and variations in procedure are necessary for safety.**

CONGREGATIONS OF THE REGENT HOUSE AT WHICH DEGREES MAY BE CONFERRED OR CELEBRATED

2020/21

Michaelmas Term 2020	Lent Term 2021	Easter Term 2021	Long Vacation 2021
24 October *	30 January *	1 May **	24 July **
28 November *	27 February *	22 May **	31 July ***
	27 March *		18 September ***

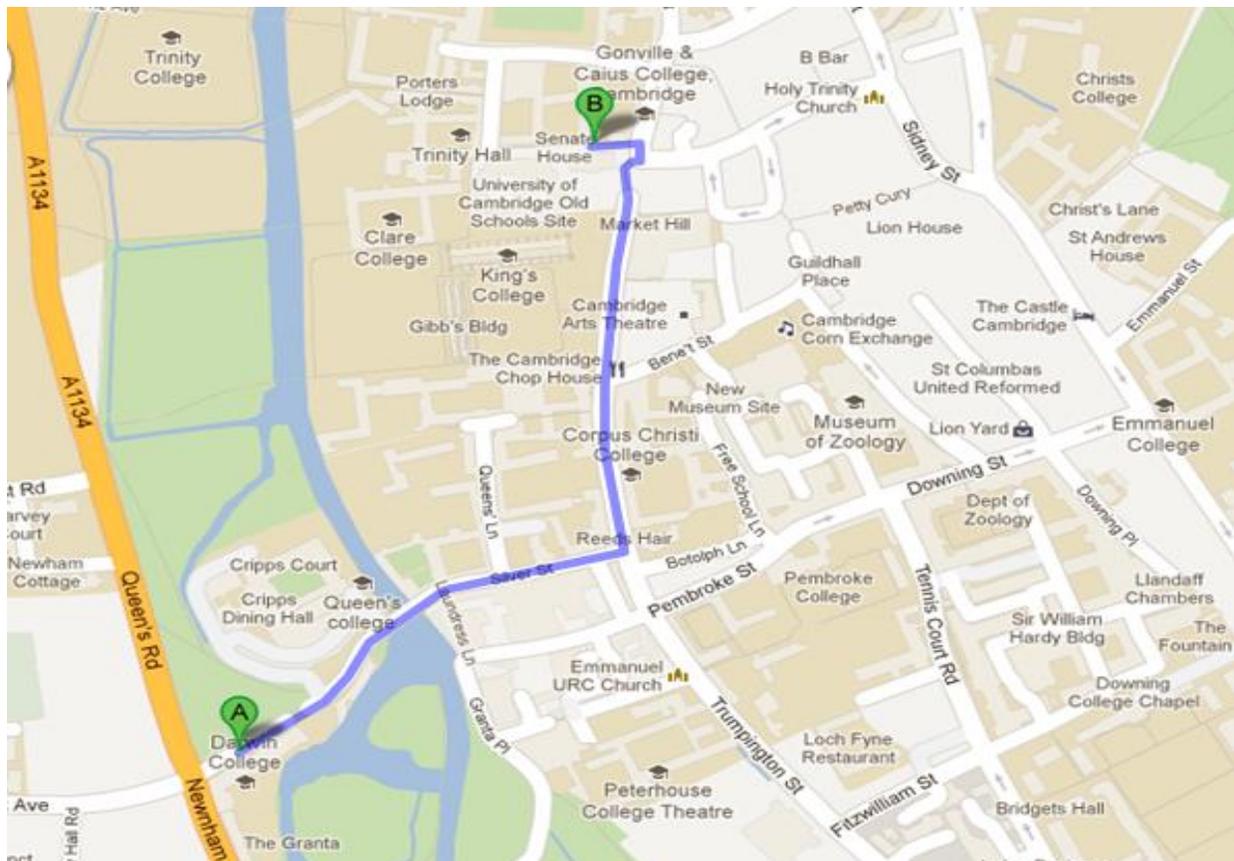
(*) Congregation for proceeding ‘in absence’ only.

(**) Congregation for proceeding ‘in absence’ and ‘in person’ (‘in person ceremonies yet to be confirmed)

() Congregation for proceeding ‘in absence’ and ‘in person’ with preference given to those finishing study in 2019-20 and wishing to graduate or have their degree celebrated (‘in person’ ceremonies yet to be confirmed)***

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 OR CELEBRATION OF DEGREE FOR DARWIN STUDENTS

