



WORCESTER COLLEGE • OXFORD • OX1 2HB

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CONFERRAL OF DEGREES:

INFORMATION FOR THOSE WHO HAVE ALREADY COMPLETED THEIR STUDIES

Listed below are the dates on which Worcester College presents candidates for graduation (graduands) in person.

2017	Saturday 11 November	2018	Saturday 3 March Saturday 5 May Saturday 14 July Tuesday 17 July Friday 20 July Friday 27 July Saturday 28 July Saturday 10 November	2019	Saturday 4 May Subsequent dates not confirmed
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All ceremonies are at 11 am

Taking your degree in absence:

Degrees can be conferred in absence on any date (provided applications are received at least 6 weeks in advance) as there is no limit on the numbers. In addition to the dates listed above, degrees can also be conferred in absence on a number of other dates. Please complete and return the attached application form so that you can be booked in for the earliest available date.

Once you have completed and returned an application form to take your degree in absence, you need do nothing more unless advised by the College. Following the ceremony, a letter will be sent confirming that the degree has been conferred, together with your degree certificate. *Please note that once a degree has been conferred in absence, it cannot be conferred again in person at a later date.*

Taking your degree in person:

Those wishing to have their degree conferred in person need to go on a **waiting list** for one of the dates above in the first instance (priority goes to current students). Please complete and return the attached application form so that you can be put on the relevant waiting list. The University will confirm whether a place is available as soon as they can (once the priority booking period for current students has passed).

If a place is confirmed, approximately 8 weeks prior to the relevant degree day you will be sent further information including an invitation to lunch after the ceremony. The Dean of Degrees or his deputy meets with the graduands before the ceremony for a briefing. You may bring up to 3 guests to lunch. The University limits the number of guests for the actual ceremony to three per graduand, and admission is by ticket only (no charge). Please note that attendance at degree ceremonies is not suitable for children under the age of seven.

With the invitation you will be sent a form to complete and return, advising us of any special dietary requirements, how many guest tickets you require and what gowns you wish to hire. For those taking the MA, the £50 fee will then be due if it has not already been paid.

'Subfusc' clothing must be worn with cap and gown, as for University examinations (i.e. a dark suit with dark socks, or a dark skirt with black tights or stockings, or trousers with dark socks and an optional dark coat; black

shoes; plain white collared shirt; a black tie or white bow tie). Those serving in HM Forces are permitted to wear uniform underneath the gown; the uniform cap is worn in the street and carried when indoors. Gowns are worn according to status. You will need a gown for your present standing (e.g. Commoner, Scholar, Graduate, BA (if taking an MA)) and also a gown for the degree that you will be taking. Gown hire can be arranged through the College and further information will be sent to you around 8 weeks before the degree day.

The Proctors have asked us to make it clear that the University Marshal or his staff may exclude any candidate who is inappropriately dressed from the ceremony.

Photographs

A professional photographer is usually on hand to take photographs at Worcester on each degree day. No booking is required.

Data Protection

Graduands, guests, and staff attending should be aware that graduation ceremonies are regarded as public events. Names, colleges and degrees of graduands are published in the graduation programme, including those who are taking their degree in absentia. Audio and visual images of the ceremony are publicly available via the sale of DVDs of the ceremony and via a live streaming of the ceremony.

If you are a graduate student and have submitted a thesis as part of your examination (e.g. DPhil, MLitt or MSc by research), your degree cannot be conferred until a hardbound copy of your thesis has been delivered to the Examination Schools who will deposit it at the Bodleian Library. If your DPhil, MLitt or MSc (by research) began on or after 1 October 2007, you are also required to submit a digital copy of your thesis to the Oxford Research Archive before your degree can be conferred. This must be done at least 5 working days prior to the degree ceremony. Anyone who does not submit in time for their ceremony, and is therefore taken off the ceremony, can then only go through a future ceremony in absence.

Information on the MA degree

The MA confers membership of Convocation, the University body that elects the Chancellor and the Professor of Poetry. The following is an extract from the Examination Regulations about the degree.

REGULATIONS FOR THE DEGREE OF MASTER OF ARTS

Ch. VI, Sect. III

- 1. A Bachelor of Arts (other than one covered by the provisions of clause 2 below) or a Bachelor of Fine Art may, with the approval of his or her society, supplicate for the Degree of Master of Arts in or after the twenty-first term from his or her matriculation.*
- 2. A Bachelor of Arts or a Bachelor of Fine Art whose qualification for admission to a Final Honour School was the successful completion of a Foundation Course at the Department for Continuing Education may, with the approval of his or her society, supplicate for the Degree of Master of Arts in or after the eighteenth term from his or her matriculation.*
- 3. A Bachelor of Arts or a Bachelor of Fine Art who has been admitted to the Degree of Doctor of Philosophy may supplicate for admission to the Degree of Master of Arts, provided that he or she has satisfied all the necessary conditions, at any time after his or her admission to the Degree of Doctor of Philosophy.*
- 4. If a Bachelor of Civil Law or a Bachelor of Medicine shall first have been admitted to the Degree of Bachelor of Arts, he or she may supplicate for the Degree of Master of Arts with the approval of his or her society in or after the nineteenth term from his or her matriculation, and may retain the Degree of Bachelor of Civil Law or of Medicine, as the case may be.*

No reminder will be sent to you; it is up to you to contact us at the appropriate time. For those with Senior Status, for “twenty-first term” read “eighteenth term”.