



Supplicating for a Degree

Before the Ceremony:

DEBTS: Remember that you may not supplicate for graduation if you owe money to the College or University. Any outstanding debts must be settled as soon as you apply for a place, as well as any money owed to the University, e.g. library books from a departmental library.

On the Day:

CEREMONIES are usually held in the Sheldonian Theatre and last about an hour and a half, depending on the number of candidates.

DRESS for candidates is *sub fusc*: **for men** a dark suit, dark socks, black dress shoes, a plain white, collared dress shirt, and plain white bow tie; **for women**, a white blouse, black ribbon, dark skirt or trousers, solid black stockings or tights (no patterns), black shoes and, if desired, a dark coat. Please note that “dark” means black or dark grey.

All candidates must carry a cap. Ladies choosing a soft cap must wear it in the ceremony.

You are advised to pay particular attention to these rules as anyone improperly dressed will be refused admission.

GOWNS: You will need to hire a gown (and, if appropriate, hood) for the degree(s) to be conferred. The College can arrange gown hire for you, and you should contact **Mr Sash Tehrani at Oriol at least a fortnight before the ceremony**. If you prefer, you can do this through Shepherd & Woodward Ltd. See below for both sets of contact details. In either case, Sash Tehrani will help you with your gowning during the ceremony. (It is customary, but of course not obligatory, to give him a gratuity of £5 for this on the day). Please see the following page for contact details for both.

GUEST TICKETS: Entry for guests is by ticket only. You may have a maximum of three guests, except for ceremonies in July when only two guest tickets are permitted. Please note that the ceremonies are not suitable for children under the age of seven. Extra tickets may be available shortly before the ceremony only if other candidates do not require their full quota. Please indicate on the booking form if you would like to be considered for extra tickets. You will be contacted approximately 1 week prior to the ceremony if there are extra tickets available. Tickets for the ceremony are issued by the Dean of Degrees at lunch. If you are not attending this, your guests' tickets will be left with the Porters for collection from the Lodge on Saturday morning.

Graduands do not need their own tickets for the ceremony.

LUNCH: The buffet lunch for candidates and their guests will be held in the Champneys Room, starting at 12.45 pm. You may bring a maximum of three guests. Your lunch is free, but a charge of £5 is made for each guest. **Don't forget to tell us of any special dietary requirements.** Please note that tickets are not issued for lunch.

ALL CANDIDATES MUST BE AT THE LODGE, fully and correctly attired, whether or not they are attending the lunch, 40 minutes before the ceremony. The Dean of Degrees will at this stage brief you about the ceremony and you will sign his register, if you did not sign it at lunch. He will then escort you to the ceremony.

GUESTS make their own way to the ceremony venue, and a map with directions is included with the tickets. Guests are not allocated specific seats. Doors open for admission 30 minutes before the ceremony begins. Graduands with disabled guests should contact the Academic Office for details of access and seating arrangements.

PHOTOGRAPHY is allowed during the ceremony. A video recording is available from the University, and an order form is included in the leaflet issued to candidates on the day. Professional photography is available after the ceremony and is provided by Ede and Ravenscroft, who will have several stations set up outside the ceremony venue. For more information and to pre-register for photographs on the day, please see their website <http://www.edeandravenscroft.co.uk/graduation-services/graduation-photography/>. You may also contact them directly at +44 (0)1733 563 565 or photography@edeandravenscroft.com.

After the Ceremony:

DEGREE CERTIFICATES: After the ceremony has taken place, the University will send a degree certificate via recorded delivery to the address you specified upon booking (please see your confirmation letter or contact the Academic Assistant if you are unsure of what address you indicated). Further information about degree certificate can be found on the following webpage: http://www.admin.ox.ac.uk/schools/degrees/degree_certificates.shtml.

Contact Information:

Academic Office:

Degree Conferrals
Academic Office
Oriel College
Oxford OX1 4EW

Tel: +44 (0)1865 276544

Fax: +44 (0)1865 286548

Email: academic.support@oriel.ox.ac.uk

Gown hire (through Oriel):

Mr Sash Tehrani, James Mellon Hall Caretaker

Tel: +44 (0)7778 304741

Email: sash.tehrani@oriel.ox.ac.uk

Gown hire (through Shepherd & Woodward):

109 High Street

Oxford OX1 4BT

Tel: +44 (0)1865 249491