



PROCEDURE AT GENERAL ADMISSION 2024
Notes for Vice-Chancellor's deputies and Praelectors

Dress

Deputies for the Vice-Chancellor confer degrees wearing a scarlet cope, which will be provided for them at the Old Schools before they process into the Senate-House. A square cap must also be worn (by custom if the deputy is a *Cambridge* doctor other than a DD, a festal bonnet may be substituted at General Admission). The appropriate attire under the cope is either a black cassock (with wing or clerical collar and bands) or a dark suit or dress. Black shoes should be worn. Deputies are asked to come to the Old Schools Arcade at the appointed time, to be taken to meet the Esquire Bedells and to put on the cope in the Old Schools Robing Room.

The days of General Admission are *scarlet days*, when Cambridge doctors wear their festal gowns and bonnets and when, in general, the academical dress of other universities may be worn. *Please note, however, that certain University Officers, including any deputy for the Vice-Chancellor and any person who is either presenting graduands, or being admitted to a degree must wear the appropriate Cambridge academical dress when attending the Congregation inside the Senate-House.*

1. Before the start of each session the Proctors and the Pro-Proctors are at their places by their table on the south (King's) side of the Senate-House and the Registrary or her deputy is by her table on the north (Caius) side. The Vice-Chancellor's deputy for that session waits with the Bedells and the Marshal in the Old Schools Arcade. They process into the Senate-House, and the deputy is conducted to the table at the back of the dais. The Officers (Registrary, Proctors and Pro-Proctors) cap the deputy Vice-Chancellor as they pass.

[For procedure at the 'combined' session (St Edmund's + Hughes Hall) please see paragraph 10 below].

2. At the start of each session, the Proctors move across to their places on the dais (Caius side). The Proctors cap the deputy Vice-Chancellor as they cross and then cap the assembly from the dais whenever they address it.

3. Before presentation starts, the Marshal or Vice-Marshal will ask visitors to remain in their places until the end of the session, announce that private photography inside the Senate-House is not permitted, request that 'phones be silenced and rehearse the procedures in an emergency. The Proctors then read the collective supplicat (in the case of the divided sessions - Trinity, St. John's, Clare, Gonville and Caius, Queens', Jesus, Emmanuel, Girton and Homerton - there is a slight variation in the procedure following resumption after the mid-point break). Provided that no member of the Regent House objects, the Junior Proctor declares the supplicat approved with the word "Placet". In the second part of a divided session, no "Placet" is heard, since prior approval is being reported and no vote is possible.

4. An Esquire Bedell then conducts the Vice-Chancellor's deputy from the table and, coming down from the dais, bows them to sit in the chair.

5. From the dais an Esquire Bedell then caps the waiting Praelector and announces the name of the immediately-ensuing College, and the name of the Degree first to be conferred. The Praelector brings the candidates forward, usually in groups of four for each degree in turn. The Praelector caps, delivers the formula of presentation to the Vice-Chancellor's deputy¹, and caps again. Then the Esquire Bedell announces each graduand in turn, using their forename and family name.

Praelectors: please note that it is important that any special wishes of the candidate in this respect are made known to the University offices or the staff on the Senate-House floor for relaying to the Bedells as far beforehand as possible.

6. Each graduand in turn steps forward, kneels before the Vice-Chancellor's deputy, places their hands so that they may be clasped by the deputy, and receives the Degree. The forms of admission used by the deputy are summarized on the annexed sheet, and will also be placed on the *prie Dieu* beside the chair. Deputies may find it helpful to refer to the table of Forms of Admission to Degrees in *Statutes and Ordinances 2021*, p.184.

Deputies: please note that it is *very important* for the timing of the whole programme that each deputy *invariably* uses the short formula of admission: these are given in the annexe.

Please note also the use of the special formula for combined admission to the M.Math. + B.A., M.Eng.+ B.A., and the M.Sci. + B.A. Degrees.

Deputies and Praelectors: please note that the long formula of admission includes a reference to the Holy Trinity: this may be omitted altogether or replaced by 'in nomine Dei' if the deputy so desires or if a candidate has so requested beforehand, through their Praelector. It is important that this information, together with any details of impediments, physical or ethical, to kneeling are notified well beforehand to the University offices or staff on the Senate-House floor for relaying to the Esquire Bedells so that the Vice-Chancellor's deputy may be warned of it. The Bedell, who is at the deputy's right hand throughout, will discreetly and clearly inform them of such instances just before the relevant graduand steps forward.

The deputy does *not* need to stand if a candidate stands, except when disability makes this appropriate.

¹Praelectors: please note that the form of address to the Vice-Chancellor's deputy should be adjusted according to their gender. Praelectors may also find it helpful to refer to the table of Forms of Presentation for Degrees in *Statutes and Ordinances 2021*, p.183. NB The terms "procancellarius" and "registraria" are used regardless by the Proctors, because strictly speaking they refer to the Vice-Chancellor and the Registry and not the deputies who are present.

7. After conferment, the new graduate stands, bows to the Vice-Chancellor's deputy and leaves the Senate-House by the Doctors' Door to their right. Degree certificates are handed to the graduates as they leave. (Guests, however, may not leave the Senate-House during the session, but rejoin the Graduates in Senate-House Yard at the end of the session).

8. After presenting the final candidate from their College, the Praelector caps once more, and withdraws.

9. After the Praelector has withdrawn at the end of the session, an Esquire Bedell conducts the Vice-Chancellor's deputy back to the table at the rear of the dais. After first turning and capping the deputy, the Senior Proctor will announce an adjournment. At the end of each deputy's session, the Senior Proctor will also announce that the deputy Vice-Chancellor's Procession will now leave the Senate-House. Once the Proctors have crossed back to their original position on the King's side, the Bedells lead the deputy out in procession and the Officers all cap the deputy Vice-Chancellor again as he/she passes them. The Registry, the Proctors and the Pro-Proctors follow the deputy Vice-Chancellor out, returning to the Schools Arcade. At the end of each day's proceedings the Congregation should be dissolved, and the deputy will be asked by the Bedell to do this standing but before leaving the chair to return to the dais, using the formula "***Nos Dissolvimus Hanc Congregationem***". The deputy should acknowledge the Congregation by capping before and after announcing this. The procession out is then conducted as usual.

10. **St Edmund's + Hughes Hall**

There are special arrangements for the 'combined' session, at which candidates and their guests from two Colleges are present in a single session.

All the presiding deputies for the session are asked to meet the Bedells in the Old Schools Robing Room at the appointed time. Once in their copes they process into the Senate-House together, and are seated at the rear of the dais until it is their turn to confer. Each deputy is conducted back to their seat after conferring. At the end of the session all the deputies leave together in procession.