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*Variations of timing or procedure will be detailed in the accompanying letter*

# Before the Congregation

* 1. The Esquire Bedells and the Marshal will meet the Vice-Chancellor or his deputy in the entrance to the Cockerell’s Building at the time arranged. The Vice-Chancellor or his deputy will be robed before they go in procession to the Senate House, entering by the South Door. The assembly will stand as they enter.
  2. As the Vice-Chancellor passes between the Proctors’ table and the Registrary’s table the officers will cap him and he will cap them in reply. The Vice-Chancellor will take his place at the table on the dais and the assembly will sit.
  3. At the commencement the Proctors will cross to their places on the dais, capping the Vice-Chancellor *en route*, and the Congregation will begin.

# Preliminary Procedure

* 1. The Senior and Junior Proctors will both cap and the Senior Proctor will then read the instructions to visitors, followed by any Graces there may be.
  2. The Junior Proctor responds to each Grace, after a pause, by saying *Placet*.
  3. After any Graces have been read, the Senior Proctor caps and then reads the collective *supplicat* formula. After a suitable pause, both Proctors cap again, and then the Junior Proctor says *Placet*.
  4. The Senior Esquire Bedell will conduct the Vice-Chancellor from his place at the table and, coming down from the dais, will bow him to sit in the chair. The Esquire Bedell will then return to the dais.

# Conferring of Degrees

* 1. The Congregation may be divided into a number of parts, depending on the number of graduands. Details of the position and timing of breaks will be found in the Appendix to the accompanying letter. Sections 3.4 to 3.9 (below) describe the straightforward arrangements applicable for each group of Colleges. Sections 3.10 to 3.12 describe the arrangements at very long Congregations when two or more deputies preside, and when there are processions between the different sessions.
  2. Higher Degrees are conferred separately before the first College. The presenters don their copes before the Congregation starts and come down from the dais as the Esquire Bedell announces each higher degree. The Marshal bows the graduand to the place alongside the presenter, who speaks the formula presentation. The Vice-Chancellor confers the Degree and each graduate returns to his or her place. The presenter returns to the robing-room to remove the cope.
  3. Certain non-collegiate B.III.6 Degrees may follow in similar fashion, except that presenters do not wear the cope.
  4. Other Degrees follow in College order. The Esquire Bedell calls out the name of each successive College whose graduands, led by their Praelector, then move forward under the supervision of the Marshal. The Esquire Bedell also names the Degree.
  5. The Esquire Bedell will then call each successive candidate’s first forename and surname. If a candidate wishes another forename to be used he/she should inform the Praelector who will pass the information to the Esquire Bedell.
  6. The Vice-Chancellor or his Deputy may use, or omit to use, the Trinitarian formula, as he wishes. Candidates also have the right to request through Praelectors that the Trinitarian formula should not be used when there is a valid religious objection to it. Praelectors are asked to submit such requests to the Student Registry well before the Congregation.
  7. When there are short breaks in the proceedings, as indicated in the Appendix, these are intended to allow guests to enter and leave so that the safe capacity of the premises is not exceeded during each session.
  8. Graduands should be asked to inform their guests that they should enter the Senate-House only for the session during which candidates from those Colleges are being presented, and that guests will not be able to leave until the adjournment. (Graduates themselves may leave the Senate-House after taking their degrees and obtaining their certificates from the Clerk at the Doctors’ door).
  9. After the last graduate in each session has proceeded the Esquire Bedells will conduct the Vice-Chancellor back to the table on the dais, the Senior Proctor will make a short announcement of an adjournment. The Vice-Chancellor and other officials remain in their places until the incoming guests are seated and the proceedings then resume, as from section 2.1, followed by 3.4 (above).
  10. In the case of very long Congregations there will be extended breaks between certain Colleges, as specified in the Appendix, during which a formal procession will leave the Senate-House, and will later return with another deputy Vice-Chancellor. The following procedure then applies.
  11. In each case the Senior Proctor, will, as usual, announce the adjournment and will ask visitors to remain in their places until the Vice-Chancellor’s procession has left the Senate-House. The Esquire Bedells will conduct the Vice-Chancellor back to the table on the dais and the Proctors then return to their table and take up their books. The Vice-Chancellor leaves the dais in procession, the Esquire Bedells leading. As he passes between the Proctors’ table and the Registrary’s table the officers will cap him and he will cap in reply. The Registrary then takes his place on the Vice-Chancellor’s right hand, with the Marshal, the Proctors and the Pro-Proctors following.
  12. The procession will proceed to the Cockerell’s Building. After a suitable interval to enable visitors to enter and be seated in the Senate-House, the Esquire Bedells and the Marshal will process back into the Senate-House with successive deputies.
  13. The proceedings continue as specified in section 1.2. After each break, the Senior and Junior Proctors will both cap and the Senior Proctor will read the instructions to visitors. He will then introduce the session by reading a statement (in Latin) to indicate that the collective *supplicat* has been approved. The Junior Proctor will **NOT** respond. The proceedings then continue as in sections 2.4 and 3.4 to 3.9.

# Dissolution

* 1. When the conferment of Degrees is completed, the Senior Esquire Bedell will call *“Magistri*” and the assembly will stand. The Vice-Chancellor or deputy will rise and cap, the officers capping in reply. The Vice-Chancellor will then say the words “*Nos dissolvimus hanc Congregationem*” and will then cap, the officers capping in reply.
  2. The Esquire Bedells will conduct the Vice-Chancellor back to the table on the dais. The Senior Proctor will then make a short announcement to note that the congregation has concluded. The Proctors then return to their table and take up their books.
  3. The Vice-Chancellor leaves the dais in procession, the Esquire Bedells leading. As he passes between the Proctors’ table and the Registrary’s table the officers will cap him and he will cap in reply. The Registrary then takes his place on the Vice-Chancellor’s right hand, with the Marshal, the Proctors and the Pro-Proctors following.
  4. The procession leaves through the South Door and breaks off at the entrance to the Cockerell’s Building.