



## Degree Day Information

### Before the Ceremony:

**DEBTS:** Remember that you will not be permitted to graduate if you owe money to the College or University. Any outstanding debts must be settled immediately, as well as any money owed to the University, e.g. library fines from a departmental library. You must also have returned all of your library books to the College and any University libraries. To check your accounts please contact;

#### Oriel College-

- Please [email sales@oriel.ox.ac.uk](mailto:email_sales@oriel.ox.ac.uk) to check your debts balance

#### Bodleian Libraries-

##### Balance check

- Up until you leave, students will be able to sign in using their Single Sign-on to their own personal account on our Resource Discovery tool, SOLO, <http://solo.bodleian.ox.ac.uk/>. On this "My Account" page, there is a section for "Fines & Fees"
- If your single sign on has expired please [email ssl@bodleian.ox.ac.uk](mailto:email_ssl@bodleian.ox.ac.uk) to check if you are unsure

Balance payments can be made here <http://www.oxforduniversitystores.co.uk/product-catalogue/libraries/bodleian-social-science-library>

### On the Day:

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

**DRESS** for candidates is *sub fusc*. This includes the gown you wore at Oxford when you were a student (generally this would be the undergraduate commoner's gown or postgraduate/advanced student's gown), or the gown of your previous Oxford degree; a mortarboard or soft-cap, and your preferred items from the following list:

1. A dark suit with dark socks, OR a dark skirt with black tights, OR dark trousers with dark socks;
2. Dark coat (if required);
3. Black shoes;
4. Plain white collared shirt or blouse;
5. White bow tie, black bow tie, black full-length tie, or black ribbon.

Please note that "dark" means plain black or dark grey. **You are advised to pay particular attention to these rules as anyone improperly dressed will be refused admission. Note all face coverings must be black, dark blue or dark grey.**

You will walk into the ceremony wearing your sub fusc as listed above, and will **change into the gown of the degree you are having conferred** at a specified point during the ceremony. Sash Tehrani will take your new gown and hood to the ceremony for you.

**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 **Sash Tehrani at least a month before the ceremony**. If you prefer, you can hire a gown and hood through Shepherd & Woodward Ltd. The next page lists 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).

**GUEST TICKETS:** Entry for guests is by ticket only. You will be given two guest tickets to the ceremony. **The College cannot provide additional ceremony tickets**, but students attending the same ceremony are welcome to exchange tickets amongst themselves. Please note that the ceremonies are not suitable for children under the age of seven.

You will be given your guest tickets after you have signed the register on the morning of the ceremony. Graduands do not need their own tickets for the ceremony.

**ARRIVAL TIME:** Candidates must report to the lodge between **8:30am-9:30pm**. Please see the Academic Assistant in order to sign the register and receive your guests' ceremony tickets. Sash will also take your gown hire payment (cash) or gown, depending on whether you have ordered your academic dress through him.

**ALL CANDIDATES MUST BE AT THE LODGE, fully and correctly dressed (as outlined on the previous page) by 9:45am.** The Dean of Degrees will at this stage brief you about the ceremony before escorting you to the Sheldonian.

**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 at 10:30pm. Graduands with disabled guests should contact the Academic Office for details of access and seating arrangements.

**CELEBRATION IN COLLEGE:** There will be an afternoon tea in Hall between 12:00pm and 13:00pm . Each graduand is permitted to bring up to three guests to the lunch; if you wish to bring additional guests, please contact the Academic Assistant. Your place at the lunch is free, but a charge of £13 is made for each guest. Please note that tickets are not issued for this event. You can make your lunch booking here:

<https://buytickets.at/orielcollege/654902>

**PHOTOGRAPHY:** The University asks that guests and graduands refrain from taking photos or records videos 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. Ede & Ravenscroft will have photography stations set up outside the Sheldonian Theatre, and Gillman & Soame will have a photography team available to take portraits in First Quad (or the Large SCR if there is rain)

Ede & Ravenscroft contact details:

+44 (0)1733 563 565

[photography@edeandravenscroft.com](mailto:photography@edeandravenscroft.com)

<http://www.edeandravenscroft.co.uk/graduation-services/graduation-photography/>

## **After the Ceremony:**

**DEGREE CERTIFICATES:** These can be collected from the Academic Office between 5:30pm and 6:30pm. If you cannot collect it during this time, it will be posted to you.

Further information about degree certificate can be found on the following webpage: <http://www.ox.ac.uk/students/graduation/certificates>

## **Contact Information:**

### **Academic Office:**

Richard Brennan  
Academic Office  
Oriel College  
Oxford OX1 4EW

Tel: +44 (0)1865 276518

[Email: academic.assistant@oriel.ox.ac.uk](mailto:academic.assistant@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](mailto:sash.tehrani@oriel.ox.ac.uk)

### **Gown hire (through Shepherd & Woodward):**

109 High Street  
Oxford OX1 4BT  
Tel: +44 (0)1865 249491