

Schedule 2

Procedures at Public Commencements

1. General

- (1) Pursuant to the Chapters on the University and Senate, degrees are publicly conferred at meetings of Senate called Commencements.
- (2) Pursuant to the Chapter on the University, degrees are usually conferred in person, but may, on application, be conferred *in absentia*.
- (3) Commencements ceremonies are conducted in Latin.
- (4) Starting with the Bachelor in Arts, degrees are conferred in ascending order.
- (5) Within this order, degrees are conferred in the order of presentation set out in column 6 of Table 1 in Schedule 1 to the Chapter on the University.
- (6) Candidates are presented by name, within their degree class, starting with the highest class.
- (7) Members of the College and University wear the academic dress prescribed pursuant to the Chapter on the College Community.
- (8) In the conferring of degrees, order and procedures shall be followed, and formulae shall be used, as prescribed in sections 2-17.
- (9) The gender in the formulae in this Schedule may be modified as the circumstances require.
- (10) In sections 11-15, * indicates that the title of the appropriate Degree shall be inserted.

2. Opening

- (1) The Chancellor shall announce the opening of the Commencements ceremony (the *Comitia*) in the following words:

*"Salvete senatores omnes, Domini Doctores, Domini Magistri;
salvete candidati seniores iunioresque; salvete hospites undique
hic benignissime congregati. Comitia fiant in nomine Dei. Amen."*

3. Election of Senior Master Non-Regent

(1) Where necessary, the Senior Master non-Regent shall then be elected pursuant to section 5 of the Chapter on the University.

4. Annual Declaration of Proctors and Registrar

(1) At the first Public Commencements of the Academic Year, the Senior and Junior Proctors and the Registrar shall make the annual Declaration as prescribed by the Schedule of Declarations.

5. Minutes

(1) The Registrar shall read the minutes of the previous meeting which, when confirmed by Senate, shall be signed by the Chancellor.

6. Supplication for Degree of Bachelor in Arts

(1) The Junior Proctor shall supplicate for the Degree of Bachelor in Arts using the following formula:

'Praehonorabilis Cancellarie, totaque Universitas, supplicant reverentiis vestris ei, qui in his chartis quae in manibus nostris sunt nominantur, ut his Comitiis ad gradum super nomina designatum admittantur. Ego fide mea testor ac spondeo toti academiae unumquemque candidatorum his chartis nominatum omnia exercitia ad gradum ad quem unumquisque adspirat pertinentia pro legibus academicis rite complevisse.'

(2) The Mace Bearer shall call for the vote of the Senate with the words:

"Ad scrutinium".

(3) The Chancellor shall put the supplication to the Doctors of the Senate, saying:

'Placetne vobis, Domini Doctores?'

who shall reply '*placet*' or '*non placet*' as the case may be.

(4) The Chancellor shall then put the supplication to the Masters of the Senate, saying:

'Placetne vobis, Domini Magistri?'

who shall reply '*placet*' or '*non placet*' as the case may be.

(5) If all have consented, the Chancellor shall announce the consent of the Senate with the words:

'Placet omnibus.'

- (6) If either the Doctors or Masters or both have not consented unanimously, then the Chancellor shall call for a special scrutiny to determine the candidate to whom the objection is raised, and shall announce the same using the following formula:

"Accedant Doctores et Magistri, et quisque votum suum simpliciter et absolute inscribat."

- (7) If necessary, the Proctors shall then call on the Doctors, who shall vote according to a show of hands, and the Caput and the Proctors shall then examine the votes. If necessary, the Proctors shall then call on the Masters, who shall vote according to a show of hands, and the Caput and the Proctors shall then examine the votes. If there is a majority in both categories, then the Chancellor shall confer the degree; otherwise, the Chancellor shall not confer the Degree.

7. Supplication for Bachelor, Masters, and Doctoral Degrees

- (1) The Senior Proctor shall supplicate for other Bachelor, Masters, and Doctoral Degrees, using the following formula:

'Praehonorabilis Cancellarie, totaque Universitas, supplicant reverentiis vestris ei, qui in his chartis quae in manibus nostris sunt nominantur, ut his Comitiis ad gradum super nomina designatum admittantur. Ego fide mea testor ac spondeo toti academiae unumquemque candidatorum his chartis nominatum omnia exercitia ad gradum ad quem unumquisque adspirat pertinentia pro legibus academicis rite complevisse.'

- (2) The Mace Bearer shall call for the vote of the Senate with the words:

'Ad scrutinium'.

- (3) The procedures in section 6(3)-(7) shall then be followed.

8. Moderators (Gold Medallists)

- (1) The Senior Lecturer shall introduce the Moderators who are Gold Medallists to the Chancellor, using the following formula:

'Praehonorabilis Cancellarie, praesento tibi hosce iuvenes egregios aureis numismatis et chartis honorariis eo donandos quod in studiis academicis praeclara tam ingenii quam industriae indicia dederunt. Ideoque ut haec laudis insignia quam plurimum

impertiant honoris te, Domine, qua par est observantia obsecro ut ea ipsorum in manus tradere digneris.'

- (2) The Junior Proctor shall present them collectively for their degrees, using the following formula:

'Praehonorabilis Cancellarie, totaque Universitas, praesento vobis hosce meos filios, tam doctrina quam moribus habiles et idoneos ut admittantur ad gradum Baccalaureatus in Artibus.'

- (3) The Chancellor shall present them with their medals and certificates, using the following formula:

'Gratum munus mihi demandatum est ut vobis in manus tradam haec numismata et has chartas honorarias accipite illa ergo, egregii iuvenes, honorifica quidem in praesenti, ominis vero fausti felicitisque in futurum.'

- (4) The Chancellor shall admit them, saying:

'Ego auctoritate mihi concessa admitto vos ad respondendum quaestioni in Artibus.'

9. Other Moderators

- (1) The Senior Lecturer shall introduce the other Moderators, using the following formula:

'Praehonorabilis Cancellarie, praesento tibi hosce iuvenes egregios chartis honorariis eo donandos quod in studiis academicis praeclara tam ingenii quam industriae indicia dederunt. Ideoque ut haec laudis insignia quam plurimum impertiant honoris te, Domine, qua par est observantia obsecro ut ea ipsorum in manus tradere digneris.'

- (2) The Junior Proctor shall present them collectively for their degrees with the words:

'Praehonorabilis Cancellarie, totaque Universitas, praesento vobis hosce meos filios, tam doctrina quam moribus habiles et idoneos ut admittantur ad gradum Baccalaureatus in Artibus.'

- (3) The Chancellor shall present them with their certificates, saying:

'Gratum munus mihi demandatum est ut vobis in manus tradam has chartas honorarias; accipite illas ergo, egregii iuvenes, honorificas quidem in praesenti, ominis vero fausti felicitisque in futurum.'

(4) The Chancellor shall admit them, saying:

'Ego auctoritate mihi concessa admitto vos ad respondendum quaestioni in Artibus.'

10. Ordinary Degree of Bachelor in Arts

(1) The candidates for the Ordinary Degree of Bachelor in Arts, shall be introduced and presented collectively by the Junior Proctor, using the following formula:

'Praehonorabilis Cancellarie, totaque Universitas, praesento vobis, tam doctrina quam moribus ad gradum Baccalaureatus in Artibus'

(2) The Chancellor shall hand them their certificates and admit them, saying:

'Ego auctoritate mihi concessa, libens in manum trado, et admitto ad respondendum quaestioni in Artibus'

11. Other Bachelor and Masters Degrees

(1) The candidates for the other Bachelor and Masters Degrees, shall be presented collectively to and admitted by the Chancellor in the order set out in section 1(5).

(2) The following formulae of presentation and admission, or appropriate variations thereof, shall be used.

(3) (a) Candidates with honors shall be introduced and presented collectively by the Senior Proctor, or appropriate Professor, using the following formula:

'Praehonorabilis Cancellarie, praesento tibi hosce juvenes bene meritos, chartis honorariis eo donandos quod studiis academicis rite completis inter Insigniores relati sunt et praesento vobis hosce meos filios, tam doctrina quam moribus habiles et idoneos ut admittantur ad gradum
.....'*

(b) The Chancellor shall hand them their certificates, saying:

'Vobis, ingenui juvenes, has chartas honorarias, quibus digni iudicati estis, libens in manus trado.'

(c) The Chancellor shall admit them, saying:

'Ego auctoritate mihi concessa admitto vos ad respondendum quaestioni vel incipiendum in*'

- (4) (a) Ordinary candidates for other Bachelor and Masters Degrees shall be presented collectively by the Senior Proctor, or appropriate Professor, using the following formula:

'Praehonorabilis Cancellarie, totaque Universitas, praesento vobis hosce meos filios, tam doctrina quam moribus habiles et idoneos ut admittantur ad gradum*'

- (b) The Chancellor shall admit them, saying:

'Ego auctoritate mihi concessa, libens in manus trado has chartas, et admitto vos ad respondendum quaestioni [vel incipiendum], in*'

12. Doctoral Degrees

- (1) The candidates for Doctoral Degrees shall be introduced and presented collectively by the Proctor, using the following formula:

*'Praehonorabilis Cancellarie, totaque Universitas, commendo vobis studiis doctrinaque adeo se ut summis honoribus nostris academicis, et praesento scio tam moribus quam doctrina ad gradum **'

- (2) The Chancellor shall hand them their certificates, and admit them, saying:

*Gratulamur cursu tam strenuo feliciter confecto, laurea nostra ornare laetamur. Ego auctoritate mihi concessa admitto ad gradum **'

13. Degrees *honoris causa*

- (1) Following the individual announcement by the Senior Proctor of the title of the Degree *honoris causa*, the candidates for Degree *honoris causa* shall be individually presented to the Chancellor by the Public Orator in a Latin oration, following the order prescribed in section 1(5) of this Schedule.
- (2) The Chancellor shall admit the candidates for Degrees *honoris causa* individually as they are presented, and when admitting such candidates shall use the formula:

*'Gratulamur tibi, illustrissime, quem summam amplitudinem summam claritatem meritis consecutum nostra laurea academica ornare laetamur. Ego auctoritate mihi concessa admitto te ad gradum Doctoratus in *.....'*

14. Degrees *jure dignitatis*

- (1) Following the individual announcement by the Senior Proctor of the title of the Degree *jure dignitatis*, the candidates for Degree *jure dignitatis* shall be individually presented to the Chancellor by the Public Orator in a Latin oration, the formula of presentation for Degrees *jure dignitatis* is as follows:

'Praehonorabilis Cancellarie, totaque Universitas, praesento vobis virum egregium, Praehonorabilem (Honorabilem, Recte Reverendum &c.) apud nos antea graduatum, quem jure dignitatis quam praeclaris suis meritis adsecutus est, gradu Doctoratus in Utroque Jure (vel Sancta Theologia) ornari par esse censuit Senatus.

- (2) The Chancellor shall admit the candidates for Degrees *jure dignitatis* individually as they are presented, and when admitting such candidates shall use the formula:

*'Gratulamur tibi, illustrissime, quem summam amplitudinem summam claritatem meritis consecutum nostra laurea academica ornare laetamur. Ego auctoritate mihi concessa admitto te ad gradum Doctoratus in *.....'*

15. Degrees *in absentia*

- a. The Senior Proctor shall commend the candidates for degrees *in absentia* in the following words:

'Praehonorabilis Cancellarie, totaque Universitas, commendo vobis filios meos degentes peregre quorum nomina recitata sunt supplicationesque placuerunt quos scio tam moribus quam doctrina habiles et idoneos esse ut ad gradus quos petunt admittantur.'

- b. The Chancellor shall admit the absent candidates with the words:

'Ego auctoritate mihi concessa admitto candidatos degentes peregre quorum nomina recitata supplicationesque placuerunt prout quisque meruit ad respondendum quaestioni in et ad incipiendum in*'*

16. Suspension and Removal of Suspension

(1) In case of suspension, the Chancellor shall use the following formula suspensionis:

'Ego, Cancellarius huius Academiae, auctoritate mihi commissa, suspendo N.N. ab omni gradu suscepto vel suscipiendo.'

(2) In case of the removal of suspension, the Chancellor shall use the following formula absolutiois:

'Ego, Cancellarius huius Academiae, auctoritate mihi commissa, absolvo N.N. ab omni levioe negligentia, et a suspensione nuper illata.'

17. Closing

(1) At the conclusion of the business, the Chancellor shall announce the closing of the meeting with the words:

'Valete senatores, non diutius vos morabimur; valete candidati novis honoribus decorati; valete et vos, hospites acceptissimi. Comitiam solvantur in nomine Patris et Filii et Spiritus Sancti.'