



KEBLE COLLEGE OXFORD
OX1 3PG

Telephone (01865) 272700

DEGREES

1. Undergraduates are qualified for the degree of Bachelor of Arts as soon as they have passed the necessary examination and have resided for nine terms.

Depending on the date of their final examinations, undergraduates who have, or will have obtained classified honours in the final examinations for the honour schools of Engineering Science, or joint schools with Engineering, or Metallurgy and the Science of Materials, or Metallurgy, Economics and Management, or Chemistry, or Biochemistry may be eligible to supplicate for either the degree of BA or the appropriate Master's degree (MEng, MPhys, MChem or MBiochem). They should consult the enclosed table for details of their eligibility. (Annex A.)
2. Bachelors of Arts are qualified for the degree of Master of Arts as soon as they have entered on the twenty-first term from their matriculation (eighteenth term for those with Senior Status).
3. Candidates for higher degrees must have satisfied the University Regulations relating to those degrees.
4. Before members of the College can proceed to any degree, they are required by the University to obtain the grace of the College. This is granted at the discretion of the College, and will not normally be given to those who are in debt to the College.
5. Degrees are conferred by the University at ceremonies which take place on stated days throughout the year. They are normally conferred on candidates in person; those who cannot come to Oxford for this purpose may arrange to take their degree in absentia. Candidates who appear in person are presented by the Dean of Degrees of the College, or, in the case of certain higher degrees, by the appropriate professor or his deputy.
6. When members of the College wish to proceed to any degree for which they are qualified, notification must be sent to the Warden's Personal Assistant at least four weeks before the date of the preferred ceremony. All requests to enter will be confirmed subject to availability of places - the college has a limited number of places at each ceremony.
7. Information relating to fees for degrees can be found in Annex B.
8. The degree ceremony for Keble graduands usually takes place at 2.30pm in the Sheldonian Theatre. Guests of candidates may attend the degree ceremony. However, the total number of persons allowed in the Theatre at any one time is restricted by Local Authority safety regulations. Consequently each candidate will be allocated a maximum of three single guest tickets.
9. On the degree day, those members who are to be presented are invited to have drinks with the Warden at 11.45 am, followed by lunch with the Dean of Degrees and other Fellows at 12.30 pm. Each graduand may invite up to 5 guests to the drinks party and to lunch in College. Tickets for guests' drinks and lunch are available from the Warden's PA at a cost of £20.00 each. If a candidate does not accept this invitation to

lunch, he or she should meet the Dean of Degrees at 1.30 pm in the SCR, Keble College in order to complete the necessary formalities, and then proceed to the Sheldonian Theatre with the rest of the Keble graduands.

10. **Please note that graduands who book a ceremony and then fail to turn up or cancel at late notice without good reason, will be entered in absentia and it will not be possible to have the degree conferred in person at a subsequent ceremony.**
11. Candidates for degrees are required to wear subfusc with cap and gown. Subfusc for men is a dark suit, dark socks, dark footwear, a white bow tie, white collar and white shirt. Subfusc for women is a white blouse, black tie, dark skirt or trousers, dark stockings, dark footwear and, if desired, a dark coat. Women candidates are required to wear the cap during the ceremony. Dress for each sex should be such as might be appropriate for formal occasions. (Candidates serving in HM Forces are permitted to wear uniform together with a gown. The uniform cap is worn in the street and carried when indoors).
12. **Gowns must be worn for the ceremony and these can be hired from a number of suppliers in Oxford. A mortar board and two sets of gowns will be required – the gown the candidate is entitled to wear before the ceremony and also the gown for the degree to be conferred (ie a BA graduand will wear a Commoner’s gown to the Sheldonian, and will change to a BA gown during the ceremony). It is important that the candidate ensures that the correct gowns have been organised before the ceremony – failure to be properly attired may mean that admission is refused. It is the responsibility of the graduand to take the appropriate gown to the Sheldonian – this can be done when you proceed to the ceremony with the Dean of Degrees.**
13. At degree ceremonies candidates for the degrees of MA, DM and DCL are admitted to these degrees by the Vice-Chancellor with a specifically Christian formula containing the following words:

Ad honorem Domini nostri Jesu Christ, et ad profectum sacrosanctae matris ecclesiae.... in nomine Domine Patris, Filii, et Spiritus Sancti

However, an alternative, non-Christian formula is available on request for candidates who object to this formula for religious or other personal reasons. Another option, if a candidate prefers, is for him or her to stand a little to one side while the traditional formula is used. If you wish to be admitted with the non-Christian formula, this has to be made clear by the College when your name is entered for the degree ceremony concerned. If you wish to request the alternative formula, or would prefer to stand aside, you should therefore let the Warden’s PA know when you apply to take the MA degree (or DM or DCL).

Please complete the attached form clearly and return it as soon as possible and at least four weeks before the Degree Ceremony, together with your cheque (made payable to Keble College) for the appropriate amount, to the Warden’s PA.

14. Graduands are entitled to one certificate only and duplicates cannot be provided. The certificate can be collected from the Porters’ Lodge immediately after the ceremony , otherwise it will be posted to the address given on the application form. If the original is lost or destroyed a replacement will only be issued once the graduand has signed a declaration and paid the sum of £30.

Graduands who need proof of their degree before they have attended a ceremony (or had it conferred in absentia) can apply for a ‘Confirmation of Degree Statement’ to:

Degree Conferrals Office
Examination Schools
High Street
Oxford, OX1 4BG.

Annex B

DEGREE FEES

<u>Degree</u>	<u>College Fee</u>	<u>University Fee</u>	<u>Total</u>
BA and MEng, Mchem, MBiochem.	nil	nil	nil
MA	£10.00	£10.00	£20.00
BD	£10.00	nil	£10.00
MBA	£5.00	nil	£5.00
BCL, MJur, BPhil, BM-BCh	£5.00	nil	£5.00
MPhil, MLitt, MSc, MSt	£5.00	nil	£5.00
MCh	£5.00	nil	£5.00
DM, DMus, DLitt, DD,	£5.00	nil	£5.00
DCL, DSc	£5.00	nil	£5.00
DPhil, BMus	£5.00	nil	£5.00

CHEQUES FOR FEES SHOULD BE MADE PAYABLE TO KEBLE COLLEGE.

October 2010

MASTERS DEGREES AWARDED TO UNDERGRADUATES

	M.Eng	M.Eng	M.Chem	M.Phys	M.Math	M.Biochem
Degree and Honour School	Engineering Science Part II Engineering & Computing Science Part II	Metallurgy & Science of Materials Part II Metallurgy, Economics & Management Part II	Chemistry Part II	Physics (four year course)	Mathematics (four year course)	Biochemistry Part II (until 1996) Molecular and Cellular Biochemistry Part II (from 1997)
Year of Examination	Engineering, Economics & Management Part II Engineering & Materials Part II (formerly ESME)					
1991	If BA conferred may apply for redesignation					
1992	If BA conferred may apply for redesignation					
1993	M.Eng (BA if preferred)	M.Eng (BA if preferred)				
1994	M.Eng (BA if preferred)	M.Eng (BA if preferred)	If BA conferred may apply for redesignation			
1995	M.Eng (BA if preferred)	M.Eng (BA if preferred)	M.Chem (BA if preferred)			M.Biochem (BA if preferred)
1996	M.Eng (BA if preferred)	M.Eng (BA if preferred)	M.Chem (BA if preferred)			M.Biochem (BA if preferred)
1997	M.Eng	M.Eng (BA if preferred)	M.Chem (BA if preferred)	M.Phys		M.Biochem (BA if preferred)
1998	M.Eng	M.Eng	M.Chem (BA if preferred)	M.Phys	M.Math	M.Biochem (BA if preferred)
1999	M.Eng	M.Eng	M.Chem	M.Phys	M.Math	M.Biochem
2000	M.Eng	M.Eng	M.Chem	M.Phys	M.Math	M.Biochem