

Mrs Liz Pentlow
Alumni Officer



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December 2016

MA Ceremony: Saturday 25 March 2017

As you may be aware, those of you who matriculated in 2010 and graduated over 2 years ago are now eligible to receive your MA degree. The degree can be taken in person or in absence, but I very much hope that you will take your MA at the Congregation in the Senate House on **Saturday 25 March 2017** and join the other members of 2010 for the first Reunion of your year group.

The exact timing of the ceremony will only be known the week before the event, but the Trinity Hall contingent usually proceeds to the Senate House around 1.00pm. If you decide to take your MA in person, we will be taking a group photo before the line-up, and the line-up itself will be in College at least half an hour before the ceremony, although the timings can change by as much as an hour so please wait until the final confirmation before you make definitive arrangements for the day. On the day itself, make sure you arrive in Cambridge in good time and that you observe the dress and gown code as explained in the Master's letter and in the Academical Dress guidelines (included in this pack) otherwise you may not be allowed to proceed.

Following the ceremony, the College will serve light refreshments for you and your guests (a maximum of 3 guests per alumnus). The refreshments will be free for alumni, and will cost £15.00 per guest. There will also be a Reunion dinner in Trinity Hall on the evening of 25 March, just for your year group. Previous MA dinners have been very popular, and we expect this one to be well-attended too. Space in the Dining Hall, as I'm sure you remember, is rather restricted, so it will be possible to bring one guest, but this will be on a first come-first served basis, with priority given to alumni. There will be a seating plan for the dinner, so please indicate on the booking form who you would like to sit with. We will do our best to accommodate all requests.

If you wish to take your MA (either in person or in absence) and attend the reunion dinner, the cost will be £50.00. If you do not wish to attend the dinner, the cost of taking your MA, whether in person or in absentia, will be £20.00.

College rooms will be available for the night of Saturday 25 March, and you can choose from single rooms on Central Site, costing £40.00 for Bed & Breakfast; single ensuite rooms at Wychfield (£42 room only or £52 B&B); or double rooms at WYNG Gardens on Thompson's Lane (available as single or double occupancy and room only or B&B ranging from £70-£120). If you wish to stay overnight, please choose your preferred option on the booking form and we will make every attempt to find a room for you in that location. Rooms will be allocated on a first come-first served basis.

If you wish to take your MA on this occasion, please complete the booking form enclosed and return it to me, with your payment, no later than Monday 6 March 2017. You can also book and pay online at <http://alumni.trinhall.cam.ac.uk/MA2017Booking>

This is the first official reunion for the Trinity Hall class of 2010 and we look forward to welcoming you back to College next March.

With best wishes,

Liz Pentlow

Revd Dr Jeremy Morris
Master



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02 December 2016

To: the class of 2010

As you may be aware, those of you who matriculated in 2010 and graduated over 2 years ago are now eligible to receive your MA degree. The degree can be taken in person or in absence, but I very much hope that you will take your MA at the Congregation in the Senate House on **Saturday 25 March 2017** and join the other members of 2010 for the first Reunion of your year group.

You can take the degree either in person or in absentia at any future congregation (for example on 20 May or 22 July 2017), but most Trinity Hall graduates will take it at the ceremony on 25 March. You and your guests are invited to a sandwich lunch/afternoon tea in College (depending on timings), and there will also be the official MA dinner in Hall for you and the other graduands. The congregation on the 25th is the first reunion for the class of 2010 and I very much hope that you will be able to return to the College on that date.

If you are able to join us on the 25 March you can book all the elements for the day, including the degree (in absence or in person), the afternoon refreshments, dinner and accommodation online at <http://alumni.trinhall.cam.ac.uk/MA2017Booking> or by contacting Liz Pentlow in the Alumni Office. Bookings need to be made **by Monday 6 March** as the University Proctors will not accept any late registrations for the ceremony.

On congregation day itself, it is essential that you are all properly attired and lined up (you may well remember the process from General Admission). The comprehensive Proctors' notice for academic dress is available on a separate sheet, but the most important features of the **academic dress code** are:

Dress **for men** is black suit (i.e. black dinner jacket), plain white shirt without pattern, white collar and white bow tie, black socks, black leather shoes (boots or sandals are not acceptable), the gown and hood of the **highest Cambridge degree** held (usually the BA; the MB and LLM degree are higher than the BA) and **bands**. You should not wear your undergraduate gown to the ceremony.

Dress **for women** is black dress or suit or black skirt with a white blouse. The dress or blouse should have long or three-quarter length sleeves. Shoes must be black (sandals, boots and backless shoes are not permitted) and stockings should be plain and of a dark or natural colour. Heavy jewellery or excessive make-up should not be worn. Gown and hood as for men, but no bands. If you wear a headscarf (eg a hijab), it has to be white and plain, ie without pattern.

Also available is an illustrated guide "Cambridge graduation dress – how to do it and how not to do it" which explains how you need to wear your hood and gown.

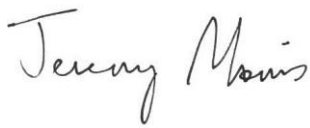
Please see the separate list of Cambridge shops where you can hire the relevant gowns, hoods and bands. The staff in these shops are familiar with the academic dress code and should be able to tell you exactly what gown and hood you will need. Bear in mind that hoods and gowns are rented out very quickly for the 'MA days' so make sure you book them in plenty of time.

The University Proctors are very strict about the dress code. If you are intending to wear special dress for particular religious or cultural reasons, you will need to submit a written application (via Liz Pentlow) for an individual dispensation from the Proctors. The degree will be presented to you with a Trinitarian, ie Christian, formula ("in the name of the Father, of the Son, and of the Holy Spirit") as you are kneeling – please let Liz know if you wish the Trinitarian formula to be omitted and/or if you do not wish to kneel.

For the Congregation itself there is a limit of three guests per graduand. You can request these tickets at the time of booking, and you can pick them up on the day of the Congregation at the Porters' Lodge.

If you have any questions about the MA ceremony, please contact Liz on alumni@trinhall.cam.ac.uk. I look forward to seeing you on the 25 March.

Yours sincerely

A handwritten signature in black ink, reading "Jeremy Morris". The signature is written in a cursive style, with the first name "Jeremy" and the surname "Morris" clearly legible.



TRINITY HALL
CAMBRIDGE

MA Ceremony and Reunion Dinner

SATURDAY 25 March 2017

Please return this form by **Monday 6 March 2017** to
The Alumni Office, Trinity Hall, Cambridge CB2 1TJ

For online booking, please go to <http://alumni.trinhall.cam.ac.uk/MA2017Booking>

Please tick boxes, insert numbers required and * delete as appropriate.

- ☐ I wish to take my MA Degree **IN PERSON*** / **IN ABSENTIA*** at the Congregation on Saturday 25 March 2017
- ☐ I request guest tickets for the Congregation in the Senate House (maximum of 3)

Special requests for the Ceremony:.....

- ☐ I would like to attend the refreshments in College after the ceremony
- ☐ I request guest tickets for refreshments in College (maximum of 3)
- ☐ I would like to book place(s) at the dinner (maximum of 2)
Guest name (if applicable)
- ☐ I would like room(s) overnight
- **single** room Central Site B&B (*shared bathroom facilities*)
 - **single** room Wychfield B&B (*ensuite*)
 - **single** room Wychfield Room Only (*ensuite*)
 - **double** room WYNG Gardens B&B (*ensuite*)
 - **double** room WYNG Gardens Room Only (*ensuite*)
 - **double** room single occupancy WYNG Gardens B&B (*ensuite*)
 - **double** room single occupancy WYNG Gardens Room Only (*ensuite*)

Breakfast for all locations will be served in the Dining Hall on Central Site.

Dietary Requirements:.....

At dinner I/we would like to sit with:.....

I enclose a cheque (payable to "Trinity Hall") for **£..... (see prices over leaf)**

Or call the office on 01223 332567 to pay by credit card

Name:..... Subject studied:.....

Address:.....

Email:..... Telephone:.....

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1998 Data Protection Act

All data is held securely in the College's Alumni & Development Office and will be treated confidentially and with sensitivity for the benefit of Trinity Hall and its members. Selected data is available to the University, and occasionally to recognised alumni societies and volunteers, College Clubs, and agents contracted by the College for specific alumni-related projects. Data is used for a full range of alumni activities, including sending of College publications, the promotion of benefits and services to members, the notification of member's events and the raising of funds for Trinity Hall, all of which might include an element of direct marketing. Under the terms of the 1998 Data Protection Act you have the right to object to the use of your data for any of these purposes.



TRINITY HALL
CAMBRIDGE

MA Ceremony and Reunion Dinner

SATURDAY 25 March 2017

Prices for the different elements:

MA degree ONLY (in person or absentia & NOT including dinner)	£20.00
MA degree (in person or absentia) and Dinner	£50.00
Refreshments (no charge for alumni)	£15.00 per guest
Guest ticket for dinner	£50.00
Central Site B&B	£40.00 per room per night
Wychfield B&B	£52.00 per room per night
Wychfield Room Only	£42.00 per room per night
WYNG double B&B	£120.00 per room per night
WYNG double Room Only	£100.00 per room per night
WYNG single B&B	£80.00 per room per night
WYNG single Room Only	£70.00 per room per night

Total: £.....

Gown Rental or Purchase

The following is a list of various sources for gown rental or purchase in Cambridge.

Please check individual websites for information about rental charges and purchase prices.

A. E. Clothier (www.aeclothier.co.uk)

7 Pembroke Street
Cambridge, CB2 3QY

Tel: 01223 354339
Fax: 01223 441710
Email: sales@aeclothier.co.uk

Opening hours: Mon-Sat: 9.30am-5pm, Sun: 12pm-4pm

Ede & Ravenscroft (www.edeandravenscroft.co.uk)

70-72 Trumpington Street (corner of Silver Street)
Cambridge, CB2 1RJ

Tel: 01223 861854 or 01223 350048
Fax: 01223 354173
Email: student@edeandravenscroft.co.uk
Online booking available at www.gownhire.co.uk

Opening hours: Mon-Sat: 9am-5pm

Ryder & Amies (www.ryderamies.co.uk)

22 King's Parade
Cambridge, CB2 1SP

Tel: 01223 350371
Fax: 01223 315883
Email: rental@ryderamies.co.uk
Online booking available at <http://www.ryderamies.co.uk/product.php?xProd=676>

Opening hours: Mon-Sat: 8.30am-5.30pm, Sun: 10am-5pm

Graduate Union (www.gradunion.cam.ac.uk/facilities/shop/gown-hire/)

17 Mill Lane
Cambridge, CB2 1RX

Tel: 01223 760753
Email: enquiries@gradunion.cam.ac.uk

Opening hours: Monday, Wednesday, Friday, 9:30am – 1pm & 2pm – 5pm

NB They only accept payment by cash

ACADEMICAL DRESS

Dress at Congregations: advice to those proceeding to degree as instructed by the proctors of the University of Cambridge.

The following rules apply to academical dress worn by those proceeding to degrees:

- 1) A person who already holds a degree or degrees of Cambridge University wears the gown and hood of the highest degree he or she has already received from this University
- 2) Under no circumstances should the academical dress of another university be worn by the graduand.
- 3) The only form of head-dress which may be worn with academical dress (and the use of head-dress is optional) is the square, unless an exception is made for religious reasons. Graduates may not, however, wear a square in the Senate House; it must be carried.
- 4) Men will wear bands, except when national or religious dress (see over) would not allow it.

You must also pay attention to your non-academical dress as, unless you are correctly dressed, it will not be possible to present you for a degree. Your Praelector or Presenter is able to offer further advice on dress.

Dress Option One

A dinner jacket or black, very dark grey or very dark blue lounge suit. These must be dark enough not to contrast obviously with a black gown.

A plain, long-sleeved, collared, white shirt.

Formal black shoes. Sandals are not permitted.

Unpatterned black or very dark grey socks.

White bow-tie and bands must be worn.

Dress Option Two

A black, very dark grey or very dark blue skirt suit or trouser suit, or a dark skirt without a jacket, or a dark, long-sleeved dress. These must be dark enough not to contrast obviously with a black gown.

A plain, long-sleeved, white shirt or blouse (unless a long-sleeved dress is worn).

Formal black shoes. Sandals are not permitted.

Unpatterned black, nearly-black, or natural coloured hosiery.

A white bow-tie and bands may be worn (optional) but only with a properly collared white shirt.

A black cassock may be substituted for a dark suit, skirt or dress in either Dress One or Two, but it must be worn with either a white bow-tie and bands or a clerical collar and bands.

Headdress

The square cap, or 'mortarboard', is optional for graduands at Cambridge. If you do decide to wear one on the day, you should take it off and carry it in your left hand inside the Senate-House.

Jewellery

Conspicuous jewellery and hair accessories are not permitted.

National/religious dress

National or religious dress may be worn in exceptional cases by both men and women with academical dress, as an alternative to the dress indicated above. As an example: a person who wears a turban as part of their everyday attire will be allowed to wear the turban to his graduation. Hood and gown are still worn, but bands may not be appropriate. Praelectors need to get approval for national or religious dress from the University Proctors so all parties involved (Alumni Officer, Praelector, Proctors) will need to be informed well before the date of the Congregation.

What should guests wear?

Guests should dress smartly. Ladies are most welcome to wear hats.

Guests who are members of Cambridge University may wish to wear a gown, and if they are resident members of the University they should wear a cap (or, if appropriate, bonnet) outside the Senate House but must carry this when inside. Non-residents should not wear a cap or bonnet but the custom of wearing a top hat instead has not entirely lapsed.