



Emmanuel College Freshers Pack

The Reverend Jeremy Caddick, MA
Praelector

MATRICULATION FOR AFFILIATED STUDENTS

Affiliated students are those who have a degree from another university and are reading for a Cambridge BA, which they normally receive after two years study. From an *academic* point of view affiliated students are treated as undergraduates and from a *social* point of view they are treated as graduate students. **Affiliated students wear an undergraduate gown.**

Matriculation is the formal process of enrolling in the University of Cambridge and specifically in Emmanuel College. You matriculate by signing the Matriculation Book. Before this ceremony there will be a group photograph, and afterwards an individual photograph, and you will be asked to complete several forms. It is followed by the formal Matriculation Dinner to celebrate you joining the College and University.

The College Matriculation Ceremony for Graduates and Affiliated Students will take place during the late afternoon of Wednesday 17 October 2018. **This is your top priority on that day and it is not expected that you will be absent.** If you genuinely have a serious reason why you cannot be present then please tell the College Registrar (registrar@emma.cam.ac.uk) in the Tutorial Office straight away.

WHAT TO WEAR

Either: Undergraduate gown and a **plain dark** suit with a white shirt, tie and black shoes
or: Undergraduate gown and a **plain dark** dress or suit with skirt or trousers with a white blouse and black shoes

If you do not already have a gown then you will need to obtain one as soon as you arrive. The College Students' Union (ECSU) and the Porters will be able to help with this. Gowns can also be bought from several outfitters in the centre of town.

WHAT HAPPENS

Please come to the Old Library correctly dressed and with a gown at **4.45pm** promptly.

After the procedure has been explained to you, a group photograph will be taken in the Front Court. After that you are asked to come to the Ante-Room to the Gallery, which is on E Staircase, in groups wearing your gown and dark clothes. There will be a list showing your individual time on the noticeboard outside the Porters' Lodge.

In the Ante-Room you will be required to sign the University Matriculation sheets, which bear the following declaration:

"I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University."

By signing you will also be giving consent to the processing by the College and the University of your personal data for proper purposes (see the statement about Data Protection on the College website at www.emma.cam.ac.uk/about/documents/), and promising to observe the provisions of the Data Protection legislation yourself.



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continued overleaf

Also in your Freshers' Pack you will find a copy of the College Regulations. **Please do read these**, because after signing the Matriculation sheets you will also be asked to sign a declaration to the effect that you have read them and agree to abide by them.

Then you will go through to the Gallery where the Master will ask you to write your full name in the College Matriculation Book (in your normal handwriting i.e. not your signature) and the place of your birth. If you were born in the British Isles, you write the historic county of your birth. By tradition, the form of county name for such counties as Yorkshire, Cheshire, Lancashire and so on is York (as in 'the County of York'), Chester, Lancaster, etc. If you were born in the USA, Canada or Australia you write the State or Province (e.g. Ontario, Massachusetts, New South Wales). If you were born elsewhere you write the name of the country (e.g. France).

Immediately afterwards you will be directed to the Welbourne Room, which is also on E staircase, where individual photographs will be taken.

MATRICULATION DINNER

The Matriculation Dinner will be held on the evening of the same day, **Wednesday 17 October**. At 7.00 pm there will be drinks in the Old Library followed at 7.30 pm by Dinner in Hall. Dress is as for the Matriculation ceremony. Everyone wears a gown.

Please let the College Registrar (registrar@emma.cam.ac.uk) know by 12 noon on Friday 12 October if you have any special dietary requirements OR if you do NOT propose to come to the dinner.