



**GRIFFITH COLLEGE GRADUATION**  
**22<sup>nd</sup> November 2023**

**Graduate Guidelines & Checklist**

**[www.griffith.ie/offices/graduation](http://www.griffith.ie/offices/graduation)**

# Graduation Schedule

Thomond Park, Old Cratloe Road, Limerick

## **CEREMONY A1: Wednesday 22<sup>nd</sup> November 2023**

**TIME: 11:00am-1:30pm**

### **GRADUATE BUSINESS SCHOOL**

- MBA - Master of Business Administration (Heriot-Watt)
- PDIBM - Postgraduate Diploma in International Business Management
- MSCIB - Master of Science in International Business Management
- PDPSM - Postgraduate Diploma in Science in Procurement and Supply Chain Management
- MSPSM - Master of Science in Procurement and Supply Chain Management

### **INNOPHARMA**

- PGMDT - Postgraduate Diploma in Science in Medical Device Technology & Business

## **CEREMONY A2: Wednesday 22<sup>nd</sup> November 2023**

**TIME: 4:00pm-6:30PM**

### **COMPUTING**

- BSCO - Bachelor of Science in Computing Science
- PGDNS - Postgraduate Diploma in Science in Network and Information Security
- MSCNS - Master of Science in Network and Information Security

### **BUSINESS**

- DIHM - Diploma in International Hospitality Management
- BARRH - Bachelor of Arts (Honours) in Business Studies (HRM)
- BABHR - Bachelor of Arts (Honours) in Business (HRM)
- BABSH - Bachelor of Arts (Honours) in Business Studies
- BABH - Bachelor of Arts (Honours) in Business
- BAAFH - Bachelor of Arts (Honours) in Accounting & Finance

### **CORPORATE TRAINING**

- CDST - Certificate in Digital Sales Transformation

### **ENGINEERING**

- HNCME - Higher National Certificate in Manufacturing Engineering
- BEISE - Bachelor of Engineering in Industrial and Systems Engineering

## Venue:

Thomond Suite, Thomond Park, Old Cratloe Road, Limerick.

## Timing:

You are requested to **arrive at Thomond Park at least 60 minutes prior** to the commencement time of your ceremony. This is to allow sufficient time to facilitate robing, photography, seating of guests and preparation for the academic procession.

You must be in the academic line, 30 minutes prior to the commencement of the ceremony. This is to ensure that you are in the correct order when called to receive your parchment.

**Important:** Whilst every effort will be made to accommodate a late arrival. Once the ceremony commences, we may not be in a position to include you in the ceremony and therefore, you will be conferred in absentia.

## Parking

Parking spaces are available outside Thomond Park.

## Academic Robes

Academic robes are compulsory attire at graduation ceremonies. On arrival, you will be directed towards the robing area, which is located on the first floor beside the Thomond Suite. The robing company will then ensure that you are gowned in the appropriate academic robes.

All queries regarding robing should be sent to **[info@armstrongandoxford.com](mailto:info@armstrongandoxford.com)**

## Guests

Each graduand is entitled to invite two guests. Unfortunately, due to the capacity that we can safely hold within the venue, we will not be able to accommodate additional guests.

Whilst you prepare for your graduation, your invited guests will be directed to the check in area to access the Thomond Suite.

## Photography

Lafayette Photography are the official photographers for Griffith College and have been authorised to take graduation photographs on the day of graduation.

If you wish to have personal photographs taken by Lafayette, it is advisable to pre-book your photography at <https://www.lafayette.ie/>.

All queries regarding Photography should be sent to **info@lafayette.ie**

## Guest with Special Requirements

If you or any of your guests have special requirements please inform the College graduation officer at [fiona.osullivan@griffith.ie](mailto:fiona.osullivan@griffith.ie). This should be done as early as possible and in advance of your ceremony.

## Academic Procession

Once you have been robed, **please make your way to the Thomond Suite, where you will be directed to the academic line up area. You should arrive no later than 30 minutes prior to the commencement of your ceremony.**

Please note that guests are not permitted to accompany graduands into this area.

Once you have been placed in line, please do not leave your position as it may result in receiving the wrong parchment. If you leave this area you will not be permitted to re-enter and will be conferred in absentia.

## The Ceremony

In preparation for the President presenting you with your parchment, you will be asked to queue together with all Graduands in your row and join the conferring group.

The President of the College will present your parchment to you and a photograph will be taken. You will then continue to the end of the platform and return to your seat.

At the end of the ceremony you will be led from the Thomond Suite to a room where group photographs will be taken to commemorate the occasion. After this, you are free to join your guests to enjoy the rest of your special day.

## Final Checklists

Having carefully read these guidelines, please use this checklist as a handy reference on the Conferring Day.

### In Advance:

- Ensure that you have confirmed your attendance and robing with Armstrong and Oxford([click here](#)).
- Pre-book your official photographs ([www.lafayette.ie](http://www.lafayette.ie)).

**Note:** If you have not already pre-booked your robes and photographs you can pay for them on the day of your graduation, although we would encourage you to order your robes before the graduation if possible.

### On the Day:

- Dress Code: **formal attire**
- Ensure that you leave enough time for the journey and arrive early (at least 60 min before the ceremony).
- The Thomond Suite will be open to guests 45 minutes in advance of commencement your ceremony.
- Please notify your guests of the seating restrictions i.e. buggies, special requirements etc.
- Guests with young children must ensure that they are supervised at all times.