



GRIFFITH COLLEGE GRADUATION
NOVEMBER 21ST, 2019

GRADUATE GUIDELINES & CHECKLIST

Graduation Schedule

Honan Chapel, Griffith College, Cork.

CEREMONY 1: THURSDAY, 21st of NOVEMBER 2019

TIME: 14:30PM – 16:00PM

Business

- BA (Hons) in Accounting and Finance (QQI)

ICM

- Certificate in Online Marketing and Digital Strategy (ICM)
- ICM Diploma in Leadership Skills (ICM)
- ICM Diploma in Project Management (ICM)

IIPMM

- Certificate in Warehousing & Supply (QQI)
- Higher Certificate in Business Procurement (QQI)
- Bachelor of Business in Procurement & Supply Management (QQI)
- Bachelor of Business (Hons) in Procurement & Supply Management(QQI)

Computing

- Higher Diploma in Science in Computing (QQI)

JOURNALISM

- BA in Journalism (QQI)

INNOPHARMA

- BA in Pharmaceutical Business Operations (QQI)

Graduation Schedule

Honan Chapel, Griffith College, Cork.

CEREMONY 2: THURSDAY, 21st of NOVEMBER 2019

TIME: 19:00PM – 20:30PM

Business

- BA (Hons) in Business Studies(QQI)

INSTITUTE OF COMMERCIAL MANAGEMENT

- Diploma in Human Resource Management (ICM)
- Diploma in Business Management (ICM)
- Diploma in Marketing Management (ICM)

LAW

- Certificate in Mediation (QQI)
- Diploma in Legal Studies and Practice (QQI)
- LLB (Hons) in Irish Law (QQI)

TRAINING AND EDUCATION

- Certificate in Training and Education

GRADUATE BUSINESS SCHOOL

- MSc in International Pharmaceutical Business Management (QQI)

VENUE:

The Honan Chapel, Griffith College, Wellington Road, Cork City

TIMING:

You are requested to **arrive on campus 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

Limited parking spaces are available in the grounds of the college. These are located in the zones indicated on the college map, included at the end of this guideline. Additional paid parking is available on the roads close to the College.

ACADEMIC ROBES

Academic robes are compulsory attire at graduation ceremonies. On arrival, you will be directed towards the robing area, which is located in the Ground floor of the west wing of the building in room **C011**. 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

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

TICKETED GUESTS

Whilst you prepare for your graduation, your invited guests should make their way into the Honan Chapel, which is located to the left of the main reception area.

GUEST WITH SPECIAL NEEDS

If you or any of your guests have special needs please inform the College graduation officer at Joanne.McCarthy@griffith.ie. This should be done as early as possible and in advance of your ceremony. Please note that all guests must have a ticket to gain entry to the Auditorium.

ACADEMIC PROCESSION

Once you have been robed, **please make your way to the corridor outside the main doors to the Chapel. 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 the Chapel 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 Chapel to allow your guests to proceed to the Student Reception Room located in the upper ground floor of the east wing of the building for refreshments. Once the Chapel is clear, you will be called in by group for photographs to commemorate the occasion. After this, you are free to join your guests in the Students Reception Room..

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 via <https://www.armstrongandoxford.com/Pages/Public/AandO/StudentHire.aspx>
- Pre-book your official photographs (www.lafayette.ie)
- Guests with young children must ensure that they are supervised at all times
- Pre- book lunch / dinner, graduation party or accommodation for your guests.
- 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**
- Please ensure that your guests have their invitation ticket (be sure to print the eticket). Please notify your guests of the seating restrictions i.e. buggies etc.
- Ensure that you leave enough time for the journey and arrive early (**at least 60 min before** the ceremony)

*** REMEMBER TO COMPLY WITH THE INSTRUCTIONS OF THE STAFF WHEN LINING UP FOR THE ACADEMIC PROCESSION ***



GRIFFITH COLLEGE EXTERIOR

GRIFFITH COLLEGE INTERIOR

