



GRIFFITH COLLEGE GRADUATION
NOVEMBER 23RD, 2018

GRADUATE GUIDELINES & CHECKLIST

Graduation Schedule

Thomond Suite, Thomond Park, Old Cratloe Road, Limerick

Friday, 23rd NOVEMBER 2018

BUSINESS

Higher Certificate in Business (QQI)

BA in Business (QQI)

BA (Hons) in Business (QQI)

Diploma in International Hospitality Management (QQI)

Master of Business Administration (HWU)

Professional Diploma in Management & Leadership (BTEC)

COMPUTING

BSc (Hons) in Computing (QQI)

Higher Diploma in Science in Computing (QQI)

Higher Diploma in Science in Web Development (QQI)

MSc in Network & Information Security (QQI)

ENGINEERING

Higher National Certificate in Manufacturing Engineering (BTEC)

Higher National Diploma in Manufacturing Engineering (BTEC)

Bachelor or Engineering in Industrial Engineering (QQI)

ACCOUNTING

ACCA Diploma in Accounting & Business

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 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

There is parking available outside Thomond Park. Please be advised that cars cannot be left parked overnight and must be moved following the ceremony.

ACADEMIC ROBES

Academic robes are compulsory attire at graduation ceremonies. On arrival, you will be directed towards the robing area, 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

GUESTS

Whilst you prepare for your graduation, your invited guests should make their way into the Thomond Suite.

For those guests who are bringing small children, a seated area will be reserved to facilitate the storage of buggies. This area will have easy access to an exit.

GUEST WITH SPECIAL NEEDS

If you or any of your guests have special needs please inform the College graduation officer at 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 designated area for the academic procession. 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 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 for refreshments.

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 ArmstrongandOxford 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 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 mins before** the ceremony)

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