

Ollscoil Mhá Nuad
Maynooth University
Oifig Bronnta Céimeanna
Conferring Office



Information Booklet

March 2024 Conferring Ceremonies

Tuesday, 26th March 2024

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Contact Details

Conferring Office

Maynooth University

Maynooth, Co. Kildare

Email: graduation@mu.ie

Web: www.maynoothuniversity.ie/conferring

Dear Graduand,

We look forward to welcoming you and your guests to Maynooth University on your graduation day. You are asked to note the following arrangements to ensure your enjoyment of the event. We hope that you find this information helpful in making your conferring ceremony a memorable occasion.

A meeting of the University to confer Degrees will be held in the Technology, Society and Innovation Building (T.S.I.), North Campus, Maynooth University ([no. 59](#)), on Tuesday 26th March 2024.

Please check the date and time of your ceremony on [our website](#).

Attending your ceremony

If you are attending your ceremony, you do **not** need to confirm your attendance with the Conferring Office. We will assume that you will attend your ceremony if we do not hear from you.

Guest Invitations

Each graduand may bring **two** guests to the Conferring Ceremony and the reception afterwards.

Tickets will be delivered approximately one week before your ceremony via post. We will use your **home address** as per your student record. If you wish to update your address, please do so via [Student Web Services](#) before **Friday 1st March 2024**.

Admittance is by ticket only. Guests are requested to be seated in T.S.I. Building, Lecture Theatre 1, 30 minutes before the commencement of the ceremony. **After this time, admittance for ticket holders is not guaranteed and your seat may be given to others.** All children must have a ticket and must be accompanied by a parent or guardian. Children cannot sit on laps. They must have a ticket as we must adhere to Fire Safety Guidelines.

For guests without tickets, a live stream of the ceremony will be available to view in an alternative lecture theatre in the T.S.I. Building on the day. Limited spaces are available on a first-come, first-serve basis.

The ceremony will last approximately one hour. Graduates should ensure that their guests know the location of the T.S.I. Building ([no. 59](#)).

Academic Robes

The official robemakers to Maynooth University are [Phelan Conan Ltd.](#)

The deadline to pre-order your robe is midnight, Thursday 21st March 2024.

Cost of hiring robes: €45 per graduand for pre-paid bookings

€50 per graduand for “pay on the day” bookings

Note: The fee for robe hire is non-returnable. Cash will not be accepted.

Graduands should pre-order their academic robe via the Phelan Conan Ltd. [online booking form](#). Select Maynooth University and follow the instructions until you receive a reference number. This reference is your proof of payment so please bring it with you on the day along with photo ID.

Phelan Conan will be present on the ground floor in the T.S.I. Building (rooms L0.28 and L0.30) at the following times.

Ceremony Date	Gown Collection Times
Tuesday 26th March 2024	<p>All graduates can opt to collect their gown on the evening before their ceremony (Monday, 25th March) between 15:00 and 18:00 <u>or</u> on the day of your ceremony at the following times:</p> <ul style="list-style-type: none">• 10:30 Ceremony: 08:00 – 09:30 on the day• 13:30 Ceremony: 10:30 – 12:30 on the day• 16:00 Ceremony: 13:30 - 15:00 on the day

- **Cash will not be accepted.**
- **All gowns must be returned as soon as possible on the day of your graduation. Any costs arising from failure to return the robe by the due time is the responsibility of the graduate.**
- All students to be conferred must wear the correct Academic Robes as directed by the National University of Ireland.
- When booking online it is essential that you select Maynooth University and that you select the correct award that you are to be conferred with - otherwise, you may receive the incorrect robe.

If you need assistance regarding your online booking you can email Phelan Conan directly at info@phelanconan.com.

Please note: Due to the implementation of a personal 3D secure password during the credit card payment process Phelan Conan Ltd staff are no longer able to take bookings over the phone. This 3D secure password has been created to protect your online payments and if you don't already have one you can activate it by following the simple instructions during the booking process. If you experience any difficulties with the 3D secure process, please contact your bank.

Photography

Lafayette Photography are the official photographers for conferring ceremonies. A studio photographic service will be available in the T.S.I. Building on your graduation day.

Pre-booking your photographs online at www.lafayette.ie through the 'Graduation Photography' section is advisable.

You do not need your scroll for your photograph as a prop will be provided. You can also book on the day and pay by credit/debit card. Although, to save time, we suggest that you pre-book online.

Lafayette will be located in the T.S.I. Building, on the first floor, rooms L1.09 and L1.10.

- The University does not recommend that graduates avail of photography services from unofficial photographers.

Special Requirements

Graduands or guests with special requirements are welcome to contact the Conferring Office (graduation@mu.ie) in advance of their ceremonies to ensure that we can accommodate their needs on this important occasion. Please contact us by **Friday, 1st March 2024** to ensure that we can assist your query.

If you require the use of a Sign Language Interpreter, please contact the Conferring Office in advance of the ceremonies. We will try our best to accommodate you but require advance notice.

Library

Don't forget to return any books to the Library and ensure that any outstanding fines are paid. Items can be returned to the Information Desk, the out-of-hours book return box or via standard mail. If you require further assistance, please contact library.information@mu.ie.

Tuition Fees

Please note that if you have an outstanding balance on your student account, you will **not** be able to graduate or receive your parchment.

To be included in the March ceremonies, you must pay all remaining fees by Friday, 23rd February 2024

All fees can be paid via the [Student Fees and Grants Office](#).

Your Graduation Day

Travelling to Maynooth

There can be severe traffic delays and congestion in the town of Maynooth on graduation days. We recommend that you allow ample time for travel and parking.

Car Parking Information

Parking for the event will take place on the **North Campus only** ([Campus Map](#)).

The North Campus car parks will accommodate an easier departure from Maynooth village at the end of the ceremonies.

Parking Permits are not required during conferring dates. You may park in the designated parking zones on North Campus.

Guests and graduands with disabilities who have authorized disability permits will be permitted to park in [accessible parking areas](#).

All motorists are asked to co-operate with the management of the traffic and parking arrangements. **Allow sufficient time to park on the North Campus, collect your gown and register for your ceremony.**

Order of Events in the T.S.I. Building

All graduands must arrive at Maynooth University **at least 90 minutes before their ceremony is due to commence.**

- Upon arrival, collect your robe from Phelan Conan Ltd. (see *Gown Hire*).
- If you are early, you can choose to get your photographs taken with Lafayette (see *Photography*).
- Graduands must assemble in the T.S.I. Building, Lecture Theatre 2 to register attendance with staff **no later than 30 minutes before their ceremony.**

Graduand registration for each ceremony will open:

- 10:30 Ceremonies – From 09:30 to 10:00
- 13:30 Ceremonies – From 12:30 to 13:00
- 16:00 Ceremonies – From 15:00 to 15:30

Late arrivals are not guaranteed a place in the graduate line-up. Registration closes 30 minutes before the ceremony start time.

Guests will not be allowed in the registration room with the graduand. Please ensure they have tickets to proceed into Lecture Theatre 1 and take their seats.

Graduands will be given a line-up number on the day. It is essential to remain in this lined-up order during the ceremony to ensure you receive the correct parchment.

Proceedings during the Conferring Ceremony

At the beginning of the ceremony, the academic procession will be led into lecture theatre 1. The Registrar will make a short announcement explaining the order of the ceremony and will officially declare the Meeting of the University open.

- During the ceremony, graduands will be announced and presented with their degree parchment by the Presiding Officer.
- The candidates have then become "graduates".
- Graduates are processed into lecture theatre 1 and directed to receive their scroll from the Presiding Officer.
- Graduates are asked to wait in order until the Dean announces their name.

Please co-operate with staff assisting at the ceremonies.

The ceremony usually lasts 1 hour.

The commencement of the ceremony cannot be delayed for the arrival of latecomers.

Each ceremony will be broadcast live at the scheduled time. The link will be available in a designated section on the Conferring website during the week of ceremonies. Live streams are available to view up to 48 hours after the event takes place.

Reception

Following the ceremony, a tea/coffee reception will be served to ticket holders in Pugin Hall, South Campus ([no. 16](#)).

If you have food allergies, please contact our caterers, who will advise you on available options (email: catering@spcm.ie).

Frequently Asked Questions

F.A.Q.s can be found [on our webpage](#).

- Please note that there are **no cloakroom facilities** for graduates. Any bags or coats should be left with your guests.
- You are advised to bring a bottle of water with you.

Degree Parchment

Please take care of your degree parchment. A replacement will cost you €50.

At the end of the ceremony, each graduate will receive a cardboard tube for their parchment.

Your degree is written in Latin. Please contact the [National University of Ireland \(NUI\)](#) after the ceremony if you require an English translation.

Not attending your ceremony

Please complete our online [In-Absentia Form March 2024](#) if you are **not** attending your graduation ceremony and you wish to be conferred *in absentia*. You must complete the In-Absentia form by the **Friday, 8th March 2024**.

Should you find that you cannot attend your ceremony, please notify the Conferring Office, even if on the day of your ceremony. If you cannot attend your ceremony, your parchment will be posted to the address that you indicated on the *In Absentia* form approximately three weeks after your graduation ceremony.

Schedule of Ceremonies

The [Schedule of Ceremonies](#) is available to view on the Conferring webpage.

Maynooth Alumni

After you graduate, stay in touch with Maynooth University and your fellow alumni through the Development and Alumni Relations Office (DARO). For more information, visit our [Alumni](#) webpage and stay connected with the Maynooth University community by filling out the [Alumni Network](#) form.

Seanad Éireann Registration

For more information on registering to become an elector in the NUI constituency, please see: <http://www.nui.ie/elections/seanad-register.asp> to download a form.

