

## FAQ SETU Conferring Ceremonies January 2023

### When are the January conferring ceremonies?

Conferring ceremonies are taking place for **Level 6, 7, 9 and 10 Major Awards** on the Carlow Campus on Thursday 12<sup>th</sup> and Friday 13<sup>th</sup> of January 2023.

Levels 6, 7, 9 and 10 include the following: Higher Certificates, Degrees, Postgraduate Diplomas, Masters Degrees and Doctor of Philosophy.

You will receive an invitation to your student email address with details of your graduation ceremony date, time and further instructions.

### When will I receive my Invitation?

You will receive your invitation to conferring *via* email to your college student email account on or before 16<sup>th</sup> December 2022.

It is important that you do not reply to this email; instead you must register to attend your Conferring Ceremony by booking your gown as soon as you can. Please see FAQ below for 'How do I book my Gown?'

If you do not receive an invitation by Monday the 18<sup>th</sup> of December please email:

[conferring.cw@setu.ie](mailto:conferring.cw@setu.ie)

You are registered to graduate once you have booked your gown online.

### Where are the conferring events taking place?

In Carlow, conferring ceremonies will take place in the Barrow Centre, SETU Carlow Campus with light refreshments afterwards in the Central Services Building.

### Arrival on the day.

To facilitate the prompt commencement of your conferring ceremony, **you must arrive 1 hour 30 minutes prior** to the start time in order to check-in, be fully gowned, assemble with your class group and to be in your seat in the Barrow Centre before your ceremony takes place.

On arrival to Carlow Campus, all graduands must go directly to the Barrow Centre to collect their gown.

### What about Guest tickets?

Each Graduand may invite a maximum of 2 guests to the ceremony. We appreciate that it is a very special time for you, however 2 guests per Graduand is the maximum that can be facilitated. You will book your guest tickets online at the same time as booking your gown. When you collect your gown (upstairs in the Barrow Centre) you will be given your guest tickets. Guests must present these tickets to gain entry to the conferring hall.

If you book your gown on the day, you will be given 2 guest tickets at that time.

### **Will the Ceremony be streamed online?**

Yes, you can view the ceremony live on the SETU Website (<https://www.setu.ie>)

### **How do I book my gown?**

You will be provided with instructions on how to book your gown in your invitation which will be sent to your college student email account. (NOTE: The gown booking facility may not yet be open)

1. To book your gown, you must register online at <https://www.armstrongandoxford.com/gowning/studentgownbook>.
2. Under Institution, choose 'SETU Carlow', then choose the date of your ceremony and select gown type and then follow the instructions.
3. Once you have booked your gown you have registered and two guest tickets will be waiting for you on the day.
4. You must book your gown by **12 midnight on Tuesday 10<sup>th</sup> January 2023**.
5. **Note that it is your own responsibility to ensure that you have registered on time to allow you to be included in the Conferring Ceremony.**
6. Gown Return: your gown should be returned to the drop back point within 1 hour of the ceremony finishing.
7. Gown Hire Extension: the hire of your gown can be extended by up to a week if required. Note that this is an additional cost of €30 which includes return postage. Payment for this service is made on the day of your conferring when you collect your gown and is made by credit card / electronic payment.
8. **Please ensure that you read all FAQs on the following website** <https://www.armstrongandoxford.com/gowning/studentgownbook>. If you still have queries regarding your registration, gown booking or guest tickets must be made directly to Armstrong and Oxford. Please do not contact SETU Carlow in relation to your registration, gown hire or guest tickets.

Armstrong and Oxford will provide an evening before ceremony gown collection facility. Collection time for ceremonies on Thursday 12<sup>th</sup> January is from 4:00-7:00pm on Wednesday 11<sup>th</sup> January in the Barrow Centre, Carlow Campus. Collection time for ceremonies on Friday 13<sup>th</sup> January is from 4:00-7:00pm on Thursday 12<sup>th</sup> January in the Barrow Centre, Carlow Campus.

### **Can I hire a gown for personal arrangements?**

The hire of your gown can be extended by up to a week if required. Note that this is an additional cost of €30 which includes return postage. Payment for this service is made on the day of your conferring when you collect your gown and is made by credit card / electronic payment. Any queries in relation to your registration, gown hire or guest tickets should be made directly with <https://www.armstrongandoxford.com/>

**Can I book a professional photographer private studio appointment for photography at my ceremony?**

The official photographers on the day are Lafayette Photography; they will be located in the Activities Room in the Barrow Centre, Carlow Campus and are available to you after your ceremony.

You must book your photo session online with Lafayette, prepay for your photographs and for any frames that you wish to purchase. The link to book your photo session is [www.lafayette.ie](http://www.lafayette.ie) through the 'Graduation Photography' section.

Any queries in relation to photographs must be made directly with Lafayette and not with SETU Carlow.

**Where should I park on the day?**

There is parking available on campus and parking attendants will guide you to a parking location.

**What does the date on my parchment represent?**

The date on your parchment represents the date on which Academic Council conferred the award on you.

*If you have a question that is not answered please contact [conferring.cw@setu.ie](mailto:conferring.cw@setu.ie) for further assistance.*