

Conferring Ceremonies January 2024

Please find Information below relating to those graduating from the SETU Carlow Campus and SETU Wicklow Campus.

When are the January conferring ceremonies for Carlow and Wicklow Campus?

Conferring ceremonies are taking place for **Level 6, 7, 9 and 10 Major Awards** on Thursday 11th January and Friday 12th January 2024.

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.

Where are the conferring events taking place?

Conferring ceremonies are taking place in the Barrow Centre, SETU Carlow, Kilkenny Road for both Carlow and Wicklow Graduands.

There will be 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 to prepare for the procession.

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

When will I receive my Invitation?

You will receive your invitation to conferring *via* email to your student email account, in the coming day. Please note, former students (i.e, students that have not registered for the current academic year) will need to check their old IT Carlow email address (e.g. C00123456@itcarlow.ie)

Students that are currently registered will receive an email to their SETU email address.

Former students will have access to their old IT Carlow email address until after the Conferring Ceremonies have taken place. If you are experiencing issues with accessing your IT Carlow email account please contact Computing Services for assistance. You can do so by emailing: itservices.cw@setu.ie.

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 **Friday the 8th of December** please email: conferring.cw@setu.ie

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

What about Guest tickets?

Each Graduand may bring 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 due to the capacity of the venue. When you collect your gown (upstairs in the Barrow Centre) you will be given your two 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. The link will be made available closer to the time of the ceremonies.

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 student email account.

Please be advised that the link to book your gown may not yet be open, but will be live on the website in the coming days.

1. All graduands must present themselves in academic gown and SETU colours. The official gown makers for SETU are Phelan Conan Limited*.
2. To book your gown, you must register online at www.phelanconan.com
3. Under Institution, choose 'SETU Carlow', then choose the date of your ceremony and select gown type and then follow the instructions.
4. Once you have booked your gown you have registered and two guest tickets will be waiting for you on the day.
5. You must book your gown by **12 midnight on Sunday 7th January 2024** for Carlow Campus Ceremonies.
6. Pre-booked hire fee for Gowns is €33. For those who miss the deadline payment on the day for Gown hire is €35. Cash payment cannot be facilitated on the day – card payment only. Payment can be made by scanning the QR code.

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

7. Gown Return: your gown should be returned to the drop back point within 1 hour of the ceremony finishing.
8. If you have any queries regarding your gown booking please review the Phelan Conan FAQ information page on their website: <https://www.phelanconan.com/faq>

There will be an option of early gown collection for those graduating on Thursday 11th January from the Barrow Centre, Carlow Campus between 4-7pm on Wednesday 10th January.

Those due to graduate on Friday 12th January have the option of early gown collection available from the Barrow Centre, Carlow Campus between 3.30-6.00pm on Thursday 11th January.

Alternatively, gowns may be collected as early as 1 hour 30 minutes prior to the ceremony start time.

**Graduands are free to search for academic gowns and SETU colours on their own behalf, however they must comply with the university's academic dress code and colours for the award type.*

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, up to 45 minutes before and after your ceremony. You don't need your parchment for your photography sitting, as a dummy parchment will be provided in the studio.

It is recommended that you book your photo session online with Lafayette, to prepay for your photographs. The link to book your photo session is www.lafayette.ie through the 'Graduation Photography' section. Parchment frames will be available for you to purchase on campus after your ceremony as well as online through their [Frame Shop](#).

Please be advised that the link to book your photography may not yet be open, but will be live on the website in the coming days.

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 Carlow campus and parking attendants will guide you to a parking location.

If you have a question that is not answered please contact conferring.cw@setu.ie for further assistance.