PLEASE RETAIN THIS INFORMATION SHEET AS IT WILL ANSWER MANY OF YOUR COMMENCEMENTS QUERIES.

GENERAL PROCEDURES AT COMMENCEMENTS

Degrees are publicly conferred, in the student’s registered name within degree class, by the Chancellor, or a Pro-Chancellor of the University in the Public Theatre (Examination Hall), Front Square, Trinity College. The ceremony is known as Commencements and is conducted in Latin. Each ceremony normally lasts for approximately one hour.

1. NOTICE REQUIRED FOR CONFERRING OF DEGREES

Further to results of a degree examination being published (UG), or approved by the University Council and College Board (PG). Successful Undergraduate candidates will be invited via their portal. Postgraduate candidates may seek to have their degree conferred upon them at a particular Commencements ceremony and must give notice on the prescribed form. Provisional application (i.e. ‘Conditional Notice’) can be made by postgraduate candidates prior to the publication/approval of results.

Notice of Candidature for Postgraduate candidates must be returned via email to graduation@tcd.ie or to the Academic Registry by close of business on the closing date stated below:

- Summer 2017: Friday, May 5, 2017
- Autumn 2017: Friday, September 22, 2017
- Winter 2017: Friday, October 20, 2017
- Spring 2018: TBC – MARCH 2018

Candidates are advised that closing dates are very strictly adhered to, and late applicants will not be admitted to the selected ceremony; they may, however, be admitted to the next available commencements session.

Any Student with results under appeal are advised not to proceed to Commencements until the appeal is concluded.

2. DEGREES IN ABSENTIA

Graduands may under special circumstances be allowed to proceed to their degree(s) without presenting in person. Normally such permission is granted only to candidates resident outside the island of Ireland (32 counties), or to candidates resident in Ireland who submit in writing reasons for non-attendance with their application.
The Academic Registry will issue by registered post the parchment(s) to those graduates conferred in absentia. Alternatively, graduates who wish to collect their parchment(s) in person should contact (graduation@tcd.ie).

3. DEGREE OF MASTER IN ARTS (M.A.)
A Bachelor of the University of Dublin of at least three years’ standing may proceed to the degree of Master in Arts (M.A.). The appropriate Notice of Candidature form, obtainable directly from the Academic Registry web site, should be completed and returned with the appropriate fee. The fee is waived in the case of graduates of 50 or more years standing.

4. DIPLOMATES UPGRADING TO A MASTERS
A student who exits with a Postgraduate Diploma but who returns at a later date to complete the credit leading to the relevant Masters Degree, will be required to rescind the Postgraduate Diploma before being conferred with the Masters Degree. Following completion of the Masters requirements, the student will be required to notify the Registrar of his/her intention to rescind the Postgraduate Diploma and have the credit obtained during the Postgraduate Diploma integrated into the Masters Degree. This notification must be submitted by form with the completed Notice of Candidature. The student will be required to submit the original Postgraduate Diploma and/or any duplicates that have been issued.

5. PAYMENT
Payment of the Commencement fee must be made at the time of application if not already completed at Registration. The fee can be paid to the Academic Registry by credit /debit card. Payments made by credit card require the card holder to provide their credit card number; the expiry date; and the credit verification value (CVV), which is a three-digit code typically imprinted at the end of the signature panel on the reverse of the card.

Payment can also be made by cheque/postal or money order/banker’s draft drawn in favour of TCD No. 1 account. Cash payments cannot be accepted. Candidates will not be permitted to proceed with conferral until all amounts due by them to the College have been paid in full (including debts in respect of Library, accommodation, and fees etc.).

6. ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF CANDIDATURE
The Academic Registry will acknowledge receipt of all completed Notice of Candidature forms, normally within 14 days. If you do not receive an acknowledgement please contact (graduation@tcd.ie) immediately.
7. DRESS AT COMMENCEMENTS
All candidates must rigorously adhere to the following dress code of black/white. Casual attire, jeans, trainers, etc. not permitted.

- **Men** must wear dinner jackets or full evening wear (tuxedo), white shirt, black or white bow tie (military excepted), hood and gown. Cap is optional.
- **Women** must wear black or white (military excepted), or a combination of both (black and/or white), hood and gown. Cap is optional.
- **Clerical graduands** may wear black and/or white with a clerical shirt that is either black or grey.

Please note that candidates who do not comply with the above dress code may be denied permission to proceed with conferral on the day.

If candidates are to receive more than one degree, the hood and gown of the senior degree will be worn. Advice on seniority of degrees may be obtained from (graduation@tcd.ie).

8. HIRING OF ACADEMICALS/DRESS WEAR
Candidates wishing to hire academicals and/or dress wear should apply online at https://www.armstrongandoxford.com. Academical dress (hood and gown) may be collected/returned to Armstrong & Oxford, located in the Atrium, up to 2 hours prior to and 2 hours after the ceremony on the day of Commencements.

All enquiries regarding the hire and/or collection of academicals should be made directly to Armstrong & Oxford.
1st Floor, Graduation House, 44 Fashion City, Ballymount, Dublin 24
telephone: +353 (0)1 4295736 email: info@armstrongandoxford.com

Academicals must be returned after each ceremony to the supplier.

FORMAL DRESS WEAR
Any enquiries regarding the hire and/or collection of formal dress wear should be made directly to Tangos Dress Hire http://tangos.ie/
Tangos Dress Hire, 5 Fownes Street Upper, Temple Bar. Dublin 2
telephone + 353 (0)1 677-3375 email: mark@tangos.ie

Formal Dress wear must be returned after each ceremony to the supplier.
PRESENTATION OF CANDIDATES AT COMMENCEMENTS
Candidates for all degrees, other than doctorates, take the seat bearing their name in the Public Theatre no later than 30 minutes before the beginning of the ceremony. Candidates for doctoral degrees present themselves in the ante-room of the Board Room (entrance through House No. 1, Front Square) at least 20 minutes before the beginning of the ceremony, and will walk in procession to the Public Theatre. Candidates will have their role during the ceremony explained prior to the start of the ceremony beginning. Candidates who fail to arrive in time may be refused admission to the ceremony.

9. GUESTS AT COMMENCEMENTS
A ticket for two guests will be issued by post at least one week prior to the ceremony. Tickets for overseas candidates will not be posted but held by the Academic Registry, for collection. Only ticket holders will be admitted to the ceremony in the first instance. No provision can be made for the issue of extra guest tickets. Children are welcome to attend the ceremony as invited guests and will be allocated a seat on the basis of a guest ticket. To avoid disturbance to other guests, we kindly ask that children be taken out of the Public Theatre should they become restless or distressed. In the interests of safety, prams/buggies will not be permitted in the Public Theatre.

10. COMMENCEMENTS RECEPTION
A reception is normally held immediately following each Commencement ceremony. Candidates will be advised of the venue on the day.

11. CAR PARKING
Parking is not available on campus except for candidates or guests with a disability and/or impaired mobility. Those requiring parking on this basis may enter through Lincoln Place Gate and park in the Front Square as directed by College Security Staff.

All other candidates are advised to park in the public parking facilities located in close proximity to the campus. The Park Rite Car Park in Fleet Street has agreed to provide parking at the special College rate of €2 an hour or €10 (max) per day for individuals presenting a Commencements ticket.

12. PHOTOGRAPHY AT COMMENCEMENTS
The University has appointed Lafayette Photography to provide a photography/parchment framing service to graduates on the days of Commencements ceremonies. Lafayette Photography may be contacted either on the day at their indoor studio in College, or preferably beforehand by telephoning +353 (0)1 429 5740 or emailing info@lafayette.ie. Further details may be obtained at www.lafayette.ie.

Candidates and their guests are advised that a number of independent, unauthorised
photographers may operate within the College grounds. These photographers have no official status and candidates are warned that they avail of their services at their own risk.

13. CANDIDATES REQUIRING ACCESSABILITY ASSISTANCE
Candidates are requested to advise (graduation@tcd.ie) in advance if they or their guests require wheelchair access to the Public Theatre on the day of conferral. Sign language interpreting services can be provided for the candidate upon request also. Requests should be made at least one month in advance of the ceremony date.

14. MOBILE PHONES
Mobile phones must be switched off before entering the Public Theatre.

15. TESTIMONIUMS OF DEGREES
Degree parchments are presented in Latin to candidates for degrees at commencements. Requests for the English translation of degree parchments and/or the verification of photocopies of parchments should be made to the (graduation@tcd.ie) in advance.

The degree parchment is a valuable document that cannot be re-issued if misplaced or destroyed – it should remain in safe possession. A duplicate degree certificate may be issued provided applicants declare in writing to the Academic Registry that to the best of their belief their original certificate has been destroyed, or has been lost for more than twelve months or did not reach them through the post; and that if the original certificate is found the duplicate will be returned to the Academic Registry.

16. DATA PROTECTION
Personal data will be processed by the University of Dublin, Trinity College in accordance with the Data - Protection Acts 1988 and 2003.