**Information for Graduands**

**Spring 2025 Graduation Ceremony**

**ATU Sligo and ATU St Angelas**

Wednesday 30th April 2025 @ 4:00 pm

Location: **AbbVie Auditorium** at ATU Sligo Campus

**Your student email account will remain active until after Graduation, it is important you monitor this regularly for updates.**

All Major awards are invited to conferring ceremonies, for other awards please see details [here](https://atlantictu.sharepoint.com/sites/Sligo-Examinations/SitePages/Certification-Parchments.aspx)

Registration

All graduands will receive am email via their student email account 3-5 weeks before the event which will contain a link to RSVP. Each graduand will be able to bring 2 guests.

Requests for additional guests will not be facilitated. If empty seats are available before the start of the ceremony, additional guests may be accommodated by ATU staff.

Access to Ceremony

The AbbVie Auditorium has access facilities for people with disabilities which includes wheelchair positions.

Please let us know if you have any special requirements in advance of the ceremony so we are fully equipped to accommodate you on the day. Please email [graduation.sligo@atu.ie](mailto:graduation.sligo@atu.ie) in advance so that we can provide you with the services you require.

The Auditorium’s seating plan layout is available here: [Seating PDF](https://atlantictu.sharepoint.com/sites/ATUSligo-ATUSligoConferring/Shared%20Documents/2025%20Spring%20Conferring/AbbVie%20Auditorium%20seating%20plan.pdf)

A Quiet Space will be available during the conferring ceremonies. This can be used by those experiencing sensory overstimulation / overwhelm, when needed. It will be accessible before, during and after the ceremonies while the building is still open. Signage will be placed around the venue to guide you to the Quiet Space or Staff in the area can assist.

Gowning Hire

Those graduating must present in the correct academic gowns and hats for the Conferring.

Please follow the link below to the gowning company, Armstrong and Oxford

<https://www.armstrongandoxford.com/>

A reduced rate is available for prebooked gowns. Online booking will close at **midnight on Saturday 26th April 2025.**

Gowns can be collected from 2pm (2 hours before the ceremony) on campus in room B1081.

If you cannot collect your gown personally it is acceptable for a family member or friend to collect it in your name, provided they have proof of prebooking. Gowns must be returned to the same area 90 minutes after the ceremony.

For the convenience of ATU students, the University has competitively tendered for the provision of academic gowns. Students may choose to use gowns from alternative suppliers. Please ensure that you obtain the correct gown and colours for your university qualification.

For staff gown bookings, the link is: <https://www.armstrongandoxford.com/gowning/staffgownbook>

**Staff Gowns:** The closing date for booking of staff gowns is midnight Sunday 20th April 2025.

On the Day

Due to the number of people involved in the graduation ceremonies, it is important that you arrive early. You are requested to arrive on campus **1 hour in advance**, (3pm on Wednesday 30th April) to be gowned, checked in and seated 30 minutes before the start of your session. Members of staff will assist you.

Once you are gowned, you should enter the AbbVie Auditorium by the entrance on the main concourse (for campus maps download Mazemap – ATU Sligo [ATU Sligo Mazemap](https://use.mazemap.com/#v=1&campusid=948&zlevel=1&center=-8.460594,54.279848&zoom=15.8)).   You will be assigned a seat number on entry and will be seated alphabetically with your programme. It is very important to remain in the correct seat number to receive the correct parchment. Late arrivals may be conferred *in absentia*. We recommend that graduands do not take bags or coats with them to the ceremony.

Health & Safety

Upon entering the AbbVie Auditorium, please familiarise yourself with the nearest exit. In the unlikely event of an evacuation being necessary, bear in mind that there are exits behind and to the right of the auditorium in addition to the entry points. You must exit from the building to the outside.

Should you require medical attention, qualified and approved medical personnel are on duty throughout the ceremony.

Finally, before entering the auditorium, please silence your mobile phone.

Order of Proceedings

* Academic procession
* The President convenes a meeting of the University for the purpose of conferring academic awards.
* The Head of College delivers a welcome address.
* The Head of Faculty presides over the ceremony.
* The Registrar presents the graduands.
* The graduands are called to receive their awards.
* The President confers the awards.
* The President delivers a conferring address.
* The academic procession and new graduates retire

During the Ceremony

Following the Head of College’s welcoming address, you and your fellow graduands will be guided from your seats by staff to line up at the front near the presentation area.

When your name is called, you should approach the centre front to receive your scroll holder. After you have collected your scroll holder, you should collect your parchment and return to your seat. Staff will provide guidance.

**If you do not attend the ceremony, your award will be conferred *in absentia,* your name will still be called out on the day.**

After the Ceremony

When the ceremony has concluded, everybody stands while the President and members of Governing Body leads the platform party from the stage, which is followed by the academic procession and the new research degree graduates of the University. Again, University staff will provide guidance.

Doctoral and Research Masters Candidates

Congratulations on the successful completion of your Doctoral or Masters by Research studies at ATU Sligo. You will receive written confirmation outlining further details of a rehearsal time and further details of gowning etc.

Live steam

Each ceremony will be live streamed, the links are on the ATU Website.

Sign Language

A sign language interpreter will be present on the day for the ceremony.

Fees & Library Books

Before you are permitted to graduate, you must have paid all fees and library fines and returned all books and property to the University. Please refer to the Payment Options and Payment Deadlines information at the following link: [Fees : Payment Options and Payment Deadlines](https://www.atu.ie/study/fees-and-funding/fees/payment-options-and-payment-deadlines/)

**It is ATU policy that students with an outstanding balance owing will not receive their parchment on the day of their graduation.**

Photography

Atlantic Technological University have engaged Lafayette Photography for graduation photography. The University has competitively tendered for this provision.

For students who wish to avail of their service, it is recommended but not essential to pre-book your photography online at <http://www.lafayette.ie> through the “Graduation Photography” section. Lafayette Photography will have a studio set up on campus in room B1083. These will be open from two hours (2pm) prior to your ceremony, closing thirty minutes before your ceremony time. Studios will re-open again after your ceremony. You do not need your parchment for your photograph as a prop will be provided.

Refreshments

Light refreshments will be provided in the main canteen area after the Ceremony.

Carparking

Carparking is available in the main campus car park.

Alumni

<https://www.atu.ie/alumni>

Careers

[Student Support: Careers](https://www.atu.ie/student-life/student-support/careers)

Contact

Email: ATU Sligo Graduations [<graduation.sligo@atu.ie](mailto:%3cgraduation.sligo@atu.ie)>

**Dates and Deadlines**

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| Graduate Conferring | Deadline Date |
| Fees Paid and Library books returned | [Fees : Payment Options and Payment Deadlines](https://www.atu.ie/study/fees-and-funding/fees/payment-options-and-payment-deadlines/) |
| Staff Gown bookings online | Midnight Sunday 20th April |
| RSVP completed through MS Form | Midnight Wednesday 23rd April |
| Student Gown bookings online | Midnight Saturday 26th April |
| Staff present | 30 minutes before Ceremony start time |
| Graduands Gowned and seated | 30 minutes before Ceremony start time |
| Guests seated | 30 minutes before Ceremony start time |

**Conferring Ceremony FAQs**

## FAQs

* **How to register for my ceremony?**

Information will be sent to your ATU email address.

* **How many guests can I bring?**Each graduand may bring 2 guests.
* **How do I book a gown?**Through the link on the website.
* **Will there be photographers present on the day?**

Yes, information will be on the website.

* **How long is the Conferring Ceremony?**

Approximately 1 hour.

* **Will refreshments be provided on the day?**  
  Yes, light refreshments will be provided.
* **I cannot access my student email?**See IT services [IT Services](https://www.itsligo.ie/itservices/).
* **I have requested my parchment to be posted, how long does this take**?  
  The Examinations Office will process all requests for parchments to be processed in the weeks following the graduation ceremony.
* **Minor Awards and SPAs**  
  All Major awards are invited to conferring ceremonies, for other awards please see details [Here](https://www.itsligo.ie/student-hub/examinations/student-support/)
* **I cannot access the RSVP**  
  Ensure you are logged into your student account and accessing via your ATU student email.   
  If you continue to have issues, please contact [graduation.sligo@atu.ie](mailto:graduation.sligo@atu.ie)