



Code: QA292

Title: **Conferring of Ordinary Degrees in NUI Galway**

Date: 10/07/2017

### 1.0 Purpose

Information on policies and procedures to guide students and staff on Conferring of Ordinary Degrees.

### 2.0 Description

Step by step guide of the Conferring process and policies involved with same.

#### 2.1 Conferring Schedule and Dates

Dates for conferrings are generally fixed and noted a year in advance. Schedules and courses attending are sent to Colleges for approval.

#### 2.2 Eligibility for Conferring

To be eligible to be conferred, a student must pass the requirements as per Marks and Standards of the course registered for and, also be of good financial standing. This must be achieved by the Conferring Deadline as published on the website:

<http://www.nuigalway.ie/conferring/dates-schedule/>

#### 2.3 PhD, MD Eligibility Criteria

To be eligible to be conferred, a student must pass the requirements as per Marks and Standards of the course registered, all course fees must be paid and all steps of the thesis submission process must be completed by the Conferring Deadline which is displayed on the Conferring website as above.

Information on process for submitting thesis on the Exams Office website:

[http://www.nuigalway.ie/exams/thesis submission/](http://www.nuigalway.ie/exams/thesis%20submission/)

#### 2.4 Conferring Ceremony Fees

There is no fee/charge for attending a conferring ceremony

#### 2.5 Conferring Invitations

Conferring Invitation Pack, containing Graduand and Guest Invitations and Information Card are posted to **Home Address** approx. 3 weeks before the ceremonies. The Home Address is as on Student Records System. This address must be correct four weeks in advance of conferring.

This address may be updated by clicking on link to the Student Information Desk:

<http://www.nuigalway.ie/sid/namechange.html>

To request posting to another address, collection of Invitation, nomination of someone to collect Invitation, email [conferring@nuigalway.ie](mailto:conferring@nuigalway.ie) Include Full Name, Id Number in all correspondence.

Note: Photo ID Card must be produced by Nominee when collecting Invitation.

Graduands may request a letter of confirmation of an invitation to an upcoming conferring ceremony for Visa Application purposes. This may be done by emailing [conferring@nuigalway.ie](mailto:conferring@nuigalway.ie) indicating full name, student ID number, course completed and purpose of letter.

## 2.6 Unable to Attend Ceremony / *In Abstensia*

Graduands unable to attend their allocated ceremony will be conferred in abstensia. It is not possible to be conferred at another date or time. There is no need to contact the Conferring Office regarding this.

## 2.7 Deferral of Conferring

MD and PhD graduands **only** may request to defer their graduation to the next available ceremony. The deferral request can be submitted to the Conferring Office by email [conferring@nuigalway.ie](mailto:conferring@nuigalway.ie) by a deadline as displayed on the Conferring Office website:  
<http://www.nuigalway.ie/conferring/guide/upcoming/>

## 2.8 Wearing of Academic Dress for Conferrings of NUI Degrees

The National University of Ireland Galway is a constituent university of the federal University of the National University of Ireland. All graduands must wear the appropriate hood and gown of the degree they are qualified to receive. The [Academic Dress Booklet](#) is available on the NUI website. This details the dress regulations required for conferrings. In short, the academic dress comprises of a gown, hood and cap. The gown differs with the award, the hood differs according to College or School and the cap consists of an optional mortar board for all degrees except for degrees of Doctor and Higher Doctor where a cap is mandatory.

Robes may be booked online by the deadline on the Conferring Office website. Otherwise they may be hired on the day. Details of location and times for collecting and returning robes are available on the Conferring Office website and also contained in the Information Card posted to the graduand in the Invitation Pack.

## 2.9 Parchments

The parchment received by the Graduand at the conferring ceremony is a certified National University of Ireland parchment. This parchment is in the Latin as all NUI Degrees and Diplomas are conferred in Latin.

It is the graduand's responsibility to ensure the name is correct on the Conferring parchment. To check and update name, click on link to the Student Information Desk:

<http://www.nuigalway.ie/sid/namechange.html>

*In Abstensia* parchments are posted to home addresses within 2 weeks of the ceremony. If a graduate has not received their parchment, they must contact the Conferring Office within 3 months of the conferring date. Otherwise they must contact the NUI to request same.

Duplicate parchments in Latin or English may be requested from the NUI at the link below:

<http://www.nui.ie/services/document-services.asp>

Parchments may be Authenticated and/or Apostilled by contacting the Department of Foreign Affairs and Trade at <https://www.dfa.ie/travel/our-services/authenticating-documents/>  
Information on Notarising: <http://www.notarypublic.ie/powers-of-attorney/>

#### 2.10 Alumni

When a student graduates from NUI Galway, they automatically become part of NUI Galway Alumni. See website: <http://www.nuigalway.ie/alumni-friends/>

#### 2.11 *In Abstensia* Ceremony

Where a student requires a degree for work or visa purposes, an '*in abstensia*' ceremony may be added to a conferring ceremony to confer the student with his / her degree. This means, however, that the student may not attend the official conferring ceremony at a future date.