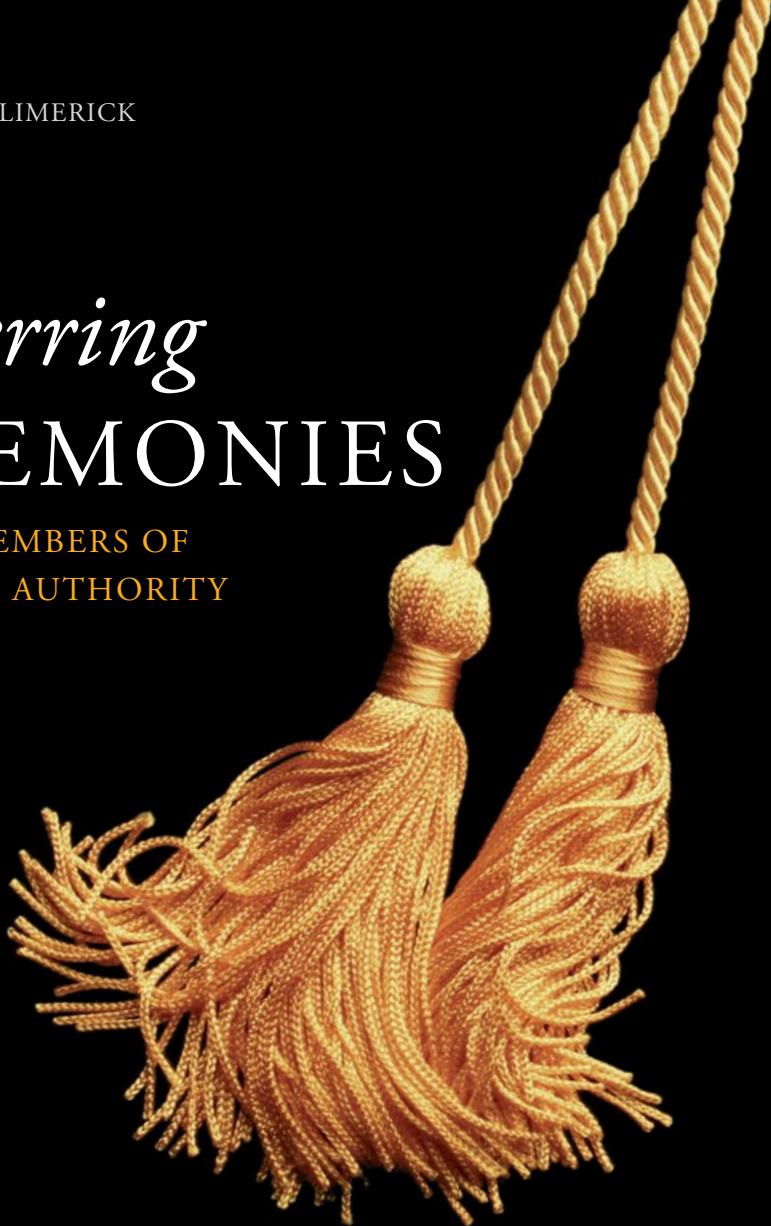


UNIVERSITY OF LIMERICK

Conferring
— CEREMONIES

GUIDE *for* MEMBERS OF
GOVERNING AUTHORITY



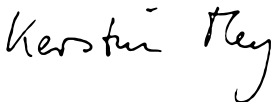
UNIVERSITY of LIMERICK
OLLSCOIL LUIMNIGH



Dear Member of Governing Authority,

This booklet is intended to outline the University of Limerick's conferring ceremonies and to assist you at these events. The excellent standard of our conferring ceremonies is the result of meticulous planning by a large number of University personnel. The attendance of members of Governing Authority at conferring ceremonies adds to the occasion and is much welcomed by graduands and their families as well as by staff of the University. I hope that you will be in a position to join us at some of the conferring ceremonies during your term of office and trust that you will find the information in this booklet helpful.

For further information, please visit the Conferring Ceremonies website at www.ul.ie/ceremonies/



Prof Kerstin Mey

Vice President Academic Affairs & Student Engagement



Introduction

Conferring ceremonies at the University of Limerick are a time for celebration and the highlight of the academic year. Marking the end of a long period of learning and the beginning of a new career, conferring ceremonies are an important milestone for all students.

The conferring of academic awards is a very significance occasion for graduands, their families and friends, and staff of the University. All ceremonies at the University of Limerick are great public occasions and a showcase for the University.

Significant

Joyous

CONFERRING SCHEDULE

Graduate Conferrings

Graduate conferrings take place in late August (autumn conferrings), late January (winter conferrings) and June (summer conferrings). Generally, there are two ceremonies per day, one at 11h15 and one at 15h15.

University of Limerick Honorary Doctorates

Honorary doctorates are conferred usually once a year, at a time suitable to both the University and the candidates being conferred.

You will be notified of other ceremonial events (such as inaugural lectures) when the occasion arises.

WRITTEN INVITATION

As a member of Governing Authority, you will receive a written invitation to all conferring ceremonies from the Office of the President. You will be requested to confirm your attendance. In particular, you will be asked to confirm which ceremony/ceremonies you will attend and whether or not you will be attending lunch. It is important that you reply within the given deadline.

You will receive details of:

- Expected arrival times
- Parking arrangements
- Robe collection point



ARRIVAL AT PLASSEY HOUSE

On the day of conferring ceremonies, you are requested to arrive on time at Plassey House. Teas/coffees will be available on arrival. You will be ushered to the robing area, where you will be provided with a Governing Authority robe and cap.

ROBES

If you represent another body and wish to wear the robes of that body, you may do so. However, in this event, you will join the academic procession as a visiting dignitary and not as a member of the Governing Authority of the University of Limerick. For example, the Mayor of the Metropolitan District of Limerick or Mayor of the City and County of Limerick may wish to wear their respective chains and join the visiting dignitary section of the procession.

The significance of the robe is explained later in this booklet. The robe should sit comfortably on the shoulder with the neckband at the base of the neck. The cap should be worn with the tassel hanging over the left eye.

The Governing Authority robes are made of heavy material. Because of this and the fact that the stage lighting in the University Concert Hall significantly increases the temperature during the ceremony, it is advisable to wear light clothing on the day.

FROM PLASSEY HOUSE TO UNIVERSITY CONCERT HALL

Approximately 30 minutes prior to the commencement of the ceremony, you and your fellow members of Governing Authority will be ushered from Plassey House to the University Concert Hall Atrium. You must be robed but are not obliged to don your cap at this point. The staff member with responsibility for the academic procession will greet you on arrival and direct you to your position in the procession. You will join those members of staff of the University of Limerick and visiting academics who are also participating in the academic procession. At this point you must don your cap.

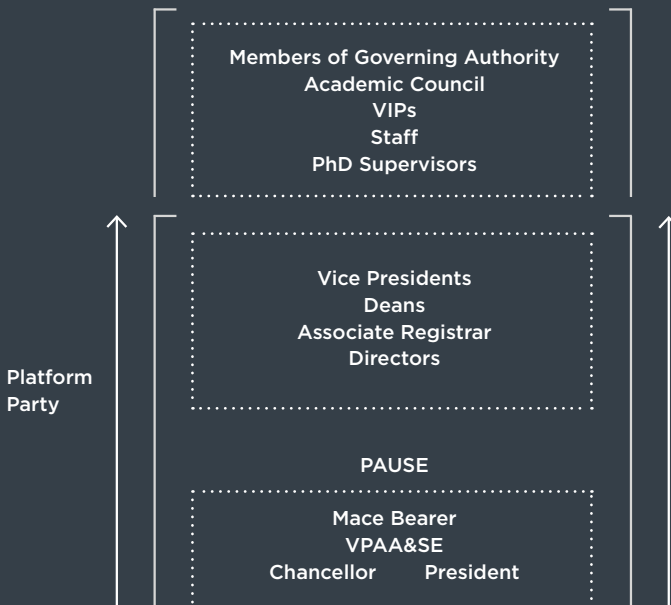
PROCESSIONS

The processions will enter the University Concert Hall in the following order:

1. Graduat procession
2. Academic procession (led by members of Governing Authority)
3. Platform party

ORDER OF ACADEMIC PROCESSION

The diagram below illustrates the composition and order of the academic procession.





Approximately five minutes before commencement time, the academic procession is led from the first floor of the University Concert Hall Atrium to the ground floor. Two entry points to the University Concert Hall are used, the academic procession splits and enters through both doors. Music commences and the academic procession is led by two staff members through the University Concert Hall onto the stage area. You and your fellow members of Governing Authority are directed to your seats, where you remain standing while awaiting the arrival of the platform party. Prior to your entering the University Concert Hall, the guests will have been requested to remain seated during the graduand and academic procession and to stand when the platform party enters.

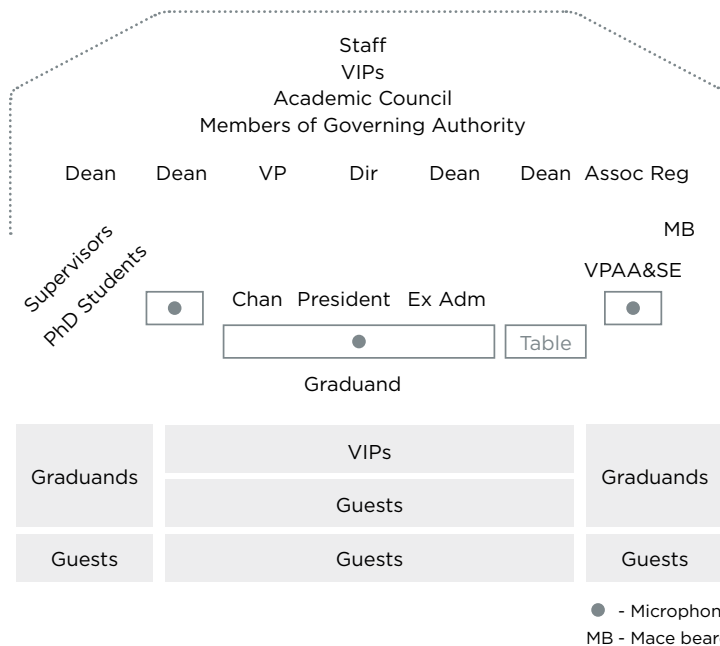
THE PLATFORM PARTY

The platform party consists of the Chancellor, President, Vice Presidents, Deans, Directors and Associate Registrar. The Mace Bearer leads the Chancellor, President and Vice President Academic Affairs & Student Engagement.

As soon as the Mace Bearer places the mace on its pedestal, the music ceases. Both the Chancellor and President now remove their caps and sit down. At this point you also remove your cap, and everyone sits down.

SEATING PLAN OF UNIVERSITY CONCERT HALL

The following is the seating plan for a typical conferring ceremony at the University Concert Hall.



ORDER OF CEREMONY

Academic procession

- Governing Authority
- Academic Council
- Visitors
- Staff

President convenes Meeting of the University for conferring academic awards

Chancellor's welcome address

Dean presents graduands from each faculty

Vice President Academic Affairs & Student Engagement calls graduands to receive their awards

President confers awards

President confers special awards

President delivers conferring address

Academic procession and new graduates retire



DOCTORAL CONFERRING

Doctoral candidates are presented with their doctoral caps individually, on stage, prior to receiving their doctoral degrees from the President. As the first doctoral candidate is being conferred, the Chancellor and President stand and don their caps. You must don your cap at this point but remain seated. You should leave your cap on for the duration of the doctoral conferring.

RECESSIONAL

When the President has concluded his address, he returns to his seat and recessional music commences. Everybody stands. The Chancellor, the President and members of Governing Authority don their caps. The Mace Bearer removes the mace from its pedestal and leads the platform party, which is followed by the academic procession, from the stage. The academic procession exits the University Concert Hall using the same route as when entering. Again, University staff will provide guidance.

Led by the Mace Bearer, the academic procession proceeds to the Atrium/Plaza. You are requested to continue in procession until you arrive at the reception. It is hoped that you will mix and mingle with the graduates and their families. Following a morning ceremony, you are requested to be at Plassey House for lunch at approximately 13h00.

HEALTH AND SAFETY NOTES

Upon entering the University Concert Hall, please familiarise yourself with the nearest exit. In the unlikely event of an evacuation being necessary, bear in mind that there are exits from the stage in addition to the visible exits in the auditorium itself. You must exit from the building and not just from the auditorium to the atrium. Should you require medical attention, first aid personnel are on duty in the University Concert Hall. Finally, before entering the University Concert Hall, please switch off your mobile phone.



A Brief History of Conferring Ceremonies

This section gives a brief history of conferring ceremonies and the significance of the attire of academic staff and graduands.

Academic Dress

The origins of academic dress date back to the 12th and 13th centuries, when universities were beginning to emerge. The dress of the scholar, both student and teacher, was that of the monk.

The academic gown can be traced back to the Council of Oxford in 1222 when the local bishop decreed that all clergy should wear a closed flowing gown then worn by lay people. Both Oxford and Cambridge adopted this practice and continued with it even when the clerical garb changed. In 1895, formal standards were agreed for US universities, which continue to this day. The colour used in US academic dress is indicative of the subject to which the degree pertains. This same uniformity does not apply on this side of the Atlantic. You will find it very difficult to identify a pattern or see consistency when staff are assembled on stage.

The hood was intended to serve as a cover for the tonsured head of the cleric. Caps began to be used at a later time. You will notice that some academics wear caps while others do not, depending on the custom at the particular university at which the degree was conferred on them.

The Significance of the Mace

In medieval times the mace was a weapon of war; it was a heavy staff or club made wholly or partly from metal and was used for breaking armour. In France in the 13th century, the mace was carried by the king's bodyguard and began to acquire a ceremonial function as a symbol of all kinds of secular power.

Today, the President hands the parchments to the graduands across the mace.

University of Limerick Robes

- *Certificate, Diploma and Graduate Diploma Awards*

Black bachelor degree gown with striped epitoge over the left shoulder. The number of stripes denotes the level of award, e.g. Certificate: two stripes, etc.

- *Bachelor Degree Award*

Black bachelor degree gown with short sleeves. The hood is v-necked and fully lined with the relevant award colour at the back.

- *Masters Degree Award*

Black bachelor degree gown with long sleeves. The hood is v-necked, lined with white and surrounded by a band of the relevant award colour.

- *Doctoral Degree Award*

Red gown with v-necked hood, maroon in colour.

The different epitoge and hood colours represent the various University of Limerick awards.





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