

Te Rā Whakawhiwhi Tohu | Graduation Guide



Friday 31 March 2023 – Morning and Afternoon Ceremonies

These details are subject to change. Please visit www.ara.ac.nz/graduation for the most up-to-date information.

VENUE

Christchurch Town Hall - 86 Kilmore St, Christchurch Central

GRADUATION ARRIVAL AND PROCESSION

The graduation procession begins 15 minutes before the ceremony starts.

Graduates are to assemble at the Christchurch Town Hall 45 minutes prior to the graduation procession. This means you **must arrive at the venue one hour before the ceremony start time**. Please follow the signage on arrival. Note: If you're late, you will NOT be allowed to cross the stage.

CEREMONY START TIME

Doors open one hour before the ceremony start time. Guests of graduates are to be seated 20 minutes before the ceremony start time.

Morning Ceremony start time 10am – arrive by 9am

Afternoon Ceremony start time 2pm – arrive by 1pm

GRADUATION STUDENT ASSEMBLY

Graduates are to assemble at the Christchurch Town Hall one hour before the ceremony starts. On arrival:

1. Find the row your department is in (A, B, C or D)
2. Find the name of your qualification.
3. Find your department sign and the sign on the ground that has your qualification name on it and stand behind it.
4. The marshals will then arrange you in alphabetical order, ready to proceed into the hall.
5. You need to stay to ensure you are ready to cross the stage when your name is called.
6. The Head Marshal will brief you on the details of the graduation ceremony. Then at a signal from the Head Marshal you will move in procession into the hall. Follow the directions of the marshals, who will direct you to your seat.

GRADUATION CEREMONY

1. After the welcome and introductions, you will be called to receive your graduation parchment scroll. Marshals will direct you when to leave your seat.
2. File from your seat to the side of the stage and wait for your name to be checked.

3. When directed by the marshal, proceed across the stage.
4. Walk to the Te Pūkenga representative who will shake your hand. If you are receiving a degree, you will be ceremonially capped; you may then place your trencher on your head. Move across to the General Manager who will give you your parchment scroll and shake hands with you. Once you have received your parchment scroll, leave the stage down the central steps and return to your seat as directed by the marshals.

Watch our ['How to Graduate Guide'](#) for a better understanding of what to expect on the day.

TICKETING / GUEST SEATING

All graduates are entitled to up to two tickets free of charge to the graduation. Your tickets will be available when you collect your regalia. Tickets are general admission only and seating is on a first come first seated basis, as no reserved seats are available.

It is unlikely that extra tickets will be available, however, if you would like to go on the waiting list for extra tickets, please email graduation@ara.ac.nz. If there are any tickets to re-allocate you will be notified by Friday 10 March 2023. These will be dispersed on a first in first served basis.

REGALIA

As part of the formal graduation ceremony, you are required to wear official Ara regalia. Dress is smart/semi-formal wear (e.g. dress pants and collared shirt). GWC Regalia Hire own and maintain the regalia for Ara ceremonies and graduates are responsible for ordering their own regalia directly through them.

Please [use this link to access the GWC Regalia Hire application form](#) for this graduation ceremony. Please DO NOT use the GWC Casual Hire form.

Any orders submitted after 7am 24 March 2023 will incur a late fee of \$30.

TIPS FOR ON THE DAY

1. Ensure your camera and phone are charged for those graduation photos!
2. Linton Photography have been selected as the official photographers for graduation. Studios will be set up at the venue so you can have portraits taken with family or friends. A limited number of session times are available to book, and sessions are also available on a first come, first served basis before and after your ceremony. Photographs will also be taken of every graduate as they are presented with their award on stage. To find out more or book a session time please phone 03 339 6699 or visit www.lintonphoto.com/graduation.
3. Cap/Gown Regalia - ensure you arrive at the venue already dressed; no regalia bags are to be left back-of-house.
4. Please leave personal items (e.g. handbags, cameras, cell phones, flowers, etc) with your guests during the course of the procession and graduation ceremony.

SPECIAL NEEDS

If you or any of your guests have special mobility or access needs, please let us know by contacting us at graduation@ara.ac.nz.

If you or any of your guests communicate by NZ Sign Language, we will have an interpreter at the ceremony.

ONLINE STREAMING

If your friends or family are unable to attend your graduation, our graduation ceremonies for Christchurch are streamed live on the Ara website on the day.

REGALIA ITEM HIRE COSTS

The hire cost of your regalia will depend on the qualification you are receiving.

Regalia	Cost
Ara scarf (certificate or diploma)	\$10
Gown	\$40
Ara hood	\$15
Trencher Hat	\$20

If you are receiving	Do you have a previous degree?	You will need
Certificate	No previous degree	Gown, Ara certificate scarf
	Yes – NZ or overseas degree	Gown, trencher, Ara certificate scarf
Diploma	No previous degree	Gown, Ara diploma scarf
	Yes – NZ or overseas degree	Gown, trencher, Ara diploma scarf
Graduate Diploma or Graduate Certificate	No previous degree	Gown, trencher, Ara diploma/certificate scarf
	Yes – NZ or overseas degree	Gown, trencher, Ara diploma/certificate scarf
Degree	No previous degree	Gown, trencher, Ara hood
	Yes – wear new Ara hood	Gown, trencher, Ara hood
Postgraduate Certificate or Diploma	Yes - wear new Ara hood	Gown, trencher, Ara postgraduate hood
Masters	Yes - wear new Ara hood	Gown, trencher, Ara Masters hood

COLLECTING AND RETURNING REGALIA

During graduation season, GWC's hours are extended for your convenience. You can collect your regalia from the GWC's premises on the UC Dovedale Campus, Wairarapa Building, Block ED15, Ilam, from 8am – 7pm on Thursday 30 March. Parking is in Car Park 1, off Parkstone Ave or Solway Ave.

If you are unable to collect your regalia, a family member or friend can collect it on your behalf. However, you **MUST** give your nominated collection person your correct height measurement - and if you are eligible to wear a trencher - your head circumference (measured just above the ears).

Regalia must be returned, in good order, before 7pm on Friday 31 March 2023.

A \$50 security hold will be applied to the card used to purchase the regalia hire with GWC. If you cannot provide this amount AT CHECK-IN, you will not be able to collect your regalia. This security hold cannot be paid in cash or with another card. The security hold will be released if the regalia is returned undamaged within the stipulated timeframe on the order.

After 31 March, the GWC Regalia Hire opening hours go back to standard hours which are Tuesdays and Thursdays 9.30am – 2.30pm.

LATE REGALIA COLLECTION

If you can't arrange for your regalia to be collected on Thursday, please call GWC Regalia Hire (03 369 0604) and make alternative arrangements with the possibility of collecting your regalia from their premises on Friday 31 March.

Penalties for non-return of regalia

A family member or friend can return regalia on your behalf. Please be aware if regalia is not returned you will be charged at replacement cost which is:

Gown	\$528
Hood	\$180
Trencher Hat	\$150
Scarf	\$80

Please note: Out of town regalia replacement costs vary.

REGALIA REFUND POLICY

If you notify Ara that you are withdrawing from your Graduation ceremony by Friday 17 March 2023, you will receive a full refund of your regalia hire costs minus a \$10 administration fee. However, in the event you do not collect your regalia and do not advise us, there are no refunds.

If you are prevented from attending graduation due to illness or travel disruption, you can hire your regalia for photos or a private ceremony at another time.

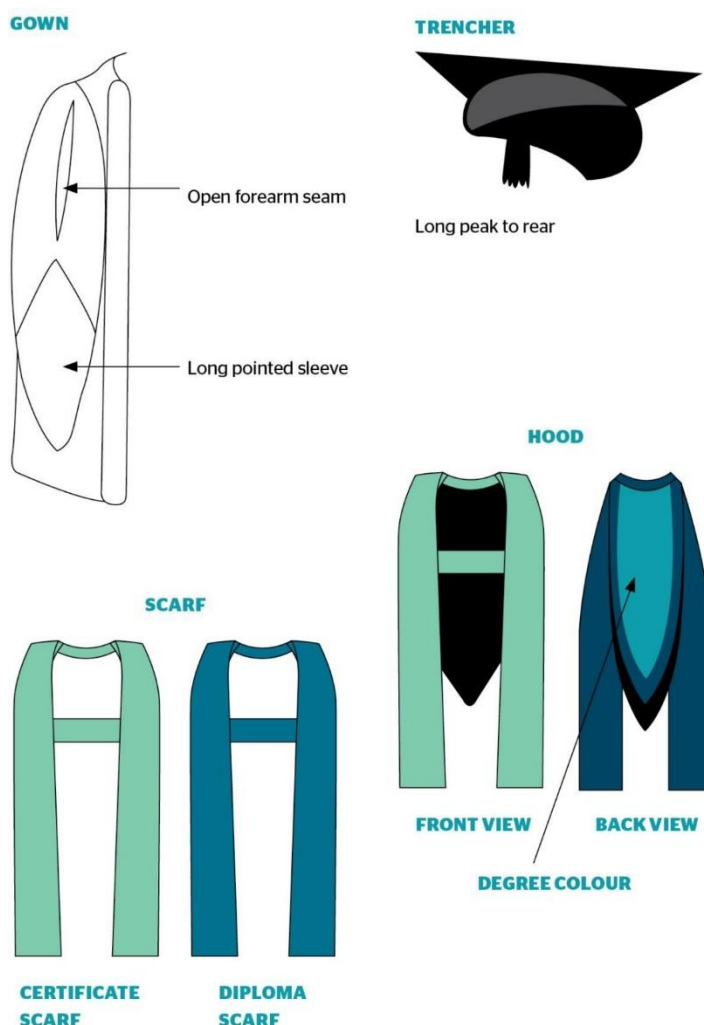
To advise your withdrawal from a graduation ceremony, please email graduation@ara.ac.nz

REGALIA ITEMS

Gown

A black, Cambridge-style gown is worn under the Ara graduation scarf or hood. The sleeves on the Cambridge gown have two openings:

- graduates for a certificate, diploma or degree that have no previous degree use the lower opening
- any graduate with a previous degree, new degree, graduate certificate, graduate diploma, postgraduate or Masters use the higher opening



Diploma and certificate scarf

A diploma scarf (dark teal) is worn by graduates receiving diplomas or graduate diplomas and a certificate scarf (light teal) is worn by graduates receiving certificates or graduate certificates.

Degree hood

The degree hood incorporates an Ara diploma scarf. The hood is worn with the scarf sitting on the shoulders and the hood hanging down the wearer's back.

Hood lining colours

Each degree hood lining is a different colour denoting the degree being conferred.

Degree (Bachelor of)	Hood Colour	Department
Applied Management	Sky Blue	Business & Digital Technologies
Applied Science	Indigo	Applied Sciences and Social Practice
Architectural Studies	Camel	Engineering & Architectural Studies
Broadcasting Communications	Silver Grey	Creative Industries
Construction	Rust	Engineering & Architectural Studies
Design	Yellow	Creative Industries
Engineering Technology	Scarlet	Engineering & Architectural Studies
Information & Communication Technologies	Jade	Business & Digital Technologies
Language (Japanese)	Pink	Humanities
Language (Māori)	Scarlet & Kowhaiwhai	Humanities
Medical Imaging	Irish Green	Health Practice
Midwifery	Burnished Gold	Health Practice
Musculoskeletal	Cobalt Blue	Applied Sciences and Social Practice
Musical Arts	Old Gold	Creative Industries
Nursing	Purple	Health Practice
Performing Arts	Orange	Creative Industries
Social Work	Red	Applied Sciences and Social Practice
Sustainability & Outdoor Education	Forest Green	Humanities
Tourism and Hospitality Management	Blue Sapphire	Hospitality & Service industries
Post Graduate Certificates and Diplomas	Gold	All Departments
Masters	Gold with blue stripes	All Departments

Note:

1. Overseas hoods will not be supplied.
2. If you already have a degree and are now receiving an Ara degree, you are required to wear the Ara regalia. It's not appropriate to wear two hoods.
3. For some graduates, appropriate dress may include a Korowai

