

# Te Rā Whakawhiwhi Tohu | Graduation Guide

## Thursday 16 September 2022, 2pm Ceremony

We are closely monitoring the Covid-19 situation and recommend you make flexible travel arrangements. We will need to follow the advice of the NZ Government at all times, therefore the below details are subject to change. We'll keep in touch. You can also visit [www.ara.ac.nz](http://www.ara.ac.nz) for updates.

## VENUE

Caroline Bay Hall, Timaru

## GRADUATION ARRIVAL AND PROCESSION

The Graduation Procession begins one hour before the ceremony starts. Graduands are to assemble behind Panorama Motor Lodge 20 minutes prior to the Graduation Procession. Guests and public are encouraged to watch the procession from the Caroline Bay Soundshell area.

**Procession start time 1:00pm**

## CEREMONY START TIME

Guests of graduates are to be seated in the hall 20 minutes before the ceremony start time.

**Ceremony start time 2:00 pm**

## GRADUATION STUDENT ASSEMBLY

On arrival at the Caroline Bay Hall, graduates must assemble in the order they will be awarded:

1. Find the row your department is in (A or B)
2. Find the name of your qualification.
3. Find 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 in order to ensure you are ready to cross the stage when your name is called.

The Head Marshal will brief you on the details of the graduation ceremony. Then at a signal from the Head Marshal you will move along the concourse.

As you move in procession keep in the same order. Follow the directions of the marshals, who will direct you into the arena and then into your seat.

## GRADUATION CEREMONY

1. After the welcome and introductions, you will be called to receive your graduation parchment scroll. Marshals will direct you.
2. File from your seat into the side aisle and wait to proceed to the stage. Your name will be checked at this point.
3. When directed by the marshal, move up the steps and wait. They will instruct you when to proceed across the stage.
4. Walk to the first person on stage who will shake your hand. Then move across to the second person 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.

Please watch our [‘How to Graduate Guide’](#) for a better understanding of what to expect on the day.

## TICKETING / GUEST SEATING

All graduands are entitled to up to 3 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](mailto:graduation@ara.ac.nz). If there are any tickets to re-allocate you will be notified by Thursday 9 February. These will be dispersed on a first in first served basis.

## TIPS FOR ON THE DAY

- Ensure your camera and phone are charged for those graduation photos!
- Linton Photography have been selected as the official photographers for graduation. A studio 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 immediately 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](http://www.lintonphoto.com/graduation).
- Cap/Gown Regalia - ensure you arrive at the venue already dressed in your graduation regalia.
- 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](mailto: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 all streamed live on the Ara website on the day.

## 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, or dress pants and collared shirt).

If you are receiving	Do you have a previous degree?	You will need
Certificate	No previous NZ degree	Gown, Ara certificate scarf
	Yes - NZ degree	Gown, trencher, Ara, certificate scarf, hood from your previous NZ degree
	Yes – overseas Degree*	Gown, trencher, Ara certificate scarf
Diploma	No previous NZ degree	Gown, Ara diploma scarf
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree
	Yes – overseas degree*	Gown, trencher, Ara diploma scarf
Graduate Diploma or Graduate Certificate	No previous NZ degree	Gown, trencher, Ara certificate scarf (Graduate Certificate), Ara Diploma scarf (Graduate Diploma)
	Yes - NZ degree	Gown, trencher, Ara diploma/certificate scarf, hood for your previous NZ degree
	Yes – overseas degree*	Gown, trencher, Ara diploma/certificate scarf
Degree	No previous NZ degree	Gown, trencher, Ara hood
	Yes - NZ degree	Gown, trencher, Ara hood for your new degree
Postgraduate Certificate or Diploma	Yes - wear new Ara hood	Gown, trencher, Ara post graduate hood
Masters	Yes - wear new Ara hood	Gown, trencher, Ara masters hood

GWC Regalia Hire own and maintain the regalia for Ara ceremonies and graduands 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.

Regalia hire is open now. **Any orders submitted after 9 February 2023 will incur a late fee of \$40.**

## REGALIA ITEM HIRE COSTS

Regalia	Cost
Ara scarf (certificate or diploma)	\$10
Gown	\$40
Ara hood	\$15
University hood	\$20 Please email <a href="mailto:info@gwcregaliahire.nz">info@gwcregaliahire.nz</a> to order separately
Trencher Hat	\$20

## COLLECTING AND RETURNING REGALIA

You can collect your regalia from Ara's Timaru Campus, Room TG104, from 1.00pm – 5.30pm on Wednesday 15<sup>th</sup> February. If you are unable to collect your regalia on the Wednesday, a family member or friend can collect it on your behalf.

Regalia must be returned to Ara, in good order, immediately following the ceremony. Please return your regalia before you leave Caroline Bay Hall. There is a late return fee of \$50 if the regalia isn't returned on time.

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

*\*Out of town regalia replacement costs vary.*

## REGALIA REFUND POLICY

If you notify Ara that you are withdrawing from your Graduation ceremony by Thursday 9<sup>th</sup> February 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.

To advise your withdrawal from a graduation ceremony, please email [graduation@ara.ac.nz](mailto: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:

1. graduates for a certificate, diploma or degree that have no previous degree use the lower opening
2. any graduate with a previous degree, new degree, graduate certificate, graduate diploma, Postgraduate or Masters use the higher opening

### Diploma and certificate scarf

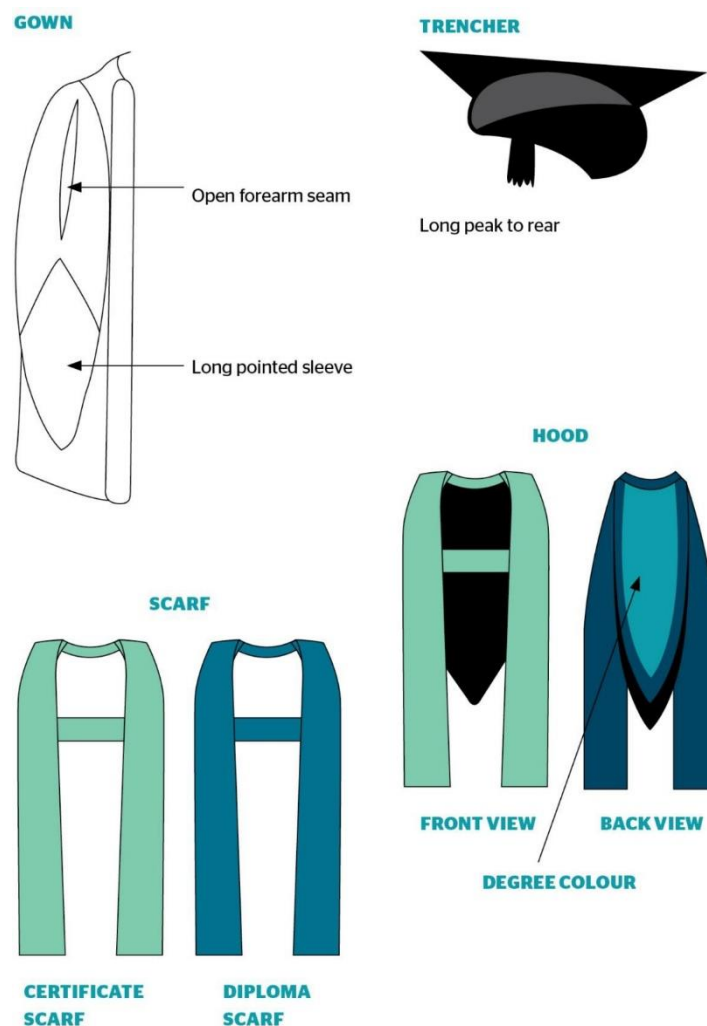
A diploma scarf (dark teal) is worn by graduands receiving diplomas and a certificate scarf (light teal) is worn by graduands receiving certificates.

### 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.



<b>Degree (Bachelor of)</b>	<b>Colour</b>	<b>Department</b>
Applied Management	Sky Blue	Enterprise and Digital Innovation
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	Enterprise and Digital Innovation
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 may 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. Its not appropriate to wear 2 hoods.*
3. *For some graduands, appropriate dress may include a Korowai.*