

Christchurch Graduation Guide



Christchurch Graduation 29 March 2019

Ara is holding two graduation ceremonies on Friday 29 March for our Christchurch based graduates.

The graduation ceremonies are held in the Christchurch Town Hall and are preceded by street parades leaving from the Arts Centre.

Timings and venues

The Departments graduating in the morning ceremony are:

Trades, Humanities, Science and Primary Industries, Engineering & Architectural Studies, Nursing, Midwifery and Allied Health

The Departments graduating in the afternoon ceremony are:

Computing, Creative Industries, Business and Hospitality and Service Industries

All graduands need to assemble at the Market Square, the Arts Centre, Worcester Boulevard, Christchurch no later than:

Morning ceremony 9.00am and Afternoon ceremony 1.30pm

After being sorted into the correct graduation order the street parade departs down Worcester Boulevard, Oxford Terrace, through Victoria Square to the Town Hall at:

Morning ceremony 9.30am and Afternoon ceremony 2.00pm

Graduation ceremonies start in the Christchurch Town Hall Auditorium:

Morning ceremony 10.00am and Afternoon ceremony 2.30pm

Graduation Details

Once you have completed your qualification and you have been confirmed eligible to graduate you will receive an email from Ara inviting you to apply to attend your graduation ceremony.

Attending the graduation ceremony

If you wish to attend the graduation ceremony in person you need to log on to the supplied web address and complete the online application form by the specified date. If you don't register to attend in person by this date your options are:

- a) To graduate in absentia
or
- b) Defer to the next graduation ceremony by contacting graduation@ara.ac.nz

Christchurch Graduation Guide



Not attending the graduation ceremony

If you do not wish to attend the graduation ceremony in person you don't need to reply to the email. To get your qualification you can collect it from Ara's Central Academic Records, City Campus, Madras Street, Christchurch up to 3 weeks after the graduation ceremony date (29 March 2019). After this time it will be posted to you so please ensure we have your current address.

Regalia

As part of the formal graduation ceremony you are required to wear Ara regalia.

This can be hired from Ara and there is a charge as outlined on the Ara regalia price list below. A \$20 deposit is included in these prices which is refunded on return of the regalia.

When you complete your on-line application form to graduate in person use the table below to work out what regalia items you need to hire and the cost which includes a \$20 refund paid to you on return of your regalia.

You can pay this on line through Internet banking, Ara BNZ account 02-0800-0911670-003 ensure you enter your Ara Student ID and GRAD as a reference or you can pay via cash, EFTPOS, Credit Card or Cheque to Ara.

Regalia Hire Payment:

Pricing your regalia will vary depending on the type of your qualification you are receiving.

If you are receiving	Do you have a previous degree?	You will need	Hire cost (These prices include a \$20 refundable bond)
Certificate	No previous NZ degree	Gown, Ara certificate scarf	\$70
	Yes - NZ degree	Gown, Ara certificate scarf, hood from your previous NZ degree	\$90
	Yes - Overseas degree	Gown, trencher, Ara certificate scarf	\$80

Christchurch Graduation Guide



Diploma	No previous NZ degree	Gown, Ara diploma scarf	\$70
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree	\$90
	Yes - Overseas degree	Gown, trencher, Ara diploma scarf	\$80
Graduate Diploma or Graduate Certificate	No previous NZ degree	Gown, trencher, Ara diploma/certificate scarf	\$80
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree	\$90
	Yes - Overseas degree	Gown, trencher, Ara diploma scarf	\$80
Degree	No previous NZ degree	Gown, trencher, Ara hood	\$85
	Yes - NZ degree	Gown, trencher, Ara hood for your new degree	\$85
Postgraduate Certificate or Diploma	Yes - wear new Ara hood	Gown, trencher, Ara post graduate hood	\$85
Masters	Yes - wear new Ara hood	Gown, trencher, Ara masters hood	\$85

Regalia item hire costs

Regalia	Cost
Ara scarf (certificate or diploma)	\$5
Gown	\$45
Ara hood	\$10
Out of Canterbury hood	\$10
Trencher	\$10
Refundable deposit	\$20

Christchurch Graduation Guide



COLLECTING REGALIA

Regalia hired for graduation can be collected from the Federation of Graduate Women, 9 Crekye Rd, Ilam Christchurch on Thursday 28 March between 9.00am and 5.00pm.

RETURNING REGALIA

All regalia to be returned to the Federation of Graduate Women, in the Avon Room, ground floor, Town Hall:

for the morning ceremony no later than 1.30pm Friday 29 March

for the afternoon ceremony no later than 5.00pm Friday 29 March

PENALTIES FOR LATE OR NON RETURN OF REGALIA

Late return means you will lose your \$20 deposit. Non-return of regalia items means you will be charged at replacement cost which is:

Gown \$528

Hood \$165

Trencher \$95

Scarf \$80

REGALIA REFUND POLICY

If you notify Ara that you are withdrawing from Graduation prior to the day of the ceremony, you will receive a full refund of your regalia hire costs including your \$20 bond. However, if you notify us on the day you are withdrawing or simply don't turn up, we will only refund the actual regalia hire costs and not the bond money. This \$20 is an administration cost.

To advise withdrawal from a graduation ceremony please phone: 03-940 8563 or email: graduation@ara.ac.nz

REGALIA ITEMS

GOWN

A black Cambridge style gown is worn under all Ara graduation regalia scarves or hoods.

The sleeves on the Cambridge gown have two openings. Undergraduates (certificates/diplomas) wear the gown with arms through the lower opening. Degree graduands (and graduates receiving diplomas) wear the gown with their arms through the upper opening. Refer diagram below.

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.

Christchurch Graduation Guide



Degree (Bachelor of)	Colour	Department
Information & Communication Technologies	Jade	Computing
Sustainability & Outdoor Education	Forest Green	Humanities
Applied Management	Sky Blue	Business
Applied Science	Indigo	Science & Primary Industries
Medical Imaging	Irish Green	Science & Primary Industries
Midwifery	Burnished Gold	Science & Primary Industries
Nursing	Purple	Nursing, Midwifery & Allied Health
Language (Japanese)	Pink	Humanities
Social Work	Red	Nursing, Midwifery & Allied Health
Architectural Studies	Camel	Engineering & Architectural Studies
Broadcasting Communications	Silver Grey	Creative Industries
Design	Yellow	Creative Industries
Musical Arts	Old Gold	Creative Industries
Performing Arts	Orange	Creative Industries
Engineering Technology	Scarlet	Engineering & Architectural Studies
Language (Māori)	Scarlet + Kowhaiwhai designed for this degree	Humanities
Post Graduate Certificates and Diplomas	Gold	All Departments
Masters	Gold with blue stripes	All Departments

Note:

- *Overseas regalia cannot be supplied.
- If you already have a degree and are now receiving an Ara degree, you must wear the hood for your new Ara degree. It is not appropriate to wear two hoods.

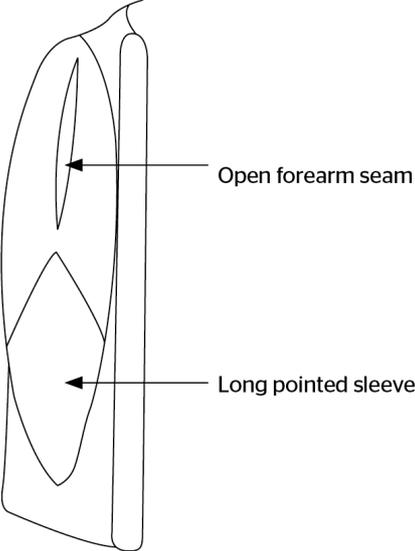
KOROWAI

For some graduands, appropriate dress may include a Korowai.

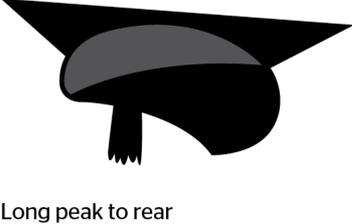
Christchurch Graduation Guide



GOWN

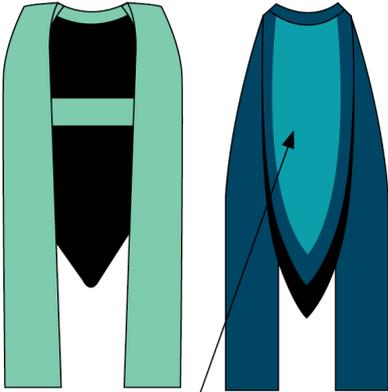


TRENCHER



Long peak to rear

HOOD

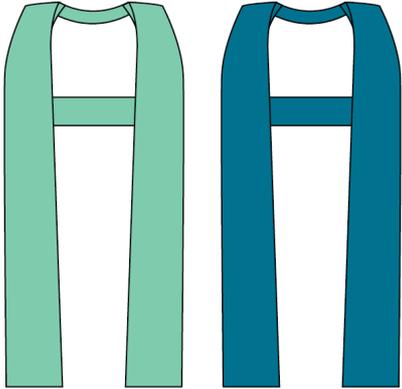


FRONT VIEW

BACK VIEW

DEGREE COLOUR

SCARF



CERTIFICATE SCARF

DIPLOMA SCARF

Christchurch Graduation Guide



Guests

With the return of our graduation ceremonies to the Christchurch Town Hall Auditorium from the Horncastle Arena we now have less guest seating available which means we can only offer a guaranteed maximum of 4 guest seats per graduand. Therefore you will receive tickets that you are automatically entitled to and have requested, up to a maximum of four. Any additional tickets requested, if available, will be sent approximately two weeks before the ceremony

Your guests are asked to be seated 20 minutes before the ceremony commences.

Tickets are general admission only and seating is on a first come first seated basis, as no reserved seats are available.

PROGRAMME

You and your guests will receive a Graduation Programme with a full list of graduands either receiving awards at the ceremony or in absentia. This programme will include a detailed order of proceedings.

PARADE DETAILS

All graduands, in their regalia, need to assemble at the Market Square, the Arts Centre, Worcester Boulevard, Christchurch by:

Morning Ceremony 9.00am and Afternoon Ceremony 1.30pm

After being sorted into your correct graduating order the street parade departs down Worcester Boulevard, Oxford Terrace, through Victoria Square to the Town Hall:

Morning Ceremony 9.30am and Afternoon Ceremony 2.00pm

GRADUATION ASSEMBLY AND PROCESSION

At Market Square you should line up behind your appropriate department sign. You will need to look for your department sign and then locate your class or group.

Line up in class groups in alphabetical order as directed by Marshals.

The Parade Marshal will brief you on the details of the graduation ceremony.

Then at a signal from the Parade Marshal move in procession to the Town Hall.

As you move in procession keep the same order.

At the Town Hall follow the directions of the Marshals, who will direct you into the auditorium and then into your seat.

GRADUATION CEREMONY

After the welcome and introductions, you will be called to receive your award in qualification groups. Marshals will direct you.

File from your seat into the side aisle and wait to proceed to the stage. Your name will be re-checked at this point.

When directed by the Marshal move up the steps and wait until you are instructed to proceed across the stage.

Walk to the Chief Executive and Chair of Council who will shake your hand and present your

Christchurch Graduation Guide



award (please keep your hands free). You will be photographed receiving your award, so remember to pause and smile.

If you are receiving a degree, carry your trencher until the Chair of Council has ceremoniously “capped” you. You should then put your trencher on, shake hands, and receive your award.

On receipt of your award, go down the central steps and return to your seat as directed by the Marshals.

PERSONAL BELONGINGS

Please leave personal items (eg handbags, cameras, cellphones, flowers, etc) with your guests during the course of the procession and graduation ceremony.

CONCLUSION OF CEREMONY

After the National Anthem you will be directed by the Marshals to walk across the stage entering from your side of the auditorium and leave the stage down the centre aisle and then out of the auditorium to wait for your guests to join you.

SPECIAL NEEDS

If you or any of your guests have special mobility or access needs, please let us know by contacting us on (03) 940 7534 or graduation@ara.ac.nz nearer the date.

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