

Christchurch Graduation Guide



Christchurch Graduation 20 September 2019

Ara is holding its Spring Graduation ceremony on Friday 20 September at 10.00am for our Christchurch based graduates.

The graduation ceremony will be held in the Vbase, Horncastle Arena.

Timings and venues

All Ara Departments graduate at the Spring graduation: Trades, Humanities, Engineering & Architectural Studies, Nursing, Midwifery and Allied Health, Enterprise and Digital Innovation, Creative Industries and Hospitality and Service Industries.

Ceremony Time: 10.00am

Venue: Vbase Horncastle Arena, 55 Jack Hinton Drive, Christchurch

Assembly time: 9.30am through Door one at the Horncastle Arena

Graduation Details

Once you have completed your qualification and been confirmed as eligible to graduate you will receive an email from Ara inviting you to fill in a form. You must complete this form so we know whether you want to graduate in person or graduate in absentia.

If you choose to graduate in person completing the form enrolls you in your graduation ceremony and lets you hire and pay for your regalia and order your guest tickets.

If you wish to graduate in absentia completing the form lets us know that you will collect your qualification from Ara's Central Academic Records, City Campus, Madras Street, Christchurch. You can do this up to 3 weeks after the graduation ceremony date (20 September 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 through the Graduate Women of Canterbury. There is a charge as outlined on the Ara regalia price list below. A \$20 deposit, refundable on return of the regalia, is included in the price.

When you complete your on-line application form to graduate in person the regalia items you need to order and the cost will automatically be displayed. The table below shows you the various costs of hiring regalia from the Graduate Women of Canterbury.

You can pay for your regalia hire through our online portal where Visa/ Mastercard /Amex are accepted or pay via payment online through Internet banking, Ara BNZ account 02-0800-0911670-003 ensuring you enter your Ara student ID and GRAD as a reference or via cash, EFTPOS, Credit Card or Cheque.

How much your regalia hire will cost varies depending on the qualification you are receiving.

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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
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

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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

Collecting and returning regalia

Regalia hired for graduation can be collected from Graduate Women of Canterbury (GWC), Thursday 19 September between 8.00am and 5.30pm at the corner of Dovedale and Solway Avenues, Christchurch.

Regalia must be returned, in good order, on Friday 20 September to GWC at Dovedale and Solway Avenues before 7.00pm. You will collect your \$20 refund on return of your regalia to GWC.

If you are unable to collect your regalia on the Thursday a family member or friend can collect it on your behalf.

Late regalia collection

This is only if you can't arrange for your regalia to be collected on Thursday, you can call Graduate Women of Canterbury, phone 03 369 0604, and make alternative arrangements with the possibility of collecting your regalia from Dovedale /Solway Ave between at 7.30am and 8.00am on Friday 20 September.

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 a day prior to your 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 your 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 to the diagram below.

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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.

Degree (Bachelor of)	Colour	Department
Applied Management	Sky Blue	Enterprise and Digital Innovation
Applied Science	Indigo	Nursing, Midwifery & Allied Health
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
Masters	Gold with blue stripes	All Departments
Medical Imaging	Irish Green	Nursing, Midwifery & Allied Health
Midwifery	Burnished Gold	Nursing, Midwifery & Allied Health
Musculoskeletal	Cobalt Blue	Nursing, Midwifery & Allied Health
Musical Arts	Old Gold	Creative Industries
Nursing	Purple	Nursing, Midwifery & Allied Health
Performing Arts	Orange	Creative Industries
Post Graduate Certificates and Diplomas	Gold	All Departments
Social Work	Red	Nursing, Midwifery & Allied Health

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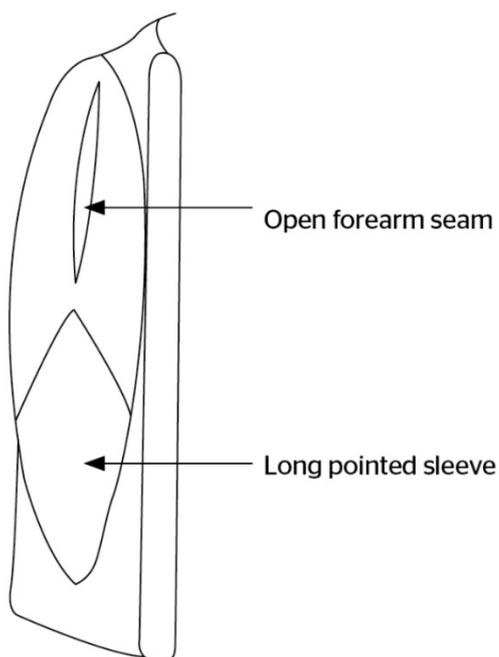
Sustainability & Outdoor Education	Forest Green	Humanities
Tourism and Hospitality Management	Blue Sapphire	Hospitality & Service industries

Note: 1.*Overseas hoods cannot be supplied.

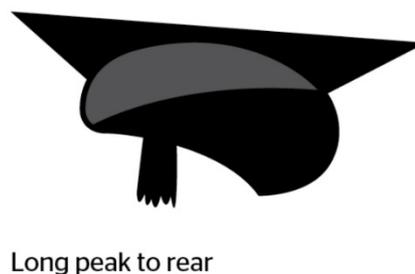
2. If you already have a degree and are now receiving an Ara degree, you must wear the hood for your new Ara degree. It is not appropriate to wear two hoods.

3. For some graduands, appropriate dress may include a Korowai.

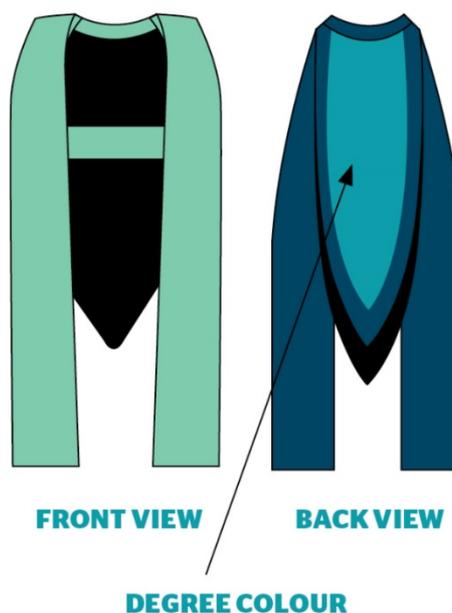
GOWN



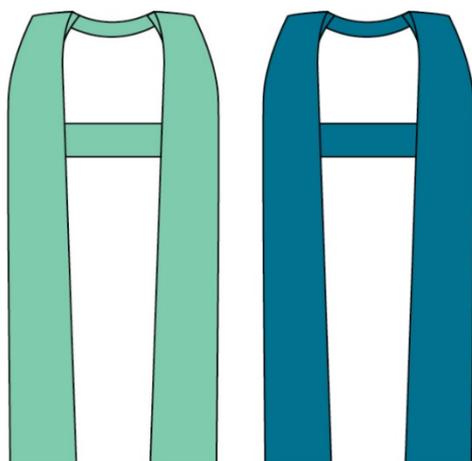
TRENCHER



HOOD



SCARF



CERTIFICATE SCARF

DIPLOMA SCARF

GUESTS

You are entitled to a guaranteed maximum of 4 guest seats. You will automatically receive the tickets you 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 also include a detailed order of proceedings.

GRADUATION ASSEMBLY AND PROCESSION

The following are the instructions on what you need to do on the day and how to assemble in the correct order at the Horncastle Arena ready for your graduation ceremony.

You need to be ready, in your regalia, and in the assembly area at the back of the Horncastle Arena, through Door 1, which is located around the left side of the Arena as you come through the Arena main entrance. You must be in the assembly area **NO LATER** than 9.30am.

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 blue name qualification sign on the ground and stand behind it.
4. The marshals will then get you in alphabetical order ready to parade into the Arena.
5. You need to stay in order to ensure you are awarded the correct qualification.

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

Then at a signal from the Parade Marshal move in procession into the Arena. 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

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.

You should walk to the Chair of Council who will shake your hand. You will be photographed at this point so remember to pause and smile. Then move across to the Chief Executive who will give you your qualification and shake hands with you. Once you have received your award leave the stage down the central steps and return to your seat as directed by the Marshals.

Note if you are receiving a degree, carry your trowel until the Chair of Council has ceremoniously "capped" you. You should then put your trowel on and shake hands before moving across to the Chief Executive.

PERSONAL BELONGINGS

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Please leave personal items (eg handbags, cameras, cellphones, flowers, etc) with your guests during the course of the 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 Arena and leave the stage down the central aisle and then out of the Arena 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.