



GRADUATION GUIDE

SPRING 2017
15 SEPTEMBER
HORNCASTLE ARENA



Ara

Institute of Canterbury

Ara rau, taumata rau

ARA REGALIA

Description of Ara regalia to be worn at formal graduation ceremonies.

GOWN

A black Cambridge style gown worn under all Ara graduation colours.

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

Diploma scarf is worn by graduands receiving diplomas. Certificate scarf is worn by graduands receiving certificates.

DEGREE HOOD

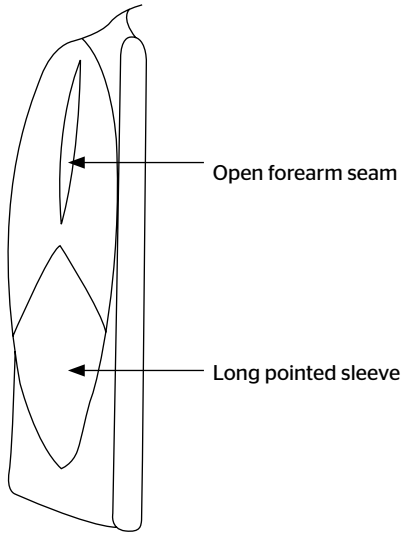
The degree hood is worn with the scarf sitting on the shoulders and the hood hanging down the wearer's back.

HOOD LINING COLOURS

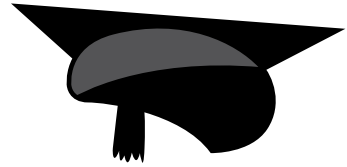
Each degree hood is an individual colour denoting the degree being conferred.

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

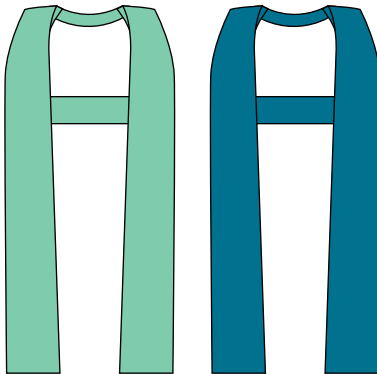
GOWN



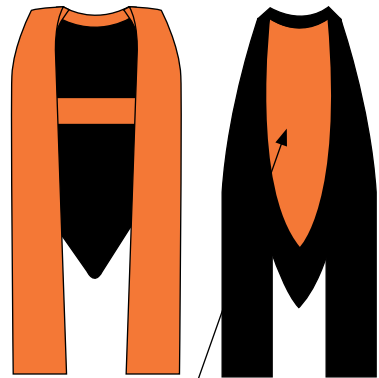
TRENCHER



SCARF



HOOD



If you attend the graduation ceremony to receive your award, as per the Ara policy, you must wear regalia.

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, Ara certificate scarf, hood for 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 diploma/ certificate scarf
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree
	Yes - Overseas degree*	Gown, trencher, Ara diploma scarf
Degree	No previous NZ degree	Gown, trencher, Ara hood
	Yes - NZ degree	Gown, trencher, Ara hood for your new degree

Note:

1. *Overseas regalia 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.

KOROWAI

For some graduands, appropriate dress may include a Korowai.

REGALIA HIRE

COLLECTING REGALIA

Regalia hired for graduation is collected from the Federation of Graduate Women, 9 Creyke Road, Ilam, Christchurch.

Hours for collection:

9am - 5pm, Thursday 14 September

RETURNING REGALIA

All regalia is to be returned to the Federation of Graduate Women at the Horncastle Arena, Christchurch on **15 September** no later than 2pm.

LATE ARRIVALS TO CHRISTCHURCH

If you are from out of town and are unable to collect in person on Thursday 14 September you can ask a family member or friend to collect on your behalf.

If this is not possible, please ring the Federation of Graduate Women on 03-364 3590 and leave your name and a contact number and they will make other arrangements.

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:

Phone: 03-940 8231 or email: graduation@ara.ac.nz

GUESTS TICKETS

The tickets you are automatically entitled to, up to a maximum of five, will be posted to you with an acknowledgement letter. Any additional tickets requested, if available, will be sent approximately 2 weeks before the ceremony. Your guests are asked to be seated 20 minutes before the ceremony commences and to access guest seating from the 1st Floor Concourse. (Right of admission reserved.)

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

PHOTOGRAPHS

Each graduand is photographed receiving their qualification. These photographs may be purchased from the official photographers, Linton Photography (see below).

You can order the photos:

1. At the Horncastle Arena on graduation day
2. Telephone 03-339 6699
3. Visit their website at www.eventphoto.co.nz

NB: Regalia can be hired outside the graduation days for use for individual photographs. Contact Federation of Graduate Women Canterbury on Tuesdays, 10am - 1pm, tel. 03-364 3590.

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.

ONLINE STREAMING

The ceremony will be streamed live on our website www.ara.ac.nz. Check the website for more details closer to the graduation day. Being able to watch the graduation ceremony in real time is a great option for your friends and family that are overseas or out of town.

GRADUATION DAY INSTRUCTIONS

SPRING CEREMONY 15 September 2017

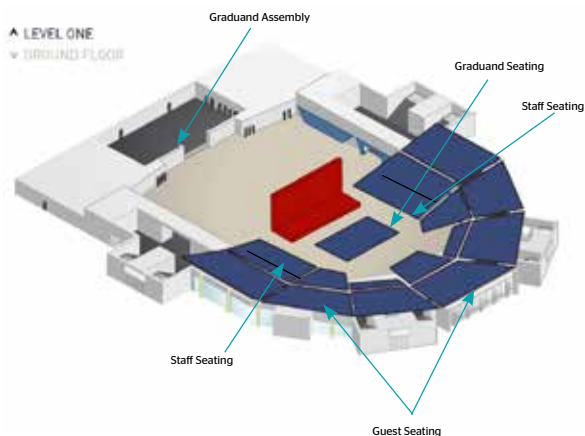
10am Morning Horncastle Arena

PERSONAL BELONGINGS

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

ASSEMBLY AND PROCESSION

- Assemble in your regalia in the loading bay of the Horncastle Arena (see diagram below) no later than 9.30am. On entering the loading bay you will receive your copy of the programme.
- Graduands should line up behind appropriate department or school signs. You will need to look for your school 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.
- As you move in procession keep 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.
- Walk to the Chief Executive and Chair of Council who will shake your hand and present your 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 in your left hand 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.

CONCLUSION OF CEREMONY

After the ceremony, please wait until the academic procession has left the arena. The MC will then ask you to vacate the arena as directed by the marshals, keeping the doorways clear. You will then be free to join your guests.

SHARE YOUR SUCCESS



Join our global community of leaders, achievers and innovators by adding yourself to our interactive graduate map and keeping us updated with your career progression. Go to ara.ac.nz/careers-map

GRADUATION CEREMONY ORDER

SPRING CEREMONY AT 10AM WILL BE FOR ALL ARA DEPARTMENTS:

- Business
- Computing
- Creative Industries
- Engineering and Architectural Studies
- Hospitality and Service Industries
- Humanities
- Nursing, Midwifery and Allied Health
- Science and Primary Industries
- Trades

QUALIFICATIONS GRADUATING

Note: The order of qualifications below does not reflect the order for the actual ceremonies.

Business Department

- New Zealand Certificate in Retail Level 4
- New Zealand Certificate in Project Management
- Certificate in Business Ownership
- New Zealand Certificate in Business (Administration and Technology) Level 4
- New Zealand Certificate in Business (First Line Management) Level 4
- National Certificate in Business (First Line Management)
- National Diploma in Business
- National Diploma in Business Administration
- NZIM Diploma in Management
- Diploma in Applied Business
- Diploma in Accounting
- Diploma in Business
- Diploma in Human Resource Management
- Diploma in Marketing
- New Zealand Diploma in Business
- Graduate Diploma in Accounting
- Graduate Diploma in Applied Management
- Graduate Diploma in Business Information Systems
- Graduate Diploma in Business Transformation and Change
- Graduate Diploma in Event Management
- Graduate Diploma in Hospitality Management
- Graduate Diploma in Human Resource Management
- Graduate Diploma in Innovation and Entrepreneurship
- Graduate Diploma in Operations and Production Management
- Graduate Diploma in Personal Financial Planning
- Graduate Diploma in Project Management
- Graduate Diploma in Sales and Marketing
- Graduate Diploma in Sport Management
- Graduate Diploma in Supply Chain Logistics
- Bachelor of Applied Management

Computing Department

- Bachelor of Information and Communication Technologies (BICT)
- Graduate Diploma in Information and Communication Technologies
- Certificate in Systems Administration
- Diploma in Computer Networking Level 6
- Computer Technicians Certificate Level 5
- Computer Networking Instructors Certificate Level 4
- Diploma in Information and Communications Technology
- Certificate in Information and Communications Technology
- New Zealand Certificate in Computing (Advanced User) Level 4
- New Zealand Diploma in Information Technology Technical Support
- New Zealand Diploma in Web Development and Design
- New Zealand Certificate in Information Technology Practitioner
- New Zealand Diploma in Networking
- New Zealand Diploma in Systems Administration

Creative Industries Department

- Bachelor of Broadcasting Communications
- Certificate in Media Communication
- Diploma in Digital Video Post Production Level 6
- Bachelor of Design (with specialisation)
- Diploma in Fashion Technology and Design Level 7
- Certificate in Fashion Technology and Design Level 4
- Certificate in Design Level 4
- Graduate Diploma of Information Design
- Diploma in Photographic Imaging Level 5
- Diploma in Professional Photography Level 6
- Bachelor of Music Arts
- Bachelor of Musical Arts
- Bachelor of Performing Arts

Engineering and Architectural Studies Department

- Bachelor of Architectural Studies
- Diploma in Computer Aided Design
- Graduate Diploma in Computer Aided Design
- Diploma in Interior Design (Residential)
- New Zealand Diploma in Engineering
- New Zealand Diploma in Engineering
- Bachelor of Engineering Technology
- National Diploma in Architectural Technology Level 6
- National Diploma in Construction Management Level 6
- National Diploma in Quantity Surveying Level 6
- New Zealand Diploma in Architectural Technology Level 6
- New Zealand Diploma in Construction Level 6 with Construction Management and Quantity Surveying
- New Zealand Diploma in Engineering

Hospitality & Service Industries

- New Zealand Certificate in Cookery Level 4
- New Zealand Diploma in Cookery (Advanced) Level 5
- New Zealand Certificate in Baking (Generalist) Level 4
- New Zealand Certificate in Hairdressing (Emerging Stylist)
- New Zealand Certificate in Hairdressing (Professional Stylist) Level 4
- National Diploma in Hospitality Management Level 5
- New Zealand Certificate in Travel Level 4
- New Zealand Certificate in Food and Beverage Service Level 3 with Barista and Cafe Services Strand
- New Zealand Certificate in Food and Beverage Service Level 4 with Restaurant Services Strand
- Diploma in Beauty Therapies and Epilation
- Certificate in Beauty Skills (Introductory)
- Certificate in Beauty Therapy
- New Zealand Certificate in Hospitality Management Level 5

Humanities Department

- Diploma in Tertiary Learning and Teaching
- Certificate in Tertiary Learning and Teaching
- New Zealand Certificate in English Language (General/Workplace/Academic) Level 4
- New Zealand Certificate in English Language (Professional/Academic) Level 5
- Certificate in Japanese Level 4
- Bachelor of Language (with specialisation)
- Diploma in Environmental and Outdoor Leadership
- Bachelor of Sustainability and Outdoor Education
- Graduate Certificate in Environmental and Outdoor Leadership
- Graduate Diploma in Sustainability and Outdoor Education
- Bachelor of Māori Language and Indigenous Studies (Te Ohoka)
- Te Āta Hou Certificate in Māori Studies
- Certificate in Sports Training & Indigenous Culture
- Certificate in Māori Language (Ākonga Te Reo)
- Diploma in Māori Studies (Te Hāpara)
- Certificate in Life Skills Level 1
- New Zealand Certificate in Skills for Living for Supported Learners
- Certificate in Workskills Level 1
- National Certificate in Work and Community (Supported Learning)
- Graduate Diploma in Tertiary Teaching and Learning
- New Zealand Certificate in Adult and Tertiary Teaching
- Te Tohu Tauihi Kaupae 4

Nursing, Midwifery and Allied Health Department

- Bachelor of Nursing
- Certificate in Human Services (Social Services)
- Diploma in Enrolled Nursing
- New Zealand Diploma in Enrolled Nursing
- Graduate Certificate in Nursing Practice

- Graduate Diploma in Nursing
- Graduate Diploma in Health
- New Zealand Certificate in Health and Wellbeing (Social and Community Services) Level 4
- National Certificate in Mental Health and Addiction Support
- National Diploma in Mental Health
- Bachelor of Social Work
- Diploma in Social Services
- Certificate in Fitness
- Bachelor of Medical Imaging
- Bachelor of Social Work
- Certificate in Quality Systems
- Bachelor of Applied Science (with specialisation)
- Bachelor of Midwifery
- Graduate Diploma in Physical Activity, Health and Wellness
- Graduate Diploma in Sports and Exercise Science
- Graduate Diploma in Human Nutrition
- Postgraduate Diploma in Health Science
- Master of Nursing
- Postgraduate Certificate in Health Science
- Master of Health Science
- New Zealand Certificate in Study and Career Preparation Level 4

Science and Primary Industries Department

- Graduate Diploma in Laboratory Technology
- New Zealand Certificate in Animal Management Level 4 with Companion Animals Strand
- New Zealand Certificate in Animal Technology Level 5 with Veterinary Nursing Assistant Strand
- New Zealand Diploma in Veterinary Nursing Level 6
- New Zealand Certificate in Applied Science Level 4
- New Zealand Diploma in Applied Science Level 5
- New Zealand Diploma in Applied Science Level 6
- National Certificate in Veterinary Nursing Level 5
- New Zealand Certificate in Primary Industry Production Management Level 5

- New Zealand Diploma in Agribusiness Management Level 5

Trades Department

- National Certificate in Motor Industry (Automotive Body) Level 4
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) Level 4
- Certificate in Carpentry Level 4
- National Certificate in Construction Trades (Supervisor)
- National Certificate in Carpentry Level 4
- National Certificate in Painting and Decorating Level 4
- Certificate in General Engineering
- National Certificate in Mechanical Engineering
- National Certificate in Gasfitting Level 4
- National Certificate in Plumbing Level 4
- National Certificate in Drainlaying Level 4
- Certificate in Furniture and Joinery Level 4
- National Certificate in Joinery (Introduction)
- National Certificate in Joinery (Craftsperson)
- National Certificate in Joinery with strands in Cabinetry, Exterior Joinery and Stairs
- National Certificate in Electrical Engineering (Advanced Trade) Level 5 Electrical Installation
- National Certificate in Electrical Engineering (Electrician for Registration) Level 4
- NCert in Electricity Supply (with optional strands in Electrical, Electrical Fitter and Line Mechanic)
- Certificate in Elementary Masonry Skills Practicum
- National Certificate in Engineering - Fabrication Level 4
- National Certificate in Goods Service (Heavy Vehicle Driver)

GRADUATION BEARS

To help commemorate your graduation we are offering you the opportunity to purchase one of these exclusive Ara Graduation Bears.

These bears are completed with the regalia of your degree or diploma and can be purchased by completing the order form.



DEGREE BEAR

Price \$50 + \$7 postage & handling

Comes with mortarboard and a degree hood coloured for your own degree.

Height: approx. 295mm



DIPLOMA AND CERTIFICATE BEAR

Price \$35 + \$7 postage & handling

Height: approx. 255mm

For further details contact Lois Lea, phone: 03-347 9557 email: stevelois@xtra.co.nz

GRADUATION BEAR ORDER FORM

BEARS WILL BE AVAILABLE AT GRADUATION OR BY MAIL ORDER.

POST today to:

Lois Lea, 4/1269 West Coast Road, West Melton, R.D.1 Christchurch 7671, New Zealand

Phone.: 03 347 9557 email: stevelois@xtra.co.nz

Name _____

Postal Address _____

Phone _____

I wish to purchase the following:

	No. required	Amount (\$)
DEGREE BEAR \$50 each + \$8 postage and handling		
Applied Management (Sky Blue)		
Applied Science (Indigo)		
Architectural Studies (Camel)		
Broadcasting (dark Grey)		
Design (Gold)		
Engineering Technology (Scarlet)		
Information & Communication Technologies (Jade)		
Languages (Japanese) (Pink)		
Language (Māori) (Red/Kowhaiwhai)		
Medical Imaging (Irish Green)		
Midwifery (Burnished Gold)		
Musical Arts (Old Gold)		
Nursing (Purple)		
Performing Arts (Orange)		
Social Work (Red)		
Sustainability & Outdoor Education (Forest Green)		
DIPLOMA BEAR \$35 each + \$7 postage and handling		
CERTIFICATE BEAR \$35 each + \$7 postage and handling		

- Cheque (please make cheque payable to Lois Lea)
- Online banking - Account: ANZ 060801 0464884 00 (please use your surname as the reference)

GRADUATION PHOTOGRAPHS

Linton Photography is the official photographer for Ara Graduation 2017. They are a local company with experience of a wide range of event photography, including graduation ceremonies.

PRESENTATION PHOTOGRAPHS

Every graduate will be photographed as they are presented with their award on stage. These photographs are available for purchase. The most popular options for presentation photographs are 7x5" prints presented in presentation folders and 12x8" enlargements. There are a number of other print sizes available. 7x5" prints cost \$17.50 each or four for \$55, 12x8" enlargements are \$55 each. Presentation photographs may be ordered at the venue on graduation day or after graduation via mail, phone, fax or on-line. Full details and order forms are available from the Linton Photography stand in the foyer on graduation day, by calling them or visiting their web site. All presentation photographs will be displayed on the internet. They can be viewed and ordered at www.eventphoto.co.nz.

GRADUATION PORTRAITS

Portrait sessions are available at a number of times and locations. Linton Photography have a range of package and session options. There are also special deals that are only available for sessions photographed within two weeks of graduation day. Locations for sessions are:

- at the venue, on graduation day. Linton Photography will have studios set up at the venue. No bookings are required, simply see their staff in the foyer after the ceremony
- at their studio which is located at Unit 2, 16 Bernard Street in Christchurch.

Several background and package options are available including having library books behind you. Bookings are essential at the studio and they have regalia available. Please phone 03 339 6699 to book a time that suits. Remember to book early as session times fill quickly.

Full information about portrait packages and prices are available by calling their studio or visiting their web site at

www.eventphoto.co.nz.

Linton Photography is a qualified professional member of the New Zealand Institute of Professional Photographers. All their work has a full satisfaction guarantee.



For studio session bookings or general enquiries please phone Linton Photography on 03 339 6699.





Institute of Canterbury

Ara rau, taumata rau

Ara is proud to be a smokefree institute

PO Box 540, Christchurch 8140, New Zealand
Telephone 0800 24 24 76 | Facsimile +64 3 366 6544

www.ara.ac.nz
