

Timaru Graduation Guide



Timaru Graduation 13 February 2020

Ara is holding its Timaru graduation for our Southern campuses graduates on Thursday 13 February 2020.

As part of the graduation celebration there is a street parade for staff and graduands through the centre of the city followed by the graduation ceremony at the Southern Trust Events Centre.

Timings and venue

Graduation Ceremony Time 2.00pm

Parade Time 11.00am

Graduation Ceremony Venue: Southern Trust Events Centre, 70 Morgans Road, Glenwood, Timaru

Parade: Departs from outside the Max Movie Theatre, Cannon Street, assembly time 10.45am

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 graduation 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 the Timaru Campus, Student Central, Arthur Street, up to 3 weeks after the graduation ceremony date (13 February 2020). 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.

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.

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
Certificate	No previous NZ degree	Gown, Ara certificate scarf	\$50
	Yes - NZ degree	Gown, Ara certificate scarf, hood from your previous NZ degree	\$70
	Yes - Overseas degree	Gown, trencher, Ara certificate scarf	\$60
Diploma	No previous NZ degree	Gown, Ara diploma scarf	\$50
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree	\$70
	Yes - Overseas degree	Gown, trencher, Ara diploma scarf	\$60
Graduate Diploma or Graduate Certificate	No previous NZ degree	Gown, trencher, Ara diploma/certificate scarf	\$60
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree	\$70
	Yes - Overseas degree	Gown, trencher, Ara diploma scarf	\$60
Degree	No previous NZ degree	Gown, trencher, Ara hood	\$65
	Yes - NZ degree	Gown, trencher, Ara hood for your new degree	\$65
Postgraduate Certificate or Diploma	Yes	Gown, trencher, Ara post graduate hood	\$65
Masters	Yes	Gown, trencher, Ara masters hood	\$65

Regalia item hire costs

Regalia	Cost
Ara scarf (certificate or Diploma)	\$5
Gown	\$45
Ara hood	\$10
Out of Canterbury hood	\$10
Trencher	\$10

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Collecting regalia

Regalia hired for graduation can be collected from TG 104 (G4) Arthurs Street Campus, Timaru.

Hours for collection: Timaru based graduates - Wednesday, 12 February 1.00pm - 4.00pm

Oamaru and Ashburton based graduates ONLY - Thursday, 13 February 9 - 10am or during the Wednesday collection hours if preferred.

Returning regalia

All regalia to be returned at the Southern Trust Events Centre, Timaru on Thursday 13 February no later than 5pm.

Penalties for non-return of regalia

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 the graduation ceremony prior to the day of the ceremony, you will receive a full refund of your regalia hire costs.

However, if you notify us on the day you are withdrawing or simply don't turn up, we will only refund the regalia hire costs minus a \$20 administration cost.

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

Gown

A black Cambridge style gown is worn under all Ara graduation scarf or hood.

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.)

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.

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Hood lining colours

Each degree hood lining is an individual 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
Sustainability & Outdoor Education	Forest Green	Humanities
Tourism and Hospitality Management	Blue Sapphire	Hospitality & Service industries

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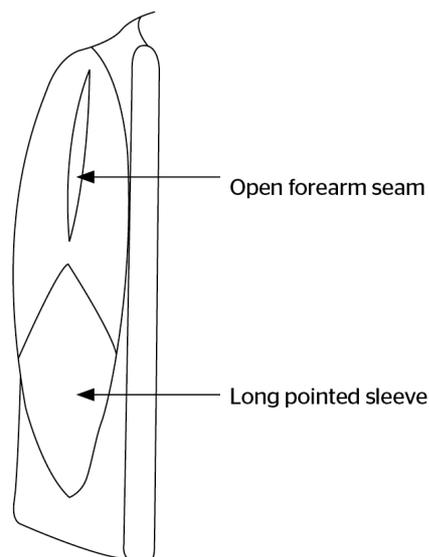
Note:

Unfortunately overseas regalia cannot be supplied.

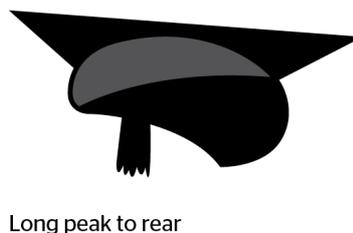
If you already have a degree and are now receiving an Ara degree, you must wear the hood for your new Ara degree. It is not appropriate to wear two hoods.

For some graduands appropriate dress may include a Korowai.

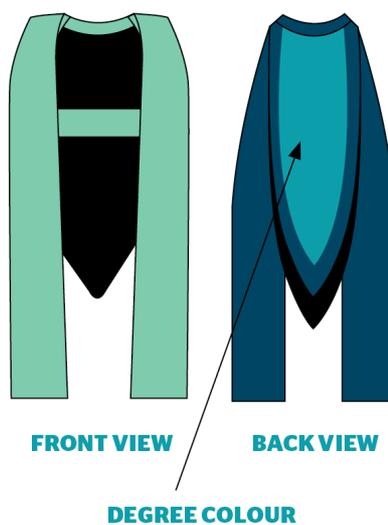
GOWN



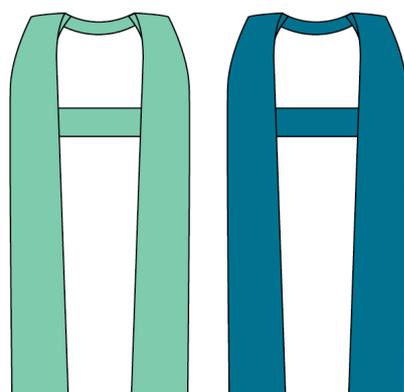
TRENCHER



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

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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 the ceremony.

PARADE DETAILS

In your regalia you need to assemble at 10.45am for an 11am street parade in Cannon Street, in front of Movie Max.

The parade route is down Cannon Street, turning right into Stafford Street [keeping to the left hand-lane as the street isn't closed to traffic travelling north in the right hand -lane on Stafford Street]. Continuing down Stafford Street turning left into George Street finishing outside the Speights Ale House.

Please remind any of your friends, family or supporters watching you parade they must stay on the footpaths as only half of Stafford Street is closed to cars.

GRADUATION ASSEMBLY AND PROCESSION

Assemble in your regalia in the Southern Trust Events Centre (follow signage) no later than 1.30pm.

Find your Department sign and then line up behind your qualification sign (eg Diploma in Professional Cookery) in alphabetical order as outlined in the graduation programme which can be collected from the marshals.

The marshals are there to help you get in the right order to collect your qualification so please follow their instructions.

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

Then at a signal from the Parade Marshal, keeping in order, you will proceed into the hall and into your seat ready for the ceremony to start.

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 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 in your left hand until the Chair of Council has ceremoniously "capped" you. You should then put your trowel on, shake hands, and receive your award.

PERSONAL BELONGINGS

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

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CONCLUSION OF CEREMONY

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

Afternoon tea will be served for you and your guests in the area behind the stage.

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 for the ceremony.