



Graduation Guide

Wolfbrook Arena - 17 September 2026



Spring
Graduation

Te Rā Whakawhiwhi Tohu | Spring Graduation Guide



These details are subject to change.

Please visit www.ara.ac.nz/graduation for the most up-to-date information.

DATE AND TIME

Thursday, 17 September 2026, 2pm

VENUE

Wolfbrook Arena (formerly Horncastle or Christchurch Arena),
55 Jack Hinton Drive, Addington, Christchurch

There is free carparking on site and bus stops nearby. For more information, including details on accessibility, parking, and directions, check out their [website](#).

GRADUATION ARRIVAL AND PROCESSION

Graduates must arrive by 1pm

Doors open one hour before the ceremony start time. Guests of graduates are to be seated 20 minutes before the ceremony start time.

GRADUATION STUDENT ASSEMBLY

Graduates are to assemble at the Wolfbrook Arena one hour before the ceremony starts. When you arrive, please follow the signs to the graduates' assembly area and, enter through external door 4 at the side of the arena.

1. Find the row your department is in (A, B, C, D, E or F)
2. Find the name of your qualification.
3. Find your department sign and 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 to ensure you are ready to cross the stage when your name is called.
6. The Head Marshal will brief you on the details of the graduation ceremony. Then at a signal from the Head Marshal you will move in procession into the hall. Follow the directions of the marshals, who will direct you to your seat.

Don't worry, we will have plenty of signage and friendly staff onsite to ensure you know where to go and end up in the right place.

CROSSING THE STAGE

1. After the welcome and introductions, you will be called to receive your graduation parchment scroll. Marshals will direct you when to leave your seat.
2. File from your seat to the side of the stage and wait for your name to be checked.
3. When directed by the marshal, proceed across the stage.
4. You will shake hands with two people as you cross the stage.
5. If you are receiving a Bachelor's degree you will be ceremonially capped; you may then place your trencher on your head.
6. Move across to the second person on stage who will hand you a parchment scroll and shake hands with you.
7. Once you have received your parchment scroll, leave the stage down the central steps and return to your seat.

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

TICKETING / GUEST SEATING

All graduates are entitled to up to **four tickets free of charge** for friends and whanau - you request these when you register for graduation.

Graduation guest tickets will be emailed to you around two weeks before graduation - by 7 September 2026. This email will come from Humanitix (not Ara). Tickets are general admission only.

If you would like to request extra tickets, you can also do this when you register for graduation. We try our best to accommodate these requests, but unfortunately this is not always possible as there is limited availability. Extra tickets will not be confirmed until 28 August, after registration closes (this is so we can ensure all graduates receive their guaranteed tickets).

PHOTOGRAPHY AND LIVESTREAMING

If any of your friends or family are unable to attend your graduation in person, they can watch online as our graduation ceremonies are streamed live on the Ara website on the day.

Ara's graduation ceremonies are filmed for livestreaming and photographed. Footage and photos will be available publicly on our digital media and may also be used in Ara publications and promotional materials (digital and print). If you have any questions regarding graduation photography, please email graduation@ara.ac.nz

ACCESSIBILITY

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

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

TIPS FOR THE DAY

1. Regalia - ensure you arrive at the venue already dressed and in your regalia.
2. Graduation ceremonies are lengthy so please make sure you're well hydrated and have eaten beforehand. If you feel unwell either before or during the ceremony, just let a staff member know and we can help.
3. Please leave personal items (e.g. handbags, mobile phones, flowers, etc) with your guests during the course of the procession and graduation ceremony.
4. Linton Photography are the official photographers for graduation. Studios 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 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

REGALIA

As part of the formal graduation ceremony, you are required to wear official Ara regalia. If you are not wearing regalia, you will not be able to cross the stage.

GWC Regalia Hire own and maintain the regalia for Ara ceremonies and graduates are responsible for ordering their own regalia directly through them. Link to be provided on **11 August 2026** to order your regalia on the GWC Regalia Hire application form for this ceremony. Please DO NOT use the GWC Casual Hire form.

You must order your regalia by **Wednesday 09 September**. Any orders placed from Thursday 10 September will be charged a late fee of \$30.

You will receive a confirmation email after your regalia order is placed – if you do not receive this, please check directly with GWC Regalia to ensure that your order has been processed.

Some graduates also add traditional elements such as korowai or ta'ōvala. These may be worn over your academic gown. If you are wearing one of these elements, please request a lighter-weight gown when ordering your regalia.

REGALIA ITEM HIRE COSTS

The hire cost of your regalia will depend on the qualification you are receiving.

Regalia	Cost
Ara scarf/stole (certificate or diploma)	\$20
Gown	\$45
Ara hood	\$25
Trencher Hat	\$20

If you are receiving	Do you have a previous degree?	You will need
Certificate	No previous degree	Gown, Ara certificate scarf
	Yes - NZ or overseas degree	Gown, trencher, Ara certificate scarf
Diploma	No previous degree	Gown, Ara diploma scarf
	Yes - NZ or overseas degree	Gown, trencher, Ara diploma scarf
Graduate Diploma or Graduate Certificate	No previous degree	Gown, trencher, Ara diploma/certificate scarf
	Yes - NZ or overseas degree	Gown, trencher, Ara diploma/certificate scarf
Degree	No previous degree	Gown, trencher, Ara hood
	Yes – wear new hood	Gown, trencher, Ara hood
Postgraduate Certificate or Diploma	Yes - wear new Ara hood	Gown, trencher, Ara postgraduate hood
Masters	Yes - wear new Ara hood	Gown, trencher, Ara Masters hood

COLLECTING AND RETURNING REGALIA

You collect your regalia from GWC's premises on the UC Dovedale Campus, Wairarapa Building, Block ED15, Ilam. Parking is in Car Park 1, off Parkstone Ave or Solway Ave.

During graduation season, GWC's hours are extended, and you can collect your regalia anytime between 9am – 7pm on Wednesday 16 September. Regalia can be collected on the morning of Thursday, 17 September but you must be at the venue by 1pm.

If you are unable to collect your regalia, a family member or friend can collect it on your behalf. However, you **MUST** give your nominated collection person your correct height measurement - and if you are eligible to wear a trencher - your head circumference (measured just above the ears).

Regalia must be returned, in good order, on Thursday 17 September (the same day as graduation) by 7pm. Regalia cannot be returned at the venue and must be returned to GWC's premises on the UC Dovedale Campus (same location as collection).

A \$50 security hold will be applied to the card used to purchase the regalia hire with GWC. If you cannot provide this amount at check-in you will not be able to collect your regalia. This security hold cannot be paid in cash. The security hold will show as a pending transaction and will automatically 'drop off' after 7 days, once it's been confirmed that the regalia was returned undamaged within the above timeframe.

After 17 September, the GWC Regalia Hire opening hours go back to standard hours which are Tuesdays and Thursdays 9.30am – 2.30pm.

Penalties for non-return of regalia

A family member or friend can return regalia on your behalf. Please be aware if regalia is not returned you will be charged at replacement cost which is:

Gown	\$650
Hood	\$180
Trencher Hat	\$225
Scarf	\$100

REGALIA REFUND POLICY

If you notify Ara that you are withdrawing from your Graduation ceremony by Wednesday, 16 September, 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 let us know in advance, there are no refunds.

If you are prevented from attending graduation at the last minute due to illness or travel disruption, you can hire your regalia for photos or a private ceremony at another time.

To advise your withdrawal from a graduation ceremony, please complete our [Graduation Cancellation Form](#)

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:

- graduates for a certificate, diploma or degree that have no previous degree use the lower opening
- 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 graduates receiving diplomas and a certificate scarf (light teal) is worn by graduates receiving certificates.

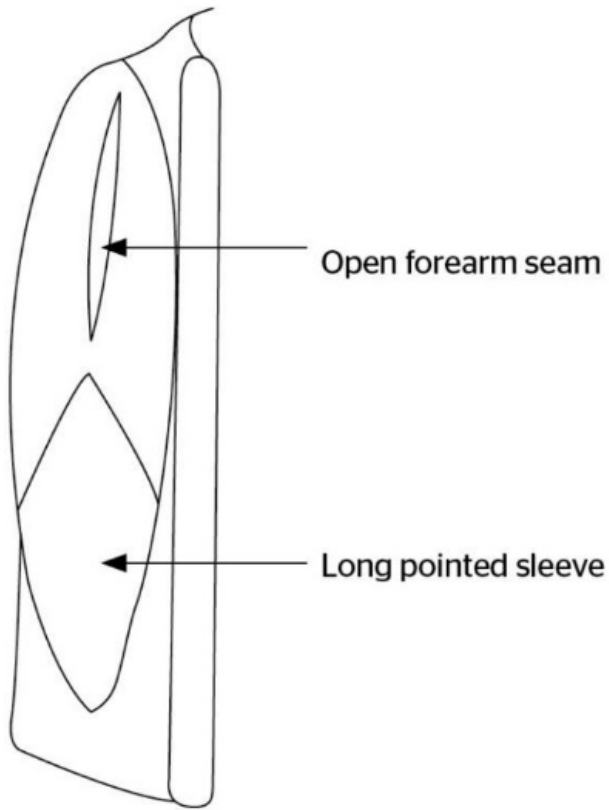
Degree hood

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.

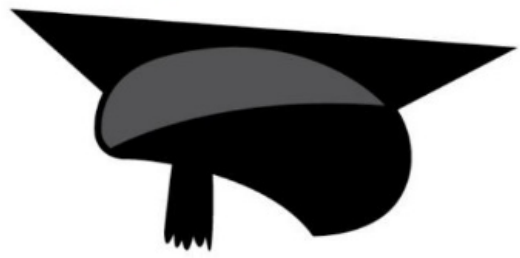
Hood lining colours

Each degree hood lining is a different colour denoting the degree being conferred.

GOWN



TRENCHER



Long peak to rear

HOOD

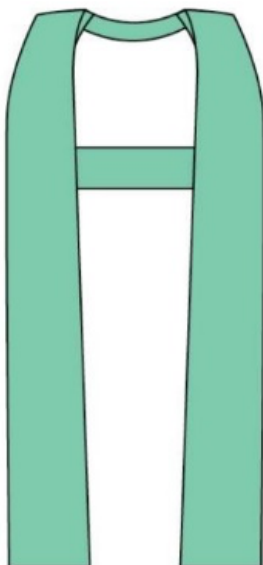


FRONT VIEW

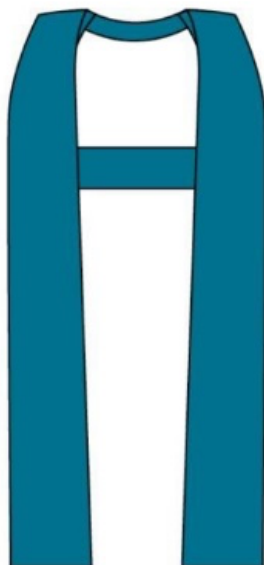
BACK VIEW

DEGREE COLOUR

SCARF



**CERTIFICATE
SCARF**



**DIPLOMA
SCARF**



Ara Institute of Canterbury Hood and Stole Specifications



All Certificate
Light Teal Stole



All Diploma
Dark Teal Stole



All Postgraduate
Gold Stole



All Masters
Gold and Blue Stipes Stole

Bachelor Degrees



Applied Management
Sky Blue

Accounting
Supply Chain Logistics
Event Management
AND Marketing and Sales
Event Management
AND Project Management
Event Management
Human Resource Management
AND Marketing and Sales
Human Resource Management
AND Project Management
Human Resource Management
Marketing and Sales
AND Strategic Management
Marketing and Sales
Strategic Management



Applied Science
Indigo

Health Promotion
Human Nutrition
Sport and Exercise Science



Architectural Studies
Camel

Camel



Broadcasting Communications
Silver Grey

Journalism
Radio
Screen and Television Production



Construction
Rust

Construction Management
Quantity Surveying



Design
Yellow

Applied Visual Art
Fashion Technology and Design
Motion Design
Photography
Visual Communication Design



Engineering Technology
Scarlett

Electrical



Information and Communication Technologies
Jade

Networking and Infrastructure
Pathway
Software Development Pathway



Language (Japanese)
Hot Pink



Language (Māori)
Scarlet & Kowhaiwhai Print

Te Ohoka



Midwifery
Burnished Gold



Medical Imaging
Irish Green



Musculoskeletal
Cobalt



Music
Old Gold



Nursing
Purple

Including articulated to UC MHSc



Performing Arts
Orange



Social Work
Red



Sustainability and Outdoor Education
Forest Green



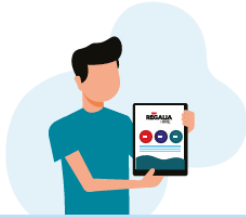
Tourism Hospitality Outdoor Management
Blue Sapphire



Step by Step guide on how to order your regalia



How To Order Your Regalia Online A Step-By-Step Guide



1

Access the Order Form

Copy and paste the link provided by your tertiary institution into your preferred web browser.



If you encounter any issues with progressing to the next stage of your order, try using a different browser or device before contacting GWC Regalia Hire.



2

Progress Indicator

The progress bar at the top of the page will show which step you are currently on during the ordering process.



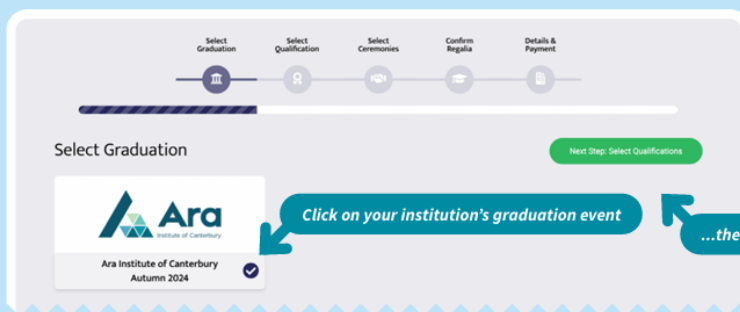
i Saving Your Order

The software will remember your order if you are interrupted partway through.

3

Select Graduation

Select your institution graduation event and then click the green "Next Step" button.



i No green button?

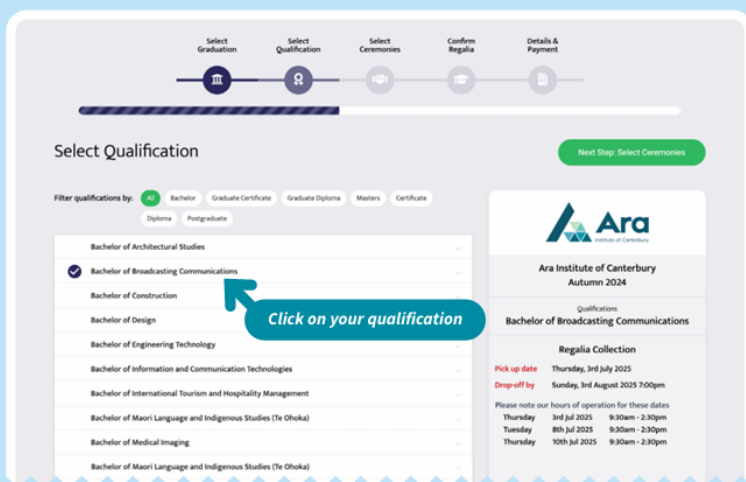
During all stages, as you complete the form, the green button will indicate when you have completed the required fields and can proceed to the next stage. If it does not turn green, review the form to ensure all necessary information is filled out.

2.

4

Select Qualifications

Choose your qualification from the list that appears.



i IMPORTANT

If you are graduating with more than one qualification, you will only wear the regalia of your highest qualification.

Please select your highest qualification only.

If you choose an incorrect qualification, make sure to deselect it; otherwise, you will be charged for two sets of regalia.

3.

5

Select Ceremonies

Choose your ceremony, or ceremonies, and take note of the pick-up and drop-off date and time.

Select Graduation Select Qualification **Select Ceremonies** Confirm Regalia Details & Payment

Next Step: Confirm Regalia

Select Ceremonies

Main ceremony selection

Sun, 3rd Aug 2025
2:00pm
Afternoon Ceremony

Click on your ceremony/ceremonies

Ara
Institute of Canterbury

Ara Institute of Canterbury
Autumn 2024

Qualifications
Bachelor of Broadcasting Communications

Regalia Collection

Pick-up date: Thursday, 3rd July 2025
Drop-off by: Sunday, 3rd August 2025 7:00pm

Please note our hours of operation for these dates
Thursday 3rd Jul 2025 10am - 3:30pm

IMPORTANT

Take note of the pick-up and drop-off date and time. We have extended hours for collections and returns, so please disregard the hours advertised by Google.

NOTE

The pick-up date indicated here is the **EARLIEST** you can collect your regalia during our extended hours.

If you are arriving in Christchurch on the day of your graduation, you may also collect your regalia then.

6 a.

Confirm Regalia

Add your gown and hat measurements.

IMPORTANT

If you are collecting your regalia in person, your gown and hat will be fitted correctly to you while you are at our premises. You can have someone collect on your behalf. Please ensure you have accurately filled in your head and height measurements. This will help avoid the need to return to our premises for item exchanges.

Gown Measurement

Please enter your full height in centimetres. When you receive your confirmation email, the height may differ as our system will adjust it to fit our gown size range.

Hat Measurement

If you are collecting your regalia in person you do not need to measure your head. However, if someone else is collecting on your behalf, download our sizing guide and correctly measure your head. The hats are a rigid fit and approximate measurements are not sufficient.

Higher Qualification

If you are graduating with a certificate or diploma but hold a higher degree, you can submit proof of your qualifications to upgrade your regalia order to include a hat and a bachelor's or master's gown. This is part of the 'Details & Payment' step of our order form (Step 7d).

The screenshot shows a progress bar at the top with five steps: Select Graduation, Select Qualification, Select Ceremonies, Confirm Regalia (current step), and Details & Payment. Below the progress bar, the 'Confirm Regalia' section lists three items: Bachelor Gown (\$40.00), Bachelor Hood (Silver Grey) (\$20.00), and Trencher Hat (\$20.00). Each item has a selection checkbox and a 'De-select' tick. The Bachelor Gown section includes a height input field with a callout 'Enter your height' pointing to it. The Trencher Hat section includes a head circumference dropdown menu with a callout 'Choose your head circumference ONLY if you are not collecting your regalia in person' pointing to it. On the right, there is a summary box for Ara Institute of Canterbury, Autumn 2024, Bachelor of Broadcasting Communications, including regalia collection dates and hours of operation.

5.

6 b.

Confirm Regalia – Continued

If you do not need an item of our regalia, please de-select it.

De-selecting Items

If you do not need an item, click the tick to de-select it.

Confirmation of Item Removal

A pop-up warning notice will confirm if you wish to remove an item, and an 'x' will show that the item has been removed.

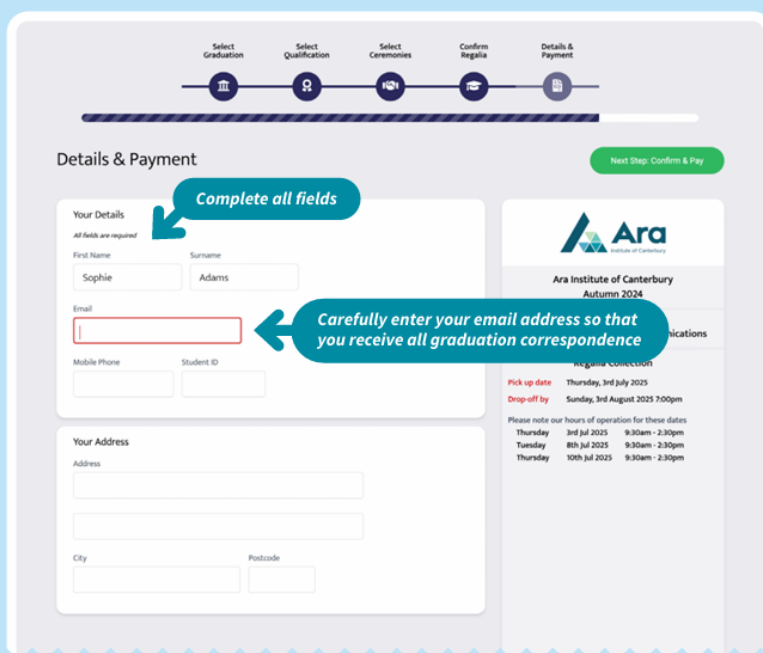
This screenshot shows the same 'Confirm Regalia' form as in step 5, but with a yellow callout box pointing to the 'De-select' tick next to the Bachelor Hood item. Below the form, a red confirmation dialog box is shown with the text 'Are you sure you want to remove this item?' and 'Please confirm that you wish to remove this item from your regalia selection'. The dialog has 'Cancel' and 'OK' buttons. The background form is dimmed, showing the Bachelor Hood and Trencher Hat items.

6.

7 a.

Details and Payment – Your Details

Ensure you fill in the required fields, especially your email address, to receive the confirmation email and future emails closer to your graduation event.



Progress bar: Select Graduation, Select Qualification, Select Ceremonies, Confirm Regalia, Details & Payment

Next Step: Confirm & Pay

Your Details
All fields are required

First Name: Sophie
Surname: Adams
Email:
Mobile Phone:
Student ID:

Your Address

Address:

City:
Postcode:

Ara Institute of Canterbury Autumn 2024

Pick up date: Thursday, 3rd July 2025
Drop-off by: Sunday, 3rd August 2025 7:00pm

Please note our hours of operation for these dates

Thursday	3rd Jul 2025	9:30am - 2:30pm
Tuesday	8th Jul 2025	9:30am - 2:30pm
Thursday	10th Jul 2025	9:30am - 2:30pm

NOTE

A QR code linking to a map of our location will also be sent to you two days before graduation.

7 b.

Details and Payment – Terms of Hire

Please take the time to carefully read our most important terms of hire, particularly the security hold information.

Terms of Hire (Click each statement to agree)

Pick up & Drop off
You acknowledge and agree that the pick up date and time for your regalia is from Thursday, 3 Jul 2025 8:00am and will drop off the regalia by Sunday, 3 Aug 2025 7:00pm

Late Fee & Regalia Damage
A \$50 security hold will be applied to the card used to purchase the regalia hire with GWC Regalia Hire. If we cannot secure this amount AT CHECK-IN, the student will not be able to collect their regalia. This security hold CANNOT be paid in cash. The security hold will be released if the regalia is return within the stipulate timeframe on the order or returned without damage. NB: Additional charges for lost or damage regalia will apply.

The return, late return fee, damage or loss is the responsibility of the student whose name is on the hire agreement with GWC Regalia Hire.

Terms & Conditions
You agree to the general [Terms & FAQs](#).

Click on all the ticks to agree

i IMPORTANT
All three boxes must show a green tick to indicate you have read and agreed to our terms.

7 c.

Details and Payment – Proof of a Higher Qualification

Do you have a degree?
If you have a higher qualification from a NZ or overseas tertiary institution, please upload proof and we will charge your card for the additional items.

Drop an image of your qualification here -or-

Drag and drop your image file here

... or click 'Browse Files' to select your image file

Only complete this section if you are graduating with a certificate or diploma but hold a higher degree from a NZ or overseas tertiary institution.

i IMPORTANT
Ensure your image file is in an accepted format (e.g. PDF, PNG, JPEG). Max file size 5MB.
We will review your proof and if it meets the eligibility criteria we will charge your card for a hat and upgrade you to a bachelor's or master's gown.

7 d.

Details and Payment – Payment Details

Enter your payment details to confirm your order.

Got an account credit?
Note: Only applies if you have received a credit from us due to a cancelled graduation event.
Please enter your code

Only complete this section if you have received a credit from us due to the cancellation of a previous graduation.

Enter your credit or debit card details

Credit or Debit Card

Name on card

Card number Expiry CVC code

1234 1234 1234 1234 MM/YY CVC

Regalia Collection

Pick up date: Thursday, 3rd July 2025
Drop-off by: Sunday, 3rd August 2025 7:00pm

Please note our hours of operation for these dates:
Thursday 3rd Jul 2025 9:30am - 2:30pm
Tuesday 8th Jul 2025 9:30am - 2:30pm
Thursday 10th Jul 2025 9:30am - 2:30pm

Regalia Hire	
Bachelor Gown	\$40.00
Bachelor Hood (Silver Grey)	\$20.00
Trencher Hat	\$20.00
Total	USD \$80.00

Here is the total amount you will be paying

i NOTE
This card will also be used to place a security hold.

If your payment fails, you will receive a notification explaining the issue, and you will not receive a confirmation email.

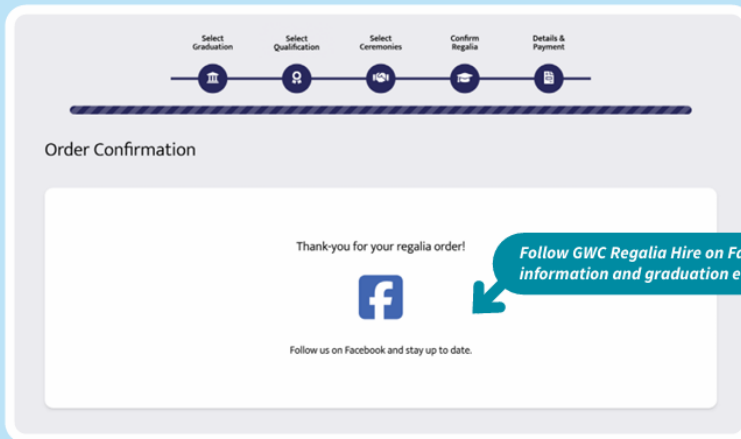
i IMPORTANT
Please ensure that you have not selected more regalia than necessary or chosen an excessive number of qualifications.



8

Payment Success

After your payment has been validated, your screen will confirm success and ask you to join our Facebook page.



9

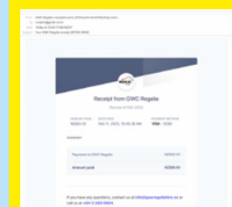
After Payment Confirmation

If you have entered your email address correctly, you should receive a confirmation email.



NOTE

You will also receive a receipt for your payment via email.



If Something Goes Wrong

I didn't receive an email?

Please check your bank account to confirm whether the funds have been withdrawn. If they have, it's possible that you entered your email address incorrectly. Please get in touch with us via email with the correct email address so that you can receive all relevant information regarding the graduation process.

If the funds have not been withdrawn, your order was unsuccessful due to an issue with your payment details or insufficient funds. In this case, you will need to restart the ordering process. Your order details should still be available unless you cleared your cache.

The form won't let me move to the next stage, what should I do?

Please make sure that you have filled in all the required fields and checked the appropriate boxes on your order.

If you have done this and it still doesn't work, we recommend trying a different browser or using another device to enter your information.

If you have already tried both of these options and are still experiencing issues, please contact us during our business hours for assistance.

Why doesn't my qualification come with a hat?

Not all qualifications are eligible for a hat. If you are completing a diploma or a certificate, you will not receive a hat unless you already have a higher degree, such as a bachelor's, master's, or PhD.

Additionally, if you are graduating with a qualification based on recognition of prior learning and you do not have any other qualifications, you will not wear a hat, even if others in your cohort do.

Where are you located?

If your order was successfully submitted and payment has been received, and you entered your email address correctly, you will receive an email a few days before graduation week with an attached map to help you find us. If you do not receive this email, it is possible that you entered your email address incorrectly. In this case, please contact us via email or phone, and we can update your order.

If you encounter any issues or have a question that is not answered in our [FAQ](#) here or on our website or the full terms of hire, please contact us via email, as we are not in the office every day.

Alternatively, you can find us by searching for "GWC Regalia Hire" on Google, where we have uploaded a map in the images section to assist you in locating us on the UC Dovedale Campus.

I didn't receive a QR code, can I still collect?

Yes, you can still collect your order. Your order may not have been submitted successfully, or your email address is entered incorrectly. The QR code simply makes it easier to locate your order, however, if your order was successful, we will be able to find you.

Can I collect my regalia early?

Unfortunately, early collection is not possible. The period leading up to graduation is quite hectic as we work to ensure that all regalia is prepared for both students and staff. Our volunteers are not available every day, and unless there are exceptional circumstances, we cannot accommodate this request.

Why do I have to return my regalia on the same day as graduation?

We allow a few hours after the ceremony for celebration and photos, but we do ask that regalia be returned while our volunteers are still on site. This is important so they can efficiently process the high volume of returns for the upcoming ceremonies. Even if your ceremony is the last one of the graduation, our volunteers have dedicated their time to help manage these returns. Failure to return your regalia on time means your security hold will be collected as a consequence.

Can I have the regalia for a longer period for photos or a family event?

We allow students 2 to 3 hours after the ceremony to take photos with family members at their institution and with their qualification certificates before the evening celebrations begin. If you require more time for a special event, please contact us. The extension will depend on the size of the graduation, the timing of your ceremony, and the reason for needing the regalia longer. Please note that if you do not inform us, you may face your security hold being collected for returning the regalia late.

Spring Graduation – Checklist

Use our graduation ceremony checklist to make sure you're ready for your big day!

- Graduation Guide:** Read the Ara Graduation Guide so you are prepared for the day.
- Register for graduation:** Ensure you've completed your graduation registration.
- Order your regalia:** Don't forget to order your regalia before the deadline.
- Check ceremony details:** Make sure you know the date, time and location of your ceremony.
- Watch "HOW TO GRADUATE" video:** Watch our video so you know what to expect on the day.
- Collect your regalia:** Pick up your regalia from GWC Regalia Hire the day before graduation.
- Inform your guests:** Tell your guests the details of the ceremony, including where and when they need to arrive.
- Send E-tickets to guests:** Check that you've received your e-tickets, and forwarded these on to your guests.
- Check venue information:** Look up parking and accessibility information for the Wolfbrook Arena.
- Plan your arrival:** You must arrive one hour before the ceremony. If you're late, you may not be able to take part in the ceremony.
- Celebrate!** Enjoy this special day and celebrate your achievement with friends and whānau.

OPTIONAL

- Book photography session:** Studios will be set up at the venue so you can have portraits taken with family or friends.
- Order a Graduation Bear:** If you want a keepsake, order your graduation bear before or after the ceremony.



ara.ac.nz