



# GRADUATION GUIDE

**TIMARU GRADUATION**  
**15 FEBRUARY 2018**

**CHRISTCHURCH GRADUATION**  
**29 MARCH 2018**

# 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

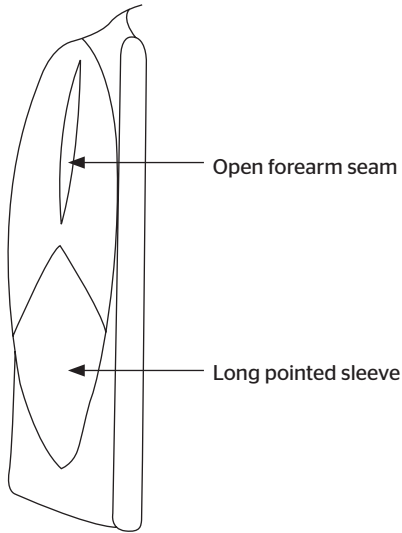
The degree hood is worn with the scarf sitting on the shoulders and the hood hanging down the wearer's back.

## HOOD LINING COLOURS

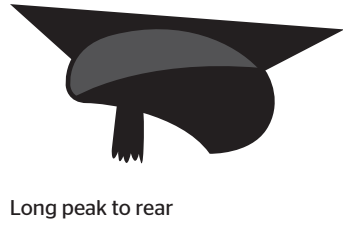
Each degree hood is an individual colour denoting the degree being conferred.

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

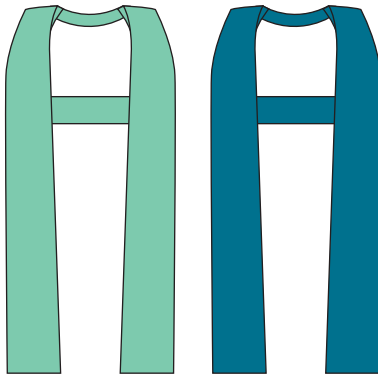
**GOWN**



**TRENCHER**



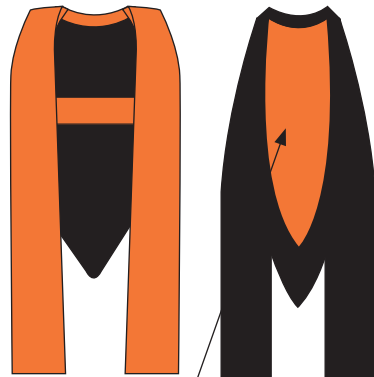
**SCARF**



**CERTIFICATE  
SCARF**

**DIPLOMA  
SCARF**

**HOOD**



**FRONT VIEW**

**BACK VIEW**

**DEGREE COLOUR**

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:	Cost (includes \$20 refundable bond)
Certificate	No previous NZ degree	Gown, Ara certificate scarf	\$60
	Yes - NZ degree	Gown, Ara certificate scarf, hood for your previous NZ degree	\$80
	Yes - Overseas degree*	Gown, trencher, Ara certificate scarf	\$70
Diploma	No previous NZ degree	Gown, Ara diploma scarf	\$60
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree	\$80
	Yes - Overseas degree*	Gown, trencher, Ara diploma scarf	\$70
Graduate Diploma or Graduate Certificate	No previous NZ degree	Gown, trencher, Ara diploma/ certificate scarf	\$70
	Yes - NZ degree	Gown, trencher, Ara diploma scarf, hood for your previous NZ degree	\$80
	Yes - Overseas degree*	Gown, trencher, Ara diploma scarf	\$70
Degree (including Post Graduate or Masters)	No previous NZ degree	Gown, trencher, Ara hood	\$75
	Yes - NZ degree	Gown, trencher, Ara hood for your new degree	\$75

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

## TIMARU CEREMONY

### COLLECTING REGALIA

Regalia hired for graduation can be collected from TC201, Arthurs Street Campus, Timaru.

Hours for collection:

**Timaru based graduates:** 1 - 4pm, Wednesday 14 February

**Oamaru and Ashburton based graduates ONLY:** 9 - 10am, Thursday 15 February or during the Wednesday collection hours if preferred.

### RETURNING REGALIA

All regalia is to be returned to the Southern Trust Events Centre, Timaru on **15 February** no later than 5pm.

## CHRISTCHURCH CEREMONIES

### 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 28 March

### RETURNING REGALIA

All regalia is to be returned to the Federation of Graduate Women at the Horncastle Arena, Christchurch on **29 March** no later than 1.30pm for morning ceremony and no later than 5pm for afternoon ceremony.

### LATE ARRIVALS TO CHRISTCHURCH

If you are from out of town and are unable to collect in person on Wednesday 28 March 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.

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.

## 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](mailto: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. (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 for Christchurch Graduation or Langwoods Photography for Timaru Graduation.

You can order the photos for Christchurch Graduation:

- 1 At the Horncastle Arena on graduation day
- 2 Telephone 03-339 6699
- 3 Visit their website at [www.eventphoto.co.nz](http://www.eventphoto.co.nz)

You can order the photos for Timaru Graduation:

- 1 At the Southern Trust Events Centre on graduation day
- 2 Telephone 064-03-688 3735      Mobile 027 488 3735

## 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.

# GRADUATION DAY INSTRUCTIONS

## TIMARU GRADUATION 2018

**Southern Trust Events Centre - 15 February 2018**

**Parade - 11am**

**Ceremony - 2pm**

### PARADE DETAILS

All graduands in their regalia are required to assemble at 10.45am for an 11am parade at Cannon Street, in front of Movie Max.

### GRADUATION ASSEMBLY AND PROCESSION

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

### PERSONAL BELONGINGS

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

# GRADUATION DAY INSTRUCTIONS

## CHRISTCHURCH GRADUATION 2018

### **Horncastle Arena - 29 March 2018**

**9.30am - morning ceremony**

**2.30pm - afternoon ceremony**

#### **MORNING CEREMONY AT 9AM WILL BE FOR THE FOLLOWING DEPARTMENTS:**

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

#### **AFTERNOON CEREMONY AT 2.30PM WILL BE FOR THE FOLLOWING DEPARTMENTS:**

- Computing
- Creative Industries
- Business
- Hospitality and Service Industries

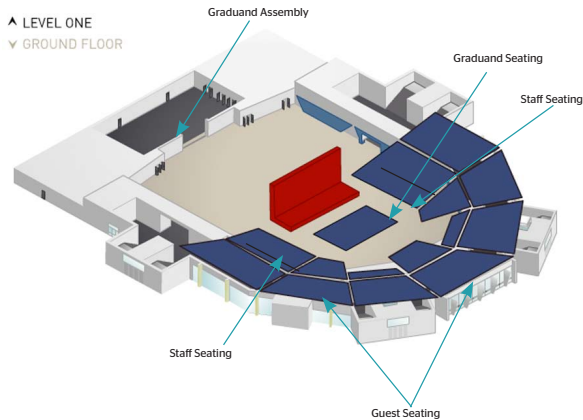
#### **PERSONAL BELONGINGS**

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 on page 9) no later than 8.30am for morning ceremony and 2pm for afternoon ceremony. 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.

## ONLINE STREAMING - CHRISTCHURCH GRADUATION

The ceremony will be streamed live on our website [www.ara.ac.nz](http://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.

# QUALIFICATIONS GRADUATING AT TIMARU

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

## Business Department

- Diploma in Applied Business
- Diploma in Applied Business (Accounting)
- Diploma in Applied Business (Human Resource Management)
- New Zealand Certificate in Business (Introduction to Team Leadership) Level 3
- Diploma in Human Resource Management
- Diploma in Business
- Diploma in Accounting
- Bachelor of Applied Management -
- Bachelor of Applied Management -
- New Zealand Diploma in Business
- New Zealand Certificate in Business (Introduction to Team Leadership) Level 3
- New Zealand Certificate in Business (Introduction to Team Leadership)
- New Zealand Certificate in Business (Administration and Technology) Level 3
- New Zealand Certificate in Business (Administration and Technology) Level 4

## Computing Department

- Diploma in Information and Communications Technology
- New Zealand Certificate in Information Technology Essentials
- New Zealand Diploma in Information Technology Technical Support

## Creative Industries Department

- Diploma in Arts and Media (Visual Arts and Design)
- Diploma in Arts and Media
- Diploma in Arts and Media (Digital Design and Photography)
- New Zealand Certificate in Digital Media and Design

## Hospitality & Service Industries

- New Zealand Certificate in Cookery Level 4
- New Zealand Certificate in Food and Beverage Service Level 3 with Barista and Café Services Strands
- Certificate in Beauty Therapy
- National Certificate in Hairdressing (Professional Stylist) Level 4
- National Certificate in Hairdressing (Salon Support)
- New Zealand Certificate in Baking (Generalist)
- New Zealand Certificate in Cookery Level 4
- New Zealand Diploma in Cookery (Advanced) - Cookery Strand
- New Zealand Certificate in Food and Beverage Service
- New Zealand Certificate in Hospitality Level 2 -
- New Zealand Certificate in Tourism Level 3 with Tourism and Travel Strand
- New Zealand Certificate in Salon Skills (Introductory) Level 2
- New Zealand Certificate in Hairdressing (Salon Support)
- New Zealand Certificate in Hairdressing (Emerging Stylist)
- NZ Certificate in Hairdressing (Professional Stylist) Level 4 ITO

## Humanities Department

- Certificate in Tertiary Learning and Teaching
- Certificate in Early Childhood Studies
- New Zealand Certificate in English Language (Foundation) Level 1
- New Zealand Certificate in English Language Level 1
- New Zealand Certificate in English Language Level 2

- New Zealand Certificate in English Language (General/Workplace/Academic) Level 3
- New Zealand Certificate in English Language (General/Workplace/Academic) Level 4
- New Zealand Certificate in Foundation Skills Level 2

#### Nursing, Midwifery and Allied Health Department

- New Zealand Certificate in Study and Career Preparation Level 3 - Health Pathway
- New Zealand Certificate in Study and Career Preparation Level 4 - Medical Imaging Pathway
- New Zealand Certificate in Health and Wellbeing (Social and Community Services)

#### Science and Primary Industries Department

- New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) Level 3
- Diploma in Outdoor Instruction and Management
- Certificate in Outdoor Recreation
- Diploma in Outdoor Education
- New Zealand Diploma in Agribusiness Management
- New Zealand Certificate in Horticulture (General)

#### Trades Department

- Certificate in Automotive Heavy Engineering
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) Level 3
- New Zealand Certificate in Mechanical Engineering Level )
- New Zealand Certificate in Carpentry Level 4
- New Zealand Certificate in Construction Trade Skills Level 3 - Carpentry
- New Zealand Certificate in Foundation Skills Level 2 - Electrical

# QUALIFICATIONS GRADUATING AT CHRISTCHURCH

**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
- Diploma in Beauty Therapies and Epilation
- Certificate in Beauty Skills (Introductory)
- Certificate in Beauty Therapy
- New Zealand Certificate in Hospitality Management Level 5

#### 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 and 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 Café Services Strand
- New Zealand Certificate in Food and Beverage Service Level 4 with Restaurant Services Strand

#### 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 (Ākona 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 Level 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
- National Certificate 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)



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](http://www.ara.ac.nz)**

---