

## ***POLICY***

# **ACADEMIC REGALIA**

### **(10.003)**

#### **POLICY**

Northland Polytechnic shall ensure that staff and students wear appropriate academic regalia at graduation and award ceremonies.

#### **PURPOSE**

Graduation and award ceremonies are occasions of honour and dignity and this policy establishes the Northland Polytechnic protocols for the wearing of academic regalia at these ceremonies.

#### **APPLICATION AND SCOPE**

This policy applies to all Northland Polytechnic graduation and award ceremonies.

#### **DEFINITIONS**

- *Academic regalia*  
The gown, hood/stole, cap/bonnet appropriate to the qualification held from the conferring institution.
- *Graduand*  
A person who has a qualification conferred at a graduation or award ceremony.
- *Korowai*  
Traditionally, the korowai is a dress cloak with ornamentation of black cord tags (hukahuka) and coloured borders (taniko). The wearing of korowai (cloaks) is traditionally reserved for special events and, for many Maori graduands and their whanau, graduation day is one such occasion.

#### **COMPLIANCE OBLIGATIONS**

<b>Responsibility</b>	Director Education Services
<b>Approval dates</b>	October 2008
<b>Next Review</b>	October 2011

#### **OTHER RELATED DOCUMENTS**

Graduation and Awards Ceremonies Policy (10.002)

## **PROCEDURES AND GUIDELINES**

All graduation and award ceremonies will be occasions of honour and dignity

Northland Polytechnic will ensure the understanding of the academic regalia as an acknowledgement of the wearer's academic achievement.

The korowai will be recognised as an acknowledgement to the wearer of their achievements – they have overcome many challenges on their journey seeking knowledge, growth and education. To wear such taonga is considered a great honour and privilege, enhancing the mana of the wearer and bestowing prestige on that person's whanau and tribal groups.

### **1.0 Academic Regalia for Staff**

All academic staff will wear appropriate regalia at both the graduation and award ceremonies.

Academic staff who do not hold a degree or higher qualification will wear a gown only. Staff who are themselves graduating, may only wear academic regalia after their own award has been conferred.

### **2.0 Academic Regalia for Students**

2.1 Academic regalia for diploma graduands consists of black gown. (Diploma graduands, who already hold a degree, will wear the regalia for that degree.)

2.2 Academic regalia for degree graduands consists of the following:

2.2.1 gown – this is a black bachelor's gown.

2.2.2 hood – this hangs around the neck and down the back. All Northland Polytechnic hoods are black with blue and green edging. The colour of the hood lining denotes the degree.

2.2.3 cap – the cap for all bachelors' degrees is a black tletcher or 'mortarboard'.

2.2.4 Northland Polytechnic colours are:

2.2.4.1 Bachelor of Applied Arts – red lining

2.2.4.2 Bachelor of Applied Information Systems – blue lining

2.2.4.3 Bachelor of Applied Social Service – kotare blue green lining

2.2.4.4 Bachelor of Business Management – purple lining

2.2.4.5 Bachelor of Nursing – white lining with kowhaiwhai embroidery on neck band.

### **3.0 Hiring of Academic Regalia**

3.1 Northland Polytechnic arranges to hire academic regalia from an approved supplier. Hire costs are met by the graduands. The application form is sent to students 4-6 weeks prior to the ceremony.

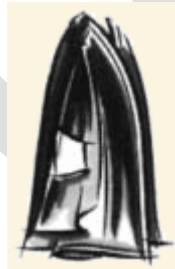
### **4.0 Korowai**

4.1 A Korowai (cloak) may be worn by any staff member or graduand over the gown. For degree graduands the hood is displayed over the top of the korowai.

## 5.0 Robing

5.1 When robing please note the following:

- In all gowns the arm should emerge through the opening high up in the sleeve, where this is provided, rather than from the bottom (see **figure 1** and **figure 2**). The ribbon ties at the neck are not used on formal occasions.
- The cap for graduates is a black trowel with a tassel (**figure 3**). The shorter peak of the cap goes to the front. The board should be flat on the head and the tassel worn over the left eye.
- The hood is shown in **figure 4**.



**Figure 1**

**Figure 2**

**Figure 3**

**Figure 4**

For the ceremony the back view is the most important and the neck band should be anchored about the level of the wearer's collarbone, not drawn further down the chest. A small safety pin may be of some assistance. Notice in **figure 4** that the hood rests high on the shoulders; it should not slip down over the arms. The tail lies next to the back with the coloured lining of the tail concealed. The open cowl part, which was the original head covering, should be turned inside out for a small part of its width to display some of the lining colour. It should then be draped as in **figure 4**. (For photographic purposes the hood can be draped further forward so that more of the colour shows to the front.)

## 6.0 Trenchers

- 6.1 Those graduands who have been 'capped' previously will wear their trencher during the procession and into the ceremony. However, as they leave their seat and approach the stage to have their award conferred they must then remove their trencher.
- 6.2 Those being 'capped' for the first time will carry their trencher in their left hand, with the tassel placed on the left side of the trencher, until 'capped' by the Chair of Council.
- 6.3 Once their degree has been conferred, graduates should place their trencher firmly on their head and wear it for the remainder of the ceremony.

## KEYWORDS

Award  
Graduation  
Korowai  
Hood

**SIGNED:** R Scobie

**Date:** July 2010

**Director Institutional Quality  
under delegation from Academic  
Board**