

***POLICY***  
**GRADUATION AND AWARD CEREMONIES**  
**(10.002)**

**POLICY**

Northland Polytechnic shall conduct graduation and award ceremonies which have an appropriate level of formality, be culturally appropriate and consistently delivered.

Section 193 of the Education Amendment Act 1990 empowers the Northland Polytechnic Council to grant awards. Section 222 of the Act allows the Council to delegate this function.

**PURPOSE**

To ensure that graduation and award ceremonies are celebrations of student achievement, and allow family and friends, staff and the community to participate in acknowledging the success of Northland Polytechnic graduands.

**APPLICATION AND SCOPE**

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

**DEFINITIONS**

- *Graduand*  
A person who has a qualification conferred at a graduation or award ceremony

**COMPLIANCE OBLIGATIONS**

- *Education Amendment Act 1990 and subsequent amendments*

<b>Responsibility</b>	Director Education Services
<b>Approval dates</b>	July 2009
<b>Next Review</b>	January 2012

**OTHER RELATED DOCUMENTS**

Academic Regalia policy (10.003)

## PROCEDURES AND GUIDELINES

- 1.0 Formal graduation ceremonies shall be conducted for all Northland Polytechnic certificates of 120 credits or more, degrees, and diplomas. Certificates of 120 credits or more, diplomas and degrees that students have enrolled in at Northland Polytechnic but are not Northland Polytechnic awards may also be included in graduation ceremonies. Exceptions to be referred to the Director Education Services.
- 2.0 Graduation ceremonies shall be held in March of each year.
- 3.0 The Chair of Council or his / her nominee shall present degrees, diplomas, and certificates.
- 4.0 Where degree/diploma graduands are conferred outside of the normal graduation ceremony cycle, the graduands may apply to be presented their degree/diploma at a Council meeting, or they may elect to have their award sent to them.
- 5.0 Ceremonies may be held to celebrate achievement in non-Northland Polytechnic qualifications or certificates of fewer than 120 credits, at the Business Director's discretion, but these shall not qualify for funding from the graduation budget. Applications for qualifications below 120 credits being included in the award ceremony are to be made to Director Education Services.
- 6.0 Staff and students shall wear academic dress and may wear cultural ceremonial dress appropriate to the occasion.
- 7.0 Gifts for graduands shall not be funded from the graduation budget.

### KEYWORDS

Ceremony  
Graduand  
Graduation  
Award

**SIGNED:** R Scobie **Date:** July 2010  
**Director Institutional Quality  
under delegation from Academic  
Board**