

## ***POLICY***

### **GRADUATION CEREMONIES**

#### **(10.002)**

#### **POLICY**

Northland Polytechnic shall conduct graduation ceremonies which have an appropriate level of formality, be culturally appropriate and consistently delivered. Northland Polytechnic shall ensure that staff and students wear appropriate academic regalia at these graduation ceremonies.

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 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.

To establish the Northland Polytechnic protocols for the wearing of academic regalia at these ceremonies.

#### **APPLICATION AND SCOPE**

This policy applies to all Northland Polytechnic graduation ceremonies.

#### **DEFINITIONS**

- *Graduand*  
A person who has a qualification conferred at a graduation or award ceremony
- *Academic regalia*  
The gown, hood/stole, cap/bonnet appropriate to the qualification held from the conferring institution.
- *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**

- *Education Amendment Act 1990 and subsequent amendments*

**Responsibility** Chief Business Operations Director

**Approval dates**

**Next Review** 3 years after approval

**SIGNED:** V Dark **Date:** 24 April 2015  
**Chair, Council**

## PROCEDURES AND GUIDELINES

### 1.0 GRADUATION

- 1.1 Formal graduation ceremonies shall be conducted for all Northland Polytechnic degrees and diplomas. 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 appropriate Director Educational Delivery.
- 1.2 Graduation ceremonies shall be held in March of each year.
- 1.3 The Chair of Council or his/her nominee shall present degrees, and diplomas.
- 1.4 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.
- 1.5 Staff and students shall wear academic dress and may wear cultural ceremonial dress appropriate to the occasion.
- 1.6 Gifts for graduands shall not be funded from the graduation budget.
- 1.7 'End of Semester Celebrations' will be open to all students completing a Northland Polytechnic programme in that semester. Certificates will not be presented at this informal occasion.

### 2.0 ACADEMIC REGALIA

#### 2.1 Academic Regalia for Staff

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

#### 2.2 Academic Regalia for Students

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

2.2.2 Academic regalia for degree graduands consists of the following:

- gown – this is a black bachelor's gown.
- 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.
- cap – the cap for all bachelors' degrees is a black trencher or 'mortarboard'.

2.2.3 Northland Polytechnic colours are:

- Bachelor of Applied Arts – red lining
- Bachelor of Applied Information Systems – blue lining
- Bachelor of Applied Social Service – kotare blue green lining
- Bachelor of Business Management – purple lining
- Bachelor of Nursing – white lining with kowhaiwhai embroidery on neck band.

### 2.3 Hiring of Academic Regalia

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.

### 2.4 Korowai

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.

### 2.5 Robing

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.)

## **2.6 Trenchers**

- 2.6.1 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 new degree conferred they must then remove their trencher.
- 2.6.2 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.
- 2.6.3 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**

Graduand  
Graduation  
Award  
Regalia