

POLICY

GRADUATION CEREMONIES

(10.002)

POLICY

Northland Polytechnic Ltd shall conduct graduation ceremonies that have an appropriate level of formality, be culturally appropriate and consistently delivered. Northland Polytechnic Ltd 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 Ltd Board of Directors to grant awards. Section 222 of the Act allows the Board of Directors 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 Ltd graduands.

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

APPLICATION AND SCOPE

This policy applies to all Northland Polytechnic Ltd 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 Māori graduands and their whānau, graduation day is one such occasion.

COMPLIANCE OBLIGATIONS

- *Education Amendment Act 1990 and subsequent amendments*

Responsibility	Executive manager with responsibility for Graduation
Approval dates	December 2017
Next Review	December 2020

PROCEDURES AND GUIDELINES

1.0 GRADUATION

- 1.1 Formal graduation ceremonies shall be conducted for all Northland Polytechnic Ltd degrees and diplomas. Diplomas and degrees that students have enrolled in at Northland Polytechnic Ltd but are not Northland Polytechnic Ltd awards, may also be included in graduation ceremonies.
- 1.2 Graduation ceremonies shall be held in March of each year.
- 1.3 The Chair of Board of Directors or nominee shall present degrees, diplomas and degree awards.
- 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 Board of Director's 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 Ltd programme in that semester. Formal awards will not be presented at this informal occasion; however, industry sponsored prizes may be presented to recipients.

2.0 ACADEMIC REGALIA FOR STAFF

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

Academic staff who do not hold a degree or higher qualification will wear a gown only.

Staff, who are themselves graduating, shall comply with section 3.0 Academic Regalia for Students.

2.1 Korowai

A Korowai (cloak) may be worn by any staff member over the gown. For staff with degrees, the hood is displayed over the top of the korowai.

3.0 ACADEMIC REGALIA FOR STUDENTS

Academic regalia for diploma graduands consists of black gown.

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 Ltd 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'.

Northland Polytechnic Ltd colours are:

- Arts – red lining
- Information Systems – blue lining
- Social Services/Social Work – kotare blue green lining
- Business – purple lining
- Nursing – white lining with kowhaiwhai embroidery on neckband.

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Graduands, who already hold a degree, will wear the regalia (colours and trencher / mortarboard) for the **new** degree.

3.1 Hiring of Academic Regalia

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

3.2 Korowai

A Korowai (cloak) may be worn by graduands over their gown. For degree graduands, the hood is displayed over the top of the korowai.

3.3 Robing

When robing please note the following:

- In all gowns, the arm should emerge through the bottom of the sleeve (see **figure 1**).
- The hood is shown in **figure 3**.



Figure 1



Figure 2



Figure 3

3.4 Hoods

For the ceremony, the back view is the most important and the neckband 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 3** 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 3**. (For photographic purposes, the hood can be draped further forward so that more of the colour shows to the front.)

3.5 Trenchers/Mortarboards

The cap for degree graduates is a black trencher/mortarboard with a tassel (**figure 2**). The shorter peak of the cap goes to the front.

Degree graduands 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'.

In the event of the Graduation March being held before a graduand's 'capping', they may wear their trencher/mortarboard in the Graduation March.

Degree graduands, who have been **conferred with a degree ('capped') previously**, will wear their trencher/mortarboard during the procession into the ceremony. However, as they leave their seat and approach the stage to have their new degree conferred they must then

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remove their trencher/mortarboard to be 'capped' again. As these graduands cross the stage, they will carry their trencher/mortarboard in their left hand, with the tassel placed on the left side of the trencher, until 'capped'.

Graduate Diploma graduands, who have been **conferred with a degree ('capped') previously**, are not 'not capped' again and wear their trencher/mortarboard as they cross the stage to receive their new award.

Once degrees have been conferred, graduates should place their trencher/mortarboard firmly on their head and wear it for the remainder of the ceremony. The trencher/mortarboard should be flat on the head and the tassel worn over the left eye.

KEYWORDS

Graduand

Graduation

Award

Regalia

REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New – replaced A97/20 Graduation and Award Ceremonies	QMS Team	February 2009
2	Review	QMS Team	September 2009
3	Review – management structure changes	QMS Team	July 2010
4	Review – Title change to remove Award Ceremonies	QMS Team	March 2015
5	Update procedures and guideline	QMS Team	December 2017
5.1	Update procedures and guidelines	QMS Team	April 2018
5.2	Add 'Ltd' to Northland Polytechnic Amend Council to Board of Directors	QMS Team	May 2020