

## **POLICY**

### **GRADUATION CEREMONIES**

#### **(10.002)**

*Order of Precedence:*

1. *Kaupapa Here Mana Tāpae ā-Motu / National Delegations Policy*
2. *Education A Rēhita Mana Tāpae / Standing Delegations Register*
3. *Te Kawa Maiororo / Education Regulatory Framework*
4. *Divisional Policies*

#### **POLICY**

Te Pūkenga | New Zealand Institute of Skills and Technology trading as NorthTec (hereafter NorthTec) shall conduct graduation ceremonies that have an appropriate level of formality, be culturally appropriate and consistently delivered. NorthTec shall ensure staff and students wear appropriate academic regalia at these graduation ceremonies.

#### **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 NorthTec graduands.

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

#### **APPLICATION AND SCOPE**

This policy applies to all NorthTec 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**

- *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*
- *Te Kawa Maiororo / Educational Regulatory Framework Section 8*

<b>Responsibility</b>	Manager with responsibility for Graduation
<b>Approval dates</b>	June 2024
<b>Next Review</b>	October 2027

## PROCEDURES AND GUIDELINES

### 1.0 GRADUATION

- 1.1 Formal graduation ceremonies shall be conducted for all NorthTec degrees and diplomas.
- 1.2 Graduation ceremonies shall be held in March of each year.
- 1.3 The Regional Executive Director or nominee shall present degrees, graduate diplomas and diplomas.
- 1.4 Where degree / graduate diploma / diploma graduands are conferred outside of the normal graduation ceremony cycle, the graduands may apply to be presented their award at a meeting, or another Te Pūkenga institute 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 programme in that semester. Formal awards and industry sponsored prizes may be presented to recipients at this informal occasion, if available.

### 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 student or staff member over the gown. For staff with degrees or students receiving 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 NorthTec 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'.

NorthTec 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.

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

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### 3.1 Hiring of Academic Regalia

NorthTec 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.

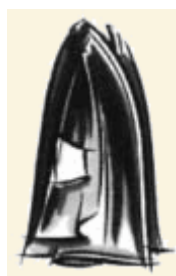
### 3.2 Korowai

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 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

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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
6	Triennial review; change to policy purpose, minor changes to P&G	QMS Team	October 2020
7	Minor changes to wording. Update responsibility and institutional titles	QMS Team	June 2024