

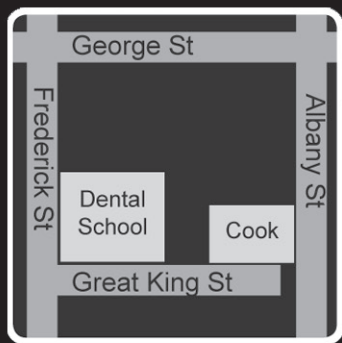


Information for Graduands

Friday 9 March 2012



Graduation Parade



Celebrate all your hard work with your friends and family!

Assemble at 1pm outside the Dental School

Don't forget to tell your friends and family to come along and watch.



Otago Polytechnic Students' Assn



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If you have any queries, please email graduation@op.ac.nz

Programme of Main Events

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Friday 9 March 2012

12.00noon **Service of Thanksgiving**, First Church, Moray Place

1.00pm Graduands meet outside the Dental School for Graduation Parade
(see details on inside front cover of this booklet)

1.25pm **Graduation Parade** departs for the Regent Theatre

1.45pm Graduands to be assembled for registration in the Lower Moray Place
DCC carpark

1.45pm Regent Theatre main doors open for public

2.30pm Guests to be seated in the Regent Theatre

3.00pm **Graduation Ceremony commences**

5.00pm **Celebratory Function**
held in the marquee in the First Church Grounds

School/Department Functions

>

Architecture, Building and Engineering; Natural Resources

Pre-Graduation Celebration

Friday 9 March 2012

10.30am

L Block, Anzac Avenue

Official welcome at 11.00am, including student presentations/awards, followed by light luncheon and graduand photos.

Capable NZ

Pre-Graduation Morning Tea

Friday 9 March 2012

10.15am-11.30am

Ozone Lounge (upstairs)*

Group photos of graduands will be taken.

Please wear academic dress.

Māori Students

Pre-Graduation Celebration

Thursday 8 March 2012

3.30pm-6.00pm

Ozone Lounge (upstairs)*

Group photo

Whānau and tautoko persons, including staff, of graduands are invited and encouraged to attend.

Midwifery

Pre-Graduation Celebration

Thursday 8 March 2012

6.00pm-10.00pm

Technique Restaurant*

Class photos will be taken.

Please wear academic dress.

Occupational Therapy

Bachelor and Postgraduate Celebratory Function

Thursday 8 March 2012

5.00pm-6.30pm

G Block

Veterinary Nursing

Pre-Graduation Function

Friday 9 March 2012

11.30am

N Block, Corner Albany Street and Anzac Avenue, Room N114

Light refreshments supplied, guests welcome.

RSVP with numbers by 25 February to:

vetnursing@op.ac.nz

Graduation Dinner

Friday 9 March 2012

6.30pm

Technique Restaurant*

Three Course Buffet from \$40 pp, guests welcome.

RSVP with numbers and any special dietary requirements by 25 February to:

vetnursing@op.ac.nz

**Located in Manaaki Block (formerly The Student Centre), Harbour Terrace – see map on page 10*

The Ceremony



THE REGENT THEATRE

Graduating in Absentia

Students must graduate within 18 months of attaining their qualification. Otago Polytechnic has two opportunities each year for a student to attend graduation – December and March. Students from your programme will graduate on 9 March 2012. You must indicate on the Graduation Attendance Form if you will be attending this ceremony. If the Graduation Co-ordinator has not received this form by **Friday 17 February 2012**, you will graduate in absentia.

Assembly

Registration of graduands will begin in the Lower Moray Place DCC carpark promptly at **1.45pm**. All graduands must be ready at that time, and in appropriate academic dress. **If you arrive later than 1.45pm, then you may not be able to take part in the ceremony.**

On arrival at the carpark you are to report to your designated area (which will be labelled). Your programme representative will identify you by name and mark you as “present” on the final list of graduands.

Once registered, you will be given a sticker with your name and a number, which you will be required to wear at all times from then on, until it is taken from you by an usher before you walk across the stage. Please place this sticker on the top of the right-hand sleeve of your gown so that you can be easily identified (do not place the sticker on the facing). Once you have received your sticker, please take your place in the correct line (in number order). It is most important that you remain in line and in the correct order until an usher arrives to escort you to the reserved seats in the Regent Theatre at approximately 2.30pm.

The Opening Ceremony

The Chair of Council, Otago Polytechnic staff and members of the Official Party will enter the Regent Theatre by procession at 2.55pm. The ceremony will open at 3.00pm with a Karaka and Mihi Maiōhā, followed by a welcome to graduands and guests by the Chair of Council. The Presentation of Awards will then commence.

Karaka and Mihi Maiōhā

On January 28, 2004 Otago Polytechnic signed a Memorandum of Understanding with ka Papatipu Rūnaka ki Arai-Te-ūru (Moeraki, Puketeraki, Ōtākou and Hokonui.) Since then there has been much progress in strengthening the relationship between ka Papatipu Rūnaka and the Polytechnic. As part of this relationship Kai Tahu have been invited to participate in Graduation Ceremonies. Since March 2007, Otago Polytechnic Graduation Ceremonies commence with Karaka and a Mihi Maiōhā.

The purpose of the Mihi Maiōhā is to greet, in Māori, all visitors and all graduands to this place and acknowledge Kai Tahu's place in the Otago Polytechnic Graduation Ceremony. A Mihi Maiōhā is not surrounded by the formality of powhiri and differs from Mihi whakatau in that this ceremony begins and ends with the woman's or women's voice through karaka (or karanga in Northern dialect).

The Mihi Maiōhā will contain an element of the recitation of the landscape and our tūpuna (ancestral names within it). It will briefly welcome all those attending the graduation to the place of those ancestors and will acknowledge that it is an honour for Kai Tahu to have been invited to participate in the graduation ceremony.

Following the Maiōhā there will be a waiata kīnaki (song of support for the Maiōhā) sung by staff and it will end with the karaka once more to signal its closure.

Presentation of Awards

Before the name of each award is announced, those receiving awards will be ushered from their seats in preparation for making their way across stage. As the line moves forward, please ensure that you also move forward. The person at the front of the line is always standing at the top of the steps leading to the stage, so that they are in place to cross the stage as soon as their name is called out. Graduands' names will be read out in groups of three – these three graduands will then make their way across the stage one by one to receive their award (as soon as the person in front has reached the centre of the stage and is being presented with his/her award then the next person should already be moving forward across the stage). As the person in front of you exits the stage you should have moved forward across the stage so that you are standing immediately in front of and facing the Chairperson. The Chairperson will shake your hand and pass your award to you. Once you have received your award you should then continue across the stage and exit by the steps at the far side.

Please note that all Degrees will be presented first, followed by Diplomas and Certificates. Awards will be presented Department by Department. Graduands' names are all read alphabetically.

Conferring of Degrees

For those receiving Masters and Bachelor Degrees, please hold the trencher in your left hand when making your way onto the stage. The Chairperson will confer your Degree by holding a trencher over your head. For those receiving Postgraduate Degrees, please wear your trencher onto the stage. The Chairperson will shake your hand and the Chief Executive will then hand you your Degree. Once you have received your Degree you should then put on your trencher and continue across the stage and exit by the steps at the far side. The trencher should be worn for the remainder of the ceremony.

You will not necessarily return to the same seat after you have been across the stage, so it is **best not to bring cameras, handbags, or other items into the Regent Theatre**. Please note that there will be no facilities in the Regent Theatre for leaving valuables; these should therefore be left with friends or family members.

Special Student Awards

Following the presentation of academic awards, any graduates receiving a Special Student Award should proceed to the reserved seats in the front row of the Regent Theatre, in preparation for receipt of their Special Student Award. The Special Student Awards will be presented by the Chief Executive following the academic award presentations. Those students receiving Special Student Awards will be notified in writing prior to the Graduation Ceremony.

Conclusion of the Ceremony

The award presentation will be followed by the Graduation Address and the singing of the National Anthem. The Official Party will then leave the Regent Theatre in procession, after which you are welcome to attend a Celebratory Function provided by the Otago Polytechnic. This is to be held in a marquee in the First Church Grounds, Lower Moray Place.

Awards

Those graduands receiving an Otago Polytechnic award will have this presented to them at the Graduation Ceremony. Those graduands receiving National Qualification Framework awards will be presented with a letter at the Graduation Ceremony, and will have their award couriered to their home address at the earliest possible opportunity if the award has not arrived in time for the ceremony.

We will try to ensure that the information contained on your award is correct. However if your award does not contain all of the correct details then please make any amendments necessary and return it to your Department/School Secretary or Customer Services to arrange the necessary changes.

Order of Ceremony Programmes

Ceremony booklets will be printed detailing the Order of Ceremony and any school awards. This booklet will contain lists of graduands in the order in which the awards are being presented. One booklet will be given to each guest attending the ceremony. If you require any additional copies please contact your Department/School Administrator.

Tickets for Guests

As a Graduand, you do not require a ticket to the Graduation Ceremony for yourself.

Two guest tickets will be allocated to each Graduand who registers to attend the Graduation Ceremony.

Please return your completed Graduation Attendance Form to Customer Services, Otago Polytechnic, F Block, Forth Street, Dunedin by **Friday 17 February 2012**.

Guest tickets can be collected from your School Secretary from **Thursday 1 March 2012**.

All guests should be seated in The Regent Theatre no later than 2.30pm. Guests arriving after this time may not be allowed in. Guests are expected to remain for the duration of the Ceremony.

Guests with Special Needs

When completing the Graduation Attendance Form, please make note of any special needs for your guests or yourself in order that suitable seating arrangements may be made. This includes elderly guests with limited mobility, as there are two levels in the Regent Theatre.

Wheelchair access to the Regent Theatre is located just inside the main entrance to the Regent Theatre.

Māori Pre-Graduation Ceremony

Twice a year Otago Polytechnic hosts a Pre-Graduation Ceremony for those graduands who identify as Māori. This ceremony acknowledges and celebrates your success at Te Kura Matatini ki Otago and welcomes the attendance of your whānau and friends.

To those graduands who are eligible to attend this ceremony we ask that you forward an email with your details to: kaiarahi@op.ac.nz with the subject line: **Māori Pre-Graduation Ceremony**. Soon after this you will receive a letter and a formal invitation for you, your whānau and friends to attend. The letter will give an overview of the programme/order of events. If you have any queries regarding the ceremony, please do not hesitate to call 0800 762 786 and ask for the Kaiārahi/Māori Student Services, or email kaiarahi@op.ac.nz

Academic Dress



The academic dress worn at Otago Polytechnic was designed in 1994 by third year students of the Otago Polytechnic Diploma in Fashion and Design course. By taking a Scottish style bachelor's gown as inspiration, the designers maintained the traditional Celtic link with Dunedin, while adapting the unique colours and motif from the Otago Polytechnic shield. By combining these two influences, the students established an appropriately traditional but unique and very distinctive look.

What You Need

The Otago Polytechnic Academic Board has approved the following dress code for graduands. Select the qualification level you are graduating with:

Postgraduate Diploma, Postgraduate Certificate, Graduate Diploma, Graduate Certificate

You wear the academic dress of your first degree. This will be a gown, hood and trencher and if it is an Otago Polytechnic degree, a facing as well.

Masters Degree

You wear a blue gown, single colour hood and trencher with a gold tassel.

Bachelor Degree with Honours

You wear a blue gown, facing, hood edged with dark blue and a trencher.

Bachelor Degree

You wear a blue gown, facing, hood and a trencher.

Undergraduate Diploma

You wear a blue gown and facing only.

Undergraduate Certificate

You wear a blue gown only.

You must attend the ceremony wearing the correct academic dress.

TRENCHERS

- Postgraduate Diploma, Postgraduate Certificate, Graduate Diploma and Graduate Certificate graduands wear their trenchers on their heads to receive their certificates.
- Bachelors, Bachelors with Honours and Masters graduands carry their trencher in their left hand. Once capped by the Chairperson of the Otago Polytechnic Council and having received their award, they then put their trencher on their head and continue walking across the stage.
- Graduands receiving Diplomas and Certificates do not wear trenchers.

For any special arrangements, or questions relating to academic dress, please email
graduation@op.ac.nz

Hiring Academic Dress

The New Zealand Federation of Graduate Women (Otago Branch) operates a hire service for academic dress, the proceeds from which provide funds for awards and grants.

The charges (inclusive of GST) for hiring a set of academic dress are:

Degree \$62.00 Diploma \$47.00 Certificate \$37.00

To order academic dress, complete the enclosed Graduation Attendance Form and return it to Otago Polytechnic, Customer Services, with the correct payment. Payment can be made by supplying the correct cash, a cheque made out to Otago Polytechnic or by Credit Card. The form, together with payment, must be received no later than **Friday 17 February 2012**.

If your form is not received by this date you will not be able to hire a gown for the ceremony.

Cancellations should be reported promptly to Otago Polytechnic's Customer Services. Provided notice has been received **by 12.00 noon on Monday 5 March 2012**, cancelled orders will be fully refunded by cheque. The processing of refunds takes approximately 14 days.

Note: If you wish to have your photograph taken wearing your academic dress, it is recommended that you make your bookings early and collect your academic dress at the earliest collection time.

Collection of Academic Dress

Academic Dress must be collected from the Gown Room (Forth Street entrance) at one of the following times:

| | | |
|--------------------|----------------|---|
| Sun 4 March | 11.00am-1.00pm | For <u>all</u> graduands, especially those <u>resident in Dunedin or the greater Dunedin area</u> . |
| Wed 7 March | 4.00pm-6.30pm | For <u>all</u> graduands, especially those <u>resident in Dunedin or the greater Dunedin area</u> . |
| Fri 9 March | 9.00am-11.00am | For all graduands <u>from out of town only</u> . If you live in the Dunedin area you should have already collected your academic dress. |

Return of Academic Dress

Academic dress must be returned at one of the following times:

| | | |
|---------------------|----------------|--|
| Fri 9 March | 5.00pm-6.00pm | Gown Room (Forth Street entrance), Dunedin – <i>see map overleaf</i> |
| Sat 10 March | 10.00am-1.00pm | |
| Sun 11 March | 11.00am-1.00pm | |
| Mon 12 March | 12.00pm-1.00pm | |

All items of academic dress hired must be returned at one of the above times. If the academic dress hired is not returned in full by the latest collection time you will be charged a **late penalty fee of \$150.00**.

Full cost will be charged for any lost, damaged or soiled academic dress. The replacement value of a set of Otago Polytechnic academic dress is \$1000.00.

Academic dress can be collected and returned on your behalf by friends or family members. However, the responsibility for safe return of academic dress is still yours.

Photographs



Arrangements have been made with McRobie Studios for an individual photograph to be taken of each graduand who crosses the stage at the Graduation Ceremony. Photographs will be taken as degrees are conferred and awards are presented.

These photographs will be available for purchase for \$15.00 from the marquee on the First Church grounds, directly following the Ceremony. Frames and mattes with the Otago Polytechnic logo are also available. Photographs will also be available from McRobie's Studio at 89 Bond Street on Sunday following the ceremony from 10.00am to 1.00pm.

Thereafter, you may write, email or phone McRobie Studios. Please advise the date of the ceremony, the graduate's name and the page number they are listed on in the Graduation booklet. It is also advisable to add some extra helpful details such as, hair colour and length, any distinctive clothing from the waist up, such as suit or dress colour, tie, jewellery, male/female etc.

Contact details:

McRobie Studios

P.O. Box 11019

Musselburgh 9049

Dunedin

Phone/Fax: 03 477 5801

Email: studio@mcrobie.co.nz

Checklist



GRADUATION ATTENDANCE FORM

Complete and return this form to Customer Services by **17 February 2012**.

- Academic Dress Hire**
Order your academic dress on the Graduation Attendance Form. Select your appropriate qualification level. Please select your gown size and state your head circumference (if applicable).
- Payment for Academic Dress Hire**
Payment in full must be provided with the return of the Graduation Attendance Form.
- Special Needs**
Record any special needs for you or your guests on the Graduation Attendance Form.

BOOKINGS AND ORDERS

- Photographer**
If you wish to have your photograph taken wearing academic dress, other than at the ceremony:
 - Please book your photographer early.
 - Collect your academic dress early.
- Accommodation, Restaurant Bookings**
Please remember to make any bookings early.

GRADUATION-RELATED EVENTS

- School/Department Functions**
For information see page 3.
- Service of Thanksgiving**
9 March 2012, noon, at First Church.
- Graduation Parade**
9 March 2012. Departs at 1.25pm outside the Dental School.
- Celebratory Function**
9 March 2012. Held in the marquee in the First Church Grounds at the end of the Graduation Ceremony, 5.00pm.

Federation of Graduate Women



New Zealand is one of 61 countries with a national branch of the Federation of Graduate Women (FGW) affiliated to the International FGW whose headquarters are in Geneva, Switzerland. All women degree graduates may join the NZFGW.

The aims of the Federation are:

- To promote understanding and cooperation among degree graduate women resident in New Zealand.
- To represent and act for degree graduate women in matters in which they are interested.
- To promote, through affiliation with the IFGW, understanding and friendship among degree graduate women of the world, irrespective of race, religion or political opinion.
- To encourage research work by degree graduate women.
- To encourage the full application of the knowledge and skills of degree graduate women to the problems which arise at all levels of public life, whether regional, national or worldwide, and to encourage their participation in the solving of these problems.

Membership of the IFGW entitles degree graduates to apply for many postgraduate awards. Members receive regular newsletters, and may obtain letters of introduction to other branches of the IFGW when travelling overseas.

Members retain contact with other degree graduate women, and by corporate action contribute to community, educational and controversial issues. Members of all branches contribute to the preparation of submissions.

Local branch programmes include talks on topical subjects, panel discussions, study groups and social activities.

To request a form for application of the NZFGW please complete the form on page 15 and send it to your local branch secretary.

Please complete the Request Form and send it to your nearest NZFGW branch secretary:

| <i>Branch</i> | <i>Address</i> |
|---------------|--|
| CANTERBURY | PO Box 3088, Christchurch Mail Centre, Christchurch 8140 |
| GISBORNE | 51 Island Road, Gisborne 4010 |
| HAWKES BAY | 4/31 Shakespeare Road, Napier 4110 |
| MANAWATU | PO Box 1713, Palmerston North Central, Palmerston North 4440 |
| NORTH SHORE | PO Box 33-1050, Takapuna, North Shore City 0740 |
| OTAGO | PO Box 6334, Dunedin North, Dunedin 9059 |
| SOUTHLAND | PO Box 98, Invercargill 9840 |
| WAIKATO | PO Box 7065, Hamilton East, Hamilton 3247 |
| WELLINGTON | PO Box 2006, Wellington 6140 |

Federation of Graduate Women

REQUEST FOR FORM OF APPLICATION

Surname

First Name(s)

Preferred Title

Address

.....

Post Code.....

Telephone

| Degrees and Postgraduate Diplomas | Institution | Year of Graduation |
|-----------------------------------|-------------|--------------------|
| | | |
| | | |
| | | |
| | | |

Current Occupation

Major subject and special interests

.....

.....

.....





Graduation Teddy Bear



Actual Height (sitting)

26cm
(sitting)



\$45.00

Teddy can be ordered and then collected from the Otago Polytechnic on a specified date or we can courier to you at additional cost.



TO ORDER

Order **on-line** at www.tekotagoshop.co.nz
Email your order to dunedin@brightsparks.co.nz
Phone your order through to 03 477 1100



A VERY SPECIAL GRADUATION DINNER

To complement your special day, enjoy a wonderful evening meal with your family and friends right in the heart of the Otago Polytechnic campus.

The staff at Otago Polytechnic's **Technique Function Centre** look forward to hosting you, your family and your friends on **Thursday 8 March, Friday 9 March** or **Saturday 10 March** for a special celebratory graduation meal in their professional restaurant.

Reservations are essential: email functions@op.ac.nz



NEW ZEALAND

CUSTOMER SERVICES

Forth Street, Private Bag 1910
Dunedin 9054, New Zealand
Telephone + 64 3 477 3014
Facsimile + 64 3 471 6870
Freephone 0800 762 786

www.otagopolytechnic.ac.nz