

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP1003.08</b>
Title:	<b>Graduation</b>	
ITPNZ Std:	<b>10 Reporting and Certification</b>	
Chief Executive Approval:	Date of Approval: <b>1 February 2016</b>	Effective Date: <b>1 February 2016</b>
Previous Policy No:	<b>AP1002</b>	Review Date: <b>as required</b>
Contact Authority:	<b>Director: Quality</b>	Status: <b>Current</b>

### Purpose

To provide a policy on the eligibility of students to receive their qualification at a graduation ceremony. The Polytechnic currently has four graduation ceremonies a year – March and December for our Dunedin and Central Otago and distance students, and April and November for Auckland International Campus, CapableNZ and distance students. These ceremonies have two important functions:

- To provide a formal public setting to acknowledge and reflect on the achievements of a wide cross-section of students who have attained their study goals.
- To welcome and admit graduands on whom an award is to be conferred into the wider assembly of faculty and alumni from this and other institutions.

### Policy

1. All learners who successfully complete the academic requirements of a programme leading to a qualification are eligible to graduate from that programme.

### Procedures

1. Prior to each graduation ceremony, the Customer Services Student Administration Team confirm the list of eligible graduands obtained from the /Student Management System (SMS) with the appropriate staff from each School. Any additions and alterations to the graduation list must be notified to the Student Administration Team no later than 10 working days prior to graduation.
2. The official graduation ceremony book is compiled listing all approved graduating students including those graduating in absentia and those whose qualification was released early.
3. All graduating students must have paid their fees and/or any other debt (subject to Otago Polytechnic debt processes) to Otago Polytechnic in full at least two weeks prior to the ceremony they are attending. Students will be prevented from graduating or receiving their awards until the debt has been cleared. The term 'fees' relates to any money owed to the Polytechnic or any agency of the Polytechnic and includes, but is not limited to:
  - Tuition fees
  - Material fees
  - Child care fees
  - Student Health fees
  - Fees and fines related to study (e.g. Library, University Proctor)

Responsibility for checking debt status lies with Customer Services.
4. Students must register to participate in the graduation ceremony on the online Graduation Invitation form (emailed to eligible students and available on the Otago Polytechnic website) by the due date.

5. Students must indicate on the Graduation Invitation form which ceremony they wish to attend. Students may only attend one graduation ceremony and it would usually be within 18 months of completing the requirements of their award.
6. Provision will be made to ensure that any students and staff with an impairment are able to access the Graduation stage area in a dignified manner, and as independently as is possible. Exceptions to crossing the stage must be notified to the Graduation Co-ordinator by the Head of School.
7. Students receiving two awards from the same school will cross the stage once for the higher award. The process for students receiving awards from different schools will be managed by the Graduation Co-ordinator in consultation with the Director: Quality.

## 8. Academic Dress at Graduation Ceremonies

- 8.1. All graduands are required to wear the academic regalia required for the qualification they are graduating with. A hire fee will be charged.
- 8.2. Information on pick up and return of graduand gowns is available on the Otago Polytechnic website which is updated annually.
- 8.3. If regalia is not returned by the due date and ensuing efforts to obtain the regalia are not successful, an invoice for the replacement cost of the regalia will be generated and sent to the student concerned. Failure to return the regalia or to pay the invoice will result in the debt being forwarded to our debt collection agency.
- 8.4. Academic and administration staff of the Polytechnic are required to wear the academic regalia to which they are entitled when participating in graduation ceremonies.
- 8.5. Where the qualification/s held by academic and administration staff of the Polytechnic do not have recognised regalia entitlement, these staff are required to wear approved equivalent academic regalia appropriate to their qualifications. The decision for which equivalent regalia will be the responsibility of the Director: Quality.
- 8.6. Academic and administration staff of the Polytechnic without academic regalia entitlement or equivalence are required to wear semi-formal street attire or appropriate cultural attire.

### 8.7. Approved Regalia

Certificates	Plain blue gown
Diplomas	Blue gown with a coloured facing
Degrees	Blue gown with a coloured facing and lined hood in the same colour of the facing and a mortarboard
Graduate Certificates/ Diplomas	Blue gown with a coloured facing and a lined hood in the same colour of the facing for the degree in which they have completed the graduate qualification, and a mortarboard. Note, colour will be identified from Graduate Certificate (Specialty)
Honours Degrees	Blue gown with a coloured facing and a lined hood in the same colour of the facing with a blue strip around the edge of the hood facing and a mortarboard

Postgraduate Certificates/ Diplomas	Blue gown with a coloured facing and a lined hood in the same colour of the facing for the degree in which they have completed the Postgraduate qualification, and a mortarboard
Masters	Degree gown without a facing with a hood made entirely of one colour in the colour of the qualification and a mortarboard with a gold tassel

8.8. Students will carry the headwear for the degree they are being awarded onto the stage, irrespective of previous degrees. Staff and students can wear the headgear of the previous degrees whilst entering and sitting at the ceremony but must remove it to walk across the stage if they are having a **degree** conferred.

### 8.9. Multiple qualifications

8.9.1. Graduands will wear the approved regalia for the highest qualification they are graduating for on that day.

8.9.2. Where a double qualification of equal value is being awarded, the graduate may wear either approved regalia.

8.9.3. The colours of facings and hoods represent qualification areas. New qualifications areas will be allocated colours from the existing range and there will be consultation on the suitability of colours.

### 8.10. Diploma/Degree/Facing Colours/Hoods

*Qualification in:*

Architecture and Building	burnished gold (buff)
Art	silver
Business, Travel and Tourism	scarlet
Design	black
Engineering (Civil, Electrical and Mechanical)	independence blue
Foundation, International	<sup>1</sup>
Hospitality <sup>2</sup>	leaf green
Information Technology	deep red
Maori	lime
Midwifery	lavender
Natural Resources	olive green
Nursing	purple
Occupational Therapy	gold
Social Services	pale gold
Sports	light blue
Tertiary Teaching (includes Adult Teaching and Learning)	cerise pink
Veterinary Nursing	old gold

## 9. Graduating in Absentia

9.1. Students wishing to graduate in absentia shall indicate this on the online Graduation Invitation form. Students who have not registered to participate

<sup>1</sup> new colours to be approved when Diploma / Degree courses become available

<sup>2</sup> Includes Culinary Arts



in the graduation ceremony by registering online by the due date will be graduated in absentia at the nearest graduation ceremony following completion of their qualification.

- 9.2. Where special circumstances apply, a student may apply to be awarded their qualification early. Application for early release requires completion of form CUS00001 as attached in Appendix 1 (also available from the School Administrator) and should be submitted to the Director: Quality for approval prior to the next graduation. Graduating students whose qualification was released early will be listed in the official graduation book.
- 9.3. Qualifications requested in absentia and qualifications for students who do not register online at all will be couriered (tracked service) to the graduating student by Customer Services unless the student has asked to defer their graduation until the next ceremony.

**Related Policy, Forms and Documents**      Approved schedule of time lines for Graduation  
AP1006 Award Certificates for Qualifications  
MP0354 Student Fees  
CUS00001 Approval for Early Release of Qualification Award (Appendix 1)

**Approved by Chief Executive**  
**Date: 1 February 2016**





Special Request for:

## Approval for Early Release of Qualification Award

<b>To be completed by School/Programmes</b>	<p>Full Name of Graduand: _____</p> <p>Date of Birth: _____</p> <p>Student ID Number: _____</p> <p>Title of Qualification: _____</p> <p>Official Graduation Date: _____</p> <p>Reason for application: _____</p> <p>_____</p> <p>_____</p> <p><b>Address to which award is to be sent (Note: This cannot be a Post Office Box number):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><u>Application submitted by Student:</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><i>Signature</i></span> <span style="margin-right: 100px;"><i>Name in Print</i></span> <span style="margin-right: 100px;"><i>School</i></span> <span><i>Date</i></span> </p>
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<b>Academic approval</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; padding: 5px; text-align: center;"><b>APPROVED</b></div> <div style="border: 1px dashed black; padding: 5px; text-align: center;"><b>DECLINED</b></div> </div> <p style="margin-top: 10px;"><u>Authorised by:</u></p> <p>Director: Quality</p> <p>_____</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><i>Signature</i></span> <span><i>Date</i></span> </p>
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<b>Processed by Customer Services/</b>	<p>Customer Services Representative/Student Administrator</p> <p>_____</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><i>Signature</i></span> <span><i>Date graduate event entered in SMS</i></span> </p> <p>_____</p> <p>_____</p> <p>Certificate serial number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">G</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;">-</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table></p> <p>_____</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><i>Signature</i></span> <span><i>Date issued</i></span> </p> <p>Courier: _____</p> <p>Package Number: _____</p> <p>_____</p>	G					-			
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