

# Aratohu Whakawhiwhia Graduation Guide

Ōtautahi Christchurch  
Mahuru September 2024



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# Nau mai, tauti mai | Welcome

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Tēnā koutou e ngā kaiwhiwhi tohu paetahi, tohu paerua, tohu kairangi hoki o Te Whare Wānanga o Waitaha. Nau mai, tauti mai ki te hapori mātauranga o te whare wānanga nei.

Greetings to you, the recipients of certificates, diplomas and degrees from Te Whare Wānanga o Waitaha | University of Canterbury. Welcome to the community of scholars from this university.

Congratulations on your achievements, and the hard work and dedication that has earned you the right to take your place on the graduation stage.

By graduating, you're joining 155,000 University of Canterbury alumni providing invaluable contributions to the world around us.

Take your place among them, and the great innovators and history-makers who came before, and add to our great story, which began over 150 years ago.

In this handbook you'll find all the information you will need for your University of Canterbury graduation celebration.

If you have any questions or concerns, please contact [events@canterbury.ac.nz](mailto:events@canterbury.ac.nz).

# Academic dress

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All those graduating at Aotearoa New Zealand universities are required to wear full academic dress.

The colour of the hood lining denotes the different faculties or degrees, except for the peony red PhD hood.

In recent years, University of Canterbury graduands have embellished their graduation regalia with garments of honour from their own tradition such as a kākahu/korowai or ta'ovala and we encourage this colourful addition to the ceremonies and celebrations. Some graduands and graduates carry flower posies or wear corsages/buttonholes.

On the day of graduation, you are required to wear appropriate academic dress when taking part in the celebration. **If you are not wearing academic dress, you will not be able to participate in the celebration.**

## Hiring your academic dress

The University of Canterbury's academic dress stock is owned and maintained by GWC Regalia Hire. This organisation operates on a voluntary basis and uses all profits from the regalia hire to fund scholarships, research fellowships, and maintain a trust fund for charitable purposes, including purchasing more academic dress.

### Process of ordering regalia

- Follow the link provided by GWC Regalia Hire – sent to your email.
- Click on University of Canterbury
- Select Ceremony
- Confirm Regalia – include your height and head measurement.
- Enter Payment Details – Confirm Payment. A confirmation email will be sent to your inbox if the order is successful. If not, check spam/junk inbox and your bank account.

## Collecting your academic dress

Collect your academic dress from UC's Dovedale Campus, Wairarapa Building, Block ED15.

A reminder email will be sent three days prior to the graduation which includes a map and information about your collection day and return time. You can collect on the day of your ceremony.

If you are unable to collect your regalia at the specified time, you may ask someone to collect it for you. **Please ensure your height and head measurements are on the order.** Measure your head circumference above your ears. The measurement should be between 50 – 67cm. If you have long hair, please measure with your hair out.

Your academic regalia must be returned to the same location it was collected from before the required time. Anyone can return your regalia; however, its safe return is the responsibility of the hirer.

A security hold of \$50 will be placed on your card at the time of collection. Please make sure that you have enough funds available to cover this amount. The hold will be automatically released after seven days if the regalia is returned on time, dry, undamaged, and without heavy soiling.

## How to wear your academic dress

Watch our *regalia video* to get your academic dress right.

Academic dress consists of a gown, a hood and a trencher (black cap with tassel).

### Gown

The Bachelor gown is worn with the hands going through the slits at the top of the sleeve not down through the bottom of the sleeve. Master gowns have a closed sleeve but it's obvious where your arm goes. A Master gown is also used as a PhD gown.

### Hood

The hood is held in position by a neckband which joins the two sides together at the sternum. This band is held by a ribbon provided as per the video demonstration. **Pins are not to be used to secure the hood as these damage the satin fabric.** The right shoulder is grey, and the left shoulder shows the faculty colour lining, however if you are graduating with a PhD, this is reversed.

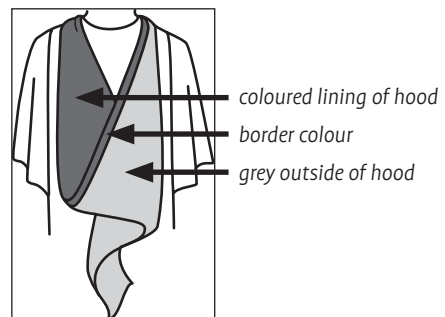


The easiest way to put the hood on is to hold out the hood with the GWC Regalia Hire label facing out and flip it over your head. The back of the hood drapes diagonally across the back showing the band which signifies the level of your qualification ie: Bachelor, Bachelor Hons, Master. If you are receiving two degrees at the same ceremony, you can wear the hood for either degree, but not together. You must wear your highest qualification.

### Hat

The trencher (mortarboard) is worn shorter peak to the front, the top is flat on your head, with tassel over your left eye. For PhD and doctoral degrees the headgear is a black velvet beret. If the trencher is thrown and the corner is damaged, this can't be repaired and a full replacement of the trencher is charged.

If you are having a diploma awarded and have no other degree, wear only the gown (no trencher or hood). If you already have a degree, you will receive a University of Canterbury stole, the gown of your highest qualification and a trencher.





## Colour of hoods

The hoods are of a standard size and shape with a slate grey or navy exterior. Honours and Master's degrees (for most faculties) are distinguished by having a border on the exterior (Honours is 25mm wide and Master's is 75mm) of the same colour as the interior of the hood. You will be shown images of your chosen regalia during the online ordering process.

### Hood colours

- Arts – Baby Pink
- Commerce – Yellow
- Education – Brown
- Engineering – Violet
- Forestry – Chestnut
- Health Sciences – Emerald Green
- Law & Criminal Justice – Ice Blue
- Music & Fine Arts – White
- Science – Ultramarine
- Social Work – Post Office Red
- Speech & Language Pathology/Audiology – Magenta
- Sport Coaching – Post Office Red
- Teaching & Learning – Old Gold
- PhDs – Peony Red

## Staff colours

The rich variety of academic dress (and colours) worn by the academic staff reflects the many different universities which they attended.

University officers wear peony red gowns. Te Tumu Kaunihera | Chancellor's gown is damask embroidered with gold and gold lace, and the trencher is peony red with gold lace and a gold tassel. Te Tumu Whakarae | Vice-Chancellor's gown is damask embroidered with gold and the trencher is peony red with a gold tassel. The Pourouki | Registrar's gown is silk embroidered with gold and the trencher is peony red with a red tassel.

# Spring Graduation celebrations

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There will be two celebrations in Ōtautahi Christchurch in September 2024

- Tuesday 3 September, 10am, Business, Health and Science
- Tuesday 3 September, 2pm, Arts, Education, Engineering and Law

## Guest tickets and procession into Wolfbrook Arena

Each University of Canterbury graduate is allocated five tickets for guests to attend their graduation celebration.

Guests must be seated by 9.20am for the morning celebration and 1.20pm for the afternoon celebration.

### Students and guests with a disability

If you, or any of your guests have a disability for which specific arrangements are required, such as access or seating, please inform the events team by emailing [events@canterbury.ac.nz](mailto:events@canterbury.ac.nz).

### Morning procession

Graduates must assemble at the signposted in the main carpark on Twigger Street **no later than 9am**.

### Afternoon procession

Graduates must assemble at the signposted in the main carpark on Twigger Street **no later than 1pm**.

Processions begin 15 minutes prior to the start of a graduation ceremony. Marshals will provide instruction as to the procession order.

The procession is filmed and projected onto the screens inside the Arena.

### What to bring to the Marshalling Area

When you arrive at the Marshalling Area you should be dressed in your regalia with your graduation seat number that you will receive via email.

Please do not carry anything that does not fit in your pockets as you might not return to the same seat after you cross the stage. For this reason, it is best not to bring cellphones, cameras, flowers or handbags with you to the marshalling area.

### Cancellation procedures

If the procession into the venue is cancelled due to weather, please assemble at the rear of Wolfbrook Arena's main stage, entering through Gate 1.

Participation in the procession is not optional. If there is a reason that you are unable to take part in the procession, please contact [events@canterbury.ac.nz](mailto:events@canterbury.ac.nz) by Tuesday 27 August.

In the case of bad weather, please refer to the following channels for updates regarding the possible cancellation of the procession; watch for text alerts and check your email.



## Celebration procedure

- You will move into the Arena and proceed to your seats. You will sit down, still wearing your trencher.
- Graduates will rise when Fanfare is sounded for the entrance of the academic procession.
- Graduates will remain standing for the pao – a representative group of graduates will be welcomed into the Arena.
- Graduates and the audience will then be seated for the mihi.
- Remove your trencher (it is replaced as you leave the stage).
- A waiata will be sung.
- Graduates and audience will stand for the Aotearoa New Zealand National Anthem.
- Once everyone is seated Te Tumu Kaunihera Chancellor will convene the ceremony.

All graduates are called one at a time. If you are carrying a posy, leave it on your seat before proceeding to the stage.

### When your name is called:

- Walk across the stage to te Tumu Kaunihera Chancellor and bow your head to be doffed.
- Don your trencher.
- Continue down the steps to collect your certificate at the end of the aisle.
- Return to your seat.

Please remain seated during the musical interlude.

- After the presentations are completed, there will be a graduation address.
- The celebration will be closed by Te Tumu Whakarae | Vice-Chancellor.
- As Gaudeamus is played, please stand.
- Once the academic party is clear of the stage, the Marshals will indicate for you to follow them into the foyer.

**If you find you are unable to attend the celebration in person, you must notify [graduation@canterbury.ac.nz](mailto:graduation@canterbury.ac.nz) to discuss the options available.**

## Video and photography

UC graduation processions and ceremonies are filmed and photographed. Footage and photos will be publicly accessible on UC's social media pages. Photos may also be used in university publications and promotional materials (digital and print). If you have any questions regarding graduation photography, please email [communications@canterbury.ac.nz](mailto:communications@canterbury.ac.nz).



# Linton Photography

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Linton Photography are the official University of Canterbury graduation photographers.

They have been photographing graduations since 1994 and have the skills and ability to create graduation photos that you and your family can be proud of.

They will be photographing every graduand as they are presented on stage.

A studio portrait service is available either at their studio or at the Arena on graduation day, so you can have formal portraits taken with family or friends.

Portrait session times may be booked in advance. It is possible to be photographed without a booking on a first in, first served basis at any time on graduation day.

To learn more about the portrait services available or to view your on-stage photos after the ceremony phone 03 339 6699 or visit [www.lintonphoto.com/graduation/](http://www.lintonphoto.com/graduation/)



# Order of proceedings

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## **Wolfbrook Arena, Tuesday 3 September at 10am**

- Doctor of Philosophy graduates presented by Associate Dean of Postgraduate Research, Professor B McNeill
- Graduates in Business presented by Amo Matua | Executive Dean – Business, Professor P Ballantine
- Graduates in Health presented by Amo Matua | Executive Dean – Health, Associate Professor C Andrew
- Graduates in Science presented by Amo Matua | Executive Dean – Science, Professor S Young

## **Wolfbrook Arena, Tuesday 3 September at 2pm**

- Doctor of Philosophy graduates presented by Associate Dean of Postgraduate Research, Professor B McNeill
- Graduates in Arts presented by Amo Matua | Executive Dean – Arts, Professor K Watson
- Graduates in Education presented by Amo Matua | Executive Dean – Education, Professor J Nuttall
- Graduates in Engineering presented by Amo Matua | Executive Dean – Engineering, Professor S Sinha
- Graduates in Law presented by Amo Matua | Executive Dean – Law, Professor P Butler

## **Refreshments**

Refreshments will be available to purchase inside Wolfbrook Arena before and after the celebrations.

# Graduate functions

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After graduation, your name will be added to the University of Canterbury Graduate Search, which is publicly accessible [here](#).

The University also provides secondary schools with names of their former students who have graduated from the University of Canterbury.



## The University of Canterbury Club

warmly invites all graduates and their guests to kick off their graduation celebrations at Ilam Homestead. A fully licensed bar service will also be available.

Graduates are also welcome to use the Homestead and gardens for graduation photos.

**September 3 (from 4pm)**

Ilam Homestead, 87 Ilam Road.





University of Canterbury April 2024

# Congratulations and welcome to the UC Alumni Community!

As a graduate of the  
University of Canterbury,  
you are joining over  
155,000 UC alumni both  
in New Zealand and 150  
countries around the world.

Stay in touch to receive alumni  
benefits and services including  
the latest news, publications and  
invitations to events. Update your  
details on our UC Alumni website,  
or by emailing  
[alumni@canterbury.ac.nz](mailto:alumni@canterbury.ac.nz)

[www.canterbury.ac.nz/alumni](http://www.canterbury.ac.nz/alumni)

[www.facebook.com/  
UCAlumniCommunity/](https://www.facebook.com/UCAlumniCommunity/)

[www.linkedin.com/in/uc-  
alumni-relations-28ba4081/](https://www.linkedin.com/in/uc-alumni-relations-28ba4081/)

**UC**  
UNIVERSITY OF  
CANTERBURY

**Alumni**

# Degree frames

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We have a choice of woods, styles and colours, painted or varnished, in a variety of styles.



Conservation frames with UV protection also available in rimu for \$220 each.

Have your degree certificate framed while you wait in the foyer. If you can't make it on the day, come to our Bishopdale Mall store.

## **Now & Forever Images**

135C Farrington Ave,  
Bishopdale, Christchurch

Telephone (03) 359 2525

Fax (03) 354 3535

[yonframes@gmail.com](mailto:yonframes@gmail.com)

# Graduation flowers

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Purchase a bouquet of flowers for your special day.

Ilam Florist will be on-site at Graduation where you can choose from a beautiful variety of flowers. Specific requests, including dried flowers, can be pre-ordered online at [IlamFlorist.co.nz](http://IlamFlorist.co.nz) and will be brought to Wolfbrook Arena the day of the celebrations.



*Ilam Florist*  
WWW.ILAMFLORIST.CO.NZ

03 358 5396  
[jane@ilamflorist.co.nz](mailto:jane@ilamflorist.co.nz)

# University of Canterbury Graduation Ring



It's an exciting time with Graduation fast approaching and we would like to invite you to share in an exciting tradition which reflects your achievements and time spent attaining your degree. The UC Graduation Ring is a symbol of your success.



Arts



BCJ



BCom



Business



Education



Engineering



Science



Law



Health + more

## How to find your finger size and place your order?

Drop in to any local jeweler to get your finger sized then place your order at [www.honourrings.co.nz/uc](http://www.honourrings.co.nz/uc)



### ★ Graduation Special!

Place your order online before Graduation and use the promo code GRAD2024 at the checkout to receive a 5% discount.

Email [info@honourrings.co.nz](mailto:info@honourrings.co.nz) if you have any questions. Honour Rings will also have a stand at Graduation Day.

You can find out more about the rings, view photos, and place orders here



[www.honourrings.co.nz/uc](http://www.honourrings.co.nz/uc)

# Your academic documents

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## What are academic documents?

Academic documents provide evidence of your study at the University of Canterbury and include Academic Transcripts; Testamurs (Qualification or Certificates) and Official Letters.

## Why do I need academic documents?

You may need to supply official evidence of study for:

- Entrance to other tertiary institutes in Aotearoa New Zealand or overseas
- Employment
- Government benefits or emigration

## Can I get digital copies?

Yes, any eligible University of Canterbury student or graduate can receive academic documents through My eEquals. It's a secure online platform used by 47 participating universities where you can view and share your official documents with third parties.

You can also order a Letter of Eligibility to Graduate or Letter of Conferment of Qualification to be accessed on My eEquals. Other official letters may be provided on a case-by-case basis. Digital letters can be ordered at [www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters](https://www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters).



## How do I get a paper copy?

You will receive a paper copy of your Testamur at your graduation celebration. For paper copies of your transcript and letters you can submit a request online at [www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters](https://www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters). If you are subsequently unable to attend your graduation celebration, your testamur will be mailed to you in due course.

## How much do academic documents cost?

Digital documents provided automatically upon graduation are free of charge. You'll receive an email from My eEquals with instructions and a link.

Other documents and order methods have costs associated. See [www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters/transcript-costs-and-ordering](https://www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters/transcript-costs-and-ordering)

## Helpful links

For My eEquals <https://www.myequals.ac.nz/faq/>

For academic document information <https://www.canterbury.ac.nz/study/study-support-info/study-topics/transcripts-and-official-letters>



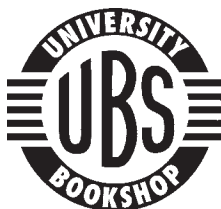
# SHOW YOUR PRIDE

WITH OUR RANGE OF MERCHANDISE



Available instore  
and at our  
Graduation  
Pop Up Shop

T: 0800 827 266  
E: [ubs@ubscan.co.nz](mailto:ubs@ubscan.co.nz)  
W: [ubscan.co.nz](http://ubscan.co.nz)



# Te Rōpū Rapuara | UC Careers

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Congratulations on your graduation! As you begin your journey from university to the professional world, UC Careers is here to empower your career plans and aspirations. Connect with our team to access career guidance, information, and support, including:

**Personalised Consultations:** Book an appointment with one of our Career Consultants to explore career planning, job search strategies, application tips, interview preparation, and more.

**On-Campus Events:** Engage in career skills tutorials, employer recruitment presentations, and career fairs to connect with potential employers. Reserve your spot through our website.

**NZUni Talent Jobs Board:** The go-to board exclusively for university students and graduates across Aotearoa New Zealand. Find jobs, internships, graduate programs, and scholarships posted by top employers. Log in with your UC email to start exploring.

**Online Career Tools:** Use smart online tools for CV writing, interview practice, and aptitude tests. Get advice from career experts through podcasts, videos, and tutorials.

All UC graduates can access our services for up to two years after graduation. We look forward to supporting you as you embark on this exciting new chapter in your career!

Ngā mihi nui

## Contact Us

Te Rōpū Rapuara | UC Careers

Level 1, Jane Soons, Arts Road, University of Canterbury

[www.canterbury.ac.nz/life/jobs-and-careers](http://www.canterbury.ac.nz/life/jobs-and-careers)

T: +64 3 369 0303 E: [careers@canterbury.ac.nz](mailto:careers@canterbury.ac.nz)



