

Part B: Graduations and Academic Regalia
Number: AC-96/07

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Authorised by	Academic Approvals Committee		

Note: The review of this policy has been rolled over for 12 months from November 2019, when it will be reviewed in 2020, pending the outcome of the Reform of Vocational Education (RoVE).

Graduations and Academic Regalia

1. Definitions

Graduand	A person who is about to receive an academic degree
Graduate	A person who has been awarded a degree

2. Graduation Protocol

2.1. Organisational Principles

- 2.1.1. Institutional graduation ceremonies should normally be arranged on a School or Centre - based grouping, together with a marae graduation for graduands of all Schools and Centres.
- 2.1.2. All awards (qualifications) bearing the seal of Wintec will be presented at the institutional graduation ceremonies. The following categories of awards will therefore be presented:
 - a) Certificates bearing the seal of Wintec
 - b) Diplomas
 - c) Degrees
 - d) Postgraduate qualifications
 - e) Qualifications that are jointly awarded as appropriate
- 2.1.3. Other unsealed awards may also be conferred at an institutional graduation ceremony at the discretion of the Academic Board.
- 2.1.4. Other awards not presented at the institutional graduation ceremonies (i.e., those which do not contain Wintec's seal) may be presented at a low-key event arranged as required within the School or Centre.
- 2.1.5. Further events to celebrate the completion of programmes which are undertaken at Wintec but which do not result in a Wintec award may be organised by a School or Centre.
- 2.1.6. Students should have the option of having their certificates posted. Students graduating in absentia at an institutional graduation ceremony will be posted their certificates after the graduation ceremony.
- 2.1.7. Following completion of a qualification, students will be invited to attend the next scheduled institutional graduation ceremony. In exceptional circumstances students may request to defer attending a ceremony until the following year, but this must be approved under the Dean's Waiver.

2.2. Procedures

The following process will be set in place to ensure that the Council has formally approved the conferment of degrees and the award of diplomas and certificates for students attending the scheduled graduation ceremonies, or for students wishing to graduate in absentia at specified times other than these ceremonies.

2.2.1. The process of approval will be (on the assumption that the scheduled institutional graduation ceremonies will be held annually in March):

- a) A list of students who have completed the requirements for awards will be approved, under delegate authority from the Academic Board, forwarded by the School or Centre Programme Committee/s and forwarded to the Student Enrolment and Information Centre (SEIC) to record and process in the Student Management System. It is the responsibility of the Programme Committee to check a student has met the requirements set out in the programme regulations and the correct award is recorded in the completion list.
- b) SEIC will provide a list to the Academic Board of students who have been issued awards twice a year in April and October for information.

2.2.2. A Graduation Project Team will be appointed by the Business Manager Student Enrolment and Information Centre in September each year to manage the graduation events. The team will include representatives from SEIC, Communications, Marketing and a representative from one School or Centre.

2.2.3. Prizes and scholarships will normally be presented at special award ceremonies. Sponsors of such awards should be invited to attend and may be involved in the presentation.

2.2.4. Graduation dates should be set at least three years ahead so that the appropriate venues may be booked well in advance. SEIC will co-ordinate the dates with Waikato Graduate Women Charitable Trust, Academic Dress Hire regarding regalia availability and will provide these to Exec for approval.

2.2.5. The schedule of the graduation ceremonies and special award events for the subsequent year needs to be proposed by SEIC and approved by Exec by the end of June. This will ensure that Council members and staff receive early advice of the dates and these can be published on Wintec's website.

2.2.6. All graduands should be listed in an institutional graduation programme which will constitute the record of the awards presented. Awards will be listed consistently and in hierarchical order and will reflect the order of proceedings. Ceremonies will follow the same order as in the graduation programme.

2.2.7. Names of proposed guest speakers will be forwarded by the Dean to the CE through the Director, Communications by December.

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- 2.2.8. Student speakers will be limited to one per ceremony. (If two Schools or Centres are involved in one ceremony, one could choose the guest speaker, another could choose the student speaker) this will be managed by the Director, Communications.

2.3. Standard Order of Proceedings

A standard order of proceedings will normally operate for institutional graduation ceremonies. Additions to the format to reflect special characteristics particularly identifiable with a School or Centre may be made as agreed by the Graduation Project Team.

2.4. Logistical Arrangements

- 2.4.1. Graduation arrangements will be managed by SEIC with support from within the Schools and Centres. These arrangements will be detailed in an annual graduation project plan approved by the Graduation Project Team.
- 2.4.2. A public procession of graduands and staff through the city should be held each full day of graduation to accommodate morning and afternoon ceremonies.

2.5. Invited Guests

- 2.5.1. A list of VIP guests to be invited to graduation ceremonies will be made available to the Director, Communications from the Chief Executive's (CE) office and from each of the Schools and Centres. The lists will include sponsors of prizes and scholarships. It is the responsibility of Director, Communications to invite VIPs to the graduation ceremonies and the special award events.
- 2.5.2. VIPs should be seated on stage, or when appropriate in the front rows of the auditorium. The guest speaker is part of the official party on the stage (the guest speaker may choose to wear regalia but is not expected to do so). The student speaker will sit with the graduands.

3. Academic Regalia – Principles

- 3.1. All graduands receiving a sealed award will be expected to wear academic regalia.
- 3.2. Wintec staff seated on the stage will be expected to wear academic regalia (Wintec budgets may be used to pay for the hire of regalia for employees.) Orders for regalia hire for staff and VIPs should be with Academic Dress Hire by the date agreed annually – this will be organised centrally by SEIC.
- 3.3. The academic costume of Wintec shall be as follows:

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3.3.1.

ACADEMIC COSTUME			
	Bachelors	Bachelors with Honours	Master
Gown	The gown is black and of traditional academic design		
Cap	Black trencher of traditional academic shape		
Hood	<ul style="list-style-type: none"> Standard Wintec pattern made of black material, lined with Wintec blue. V-shaped neckband is edged with light blue. 	<ul style="list-style-type: none"> Standard Wintec pattern made of black material lined with Wintec blue. 50mm border in red. V-shaped neckband is edged with light blue. 	<ul style="list-style-type: none"> Standard Wintec pattern made of black material, lined with red material. 50mm border of Wintec blue. V-Shaped neckband of red material with 20mm edge of lighter and darker blue fabrics overlaid with an embroidered koru.

3.3.2. The stole to be worn by graduates to diplomas is the standard Wintec pattern made of black material, lined with Wintec blue.

3.3.3. Graduates of postgraduate certificates and postgraduate diplomas will wear the academic regalia appropriate to their highest existing qualification. If a graduate of the postgraduate certificate or diploma does not hold another qualification the graduate may wear a Wintec stole, which is the standard pattern made of black material, lined with Wintec blue.

3.3.4. The academic costume worn by members of Wintec at designated public ceremonies of the Institute shall be the costume appropriate to their qualification or the corresponding costume of Wintec. Staff and students attending the institutional graduation ceremonies are encouraged to observe a standard of dress suitable to the occasion.

3.3.5. Graduates with awards bearing the seal of Wintec shall be entitled to wear the appropriate academic costume at formal occasions where the wearing of academic costume is appropriate.

3.3.6. Graduands of postgraduate certificates or postgraduate diplomas of Wintec may wear the gown and Wintec stole at the graduation ceremony.

3.3.7. Graduands of degrees of Wintec should wear the gown, trencher and Wintec hood at the graduation ceremony.

3.3.8. Graduands of diplomas bearing the seal of Wintec should wear the gown and Wintec stole at the graduation ceremony.

3.3.9. Graduands of certificates of Wintec should wear the gown at the graduation ceremony.

3.3.10. Graduands identifying as Māori may choose to wear attire appropriate to their cultural requirements over Wintec's academic costume.

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4. Academic Regalia – Procedures

Wintec has entered into an arrangement with the Waikato Graduate Women Charitable Trust, trading as Academic Dress Hire. Stocks of academic costume purchased by Wintec are held by Academic Dress Hire. Academic Dress Hire has undertaken to supply academic costume to graduands for Wintec graduation ceremonies provided that the timing of ceremonies is decided in liaison with them. Responsibility for these arrangements rests with SEIC.

- 4.1. SEIC will liaise with Academic Dress Hire concerning the process to be used for the hireage of academic costume to graduands.
- 4.2. Academic Dress Hire will hire out regalia to individual students only, not to Wintec Schools and Centres. Academic Dress Hire will also hire out regalia to Wintec staff as required.
- 4.3. In advance of each graduation ceremony SEIC will ensure graduands are provided with timely and current information relating to costume hire.
- 4.4. The conditions of hire are those specified by Academic Dress Hire.

5. Measurements of success

Graduation is successful and runs smoothly.

6. Records Management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum retention period	Disposal Action
Administrative arrangements (e.g. speakers, venue, catering)	12 months from date of last action	Destroy
Production of award certificates		
Transcript of guest speeches		
Graduation programme	10 years from date of last action	Retain as public archive