



# Standard Operating Procedure

## Graduation

(May 2019)

In relation to policy *AP1003 Graduation* the following procedures should be followed.

Refer also to form *AP1003b Graduation\_SOP002 Form – Approval for Early Release of Qualification Award*.

1. Prior to each graduation ceremony, the Academic Registry Team confirm the list of eligible graduands obtained from the Student Management System (SMS) with the appropriate staff from each School/College. Any additions and alterations to the graduation list must be notified to Academic Registry no later than 10 working days prior to graduation.
2. The official graduation ceremony book is compiled listing all approved graduating learners including those graduating in absentia and those whose qualification was released early.
3. All graduating learners 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.
  - 3.1. Learners 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)
  - 3.2. Responsibility for checking debt status lies with Academic Registry.
4. Learners must register to participate in the graduation ceremony on the online graduation invitation form (emailed to eligible learners and available on the Otago Polytechnic website) by the due date.
5. Learners 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 learners and staff with an impairment are able to access the graduation stage area in a dignified manner, and as independently as possible. Exceptions to crossing the stage must be notified to the Graduation Coordinator by the Head of School/College.
7. Learners receiving two awards from the same school will cross the stage once for the higher award. The process for learners receiving awards from different schools will be managed by the Graduation Coordinator in consultation with the Associate 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 learner 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 administrative 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 Associate Director Quality.
  - 8.6. Academic and administrative staff of the Polytechnic without academic regalia entitlement or equivalence are required to wear semi-formal business 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. Graduands will carry the headwear for the degree they are being awarded onto the stage, irrespective of previous degrees. Staff and learners 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

<i>Qualification in:</i>	<i>Colour:</i>
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
Professional Practice	mid blue
Social Services	pale gold
Sports	light blue
Tertiary Teaching (includes Adult Teaching and Learning)	cerise pink
Veterinary Nursing	old gold

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

<sup>2</sup> Includes Culinary Arts