

## GRADUATION NEWSLETTER – FEBRUARY 2012

CELEBRATING SUCCESS - NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY EXTENDS ITS WARMEST CONGRATULATIONS TO YOU ON ACHIEVING YOUR QUALIFICATION AND WISHES YOU THE BEST OF DAYS.

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### INFORMATION FOR GRADUANDS

This newsletter contains important information for all students graduating on **FRIDAY 24 FEBRUARY, 2012** with a degree, a diploma or a certificate. **PLEASE READ CAREFULLY. Remember to enjoy your graduation day! We wish you the very best of luck for the future.** Further detailed Graduation information can be found @ [www.nmit.ac.nz/graduation](http://www.nmit.ac.nz/graduation).

### REGALIA HIRE AND DRESS INFORMATION

- Regalia can be collected from Room M308 (M Block, the Learning Hub or Library is located on Alton Street, map at end of this newsletter). You must bring your student ID card with you.
- Thursday 23 February between 9am - 4.30pm OR Friday 24 February 8am - 8.30am.
- **ALL REGALIA MUST BE RETURNED TO ROOM M308 BY 4PM ON FRIDAY 24 February** or you will be invoiced for the replacement cost. **It is needed for other institutions immediately.**
- Your \$20 bond will be refunded in cash if the regalia is returned before 4pm, in good condition.

**If you choose to attend the graduation you must comply with the Institute's policy on regalia as follows:**

<b>DEGREE GRADUANDS:</b>	black gown, hood, trencher
<b>DIPLOMA GRADUANDS:</b>	black gown, NMIT diploma stole
<b>CERTIFICATE GRADUANDS:</b>	formal clothing

### GRADUATE DIPLOMA GRADUANDS:

Graduands who have *previously graduated* with a degree:

- Option 1:** regalia appropriate to that degree **OR**
- Option 2:** black gown with the NMIT diploma stole.

Graduands who do not have a previous degree:

**Must wear:** black gown, NMIT diploma stole

*NB: You are all welcome to embellish your graduation regalia with garments of honour from your cultural tradition, such as a korowai or ta'ovala. If you do not adhere to these dress codes you may be refused entry to the ceremony.*

## ON ARRIVAL AT THE TRAFALGAR CENTRE

- **YOU HAVE TO ASSEMBLE AT YOUR ASSIGNED ENTRY POINTS BEFORE 9.55AM. There will be a 15min timeframe to organise everyone into correct order for on stage presentation.**
- Signs at the Trafalgar Centre will indicate where graduands should assemble by programme or check the graduation page on the website.
- Line up in alphabetical order assisted by tutors and marshals. This is the order in which you will enter the centre and the order in which you will be going onto the stage.
- As it may be hot on the day please ensure you have individual water bottles with you.

## GRADUATION CEREMONY

- Before the ceremony you will line up at your assigned entry points at the Trafalgar Centre, assisted by tutors and marshals, according to programme area and then qualifications, alphabetically as in the programme.
- From there you will be directed to the doors of the auditorium.
- The ceremony will start with the Official Party moving into the auditorium and onto the stage.
- You will then be called into the auditorium with the playing of the pumoana and karanga. As you move into the auditorium a Haka-powhiri will be performed.
- Please enter in your lines where you will be marshalled to your seats, accompanied by your tutors.
- Please move promptly to your seat and keep to the alphabetical order of the programme at all times.
- **After the welcome and speeches you will be called to receive your awards in programme groups.**
- Marshals will direct you from your seats a row at a time to the bottom of the stage ramp.
- Under the care of a Stage Director you will move onto the ramp. From here a marshal will inform you when it is your turn to proceed onto the stage.

## PROCEDURE FOR RECEIVING AWARDS

**Please familiarise yourself with these procedures prior to the ceremony.** The awards will be made in the following order:

- |                       |                              |
|-----------------------|------------------------------|
| 1. Applied Business   | 5. Business Services         |
| 2. Aviation           | 6. Creative Industries       |
| 3. Primary Industries | 7. Foundation Studies        |
| 4. Trades             | 8. Health                    |
| <b>Guest Speaker</b>  | 9. Hospitality and Wellbeing |

**(For a full list of programmes and their order, please check the NMIT Website)**

## FOR CERTIFICATES AND DIPLOMAS

- Several names will be read out at a time (Groups of 6 depending on the number of people receiving the qualification).
- As directed, you will move in turn towards Mr Tony Gray, NMIT CEO, who will be standing mid-stage. Shake hands using your right hand and take your award in your left hand. You will be photographed receiving your award, so remember to pause and smile!
- Move to the far side of the stage and wait there until all the people in the group have received their awards. Wait for applause then leave the stage.
- A marshal will be at the foot of the stage and will indicate when you should return to your seat.

## FOR DEGREES

- Names will be read out one at a time.
- Ross Butler, NMIT Council Chair, will be standing just before Mr Tony Gray, NMIT CEO.
- As directed, approach Council Chair first, holding your trencher in your left hand positioned so that you can place it straight on your head. (Practise this!)
- Shake hands. As you are doing this, Council Chair will hold a trencher briefly above your head (it will not touch your head).

- As soon as this has been done, place your trencher on your head and move across to Mr Tony Gray. He will shake your right hand and give you your award in your left hand. You will be photographed receiving your award, so remember to pause and smile!
- Move off the stage and wait to be directed back to your seat.

## YOUR GUESTS

- Your guests should arrive at The Trafalgar Centre and be seated by **10.15am**
- Parking will be available at the Trafalgar Centre. We recommend that your guests use NMIT for parking unless they have special circumstances that require them to park close to the venue as parking space is very limited!!!
- Guest admission is by ticket only – please be sure to remind your guests of this. Seating for guests is unallocated, however the front block of seats will be reserved for graduands.
- The ceremony will commence at 10.30am and take approximately two hours.
- As it may be hot on the day please ensure they have individual water bottles with them.
- We would appreciate it if guests would respect that this is an important and formal occasion for the graduands and therefore remain in the auditorium for the duration of the ceremony.
- There are no crèche facilities available at The Trafalgar Centre and we ask that caregivers plan accordingly for the duration of the formal ceremony so that there are minimal interruptions.

## PROGRAMMES

- Graduation programmes will be available for every student graduating, and there will be additional copies for guests at the ceremony. Inside each programme will be a voucher for a complimentary drink at the after graduation celebrations on the NMIT campus.

## GRADUATION PROCESSION

- There will be an organised procession back to NMIT from the Trafalgar Centre after the graduation ceremony. Graduands and their guests are all invited to take part in this procession.
- The procession, which will be led by a Pipe Band and will leave at approx 1.15pm when the band starts playing. The procession will go from the Trafalgar Centre across the bridge behind Trafalgar Park, down Trafalgar Street, turning left at Hardy Street, then right onto NMIT campus through the entrance between A Block & D Block.

## WET WEATHER PLANS

- In the event of wet weather, the procession back to NMIT may be cancelled. A decision on this will be made while the ceremony is taking place and will be announced at the end of the ceremony. If a decision is made to cancel the procession, **PLEASE DO NOT MARCH BACK TO NMIT**. Please make your own way to NMIT for the afternoon celebrations. You are responsible for your regalia; please ensure that it does not get wet. **If regalia is returned wet after the ceremony you will incur a charge, \$40 for the gown and \$100 for the trencher.**

## PHOTOGRAPHY

- Linton Photography are the official graduation photographers. They will be taking 'moment of presentation' photographs on stage, as well as portraits and informal shots after the ceremony at the graduation celebration on NMIT Campus. A range of frames for awards and photographs will also be available to purchase after the ceremony.
- **If you would like to have a formal portrait taken, please book an appointment time with the Information and Enrolment Centre in A Block, NMIT, by Wednesday 8 February** for sessions after the ceremony on Friday 24 February.

## GRADUATION CELEBRATION

- Following the ceremony, NMIT and SANITI invites you and your guests back to NMIT to join together with the staff and special guests for refreshments at the Student Centre NMIT, 1pm – 4pm. We hope you will take the opportunity to relax and celebrate your achievements with your family, tutors and guests.

## GRADUATION BEARS

- Graduation Bears will also be available at the Trafalgar Centre and NMIT on the day of graduation. The Teddy Bears are available with a black gown & the NMIT Degree Hoods for Nursing, Commerce, Information Technology, and Arts and Media, Wintec and AUT Bachelors at \$55 each. Diploma Bears are also available with a black gown and embroidered facing at \$40 each.

## CHANGE OF PLANS

- If you change your plans to graduate either in person, or in absentia, please notify NMIT (contact details in footer) by **Wednesday 8 February**.

## PLEASE KEEP THIS LETTER FOR REFERENCE

Explain the procedures to your family and friends who are coming to the graduation. The key things to remember are:

- Check your guest tickets are enclosed. All attending students will receive three in the post.
- Purchase extra guest tickets from the Information & Enrolment Centre in A Block before the week of graduation \$5 per ticket.
- Regalia available M308 Thursday 23 February 9am – 4.30pm; Friday 24 February 8am – 8.30am bring Student ID.
- Regalia must be returned before 4pm on Friday 24 February to room M308.
- Assemble no later than 10am at assigned entry points at the Trafalgar Centre for the ceremony. (Check the website for details)
- Bring cash to purchase memorabilia/award frames, at the Trafalgar Centre and at NMIT.
- For formal portraits, book at the Information & Enrolment Centre in A Block by Wednesday 8 February.
- Please notify NMIT immediately if you have a change of address OR if you change your plans to graduate either in person or in absentia.

## CAMPUS MAP INDICATING REGALIA ROOM (COLLECTION/RETURNS)

