Ngā Kai o Roto

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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 140,000 University of Canterbury alumni providing invaluable contributions to the world around us.

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

In this handbook you’ll find all the information you will need to graduate from the University of Canterbury.

If you have any questions or concerns, please contact events@canterbury.ac.nz.
Full academic dress is required to graduate, and Aotearoa New Zealand universities have a system of academic dress which is worn by graduands and graduates to indicate their degree.

Academic dress has evolved from the daily dress worn by university students and staff in the Middle Ages, which in turn was based on the attire worn by the medieval clergy. The gown was a medieval topcoat or cloak, and the hood was a headcover.

The colour of the hood 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 stock of academic dress for Ōtautahi Christchurch celebrations of the University of Canterbury is owned and maintained by GWC Regalia Hire. All profits from the hire of regalia are used to finance scholarships, research fellowships, a trust fund for charitable purposes and to fund further purchases of academic dress.

Process of ordering Regalia

- Follow link provided by GWC Regalia Hire – Click [here](#).
- Click on University of Canterbury Spring 2023
- Select your Qualification
- Select Ceremony
- Confirm Regalia – include your height.
- Enter Payment Details – Confirm Payment.

Collecting your academic dress

For Ōtautahi Christchurch celebrations, collect your academic dress from Dovedale Campus, Wairarapa Building, Block ED15. If you are unable to collect your regalia at the specified time, you may ask a friend or relative to collect it for you.

If anyone is collecting on your behalf GWC Regalia Hire will need your head measurements. Please measure your head circumference above your ears. The measurement should be between 50 – 60cm. If you have long hair, please measure with your hair out.

Please note, your academic regalia must be returned to the same location it was collected from.

Please refer to your confirmation email from GWC Regalia Hire for your specific pick up and drop off times. A reminder email will be sent to you 3 days in advance. You do not have to be the one to return your regalia.

Do not wear your academic regalia in the rain. A penalty will be imposed by GWC Regalia Hire if regalia is returned wet or late.
How to wear your academic dress

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 different end on the sleeve and 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 bonnet. 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 Masters degrees (for most faculties) are distinguished by having a border on the exterior (honours is 25mm wide and masters 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 – Pink
- Commerce – Yellow
- Education – Brown
- Engineering – Violet
- Forestry – Chestnut
- Health Sciences – Emerald
- Law – Ice Blue
- Music & Fine Arts – White
- Science – Ultramarine
- Social Work – Cherry Red
- Speech & Language Pathology/Audiology – Magenta
- Sport Coaching – Red
- Teaching & Learning – Gold/Post Office Red
- 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. The 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. The Tumu Whakarae | Vice-Chancellor’s gown is damask embroidered with gold and the trencher is peony red with a gold tassel. The Pouroki | Registrar’s gown is silk embroidered with gold and the trencher is peony red with a red tassel.
The graduation celebration

There will be two ceremonies in Ōtautahi Christchurch in August 2023.
Tuesday 29 August (10am)
Tuesday 29 August (2pm)

Guest tickets and procession into Christchurch 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.

Transport
For information about Christchurch’s public transport network visit www.metroinfo.org.nz.

Morning procession
Graduates must assemble at the sign-posted area in the main carpark on Twigger Street no later than 9am.

Afternoon procession
Graduates must assemble at the sign-posted area 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.
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 cell phones, cameras, flowers or handbags with you to the Marshalling Area.

Cancellation procedures
If the procession is cancelled due to weather, please assemble at the rear of the 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 by Friday 25 August.
In the case of bad weather, please refer to the following channels for updates regarding the possible cancellation of the procession: watch for txt alerts, check your official university email, UC on Facebook.
**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 the 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 the Tumu Kaunihera Chancellor will convene the ceremony.

All graduates are called singly. 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 the 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 the 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** to discuss what options are available.

**Video and photography**

UC graduation processions and ceremonies are filmed and photographed. Footage and photos will be publicly accessible on UC’s Twitter, Facebook, Instagram, Tik Tok, LinkedIn and YouTube 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**.
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 venue on graduation day, so you can have formal portraits taken with family or friends.

Portrait session times may be booked in advance, plus it is also 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/
Order of proceedings

Wolfbrook Arena, Tuesday 29 August at 10am
• Doctor of Philosophy graduates presented by the Dean Postgraduate Research, Professor M McAuliffe
• Graduates in Business presented by Executive Dean – Business, Professor P Ballantine
• Graduates in Arts presented by Executive Dean – Arts, Professor K Watson
• Graduates in Law presented by Acting Executive Dean – Law, Professor K Scott

Wolfbrook Arena, Tuesday 29 August at 2pm
• Doctor of Philosophy graduates presented by the Associate Dean Postgraduate Research, Professor E Veer
• Graduates in Engineering presented by Executive Dean – Engineering, Professor S Sinha
• Graduates in Education presented by Executive Dean – Education, Professor J Nuttall
• Graduates in Health presented by Acting Executive Dean – Health, Professor C Andrew
• Graduates in Science presented by Executive Dean – Science, Professor S Young

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

Graduate functions

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.

Tuesday 29 August (from 4pm)
Ilam Homestead, 87 Ilam Road.
Congratulations and welcome to the UC Alumni Community!

As a graduate of the University of Canterbury, you are joining over 140,000 UC alumni both in New Zealand and 143 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

www.canterbury.ac.nz/alumni
We have a choice of woods, styles and colours, painted or varnished, in a variety of styles.

**Degree frames**

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
Graduation flowers

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 ordered online at 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.

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

★ Graduation Special!
Place your order online before Graduation and use the promo code GRAD2023 at the checkout to receive a 5% discount.

Email info@honourrings.co.nz if you have any questions. Honour Rings will also have a stand at Graduation Day.

www.honourrings.co.nz/uc
Your academic documents

What are academic documents?
Academic documents provide evidence of your study at the University of Canterbury and include Academic Transcripts; Testamurs (or Degree 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 eQuals. 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 Degree to be accessed on My eQuals. Other official letters may be provided on a case-by-case basis. Digital letters can be ordered at www.canterbury.ac.nz/study/transcripts.

How do I get a hard copy?
You will receive a hard copy of your Testamur at your graduation ceremony. For hard copies of your transcript and letters you can submit a request online at www.canterbury.ac.nz/study/transcripts/.

How much do academic documents cost?
Digital documents provided automatically upon graduation are free of charge. You’ll receive an email with instructions and a link.

Other documents and order methods have costs associated. See www.canterbury.ac.nz/study/transcripts/costs-and-ordering

Helpful links
For My eQuals
https://www.myequals.ac.nz/faq/

For overall academic document information
https://www.canterbury.ac.nz/study/transcripts/
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
W: ubscan.co.nz
You made it!

Now start your new career on the right foot with help from UC Careers. We will help you make a positive impression in your job search whether it’s your very first role or you’re taking on a more senior position.

**Personalised consultations**

*Book an appointment* with one of our expert Career Consultants to plan your job search and get career ready. We can help you develop your networking and LinkedIn confidence, craft targeted job applications, and hone your interview skills.

**NZUni Talent jobs board**

*NZUni Talent* is a jobs board exclusively available to students and recent graduates from Aotearoa universities. It offers a range of opportunities from top employers seeking people like you, all in one handy place.

**Online career tools**

As a UC graduate, you retain free access to your [online career centre](www.canterbury.ac.nz/careers) so you can keep your career development learning going. This allows you to use tools like CV360, Interview360, practise aptitude tests, and much more!

**Get in touch:**

Te Rōpū Rapuara | UC Careers, Level 1, Jane Soons Building  
[www.canterbury.ac.nz/careers](http://www.canterbury.ac.nz/careers)  
T: +64 3 369 0303  E: careers@canterbury.ac.nz