



OTAGO

POLYTECHNIC

Te Kura Matatini ki Otago

Auckland  
International  
Campus

In partnership with  
Future Skills Academy



# ▶ Graduation Quick Guide

01 May 2019

# Auckland Graduation

PULLMAN HOTEL

Wednesday 1 May, 2019

## How to register for Graduation

Register online via the Student Hub.

You must register online by **Thursday 11 April 2019** if you wish to attend the graduation.

If you do not register by then, you will be graduated in absentia and will not be allowed to attend the ceremony.

You can choose to graduate at a later ceremony in Auckland or Dunedin, but you must graduate within 18 months of completing your qualification.

# How to hire academic dress

You book your academic dress hire when you register to graduate.

You must wear academic dress if you want to attend graduation. You can pay in advance of when you collect your academic dress.

Academic dress can be collected from Academic Dress Hire, 17 George Street Parnell, from Monday 29 April. It can be returned at the graduation venue immediately after the ceremony, or to Academic Dress Hire over the next few days.

For full information on hiring, collecting and returning academic dress, please visit [www.auckland.op.ac.nz/important-information/graduation/](http://www.auckland.op.ac.nz/important-information/graduation/)





# How to get tickets for guests

Students who are graduating do not need a ticket for themselves, but your guests will need tickets.

All tickets are subject to availability and will be confirmed after registration closes.

Each ticket costs \$10, which can be paid and collected at Academic Dress Hire.

Please do not pay for any tickets before these have been confirmed.

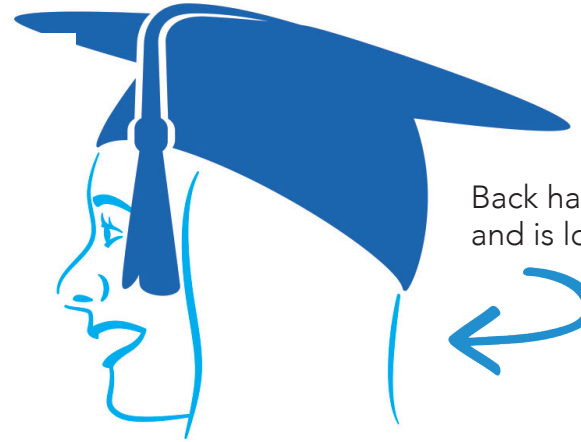
# How to wear your cap



After being capped,  
wear your cap with  
tassel hanging  
to the left.



Front is higher  
compared to  
back



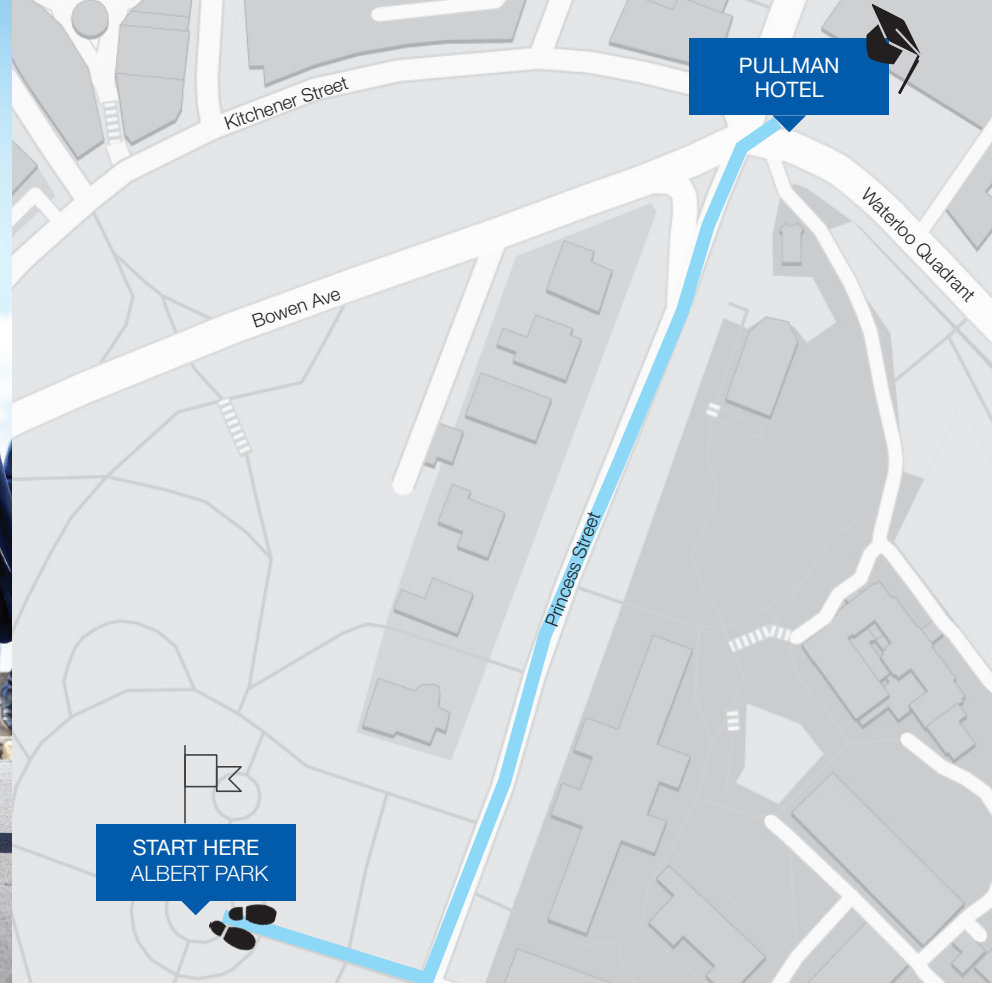
Back has a point  
and is lower



# Graduation Parade

Please join your fellow students, staff, and VIPs for the graduation parade starting in Albert Park at 11.00am.

If the parade is cancelled due to rain, we will email all graduating students on the morning of Wednesday 1 May.



# Programme

WEDNESDAY 1 MAY, 2019

## CEREMONY

11.00	Meet at Albert Park for photographs and parade
12.00	Student Registration at the Pullman Hotel
1.00	Powhiri and ceremony begin at the Pullman Hotel
3.00	Ceremony concludes & after-function begins at the Pullman Hotel
4.00	After-function concludes

If you are not at the Pullman Hotel by 12.00pm, you might not be allowed to attend graduation.



## Special requirements

Please let us know when you register if you or your guests require any wheelchair accessible seating or any other assistance.


# Graduation protocol

Graduation is a very formal occasion at a formal venue, so please behave respectfully throughout the process and show consideration to all students who are graduating.

You will be given a graduation number when you collect your academic dress. When you arrive for registration at the Pullman Hotel, staff will tell you where to go.

Students proceed into the Princes Ballroom in reverse order of graduating and sit according to this order. It is very important that you stay in the right order, or else you will spoil the experience for yourself and for other students.

Students' names are usually read in groups of three. The group will cross the stage in order, collect their certificates one by one, and shake hands with the Chief Executive.



A photographer will be taking photos of you getting your certificate. Although we cannot guarantee a great photo for each student, we try to photograph everyone.

Please do not follow too closely behind the student graduating before you or you will end up photo-bombing their photo!

After you receive your certificate, please follow the ushers' directions back to your seat.

Guests should remain seated throughout the ceremony and will not be allowed to get up to congratulate you or take photos.

From all the team at Otago Polytechnic – congratulations, enjoy your special day, and all the best for your future adventures!





## Auckland International Campus

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