

INFORMATION FOR GRADUANDS

This information is provided to ensure that you are aware of the graduation process and requirements.

1. In order to graduate **'in person'** you will need to complete the:
 - a. **'Online Registration Form'** available at: www.wananga.ac.nz
2. For those who wish to graduate **'in absentia'** please contact us via email at: graduation@wananga.ac.nz
3. Ensure that all outstanding debts have been paid in full, no later than **13 March 2019**, these include:
 - a. All outstanding fees: must be PAID IN FULL prior to the above date.
 - b. All overdue library books: must be RETURNED prior to the above date.
 - c. Academic Regalia Hireage: must be PAID upon completion of **'Online Registration Form'**. Refer Point 2.2
4. Read the attached **'Information for Graduands'** to familiarise yourself with the proceedings and instructions
5. Please check the Te Whare Wānanga o Awanuiārangi website www.wananga.ac.nz for the most up to date information. (Includes maps of all locations and the up to date programme)
6. **Graduation 2019** will be held on **Friday 29 March** starting with the Pōwhiri 8:00am at Mātaatua, Te Mānuka Tūtahi, Muriwai Drive, Whakatāne followed by the Gown and Town Hīkoi (through the Strand) and Graduation Ceremony (at Mātaatua, Te Mānuka Tūtahi).

For all enquiries relating to Graduation, please contact your respective School Administration Manager:

School / Contact	Telephone:	Email:
<u>School of Iwi Development</u> Eneta Mason	(07) 306 3211	eneta.mason@wananga.ac.nz
<u>School of Undergraduate Studies</u> Eneta Mason	(07) 306 3311	eneta.mason@wananga.ac.nz
<u>School of Indigenous Graduate Studies</u> Marama Cook	(07) 306 3253	Marama.Cook@wananga.ac.nz

or Email: graduation@wananga.ac.nz or
Phone: **0508 WĀNANGA (0508 926 2642)**

INFORMATION FOR GRADUANDS

1. REGISTRATION:

(**Location:** Atrium/Foyer, Te Hurinui Apanui building, Francis Street, Whakatāne. Ref: **MAP K**)

- a. It is very important that you REGISTER if you are attending 'in person' as this list is presented on stage and your details are announced before you receive your certificate/tohu. This register is also used to ensure the person handing out the certificates will be able to match your name with the correct qualification.
- b. Please print out the registration ticket/Information sheet (from your online registration) and bring this to the Registration desk.
(Refer Point 2.2 below for 'Hours of Operation' & 'Map K - Atrium/Foyer' for location of the Registration & Gowning Rooms)
- c. At the registration desk we will check:
 - your name and iwi affiliations;
 - the name of the programme you are graduating from;
 - if you have ordered and paid for your regalia (gown); and
 - that you have no outstanding fees.

2. ACADEMIC REGALIA (GOWNING):

(**Location:** Atrium/Foyer, Te Hurinui Apanui building, Francis Street, Whakatāne. Ref: **MAP K**)

The Graduation Ceremony is a formal celebration of your achievement.

- a. If you choose to graduate 'In PERSON', it is **compulsory** for all graduands to wear academic dress, otherwise known as academic regalia (i.e. gown and additional attire appropriate to your qualification). Graduation regalia will be sourced by the Wānanga and charged to you accordingly.
- b. If you have achieved a qualification higher than the one you are receiving from Te Whare Wānanga o Awanuiārangi and you wish to graduate in this regalia, you are responsible for obtaining your own academic dress. Please organize this early to ensure availability.

2.1 COST OF HIREAGE OF ACADEMIC REGALIA

(Payable upon completion of 'Online Registration Form' via Internet Banking)

Qualification Type:	Cost (GST Incl)
<ul style="list-style-type: none">• Certificate / Diploma	\$25
<ul style="list-style-type: none">• Undergraduate / Postgraduate degree	\$50
Payable to:	Te Whare Wānanga o Awanuiārangi
Bank / Branch/ Account#:	ASB / Whakatāne / 12 3253 0067389 02
IMPORTANT NOTE: Please ensure that you provide your STUDENT ID NUMBER and FIRST/LAST NAME as a reference when making payment	

2.2 COLLECTION & RETURN OF ACADEMIC REGALIA

i. Collect your Academic Regalia (Gowns):

From:	Atrium/Foyer, Te Hurinui Apanui building, Francis Street, Whakatāne		
When:	Wednesday, 27 March 2019	Thursday, 28 March 2019	Friday, 29 March 2019
Time:	1pm – 6pm	8.30am – 7pm	7am – 9.30am

ii. Return your Academic Regalia (Gowns):

To:	The Gown Room, Te Hono ki te Ao at Mātaatua, Te Mānuka Tūtahi
When:	Friday, 29 March 2019
Time:	After the Graduation Ceremony (<i>before you leave the venue</i>).

IMPORTANT POINTS TO REMEMBER:

- If you are attending the pōwhiri it is important that you have **registered**.
- All regalia must be **returned** to the Gown Room in Te Hono ki te Ao at Mātaatua Te Mānuka Tūtahi (refer times above).
- Some dress suggestions:
 - The graduation day involves a considerable amount of walking and standing (the Hīkoi includes walking 400 metres). Please wear suitable footwear (high heels may not be practical) and be aware that jackets under Gowns may cause you to ‘heat’ up.
 - Men may find it helpful to wear a shirt and tie, as placing the neckband of the hood under the tie helps to hold the hood in place.
 - Choose a hairstyle that allows you to wear your trencher comfortably.
 - Please advise your supporters that the Graduation Ceremony will be held under cover on the marae ātea.

3 PŌWHIRI (*Mātaatua, Te Mānuka Tūtahi, 105 Muriwai Drive Whakatāne on Friday 29 March 2019 at 8am*)

- Please make your own way to the venue, and assemble outside the Waharoa/front entrance of Mātaatua, Te Mānuka Tūtahi for the start of the pōwhiri at 8:00am.
- You can find detailed maps and information sheets on our main website www.wananga.ac.nz.
- Information regarding Mātaatua, Te Mānuka Tūtahi Protocol and Pōwhiri will be delivered from 8:00am (by one of our Cultural Advisors).
- It is suggested that you and your supporters have breakfast.
- Traffic direction, parking and wharepaku to/at the Mātaatua, Te Mānuka Tūtahi are shown on the maps.
- Parking is available on Toroa Street, Whakatāne (short walk of 1 minute to Mātaatua, Te Mānuka Tūtahi). Wardens/Marshalls will direct you to parking, and provide instructions to Mātaatua, Te Mānuka Tūtahi.
- Road closures may occur to ensure the safety of pedestrians - these will be marked/sign-posted.
- Light Lunch (after Pōwhiri and presentation of special awards) will be available.

4 HĪKOI – GOWN AND TOWN (The Strand, Whakatāne) (Weather permitting)

Those Graduands who *do not* wish to participate in the Hīkoi: Please remain at Mātaatua Te Mānuka Tūtahi until the return of all Graduands from the Gown and Town Hīkoi. You will then be asked to make your way to Mātaatua Street and put into procession order.

For those Graduands who wish to participate in the Hīkoi

- You can find detailed maps of the Hīkoi and information sheets on our main website www.wananga.ac.nz
- Please make your way to Mātaatua Street, Whakatāne by 9:45 am.
- A marshall will be waiting to direct you onto your designated bus to transport you to Mitchell Park Reserve, Richardson Street, Whakatāne. (the start of the official Hīkoi).
- Please note that the buses are only available for Graduands.
- There are no toilets/wharepaku at the Park. There are public toilets at the Whakatāne Taxi Stand (Boon St, Whakatāne).
- The hīkoi procession will leave from Mitchell Park Reserve at 10.00am and proceed along Richardson Street, around the Robert Harris roundabout and through The Strand. We will continue through the Kakahoroa/George Street roundabout, turn left and proceed along Muriwai Drive and conclude on Mātaatua Street. (The walk is approximately 400 metres through the township.
- For health and safety reasons only Graduands & those approved to be in the Hīkoi procession may walk on the road (along with security and marshalls). No Children are allowed to walk on the road in the procession.
- On the arrival at Mātaatua Street:
 - Please look for the sign that names the qualification you are graduating from
 - Report to the marshall in charge of the programme you are graduating from.

5 PROCESSION ORDER *(for Hīkoi & Procession onto the Ātea)*

Your marshall will check that you have registered and organise you into alphabetical order in preparation for the procession into the ātea and seating.

- **Graduands** will be lead onto the marae ātea by Te Whare Wānanga o Awanuiārangi Council, Dignitaries, Senior Management & Academic Staff
- The procession order is as follows:
 1. **TWWOA Banner**
 - Chair of Council & CEO
 - Guest Speaker & Council Members
 - Deputy CEO
 - Senior Management
 - Senior Academic Staff
 2. **School of Indigenous Graduate Studies Banner**
 - Doctor of Philosophy
 - Professional Doctorate
 - Master of Indigenous Studies
 - Master of Māori Studies
 3. **School of Undergraduate Studies**
 - Te Ōhanga Mataora Paetahi: Bachelor of Health Sciences Māori (Nursing)
 - Te Tohu Paetahi Ako: Bachelor of Education (Teaching) Early Years (Iti Rearea)
 - Te Tohu Paetahi Ako: Bachelor of Education (Teaching) Primary (Kura Tuatahi)
 - Te Tohu Toi Tangata: Bachelor of Humanities
 - Ngā Mana Whakairo a Toi: Bachelor of Māori Performing Arts
 - Te Pōkaitahi Reo (Rumaki) (Te Kaupae 6)

- Te Pōkaiitahi Reo (Rumaki) (Te Kaupae 5)
- Te Pōkaiitahi Reo (Rumaki, Reo Rua) (Te Kaupae 4)
- Te Pōkaiitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)
- Te Pōkaiitahi Reo (Rumaki, Reo Rua) (Te Kaupae 2)
- Te Pōkaiitahi Reo (Rumaki, Reo Rua) (Te Kaupae 1)
- New Zealand Certificate in Study and Career Preparation (Level 4)
- New Zealand Certificate in Tourism Māori (Level 3)

4. School of Iwi Development Banner

- Bachelor of Mātauranga Māori
- Certificate in Te Pou Hono ki Marae Ātea
- Certificate in Te Pou Hono ki Taiao
- Certificate in Mahi Marae
- Kai Oranga (Kaupae Tuawhā)
- Kai Oranga (Kaupae Tuatoru)

6 CEREMONY

- On arrival at Mātaatua Street, please make your way to the marshalling area (indicated on the map).
- Look for the sign that names the qualification you are graduating from.
- Report to the marshall in charge of the programme you are graduating from.
- Your marshall will check you registered and organise you into alphabetical order in preparation for seating. Your marshalls' will usher you to your seat.
- Light Food and Entertainment will be offered to Manuhiri at Mātaatua, Te Mānuka Tūtahi (after the ceremony)

6.1 RECEIVING YOUR AWARD

This is the formal stage of the ceremony of conferring degrees and awarding diplomas and certificates. Please ensure you are familiar with the sequence of how to receive your award.

- Each seated row of graduands should take their cue to rise from the marshall who will then lead each row out from the right-hand side, to stand at the side of the ātea.
- The official will announce the names of the graduands for a particular qualification.

6.1.1 Receiving a Diploma/Certificate

- You will then be guided to the Whatu Kura (followed by those who were also called out).
- You may touch the Whatu Kura (the Stone of Knowledge) then proceed to the Chair of Council/or his nominee.
- The Chair of Council and/or his nominee will greet you/hongi and shake your right hand.
- You will then proceed to the raparapa, where you will receive your tohu.
- The marshalls will direct you back to the graduand seating area.

6.1.2 Receiving a Degree

- You will then be guided to the Whatu Kura (followed by those who were also called out).
- You may touch the Whatu Kura (the Stone of Knowledge) then proceed to the Chair of Council/or his nominee.
- The Chair of Council or his nominee will greet you/hongi and shake your right hand.
- Graduands are to hold your trencher right side up, in your left hand, with the front toward the Chair of Council.
- The Chair of Council or his nominee will greet you/hongi and shake your right hand.

- f. Graduands will then take the trencher in your right hand and place onto your head.
- g. You will then proceed to the raparapa, where you will receive your tohu.
- h. The marshalls will direct you back to the graduand seating area.

7 AFTER THE CEREMONY – Light Food and Entertainment

- Light food will be provided
- Graduands are reminded to return your Academic Regalia/Gowns to the Gown Room in Te Hono ki te Ao (refer MAP C)

8 PARKING

Parking is available at the designated areas on the maps provided. Please check the website www.wananga.ac.nz for parking venues.

9 ACCOMMODATION

Please book accommodation if required. You can visit the website www.whakatane.com for further information on accommodation available in Whakatāne.