



Massey University

Wellington Graduation

29 MAY 2009



Te Kunenga
ki Pūrehuroa

Congratulations

Massey University congratulates you on your academic success and we look forward to celebrating this special occasion with you, your family, friends and whānau.

Graduation is an important event and your preparation before the ceremony will assist in the day running smoothly. This booklet outlines the preparations that you will need to make before the street procession and ceremony on Graduation Day.



**PLEASE BRING THIS
BOOK WITH YOU TO
GRADUATION**

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Graduation Checklist

- Have you read the information in this book carefully?
- Have you read information about Academic Dress: hireage, collection and return? (Page 10)
- Have you booked your gown? (Page 10)
- Have you brought your seat ticket with you?
- Have you given seat tickets to your guests?

IMPORTANT INFORMATION:

The graduation ceremonies are held at the Michael Fowler Centre on Wakefield Street.

Please ensure you are seated in the auditorium in the correct seat 20 minutes before the start of the ceremony.

- For Ceremony One, graduands must be seated no later than 9.10am.
- For Ceremony Two, graduands must be seated no later than 2.10pm.

Please ensure all cellular phones are turned off before entering the auditorium.

PLEASE NOTE:

The information contained in this Graduation Pack is generic to all Wellington Graduands and includes Alumni information. Graduands who indicated on their applications that they did not want to receive Alumni information will not receive any future Alumni postings.

Programme of Ceremonies



New Zealand School of Music

All graduands for the NZ School of Music should attend this ceremony.

College of Creative Arts

All graduands for the College of Creative Arts should attend this ceremony.

College of Education

All graduands for the College of Education should attend this ceremony.

Doctor of Philosophy

9.30am

Fri 29 May 2009



College of Business

All graduands for the College of Business should attend this ceremony.

College of Humanities and Social Sciences

All graduands for the College of Humanities & Social Sciences should attend this ceremony.

College of Sciences

All graduands for the College of Sciences should attend this ceremony.

Doctor of Philosophy

2.30pm

Fri 29 May 2009

Assembly, Graduation Procession and Parking

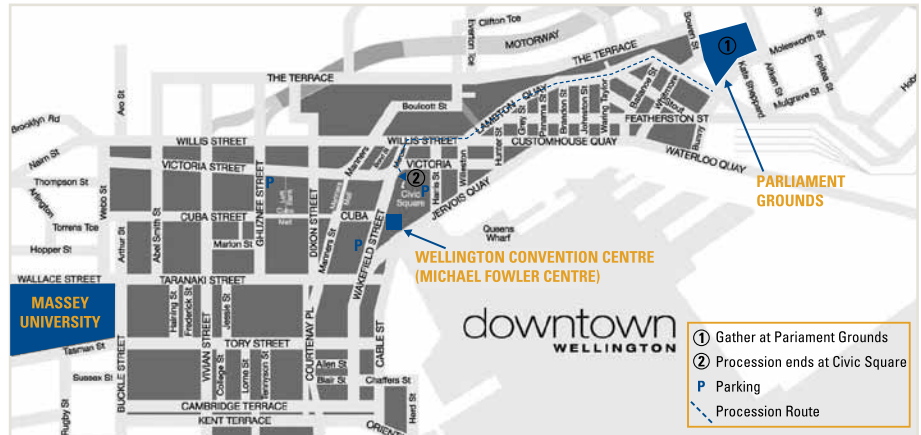
The Massey University Wellington Graduation Street Procession is an integral part of the celebration of your academic achievements. The Procession departs at 1.00pm and will be led by the Official Party. This includes the Chancellor and Vice-Chancellor. All graduands are invited to take part in this special event which consists of a procession through central Wellington. Graduands should wear full academic dress for the procession and graduands receiving degrees for the first time will wear their trenchers during the procession.

All graduands will assemble at the forecourt of Parliament grounds no later than 12.50pm. Graduates of the first ceremony who wish to take part in the procession will be able to take a chartered bus from the Michael Fowler Centre. Buses will leave at approximately 12.30pm. The route of the procession will be from the forecourt of Parliament grounds up Lambton Quay, into Willis Street, left through Mercer Street concluding in Civic Square.

Families and friends of the graduands are invited to take photographs and cheer on the procession. The procession takes approximately half an hour, concluding at Civic Square, where Her Worship the Mayor will greet the procession.

Please note that Molesworth Street and the forecourt of Parliament grounds are both congested areas. We advise that they be used as “drop off” points only. If the procession is cancelled due to inclement weather it will be broadcast on Newstalk ZB 1035AM.

Alternatively, you may call (04) 801 5799 extn: 6814 between 10.00am - 12.30pm on Friday 29 May for confirmation of cancellation.



Seating

All graduands and their guests must be seated 20 minutes before the start of each ceremony. You will be seated in a reserved section of the auditorium according to the order in which you will go on stage to receive your award. Your seat ticket is included with this package. Please ensure you bring this ticket with you to your Graduation ceremony, as it states your row and seat number. **You must sit in the seat allocated to you.**

Guest Seating

General admission tickets have been included for your guests. These tickets do not allocate specific seats. Your guests may sit in any area that has not been reserved. Please note that your guests will only be admitted to the auditorium if they hold a ticket. If you have general admission tickets which you know will not be used, please return them to Events Office, Massey University Wellington, PO Box 756, Wellington 6140.

Guests wishing to avoid stairs are advised to take the elevator from the ground floor to level one and enter through door 3 or 5. As guest seating is unreserved, guests requiring an aisle seat are advised to arrive early.

Special Seating Requirements

If you or your guests require disability seating for the ceremony, please contact Events Office, Massey University, Wellington. Phone (04) 801 5799 extn: 6386, or email wgtnevents@massey.ac.nz to arrange suitable reserved seating.

Services Available at the Michael Fowler Centre

A number of associated services will be available in the Michael Fowler Centre.

- An information desk will be located inside the main entrance. Staff will be available to assist with any enquiries.
- Toilets are located on all levels of the Michael Fowler Centre.
- Cloaking facilities will be available in the main foyer.
- Baby changing facilities are located in the women's restrooms on the ground floor.

A complimentary copy of the Graduation Programme will be distributed to graduands.

Entrance of the Academic and Official Processions

The audience is requested to stand as the Academic and Official Processions enter the auditorium at the commencement of each ceremony.



Awarding the Qualification

Those who have been 'capped' previously should wear their trenchers throughout the ceremony except when they are on the stage moving forward to the Chancellor to receive their new award. Those being 'capped' for the first time should carry their trenchers in their left hand until 'capped' by the Chancellor.

At the appropriate time the Pro Vice-Chancellor or nominated representative of the College will announce the award of the various certificates, diplomas and degrees in the order listed in the Graduation Programme distributed at each ceremony. Recipients, under the guidance of ushers, will move to the stairs on the right of the stage. As the Pro Vice-Chancellor or nominated representative of the College calls each name, the recipient, holding their trencher in their left hand, will advance across the stage and stand directly before the Chancellor.

The Chancellor will ceremoniously 'cap' graduates and shake their right hand. **Graduates then put on their trenchers** and cross the stage to receive their scroll from the Director, taking the scroll in the right hand (no handshake). Diploma and certificate recipients follow the same procedure except that the Chancellor will only shake hands. Recipients then move down the stairs on the stage and will be guided to their seating. Trenchers should not be removed.

At the conclusion of each ceremony, the Academic and Official Processions will leave the stage and graduates will follow.

Conclusion of Ceremony

After the conclusion of each Graduation Ceremony there will be light refreshments provided for the graduates and their guests. This will take place in the Renouf Foyer. This will be an ideal opportunity for graduates and their guests to celebrate with the Pro Vice-Chancellors and College staff. A pay bar service will be available.

Ceremony to Honour Māori Graduands

Massey Wellington warmly invites Whānau and friends to the Ceremony to Honour Māori Graduands. The Wellington ceremony will take place at Kuratini Marae on the Wellington campus at 2.00pm on Thursday 28 May. For further enquiries, please contact Tracy Mihaere on t.a.mihaere@massey.ac.nz or telephone (04) 801 5799 ext 62191. **Scrolls will not be conferred at the ceremony.**

Ceremony to Honour Pasifika Graduands

The Wellington campus is pleased to hold the inaugural Ceremony to Honour Pasifika Graduands. This celebration will take place on Thursday 28 May, 10.00am in the Student Common Room, Level One in the Student Services Building. Friends and family of graduands are warmly invited to attend. For all enquiries please contact Rachael Leafe on (04) 801-5799 extn: 6132. **Scrolls will not be conferred at the ceremony.**

Graduands attending the above ceremonies must collect their robes prior to the ceremony. The gownroom will open at 8am on Thursday 28 May for this purpose. Robes may then be retained for the Graduation ceremony and returned at the Michael Fowler Centre on Friday 29 May.

Graduation Dress Code

Appropriate dress is considered to be:

Men: Suit and tie and applicable academic dress.

Women: Formal clothes and applicable academic dress.

Māori and Pacific cloaks may be worn with academic regalia. International students may prefer to wear their national dress with academic regalia. **It is recommended that graduands carry two large safety pins to secure the hood.**

Regalia Requirements

- Certificates:** You should wear a bachelor gown, or the robes of any prior degree you may hold.
- Diplomas:** If you have no prior degree, you should wear a bachelor gown and a Massey stole. If you have a prior degree you may wear the robes of your prior degree, or a bachelor gown, a Massey stole and a trencher.
- Degrees:** You should wear a gown, a hood, and a trencher or a bonnet as detailed below:

DEGREE	GOWN	HOOD	HAT
Bachelor	Black with open sleeve (see Fig. 3, page 10)	Trimmed with white fur or white satin (honours)	Trencher
Master	Black with closed sleeve (see Fig. 1, page 10)	Untrimmed	Trencher
PhD	Black with scarlet facing, closed sleeve	Scarlet with a lining of University blue	Bonnet
DoctEd or DoctBusAdmin	Black with scarlet facing, closed sleeve	College masterate	Bonnet
DCom, DFA, DLitt, DMus or DSc	All scarlet, with closed sleeve	College masterate	Bonnet

Massey hoods are navy (University Blue), lined with one of the following colours:

Applied Economics <i>Dioptase (Sea Green)</i>	Performance Design <i>White</i>	Social Work <i>Horse Chestnut</i>
Applied Science, Health Sciences .. <i>Emerald (Green)</i>	Education, Educational Psychology,	Technology, Engineering, Ergonomics,
Arts, Development Adm, Public Policy <i>Rose Pink</i>	Education Studies <i>Tuscan Yellow (Gold)</i>	Dairy Science & Technology, Construction <i>Claret</i>
Aviation, Aviation Mgt <i>Stonewhite (Cream)</i>	Educational Administration <i>Gull Grey</i>	Veterinary Science <i>Imperial Purple</i>
Business Studies, Management,	Information Services, Applied Statistics .. <i>Parma Violet</i>	
Sport Studies, Accountancy,	Māori Visual Arts <i>Silver on Black</i>	
Info	Medical Laboratory Science <i>Jade</i>	
Systems, Business Info <i>Indian Yellow</i>	Nursing, Midwifery <i>Crocus (Mauve)</i>	
Business Administration <i>Tangerine</i>	Philosophy <i>Post Office Red</i>	
Counselling <i>Medici Crimson</i>	Resource and Environmental Planning <i>Pale Blue</i>	
Defence Studies <i>Pansy (Deep Purple)</i>	Science <i>Smalt Blue</i>	
Creative Arts, Māori Performing Arts,		

Robing

First, put on the appropriate gown as in figure 1. Please refer to the regalia requirements on page 9.

Next put on your Massey degree hood (figure 2) or diploma stole (figure 3). The rear view of the hood as shown in figure 2 is the most important. It should be anchored at about the level of your collarbone, resting high on the shoulders (not slipping down over your arms). The square tail of the hood lies next to your back, with the coloured lining concealed. The open cowl part should be turned inside out for a small part of its width to display some of the lining colour. The diploma stole is worn down the front of your gown as in figure 3.

Unless you have been previously capped, please do not wear your hat until your qualification has been awarded (see “Awarding the Qualification” on page 6). Trenchers (figures 4 & 5) are worn with the deeper peak at the back; the board should be horizontal and the tassel may fall to either side. If wearing a bonnet the tassel should fall to your left as in figures 6 & 7.

If you are wearing a korowai, it should be worn over the gown and under the hood as shown in figures 6 & 7.

For more details please see www.masseygowns.org.nz

Fig. 1



Fig. 2



Fig. 3



Fig. 4



Fig. 5



Fig. 6



Fig. 7

Participants will not receive awards unless appropriately dressed.

The final decision on whether dress is appropriate will rest with the Regional Marshal.

Academic Dress Hire

*Collection of Academic dress is to be made from the Boardroom, Museum Building, Massey University, Buckle Street, Wellington (see map on page 16). Parking will be available to graduands at the front of the Museum Building. The bond will be refunded to you by a "Not Transferable" cheque when all your regalia is returned at the Michael Fowler Centre on the day of graduation. Cash refunds will be paid to those who notify Academic Dress Hire in writing three weeks prior to graduation. *Failure to meet the deadline for return, will mean forfeiting your bond.**

Please note:

- Please bring your *Confirmation of Order* with you when collecting your regalia
- Academic Dress can be collected from Academic Dress Hire in the Boardroom on:
 - Thursday 28 May 2009 from 8.00am - 7.00pm (Ceremony One and Two)
 - Friday 29 May 2009 from 8.00am - 12pm (Graduands for Ceremony Two only)
- Academic Dress must be returned on the day of Graduation, Friday 29 May 2009 from 11.00am - 5.30pm to the Ground Floor of the Michael Fowler Centre. After this, all Academic Dress returns need to be made on Wednesday 3 June, 10.00am - 2.00pm, to the Murphy Building Room 109, Victoria University, Kelburn Parade, Wellington. However, due to limited parking by the Murphy Building, we strongly encourage all graduands to return their Academic Dress to the Michael Fowler Centre on Graduation day. Academic Dress is unable to be returned to the Boardroom, Museum Building, Massey University, Buckle Street, Wellington.
- Cancellation Reminder: Regalia orders must be cancelled two weeks before the ceremony for a full refund to be made.
- If you have not yet ordered your Academic Regalia, urgently contact: Academic Dress Hire, phone: 06 351 3488 or email: enquiries@masseygowns.org.nz or visit: www.masseygowns.org.nz.

Alumni@Massey

As a graduate, you have now become one of our valued alumni. This marks the beginning of a new relationship with your university. We have established regional alumni chapters around New Zealand and networks overseas. To ensure you are invited to chapter events in your area, and kept updated with benefits, services and other information, keep us updated with your contact details via our website <http://alumnionline.massey.ac.nz>. As an alumni of Massey University you will receive:

- Assistance with reunions
- Help to keep you in touch with your university friends through our database
- Invitations to events in your area
- Opportunities to purchase from a range of memorabilia and apparel to remind you of your days at Massey
- Benefits offered by a range of businesses
- Regular postings of Massey magazine
- Special borrower status with Massey University Library

Are you looking for a graduation memento or gift? Massey memorabilia and apparel will be on display during graduation at the Michael Fowler Centre and available for purchase.

Celebrate Graduation

with a William Bear or Gift of Massey Memorabilia



You can celebrate your Graduation with our William Bears, dressed in academic regalia, or with any other of the unique range of Massey memorabilia or apparel. During graduation this is available at the Michael Fowler Centre.

Graduation Photographs

Photography by Woolf

Informal Photography

Each graduate will be photographed as they are conferred with their qualification. Roving photographers will take photographs before and after the ceremony of graduates, family and friends. There is no charge for this service.

Studio Style Portraits

Before and after the ceremony we will have studio style set-ups at graduation with a range of backgrounds. No bookings are necessary. Payment must be made when the photography is taken - Cash, Cheque, Eftpos, Mastercard and Visa are accepted. Packages start at \$60.00 including the taking of the photography and one 20 x 25cm photograph in a commemorative folder.

Studio and Environmental Portraits

Creative photography by award winning photographers are available at our inner city studio or on location. Special packages are available for graduands. Bookings are essential.

Framing Your Qualification and Photos

Frames for your qualification will be available at our stands at graduation and instore. Special Massey University mats and frames are also available instore.

Imagery

Proofs will be available to view within 24 hours at Photography by Woolf, 1st Floor, Cable Car Shopping Centre, 280 Lambton Quay. Images will also be available online: www.woolf.co.nz/graduation

Web: www.woolf.co.nz/graduation **Phone:** 04 917 6861 **Freephone:** 0800 507550 **Email:** info@woolf.co.nz

PHOTOGRAPHY BY



Contact Details

Events Office

Email wgtnevents@massey.ac.nz
Telephone (04) 801 5799 extn: 6386
Fax (04) 802 0294
Address Events Office
 Massey University Wellington
 PO Box 756
 Wellington 6140

Procession Cancellation Number

In the event of inclement weather, please listen to Newstalk ZB 1035AM or phone (04) 801 5799 extn: 6814 between 10.00am - 12.30pm on Friday 29 May to confirm cancellation of the Procession.

Campus Map

