



AUT

**GRADUATION
HANDBOOK**

Welcome

Welcome to graduation, an exciting occasion when AUT formally acknowledges the academic achievements of those who make the University the amazing place that it is.

Congratulations to all students on the achievements this day represents. We know that completing the academic requirements of your course of study while managing the rest of life's challenges is not easy so you should feel proud of everything that has led to this point.

To the family, friends and supporters of our graduating students, thank you also for the role you have played in helping them achieve the successes we celebrate today.

Each new graduate from AUT adds to our ever expanding worldwide alumni community. A community that includes remarkable and influential people that are truly making an impact on their communities, countries and professions — as we're sure you will also.

We hope you enjoy graduation and celebrate the milestone it marks in your education and professional development. This is not the end of your journey with AUT, but merely a transition. We wish you every success and happiness in your chosen path and look forward to sharing your future achievements with the students that follow in your footsteps.





Our story

It's no secret that the world is changing. It can be seen everywhere, all the time. With change comes uncertainty. But with the right knowledge and skills, with change also comes opportunity. And that's why AUT is built for a changing world.

Change is what defines us and drives us. The fact we've embraced change means everything we do is informed by it – from what we teach, to how we teach it to what sort of research collaborations we seek.

As a young university we aren't constrained by decades of tradition and a narrow view of what education is or what a job might be – we consider ourselves more a lens to the future than a mirror to the past. At the same time we have the expertise, the grunt, the respect, the resources, and an ever-growing number of alumni who are now helping shape our world.

We're New Zealand's fastest growing university, in New Zealand's largest and fastest growing city. We're over 30,000 adventurous, energised, innovative educators, researchers and students that have been drawn to AUT to test boundaries, challenge established theories, break new ground and discover what is possible.

Technical expertise alone is no longer enough. To succeed requires a different set of skills – the ability to adapt, be resilient, have conviction, and think and act in a more entrepreneurial way. We call these the 'C skills' – critical thinking, creativity, courage, curiosity and an ability to collaborate.



As a result AUT is attracting a growing cast of change-makers: school leavers who want to discover what is possible, as well as pioneering researchers and educators from every corner of the globe who want to test the boundaries of new ideas and new technologies.

Employers get this. When asked what they're looking for in graduates their answer can often be summed up as simply 'happy and smart people'. That's why our graduates are now making waves in some of the most influential tech and creative companies in New Zealand and around the world.

These skills are the way the world is moving and even industries traditionally focused on technical expertise are rapidly changing their culture and ways of working, starting with the graduates they employ. That's why 93% of our New Zealand students get jobs within nine months of graduating.

In a world where everything is changing, AUT is flying the rocket, not standing on the sidelines wondering where it's going. We're a leader, an interrogator, a discoverer and a disruptor and we help our students find those same qualities within themselves.

AUT



5 out of 5 infographic: QS Stars University Ranking.
Other infographics: Times Higher Education
World University Rankings 2019.

Graduation dates and times

AUT run two Graduations each year.

- Our Winter Graduation features six ceremonies over two days and is held in August.
- Our Summer Graduation features ten ceremonies over four days in December.

For dates and times please refer to the Graduation pages on the AUT website: **www.aut.ac.nz/graduation**



Academic dress

Academic gowns represent a tradition which dates back to the Middle Ages. At that time they were a common form of dress and were retained by the clergy when the congregation adopted more modern styles.

The early European universities were founded by the church; the students, being clerics, were obliged to wear the prescribed gown at all times. It is often suggested that gowns and hoods were the simplest, most effective method of staying warm in the unheated stone buildings which housed medieval scholars. Caps, originally round, are now square mortarboards; hoods, originally cowled, were attached to the gown and could be slipped over the head for warmth. The AUT academic dress is derived from this long-standing tradition.

Gowns are black and of two different styles depending upon the type of qualification being awarded. Hoods and stoles are worn depending upon the type of qualification being awarded and have colours related to the school/faculty:

SCHOOL	COLOUR
University	Burgundy, bone
Applied Science	Cornflower blue
Arts	Red
Art and Design	Red
Business	Green
Business Administration	Mid-green
Communication Studies	Gold
Computing and Information Sciences	Light green
Conjoint Degree	Burgundy
Creative Technologies	Antique gold
Education	Fuchsia
Engineering	Yellow
Health Science	Blue
International Hospitality Management	Burnt orange
Law	Forest green
Māori Development	Purple
Mathematical Sciences	Neon pink
Medical Laboratory Science	Light blue
Sport and Recreation	Deep royal

Factsheet

Congratulations!

You're graduating and will soon become part of AUT's global alumni community, but first, here are a few things you'll need to know for the big day.

THE VENUE

AUT's graduation ceremonies take place in the Aotea Centre, which has its main entrance off Aotea Square (Queen Street). Additional access is from Mayoral Drive and the Civic car park. Cloakroom facilities are available on level 2 of the centre.

CAR PARKING

Finding a car park during graduation may take longer than expected, so please allow plenty of time. Potential car parking nearby the venue includes:

- Civic car park (Greys Ave and Mayoral Drive)
- Victoria Street car park
- Atrium on Elliott car park

TICKETS

All graduands will receive an email with a unique code in the weeks prior to graduation. This code will allow you to claim two free tickets to your ceremony (four for PhD's).

If you have not received an email with your unique code, please contact the Student Hub.

Additional tickets for all ceremonies will be made available for purchase from 12pm (midday) on Tuesday of the week before Graduation. Tickets can be purchased from the venue, or online from Ticketmaster: www.ticketmaster.co.nz

If you are unable to make it to the venue, each ceremony will also be live streamed on the AUT website.

WHAT DO I WEAR?

The graduation ceremony is a formal occasion with long-standing traditions. You should dress in formal attire along with your academic regalia. Academic regalia can be hired from Academic Dress Hire, or purchased from Étude Classique. If you let them know the qualification you are graduating with, they'll make sure you receive the correct colours.

Academic Dress Hire

17 George Street, Newmarket, Auckland

Phone: (09) 358 1044

Email: reception@academicdresshire.co.nz

Web: www.academicdresshire.co.nz

Academic Dress Hire is owned by the Kate Edger Educational Charitable Trust, which directs proceeds back to students in the form of scholarships and awards distributed annually.

Étude Classique

Phone: (09) 522 5241 / (021) 575 511

Email: paul@etudeclassique.co.nz

Web: www.etudeclassique.co.nz

Étude Classique are the official robe-makers to AUT, and can take your measurements to ensure you have a perfect fit on the day and a treasured item for years to come.

TRANSCRIPTS

Official academic transcripts are provided for graduates via My eQuals, a secure online document repository.

You will be sent an email after graduation with full details of how to login and access your free transcript.

Registration

The smooth running of the ceremony is dependent on the registration process. It confirms your attendance and enables us to organise everyone into the correct sequence prior to entry into the auditorium. The assembly area for registration is located in the **Hunua Room of level 1 of the Aotea Centre**.

You must report to the assembly area in your regalia and be ready to graduate at least 30 minutes before your ceremony.

Street procession

All graduands are invited to participate in a street procession prior to the first graduation ceremony. Full academic dress is required and culturally appropriate adornments are encouraged, for example Māori graduands are invited to wear their family korowai. Graduands wishing to carry flowers or wear corsages/buttonholes may also do so during the procession, however these should be given to family/friends prior to entering the auditorium.

If you wish to take part, you must be ready in your regalia at Albert Park by 9.30am.

The procession is for AUT graduands and AUT staff only. Guests are not permitted to take part but can watch from the pavement. Graduands will be assembled in the order of the ceremonies for the day. Graduation marshals in blue gowns will be in charge of organising the procession.

The procession will commence at 10am and will proceed down Princes Street, before turning left into Bowen Avenue and Victoria Street East, and then into Queen Street to Aotea Square.

The procession may be cancelled due to extreme weather. If this happens, a text message confirming the cancellation will be sent out. Graduands may also check Facebook or call the main AUT telephone number (09) 921 9999 to confirm. Please note, weather will not affect the graduation ceremonies.

Graduands participating in the procession whose ceremony is:

- **Immediately following** will be organised at the procession assembly area in Albert Park and at the completion of the procession will be led straight into the assembly area on arrival at the Aotea Centre.
- **Later in the day** are free to go at the completion of the procession, but should report back to the assembly area on level 1 of the Aotea Centre at least 30 minutes prior to their ceremony.



Graduands not participating in the procession are simply required to report to the assembly area **at least 30 minutes prior** to the ceremony.

Within the assembly area you will be lined up in the order you will graduate. Your academic dress will also be checked at this time. If you do not have the appropriate academic dress for your qualification you may not be able to participate in the ceremony.

Prior to registration, handbags, flowers or personal belongings must be given to family or friends. Such items cannot be taken into the auditorium. You need to have your hands free when on stage and you may not be seated in the same seats after presentation of your qualification.

Auditorium procession

Prior to the start of the ceremony all graduands will be lined up in the sequence of their graduation. A final check of names will be carried out by the marshals, which may result in some re-ordering.

This is a very important process, so please bear with us.

Graduands are asked to cooperate and listen closely to all instructions – this will ensure you get your own degree/diploma on stage and not someone else's!

Each graduand will be part of a group supervised by a marshal who will lead their group into the appropriate seating row. Graduands will proceed into the auditorium after all other officials and guests are seated.

There will be a karanga (call) and graduands will start filing in while this is occurring. It is important that graduands proceed quickly and quietly and remain standing until instructed to sit.

The ceremony

The length of the ceremony will vary depending on the number of graduating students, but is generally 1½ to 2 hours. The ceremony includes welcome speeches before the awarding of qualifications and concludes with a valedictory speech given on behalf of the assembled graduates and closing remarks from the Chancellor.

What to expect

- At the appropriate time, marshals will ask your group to leave your seats and file quietly to the right hand aisle, lining up in order from the right-hand side of the stage.
- A final check of names will occur at this point.
- When your name is called, you should walk directly to the Chancellor who will be standing in the centre of the stage. The Chancellor will shake your right hand and hold a trencher over your head by way of conferring your degree (if applicable).
- Once you have shaken the Chancellor's hand, move directly to the Vice-Chancellor who will also shake your right hand and then present you with your degree/diploma/certificate which you will take with your left hand.
- Now move directly to the left side of the stage, where you will be asked to put your trencher on and you will be directed back to your seat by a marshal. (Note: This may not be the seat you originally sat in).

Following the valedictory speech and closing remarks from the Chancellor, the National Anthem will be sung. The official party will then leave the stage and proceed out of the auditorium, followed by the graduates, who will leave in procession behind the official party.

Memorabilia

Graduation is a big day, and one you will want to remember. You are actively encouraged to take as many photos or videos as you wish and are welcome to share these via social media. AUT will also be sharing content from each ceremony using the hashtag [#AUTgrad](#)

If you would like additional graduation mementos, there will also be range of professional services present on the day or available by booking ahead of your graduation.

Photography

AUT works with Global-Pix Graduation Photography as the official photographer. They are available for portrait sittings and capping photos, as well as on-site degree and diploma framing.

Global-Pix will be available at their display stand in the foyer on the day or can be contacted at:

www.global-pix.com/booking/AUT

Video

AUT works with Captures Video Production as the official videographer to record all graduation ceremonies. They will have a display stand in the foyer on the day or can be contacted at info@captures.co.nz or (09) 480 0142.

Video options include a 1 minute personalised video file of just the graduate, or footage of the entire ceremony and the procession.

For more information visit: www.captures.co.nz

AUT graduation bear

The AUT graduation bear not only makes a perfect gift to commemorate your special day, but its purchase also helps future students by funding the alumni scholarships. They will be available for purchase on graduation day.

AUT Ring

Available exclusively to AUT graduates. This ring represents your student journey and reflects the hard work required to earn your qualification.

For more information and to order online, visit aut.honourrings.co.nz

THE AUT ALUMNI COMMUNITY

So that's about it. If you've read this then you're ready for the big day. Congratulations once again on qualifying to graduate from AUT and joining the 80,000+ members of AUT's global alumni community.

The alumni community will keep you connected to what's going on at AUT, as well as provide opportunities for networking, further study, and relevant events.

Here are a couple of tips to ensure you don't miss out:

Update your email address

Please ensure AUT has your ongoing personal email address. If this will change after graduation, please go to alumni.aut.ac.nz and update it now.

LinkedIn

When you create your LinkedIn account, be sure to list your qualification and university. This will really help your job prospects. Also ensure you join the AUT Alumni group – which you can find by searching LinkedIn.

For more information email: alumni@aut.ac.nz

