



Tai Poutini Polytechnic Graduation Guide

Tai Poutini Polytechnic (TPP) is holding its graduation for 2021 Graduands on Monday 7 March 2022.

When and Where

Graduation Ceremony: 6.00pm (assemble 5:00pm)

Venue: Shantytown, 316 Rutherglen Road, Rutherglen, Greymouth

Registration

Once you have completed your qualification and been confirmed as eligible to graduate you will receive an email from TPP inviting you to register. You must register so we know whether you want to graduate in person or in absentia and how many guests you wish to invite. You also have the option to receive your award early and attend the graduation ceremony (where you will receive an empty envelope).

If you wish to either graduate in absentia or receive your award early, it will be posted to you. Please ensure we have your current address.

Guests

You can invite family and close friends. They must be seated in the hall no later than 5.30pm.

Dress

Graduation is a formal ceremony so please ensure you are wearing appropriate tidy dress.

Graduation Assembly and Procession

Assemble outside the Miners Hall by 5:00pm. Find your qualification sign (e.g. New Zealand Certificate in Automotive Engineering) and line up in alphabetical order as outlined in the graduation programme, which can be collected from the Graduation Marshals.

If the weather is wet assembly will happen in the conference rooms. This will be signposted and a TPP staff member will be directing people.

The Graduation Marshals are there to help you get in the right order to collect your qualification so please follow their instructions.

At the signal from the Graduation Marshals, keeping in order, you will proceed into the Miners Hall and into your seat for the ceremony to start.

If you do not arrive on time to get in line, your name may not be called out to graduate.

Graduation Ceremony

After the welcome and introductions, you will be called to receive your award. Marshals will direct you. File from your seat and wait to proceed to the stage.

When directed move up the steps and wait until your name is called to proceed across the stage and collect your award. You will be photographed at this point so remember to pause and smile.

Once you have received your award wait at the other end of the stage until your qualification group have all received their awards. You will leave as a group down the steps back to your seat.

Conclusion of Ceremony

Refreshments will be served onsite.

Photographs

During refreshments there will be a chance to get some more professional photographs, including with friends and family. Copies of the photos will be available two weeks after graduation and you can request these via your tutor.

Special Needs

If you or any of your guests have special mobility or access needs, please let us know by contacting us on 03 769 9609 or info@tpp.ac.nz nearer the date.

Intoxication

Alcohol and drugs are not permitted at the ceremony. We also reserve the right to remove anyone who we believe to be under the influence of drugs or alcohol.