Graduation Information

To have your degree conferred, you must apply to graduate either in person or in absentia at the appropriate ceremony online via eVision www.otago.ac.nz/evision

- Applications for the May ceremonies will open on 23 February and close on 9 March (May 2015 only)
- Applications for the August ceremony will open in mid-June and close on 1 July (dates are approximate)
- Applications for the December ceremonies will open in late September and close in early October (dates are approximate)

Once the exact opening and closing date for applications has been confirmed for each round of ceremonies, these will be published on the Graduation Ceremony dates, and application dates section of the Graduation webpages, www.otago.ac.nz/study/graduation.

In order to be eligible to apply to graduate, you must have submitted your thesis for examination. For all doctoral candidates we strongly recommend applying to graduate in the group of graduation ceremonies after the group of ceremonies immediately following your submission. For example, if you submit in December, we recommend that you apply in the following year for the August ceremony, rather than a May ceremony. Statistics show, while not impossible, it is very doubtful that you will meet requirements and deadlines to graduate at a ceremony immediately following submission of your thesis for examination. Graduating in the next set of ceremonies is also not guaranteed, but it is much more likely.

It is each student’s responsibility to ensure that they apply for a place in the ceremony allocated to their discipline before the closing date for that ceremony. As there is a limit to the number of people who can graduate in person at each ceremony; the closing date may be brought forward if this limit is reached before the closing date. Please apply promptly to avoid disappointment.

There is no limit to the number of people who can graduate in absentia, but your application must be received by the closing date.

You must submit two hard-bound copies of your thesis to the Doctoral and Scholarships Office at least five weeks prior to the date of the ceremony that you have been accepted into, as well as an electronic copy of your thesis to OUR Archive, http://otago.ourarchive.ac.nz/thesisdeposit/

For the exact date that your hard-bounds and e-thesis are due, please contact either The Doctoral Office or the Graduation Office. Alternatively, this information can be viewed either on the Doctoral Office webpages www.otago.ac.nz/study/phd, or on the Graduation Office webpages www.otago.ac.nz/study/graduation.

If you are having your thesis hard bound through the University of Otago library bindery it will take up to ten working days (or longer at peak times) to be ready for collection.

If your degree is to be conferred in person, a brief summary (150 words or less) of your research and findings will be included in the graduation ceremony booklet. Please download the Graduation Booklet Form for Doctoral Candidates from the Graduation webpage (www.otago.ac.nz/study/graduation), complete it and email it to graduation@otago.ac.nz as soon as possible, and at least five weeks prior to the ceremony you wish to attend.

If you are graduating in absentia, the graduation ceremony booklet will list the title of your thesis but will not include a summary, you therefore do not need to fill out the Graduation Booklet Form for Doctoral Candidates.

If you have any questions about the Graduation process please contact the Graduation Office, email graduation@otago.ac.nz or phone (03) 479 8239, or visit the Graduation webpages: www.otago.ac.nz/study/graduation