

# GRADUATION CEREMONY

Information about the 2017 graduation ceremony organised by Graduate School

Department liaisons | Programme Directors | Student aides

*(a separate document will be sent to students – i.e., do not distribute this one to students)*



**Version 1.0 – February 2017**

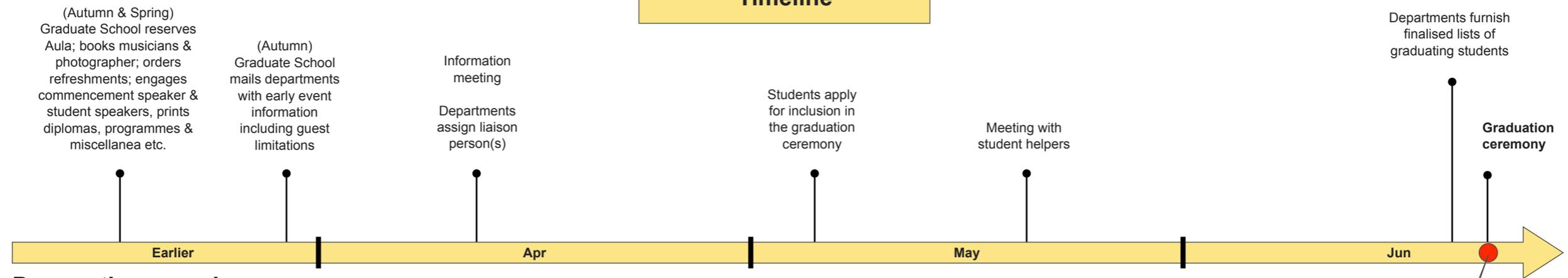
An online and always up-to-date version can be found on the Graduate School web site (staff resources)

# The Graduation Ceremony – an Overview

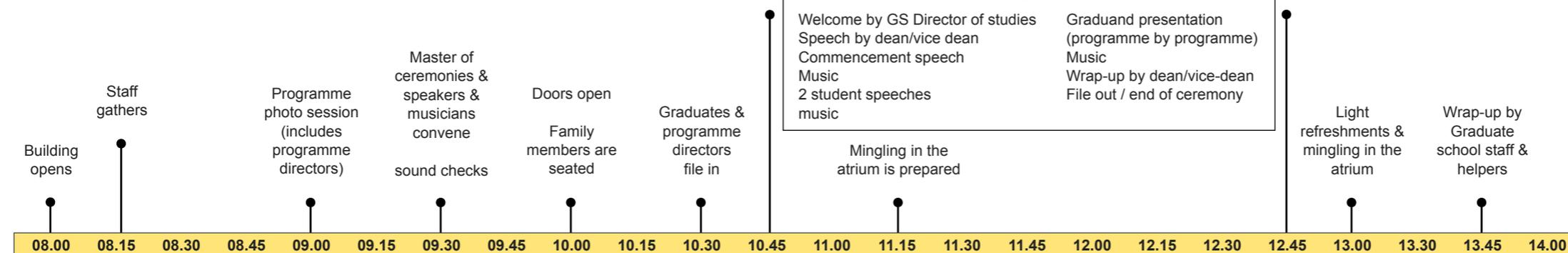
## About this document

The graduation ceremony is a faculty-wide event where more than 15 master’s programmes jointly celebrate graduating students, filling the main University building *Aula* to capacity. It is organised by Graduate School but close cooperation with participating departments is required to ensure a successful event. In this document we brief you about the process, and clarify the information and practical requirements before and during the big day. We also include the information we hand out to students so you can see what they have been told about the processes leading up to the graduation ceremony – and the ceremony itself.

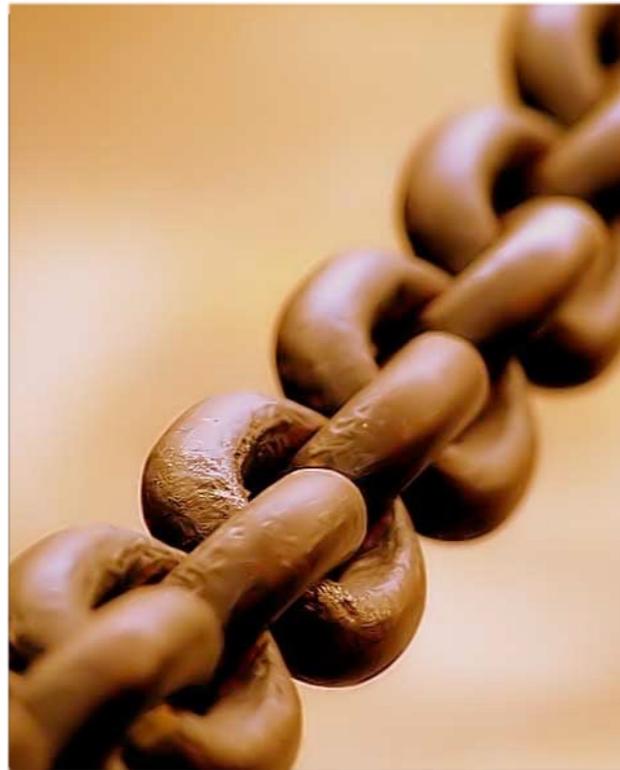
### Timeline



### Main part of the ceremony (template)



# Information for department planners and liaisons



Picture by Toni Lozano

## Thanks for helping us plan the graduation ceremony!

Graduate School organises the yearly graduation ceremony, but cannot do it without your close support. You will need to furnish information about participating students, and assign someone to help us in person before and on the big day. You will also likely get many questions from students about the event. To simplify all these things, we outline the process below, and also provide some FAQ – with answers – to help you answer any queries. And hey! Thanks for helping – we could not manage without you.

## An outline of what we need for a smooth process

In brief, we need you to:

- inform us whether or not your programme(s) will be participating in the ceremony
- pass on graduation signup information and the student version of this handbook to your students
- assist with student speaker recommendations
- send staff/student delegates to assist on the day of the ceremony

# The details

In this section, we will go over the details that you as an administrator at a department will need to know and might be responsible for. Students from your department may contact you with questions and it can be helpful if you are familiar with the answers to basic questions about the ceremony and signup process.

## Participation

Please let Graduate School know whether your programme(s) will be participating in the graduation ceremony as soon as possible and no later than April 3rd.

## Assigning department liaisons

Each participating programme must designate a liaison who is responsible for providing information to Graduate School as well as disseminating information from Graduate School to the programme as needed. Usually this person is a study advisor or programme coordinator.

## Assigning staff or student helpers

Each department is responsible for sending at least one representative to help on the day of the ceremony. The 2017 ceremony will be held on June 5th, which is the observance day for Pentecost and is a holiday for administrative staff. Therefore departments may either send a staff member or a student delegate to work on behalf of the department.

The department liaison should notify Graduate School of the designated staff/student helper in early May. Graduate School will hold a planning meeting for all assisting with the graduation ceremony in late May.

## Walking up to receive a diploma

While all programme students from the graduating year are welcome to take part in the ceremony, not all students are allowed to be called up to receive a symbolic diploma.

Only those students who have turned in a thesis will be called by name to come forward and receive a diploma.

Graduate School requires the assistance of department liaisons to determine which of their programme's students should be allowed onstage.

Each liaison will receive a list from Graduate School of their programme students who signed up for the ceremony. It is the liaison's responsibility to confirm to Graduate School which students will and will not be walking no later than one business day before the ceremony.

Graduate School staff will organise students and prepare lists for directors of study based on the lists sent by liaisons, so it is critical that the lists are sent in good time.

## Informing students

Graduate School relies on department liaisons to pass on information to their own programme students. With nearly 20 programmes participating in the graduation ceremony, we need help from the departments to ensure that all eligible students are included and informed.

Graduate School will send department liaisons documents that are to be passed on by department liaisons to their students. The primary document is the *Graduation Ceremony Handbook for Students* (a sister document to the one you are reading now). As has been done in previous years, an invitation to students (in PDF format) containing a link to the online sign-up for the ceremony will also be sent to liaisons. Each liaison must send this invitation to their programme's students.

Once the students have signed up to participate in the graduation ceremony and the application has closed, Graduate School will compile a list of those who signed up and will be contacting those students directly. Department liaisons will be sent a list of those students from their programme(s) who signed up for the ceremony.

## Suggesting student speakers

We will choose two students to speak at the ceremony and we need your help with recommendations. Each programme should recommend at least one student as speaker. Both directors of study as well as programme coordinators/study advisors are encouraged to take part in selecting a nominee. Student speakers don't necessarily need to have the highest grades in a programme, but should be a good student who will represent their classmates well. Please send your recommendations to Graduate School no later than Wednesday, May 10th.

## **Prizes and awards**

Some programmes/departments may wish to use this grand occasion to present awards or prizes to worthy students. In the past we have primarily seen awards relating to thesis work, but other accolades may also be relevant. We actively promote this idea: we think it adds to the ceremony, and officially to laud extraordinary efforts in this way is seems most proper. A few things, however:

- Always check with the organisers before you add such an element – they need to know what is going on in order to make plans
- Make sure “your” programme director knows about it well in advance, and that he or she discusses consequent procedures with the organisers.
- Presentation must always be done in English (extra important if some external party is there to present the award)

## **Assisting on the day of the ceremony**

Each department will send a staff or student representative to help on the day of the graduation ceremony. Graduate School will contact the appointed helpers in mid-May to plan an information meeting to distribute tasks and go over preparation and planning for the day.

Tasks include but are not limited to giving entry/exit instructions to graduates, organising and leading student groups to the photoshoot location, and ushering guests.

## **FAQs**

### **When do we need to let Graduate School know that our programme is participating?**

No later than March 1.

### **How do students receive their Graduation Information booklet?**

Graduate School will send you the PDF of their Graduation Information booklet and you or the responsible liaison at your department will send it on to your programme students.

### **How do students sign up for graduation?**

Graduate School will send you or the liaison at your department the PDF invitation which you will then pass on to your programme students. Graduate School will contact only those who signed up with further information.

### **Which students can be invited?**

Students who are registered to a participating programme may be invited. Students who are not registered to a programme may not participate.

### **When do we need to let Graduate School know who we are sending to help on the day of the ceremony?**

No later than mid-May.

# Information for programme directors



**Talar** (latin *vestis talaris*, from *talus*, "ankle"), A gown worn as part of the academic regalia of faculty or students, especially for ceremonial occasions, such as a convocations, congregations or graduations. Of course in English the proper term is "gown", but that is much too boring to be acceptable.

## Welcome to the big day!

Clearly you are doing something right as you are now about to see off some of your programme students in the upcoming graduation ceremony – well done! Your duties are mainly confined to the actual day, and we will outline the process as viewed from your perspective below.

## Preparations

You will be sent a list of the students you are to present some days in advance of the event (the list may be emended later). Please study this list and make sure you know how to pronounce students' names – it is a big day for them and their families, and it dulls the shine a little bit if you get the names wrong.

## On the day

### Getting your *talar*

You will find your gown, or *talar*, in the Hall of Pillars (*pelarsalen*) in the university building, and will be aided by a *talar*-competent individual in order to find one that fits you. The gowns are rather warm affairs, so you may want to dress accordingly underneath (we strongly discourage going commando, however). Your shoes will show, so it might be a good idea to forego your favourite neon coloured sneakers on this day.

**To do:** fetch your *talar* no later than 10 minutes before their photo shoot time. They need to be back in The Hall of Pillars / Pelarsalen no later than 10.00.

### Checking final information with organising staff

**To do:** make sure you contact the organisers to make sure you are aware of any last-minute changes to the student list and other pertinent matters.

### Photo session

Your students will turn up no later than 08.30 for the photo shoot that usually takes place right outside the university building. This is an excellent opportunity to chat with students with unusual names to make sure you know how to pronounce them. That apart, the photographer will direct you and the group of students – it is a lighthearted affair!

## Filing in

When you file in, family members will already be seated, and the students will follow behind you. Graduate School staff will organise you outside the at that time closed doors. You will have reserved seats in the front row(s) and will be proceeding up the aisle in in pairs (some of you will recognise this procedure, but this time no wedding march). If you have been placed to the right, then, as logic would have it, your seat will also be found to the right. It does not hurt to check your seating in advance – seats will be marked with your names before the event.

**To do:** be there, look reasonably dignified, follow guidelines.

## Graduand presentation

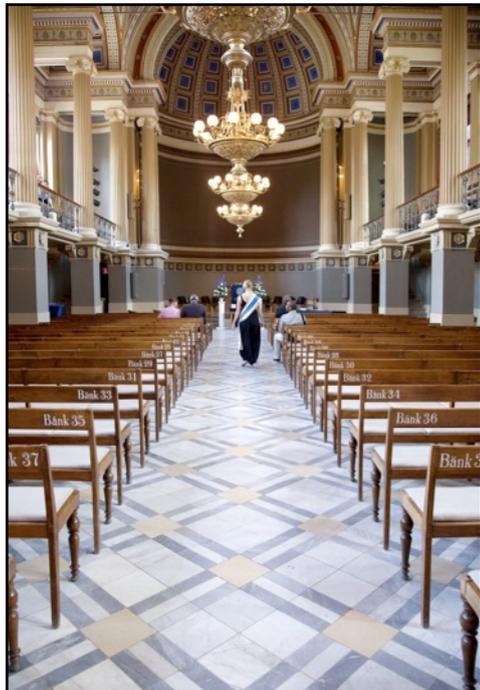
After some introductory speeches, it is time for the actual presentation. This is your moment. You will be called up to the dais by the master of ceremonies (likely the Graduate School Director of Studies). Students will meanwhile gather in the congregation area (far-right corner of the room) in preparation of being called up by you. From the lectern you then call up your students in groups of eight following the order of the finalised list. Once all names in a particular batch have been called, you join the Dean (or vice Dean) and the master of ceremonies below/in front of the diploma table to welcome that group of students. Your job is simply to greet them; the Dean/vice Dean aided by the master of ceremonies will give them their diplomas. The group of students then proceed to the presentation area (far left corner of the room) to be presented and photographed. This gives you time to return to the lectern for the next batch of students (if there are more batches). Once all

students have been presented in this way, you join your students in the presentation area for a photo, then simply return to your seat, whereupon the next programme director will be called up to replace you at the dais.

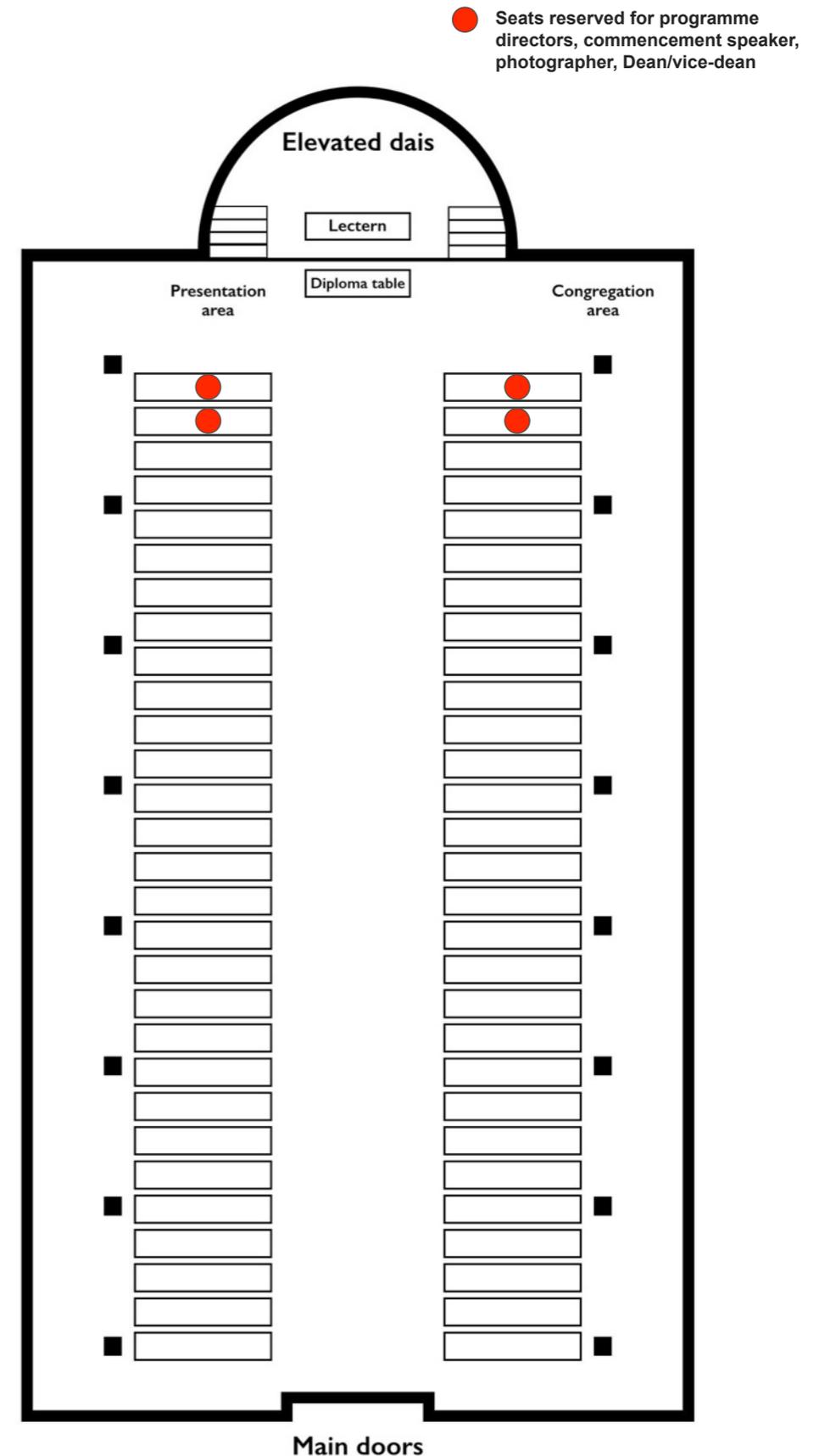
**To do:** do your thing, and help the master of ceremonies by clearly indicating when your final batch of students has been presented.

## Filing out & reception

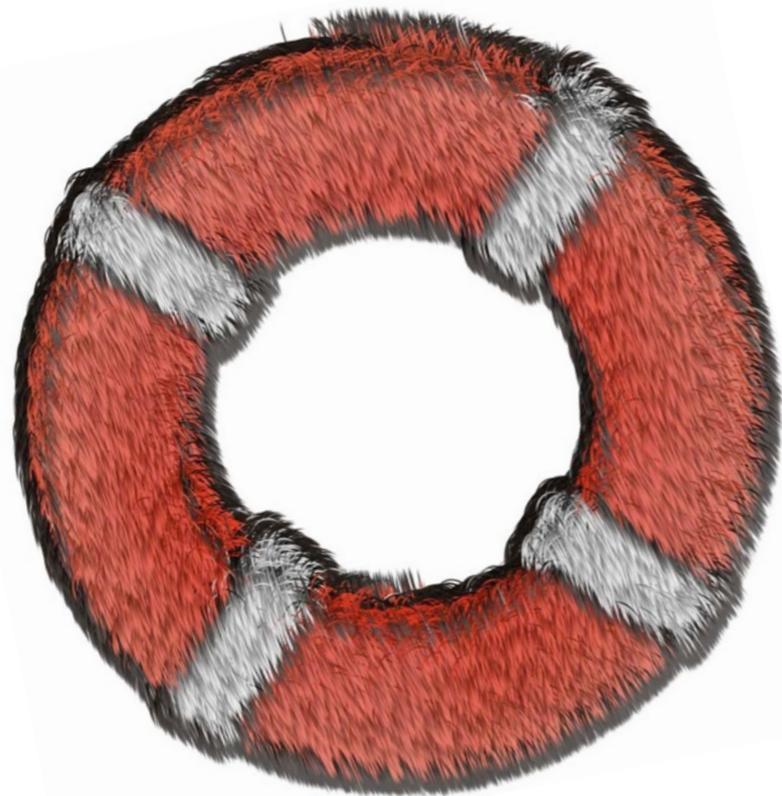
At the end of the ceremony you will depart the *Aula* the way you entered it – an organiser will set the train in motion. In the atrium, a reception area with some light refreshment will have been set up. Join your students and fellow programme directors and mingle for as long as you like. Then return the *talar* whence it came. Your day is done. Thanks for your help!



More or less what you will see when the doors open (the back rows and the galleries will be full of expectant relatives, however)



# Information for student aides



## Welcome as a Graduation Ceremony aide

Thank you for taking on the role as a Graduation Ceremony aide! We really appreciate your effort. This section contains information about your role and how you can help make the ceremony a successful event.

### Before the event

Unless you have personally been told something different, you do not need to prepare anything before the actual day.

### On the day – detailed schedule

*Just before 09.00:* Take a look around the university building. Make sure you know where the toilets are and where guests should be seated. Catering arrives appr. 9 am. We will not start unpacking catering until the ceremony has started. Make a water station in the hall.

*09.00:* Start transporting cups to the University Building from Gamla Kirurgen ground floor. Use the yellow trolley. NB! Do not forget to bring the programmes and diplomas!

*09.15:* 2 persons stay at the University Building to keep people from entering the Magna Aula (hand out programmes and ask them to wait outside). All graduates should either be taking photographs or stay in the Hall of Pillars (“Pelarsalen”).

*10.00:* Open the Magna Aula, hand out programmes in the entrance. Check guest list. All guests must be seated by 10:30!

*10.30:* Ceremony starts. We start setting up snacks and drinks.

*12.00:* Everything should be set up for the reception. Get ready to start pouring drinks.

*12.20:* Start pouring drinks!

*12.30:* Ceremony ends, reception starts. Serve drinks to all guests. Make sure everyone gets one glass before serving refills. Keep the tables and the floor clean. Clear empty bottles and trays.

*13.30:* Start collecting glasses and garbage. Bring everything to the delivery entrance.

# The details

Student aides will be assisting with the following tasks. Before the ceremony, aides will be assigned various tasks such as stage preparation and ushering. During and after the ceremony, all aides will be helping with preparation and service for the reception.

A Lund University staff member will supervise and help you and will be present with you for the duration of the reception preparation and service. There may also be a representative from the catering company present who will help in directing the service.

## Floral Arrangements

Two aides will be needed to pick up pre-ordered floral arrangements and stands from the florist Lundagårdens Blomsterhandel, located across the street from the University Building.

## Preparing the reception area

Tables will be in place prior to the start of the ceremony.

Once the doors to the auditorium have closed and the ceremony has begun, aides can begin to set out refreshments.

Aides will lay out tablecloths, arrange the snacks and label them with food allergy information, and set out champagne glasses.

## Ushering

At 09.00, several aides will stand in the foyer near the main entrance to the university building and pass out programs to attendees entering the building. Guests are not permitted to enter the auditorium at this time.

Guests may ask you for general information, so familiarise yourself with the location of restrooms, including handicap accessible restrooms in the building before guests arrive.

At 10.00, the auditorium will be opened to guests. Aides will hand out programs at the door of the auditorium.

## Reception

During the ceremony, you will be helping prepare for the reception held afterwards. Student aides, along with an LU staff member and representative from the catering company, will lay out refreshments for guests, refill them as needed, and assist with any immediate cleanup (e.g. food dropped on the marble floor, broken champagne glasses etc.).

Be sure all guests have received a glass before providing refills to other guests. Due to the limited number of rented champagne glasses, encourage guests to take a refill instead of taking a second glass.

## Gifts for graduates

While serving at the refreshment tables, you will also be handing out a small gift from the faculty to our graduates. Each graduate is welcome to pick up a commemorative mug during the reception. Mugs are limited and are therefore exclusively for graduating students only.

## Wrapping up (& mopping up)

Because there is usually another graduation ceremony held in the afternoon, it is important that we pack up as quickly as possible and leave the facility in the same condition it was in when we arrived.

You will collect champagne glasses, sweep as needed, throw away any trash in the foyer as well as in the auditorium, help the caterer pack up, and move all items to the delivery entrance for transfer back to the Graduate School building (Gamla Kirurgen). Heavy items may be moved by car if available, but other items may be moved back on foot.

● Seats reserved for programme directors, commencement speaker, photographer, Dean/vice-dean

