Student information about the 2018 Master's Programme graduation ceremony
PART 1

The graduation ceremony – an overview

Ready to celebrate?

For many students, the graduation ceremony represents the culmination of their studies in Lund, and the official recognition of their hard work in one of the more than 15 participating programmes. The ceremony is organised by Faculty of Social Science with the help of the various departments. In this document we have provide detailed information about eligibility, how you apply to be included, and what you can expect on the big day.

Leading up to the big day...

Graduation ceremony day – an overview
So you want to join the celebrations? Great! This is what you need to know – and do.

**Eligibility**

In order to be eligible to participate in the graduation ceremony, you must be admitted to a participating master programme in your graduating year. You are welcome to participate in the ceremony with your classmates even if you haven’t finished all parts of the programme yet, but keep in mind that you will not be called up to the stage. Only students who have turned in their thesis will be called up to receive a symbolic diploma.

**How to apply to be included**

Your programme coordinator will send you a PDF invitation to the ceremony which will include a link to sign up. You can also find the link to apply here in this booklet, but the link will not be live until the official invitation has been sent. You must sign up and report your number of guest(s) BEFORE the deadline, as spaces in the auditorium are limited and we need to begin contacting participating graduates as soon as possible.

If you do not sign up for graduation via the signup link, we will not contact you with further information and you and your guest(s) will not be accounted for in our planning.

Sign up for the ceremony here https://goo.gl/forms/c1fxDrdVB1s3ygMV2 no later than May 7th at noon.

You will also be receiving a PDF of the formal invitation which will include the same sign-up link and information of when the link will be opened for students to sign up.

**Including family members**

Due to fire safety regulations in *AF Borgen*, we absolutely adhere to a strict occupancy limit. Therefore

1) Only students in participating programmes are allowed to participate in the graduation ceremony.

2) Only students who have handed in their thesis will be called up to receive their diploma. These and only these participants are *guaranteed* one (1) guest each.

3) Once the sign-up for the graduation has finished and thesis have been submitted, any
remaining tickets will be distributed on a first come first served basis to those students who have submitted their theses and have specified in the google form that they would like more than the one guaranteed ticket. In other words, those students who have submitted their thesis and signed up first in the google form for the graduation ceremony will be offered an (1) additional ticket. We will use the time stamp in the google form to ascertain the order of allocation.

Note: Students who have not submitted their thesis will not be allowed to bring guests.

If you do not plan to use your automatically assigned ticket and would like to give it to a fellow student so that he or she may bring more guests, you can do so. We will not deal with such redistribution issues.

The tickets will be distributed after the thesis submission date, this will include all additional tickets distributed in the final round. Locations for ticket pickup will be emailed as soon as they are available.

Please note: Your guests must have a physical ticket to enter the graduation. We cannot distribute tickets at the door due to time restrictions, nor do we maintain lists at the door. Therefore, you must have picked up your tickets before the day of the graduation ceremony.

Celebrations after the ceremony

There will be a reception with light refreshments after the ceremony, but we encourage graduates to plan their own continued celebrations as a programme. You and your fellow programme students may want to consider coordinating your own luncheon or other event following the official ceremony. In previous years, students have sometimes organised a luncheon for their programme group at one of the student nations.

Streaming

We are working to have the event recorded and streamed live over the Internet, and while we are reasonably confident that we can pull this off, we will not provide firm guarantees at this point. You nevertheless need to be aware of this – if you for some reason do not wish to appear online in this manner, do not sign up for the ceremony. By signing up, you accept that streaming of your participation can and likely will occur.
The Big Day in Detail

A hectic and fun day awaits you – this is what is going to happen

**Photo shoot (approximately 08.30)**

The first item of the day is the photo shoot that takes place just outside AF Borden. You, your programme fellow students and your programme director gather and let the photographer do his thing.

The faculty organisers will send a photo shoot time schedule for all participating programmes to students who signed up for the ceremony. Be sure to arrive before your programme’s scheduled time – the time slot indicates when your group will begin taking pictures, so don’t be late!

In the days following the ceremony, digital copies of your class photos will be available to your programme coordinator, who will send them on to you.

**Information in Café Athén (approximately 08.45 – 09.45)**

*Café Athén* is situated to the right of the main entrance of *AF Borgen*. There you will be given some final instructions before it is time to kick off the main ceremony. It is important that you are on time and listen carefully to the organisers to avoid confusion later.

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The graduands and have entered *Stora Salen* and are about to be seated

*Café Athén in the AF “castle”*
Family members are seated (10.15)

Family members are seated in the two galleries and in some of the hindmost seats in the main room itself. Ushers will help them – just prepare your loved ones that they cannot “reserve” preferred seats – ushers will tell them where they need to go.

Filing in (10.30)

When the doors open and you prepare to file in, family members will already be seated, and the procession will be led by the programme directors and representatives from the Student Union. Assigned staff will organise you outside the (at that time closed) doors, and if you have paid attention to the instructions in Café Athén earlier on, this will be a breeze.

You will be organised by programme and will file in together in pairs, filling up the rows as you go. If you’re at the beginning or end of your programme group, you might be seated next to a student from a different programme.

Start of proceedings (approximately 10.35)

The ceremony is kicked off by the master of ceremonies (usually the Graduate School Director of Studies) followed by a welcome speech by the faculty Dean or Pro Dean. There will then be further speeches and some music before it is time for you to be presented – the main event of the day! You can just sit back, relax and enjoy (hopefully) inspiring speeches.

Presentation (begins approximately 10.55)

OK. The main part of the main event is upon us. You are to be presented. This is also the tricky bit, especially for the first few programmes whose students have not had the chance to see others in action. Let’s break it up:

* Your programme director is called up to the dais by the master of ceremonies
  This is the cue that you are on. The programme director will say some words of wisdom from the lectern. This is when you surreptitiously (well, as surreptitiously as possible) make your way to the congregation area (see figure). The organisers will have briefed you about this in the Café Athén earlier, and will help usher you to the correct spot.

* Your name is called by the programme director
  This is the actual presentation phase. Once the usher/gatekeeper allows it, proceed to the diploma table. The programme director will shake your hand and the Dean or Vice-Dean will hand you a symbolic* diploma (aided by the master of ceremonies, but don’t mind him or her). It is important that you grab the diploma with your left hand or the shaking of the Dean’s / Vice dean’s hand will be a complicated affair. You then continue to the presentation area.

*) The diploma you receive is symbolic and not your actual diploma. You will need to apply for your diploma by contacting the Degree Office.

* The presentation
  Once in the presentation area, just wait for all of your fellow programme students to join you. At that point the programme director will hasten to the presentation area for a quick photo op and a roar of applause. Bask!

* Return to your seat
  Time to return to your seat and wait for the rest of the programmes to have their moment in the sun.

This part of the ceremonies will take some time to complete, so projected times are approximate from this point on.

Filing out & reception

At the end of the ceremony you will depart Stora Salen the way you entered it – an organiser will set the train in motion. Once the programme directors file out, the first row of students behind the programme directors will follow them and file out down the centre aisle, followed by the second row of students and so on, after which guests may begin to leave. On the ground floor a reception area with some light refreshment will be waiting. Join your fellow students, programme directors, family and others and mingle for as long as you like.

Classic interval music
AF Stora Salen

Main entrance

Elevated Stage

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

Eternal moments
Frequently Asked Questions

How do you select student speakers?
All programme directors are asked to suggest candidates half-way through the spring term or thereabouts. From the resulting shortlist, the organising team selects the two eventual speakers.

Can I be included even though I was not strictly speaking a programme student, but still wound up with an equivalent degree?
Sadly, no. This event is squarely focused on programme students.

I’m worried that my name will be mispronounced by the programme director when I’m being presented – what can I do?
Get in touch with your programme director in advance of the ceremony (the photo shoot is a good if somewhat late occasion) and make sure he or she knows how to pronounce it properly.

Can I give my unused guest place(s) to a classmate who wants to bring more than one guest?
Yes and no. Guests must have a physical ticket to enter the graduation. Therefore if you give your ticket to another student then their extra guest will be able to enter with that ticket. However, that exchange must be made between you and your classmate. We will only give tickets to those students they are allocated to. Furthermore, we cannot distribute tickets at the door due to time restrictions, nor do we maintain lists at the door. Therefore, make sure you have picked up your tickets and made any exchanges before the graduation ceremony.

Will there be any further activities held after the ceremony?
There will be a reception, but no other major activities. We encourage programme students to organise their own events.

When will we get our class photos?
You will receive photos from your programme coordinator in the days following the ceremony.

Is there any video recording of the ceremony available?
No, we will not be recording the ceremony on video. However, you may want to check with classmates who may have a family member who recorded the ceremony.

What if I signed up for graduation but can’t attend the ceremony after all?
Please contact the organisers at amaranta.thompson@sam.lu.se as well as your own programme coordinator as soon as possible.

How do I get my real diploma?
You will need to apply for a diploma from the Degree Office. The diploma you receive at the ceremony is only a symbolic diploma.