

Instructions for promovendi for the conferral ceremony on 20 May 2022

NB! PLEASE READ CAREFULLY! THERE WILL NOT BE ENOUGH TIME TO GO THROUGH THE WHOLE PROCEDURE DURING THE REHEARSAL.

Details of the conferral ceremony procedure:

Please read the detailed instructions for the [conferral ceremony](#) and the [seating plan](#)!

ENTRANCE PROCESSION

All doctoral conferees (promovendi) arrive at the Concert Hall through **the side door on Aninkaistenkatu 9, (i.e. the door to the left of the main entrance), no later than 11.15.**

Together with the Members of Faculty (Swedish: Akademistaten) as well as the chancellors and rectors the doctoral conferees will line up for procession in the corridor next to the entrance hall **at 11.30** and will proceed into the concert hall **at 12 o'clock sharp.**

Jubilee and Honorary Doctors

Pia-Maria Kallio lines up the jubilee and honorary doctors – they will walk after the Members of Faculty and before conferrer Nynäs. **The jubilee and honorary doctors are led by marshals to named seats in the front rows of the conferee seating sections.**

Doctoral conferees

Find your own conferrer, who will **form his/her own group for the entrance procession in rows of two in the conferral order**, beginning with the Faculty of Arts, Psychology and Theology/Doctors of Philosophy. **Alphabetical order applies**, so that people who come earlier in the alphabet will walk on the left hand side **and will enter the seating row first (rows 1-9, please see seating plan), followed by their pair walking on the right hand side.**

When the entrance procession is finished and **everyone** has reached his/her own seat, the Master of Ceremonies will give a signal, after which the conferees and the audience sit down simultaneously. **NB! Jubilee and honorary doctors, conferrers and doctoral conferees will be sitting facing the lectern.**

The conferral order

The conferral will be conducted in **order of degree** and in **alphabetical** order; each conferrer **always starts with conferring the Jubilee and Honorary Doctors**, followed by the conferral of the doctoral conferees. The conferral order is described in detail in the enclosed instructions for the ceremony.

It is very important that the correct order is followed so that all conferees receive the correct hat and their own insignia!

The **seating plan** shows the seating arrangements of the conferees in the concert hall in front of the audience and the **arrows** indicate the points of entrance and exit. **The arrows also indicate the directions when entering the lectern and returning to one's seat after the conferral.**

The program begins with music and Rector's speech.

THE CONFERRAL CEREMONY

Please look at the seating plan and the detailed instructions of the conferral ceremony! Read carefully and **most importantly**: read the instructions regarding **your own row and your group.**

The programme and conferral book are to be left on the seat when conferees proceed to the lectern to get their doctoral hat!

Description of the general procedure in the lectern

When the conferrer calls upon the conferee, he/she enters the lectern either from the left or the right (depending on which seating section and waiting platform applies for the conferee – see detailed instructions and the seating plan). The conferee stands in the lectern facing the conferrer. Conferrer and conferee will begin with a bow to each other and the conferrer will hand over the insignia saying: ***Accipe pileum, accipe gladium*** (for those with a sword), ***accipe diploma***. Conferrer and conferee then bow to each other, the conferee leaves the lectern to the other side, walks to an assigned spot facing the audience, makes a reserved bow to the audience, whereupon he/she will return to his/her row, where he/she sits down.

Please note that the seat may vary due to the "circulating" conferring system; at the end everyone should be sitting on their original seat (please see detailed instructions and the seating plan).

The conferral ceremony uses a **Latin ritual** for all faculties.

For those receiving a sword

NB! When seated: The sword should be kept standing on its tip on your left side during the conferral ceremony. Do not place the sword flat on the floor!

The sword should be fastened **after** the ceremony, in the entrance hall (i.e. **not** in the concert hall), and it is to be held in the left hand during the exit procession out of the concert hall.

PROCESSION TO THE CATHEDRAL

After the conferral ceremony everyone will gather in the lower entrance hall for the procession to the Cathedral. There will be time for a **short** break. After that, please find your conferrer for lining up for the procession.

NB! Doctoral hats are to be taken off when entering the Cathedral. Those with a sword: All swords are to be left in the "weapons room"; there are tables on both sides. **Please place the swords in the procession order, so that everybody gets their own sword during the march out.** The procession will continue into the Cathedral where the newly conferred doctors will proceed **in pairs** towards the rows of chairs at the very front of the Cathedral. There **the procession will split**: the people on the left-hand side will go into the rows to the left and the people to the right will go into the rows to the right.

After the ceremony in the Cathedral is finished every person will rejoin their procession partner for the march out along the aisle on the same side as when entering. Remember to pick up your **own** sword in the "weapons room".