



**ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ** | **DEMOCRITUS  
UNIVERSITY  
OF THRACE**

**Annex 31**  
**Ceremony Annex**  
**of Democritus University of Thrace**

**Komotini 2024**

The present Rules and Regulations provide for issues related to the procedure of awarding the title of Emeritus Professor of Department, Honorary Doctor of Department, Honorary Professor of Department or School, and the Medal Award of the Democritus University of Thrace. Considering the institutions of the Honorary Doctor and the Honorary Professor as a significant academic honour awarded by the University, it is specified that every University Department may nominate up to one Honorary Doctor or one Honorary Professor per academic year. In exceptional cases where the work of the honouree covers the academic scopes of the Departments of a School, the School may, at the proposal of one or more of its Departments, grant the title of Honorary School Professor to up to one person per academic year.

## **PART A:**

### **Awarding the title of Emeritus Professor**

#### **Article 1**

##### **General**

The DUTH Senate awards the title of Emeritus Professor to faculty members at the rank of Professor who leave the service, taking into consideration their work and contribution, following a recommendation by the Assembly of the relevant Department and the Deanery of the relevant School.

#### **Article 2**

##### **Decision Making Process**

1. Following a written proposal from at least three faculty members, substantiated on the basis of the excellent teaching, research and administrative work and the ethos of the nominee, the Assembly of the DUTH Department shall decide and recommend to the Deanery of the School, by a majority of the members present and by open vote, to award the title of Emeritus Professor. The nominee must have demonstrated significant work in his/her department that goes beyond the contractual obligations of each Professor and must have contributed substantially to addressing the social, cultural and development needs of the country. Irrevocable criminal and/or disciplinary convictions for serious disciplinary offences in the performance of official duties constitute mandatory grounds for exclusion.

The proposal must indicate that the nominee has been informed and consents to the awarding of the title.

2. Every DUTH Department may, by a regulatory decision of the Assembly, specify the requirements for awarding the title and set additional criteria. The above decision shall be notified to the Deanery of the School and the Senate.
3. The recommendation of the Assembly of the Department, with an attached extract from the minutes of the Assembly, which must indicate the number of members present at the Assembly and the number of those who voted in favour of the proposal, shall be forwarded to the Deanery of the relevant School, which shall introduce the item at its next meeting and decide by absolute majority of the members present to make a positive recommendation to the Senate. The Deanery's recommendation and the extract from the minutes of the meeting are sent to the Senate without delay, with the relevant recommendation of the Assembly of the Department attached. The title of Emeritus Professor is awarded by decision of the Senate taken by absolute majority of the members present.

### **Article 3**

#### **Removal of the title of Emeritus Professor**

The title of Emeritus Professor shall be removed only for particularly serious reasons and by the same procedure as above or following a recommendation of the Rector to the Senate, which decides by a 2/3 majority of all members present, in accordance with the provisions of Article 190 of Law 4957/2022.

## **PART B: Criteria and procedures for awarding the titles of Honorary Doctor and Professor**

### **Granting the title of Honorary Doctor**

#### **Article 4**

##### **General**

The Assembly of the DUTH Department, with a majority of 2/3 of all the members, decides and recommends to the Senate to award the title of Honorary Doctor to a Greek or foreign national who has excelled in science, art or letters, or offered valuable services to society, humanity, Greece or the University, is distinguished for his/her ethos and leads a life consistent with the status of an academic citizen, and his/her specialisation is related to the scope of the Department that recommends him/her. When the nominee is a University member, he/she should not be a serving or retired DUTH Professor. Every Department may award up to one Honorary Doctorate per academic year.

#### **Article 5**

##### **Decision Making Process**

At the beginning of the academic year, the Head invites the members of the Department to submit proposals for awarding an Honorary Doctorate. The decision is taken following a reasoned proposal of at least three (3) faculty members of the Department, at least one of whom is at the rank of Professor. The proposal, which shall come up for discussion by the Head of the Department within an exclusive deadline of three (3) months and no later than six (6) months after the submission of the request/proposal, as an item on the agenda of the meeting, shall explain the contribution of the nominee to science, arts or letters, as well as the relevance of the nominee's specialisation with the Department that proposes him/her. The decision shall be set out in a resolution of the Assembly of the Department. The title of Honorary Doctor shall only be removed for serious reasons and in accordance with the above procedure.

#### **Article 6**

##### **Coverage of expenses**

The expenses for an Honorary Doctorate award ceremony, once per financial year for each DUTH Department, may be reimbursed following a request by the competent collective body.

#### **Article 7**

##### **Ceremony for awarding the Honorary Doctorate**

The granting of the title takes place in a public Ceremony of the Department, in which the University Rector, the Dean of the School and the Head of the relevant Department participate.

Official local authorities and the members of the DUTH University Community shall be invited to the ceremony.

Care shall be taken to ensure usher services for the officials and the terms of address shall follow the precedence of each city-seat of DUTH, in accordance with the provisions of the legislation in force. A welcome shall be addressed by the Rector (or in his/her absence, the

present Vice Rector who is first in the order to replace the Rector, unless otherwise agreed), the Dean of the School and the Head of the Department that grants the title. One of the recommending Faculty Members delivers the Laudatio, the Dean of the School or Head of the Department who has recommended the granting of the title shall read the relevant Resolution of the Assembly of the Department, the Approval and the Diploma (Proclamation).

The honouree dons the gown and the sash, which is pinned to the left shoulder of the honouree, and the scrolls are delivered in a cylinder. This is followed by the speech of the Honorary Doctor.

#### **Article 8**

##### **Gown sash**

Every DUTH school has a different colour of gown sash. The sash of the School of Engineering is yellow. The sash of the School of Law is purple. The sash of the School of Classics and Humanities is olive (shade of the olive leaf). The sash of the School of Physical Education and Sport Science is royal blue. The sash of the School of Social, Political and Economic Sciences is turquoise. The sash of the School of Health Sciences is red. The sash of the School of Education is cerulean. The sash of the School of Agricultural and Forestry Sciences is lime green. The Department of Public Relations Department keeps a special colour chart with the codes of the respective colours, as well as a sample of the sash.

#### **Article 9**

##### **Resolution, Approval, Diploma**

The scrolls (Resolution, Approval, and Diploma (Proclamation)) are printed in two copies, one for the honouree and one for the Department archive.

#### **Article 10**

##### **Gifts to the Honouree**

After awarding the title, the gown sash, the pin, the cylinder with the scrolls and a keepsake are gifted to the Honorary Doctor.

#### **Article 11**

##### **Photographs-Videotaping**

The ceremony is videotaped and covered by a photographer. The Department must prepare an album with printed photographs for its archive, post photographs on the Department's website, keep a copy of the videotaping and provide a copy of the videotaping as well as an electronic file with photographs to the honouree. A copy of the invitation, the ceremony program and an electronic file with photos are sent to the DUTH Department of Public Relations, which is responsible for posting photographs on the DUTH website.

#### **Article 12**

##### **Rights-Obligations of Honorary Doctor**

The title of Honorary Doctor is honorary and does not create rights and obligations in relation to teaching or to the administration of the University.

#### **Granting the title of Honorary Professor**

#### **Article 13**

##### **General**

By decision of the DUTH Senate, a Professor of another Greek or foreign University may be granted the title of Honorary Professor of Department or School, following a recommendation by the Department or the Deanery, respectively. Specifically, the decision regarding the

Honorary Professor of Department is taken by the Assembly of the DUTH Department, with a 2/3 majority of all the members. The decision to grant the title of an Honorary Professor of School shall be taken by the Deanery of the School with a 2/3 majority of all the members, following a proposal from the Assembly of one or more School Departments. The title of Honorary Professor shall only be removed for serious reasons and in accordance with the above procedure. Each Department or School may grant the title of Honorary Professor to up to one person per academic year provided that the Department has not granted the title of Honorary Doctor within the same year.

The nominee cannot be a serving or retired DUTH Professor.

#### **Article 14**

##### **Decision Making Process for an Honorary Professor of School**

At the beginning of the academic year, the Dean invites the School's Departments to submit proposals for the granting the title of Honorary Professor. The proposal, which shall come up for discussion by the Dean within an exclusive deadline of three (3) months and no later than six (6) months after the submission of the request/proposal, as an item on the agenda of the meeting, shall explain the contribution of the nominee to science, arts or letters, or their valuable services to society, humanity, Greece or the University, the production and distribution of knowledge through research and teaching, the contribution to the formation of highly trained young scientists with social ethos, their distinguished life which is consistent with the capacity of an academic teacher, etc.

#### **Article 15**

##### **Coverage of expenses**

The expenses for an Honorary Professorship award ceremony, once per financial year for each DUTH School, may be reimbursed.

#### **Article 16**

##### **Ceremony for awarding the Honorary Professorship**

The granting of the title takes place in a public Ceremony of the Department or the School, in which the University Rector, the Dean of the School and the Heads of the relevant Departments participate.

Official local authorities and the members of the DUTH University Community shall be invited to the ceremony.

Care shall be taken to ensure usher services for the officials and the terms of address shall follow the precedence of each city-seat of DUTH, in accordance with the provisions of the legislation in force. A welcome shall be addressed by the Rector (or in his/her absence, the present Vice Rector who is first in the order to replace the Rector, unless otherwise agreed), the Dean of the School and the Heads of the Departments (the order of which is determined based on the seniority of each Department).

One of the recommending Faculty Members delivers the Laudatio, the Dean of the School reads the relevant Resolution of the Department or the Deanery and the Approval.

The honouree dons the gown and the sash, which is pinned to the left shoulder of the honouree, and the scrolls are delivered in a cylinder. This is followed by the speech of the Honorary Professor.

#### **Article 17**

##### **Resolution, Approval**

The scrolls printed in two copies (one for the honouree and one for the Department archive) are the Resolution and the Approval.

#### **Article 18**

##### **Gifts to the Honouree**

After awarding the title, the gown sash, the pin, the cylinder with the scrolls and a keepsake are gifted to the Honorary Professor.

#### **Article 19**

##### **Photographs-Videotaping**

The ceremony is videotaped and covered by a photographer. The Department or the School must prepare an album with printed photographs for its archive, keep a copy of the videotaping and provide a copy of the videotaping as well as an electronic file with photographs to the honouree. A copy of the invitation, the ceremony program and an electronic file with photos are sent to the DUTH Department of Public Relations, which is responsible for posting photographs on the DUTH website.

#### **Article 20**

##### **Rights-Obligations of Honorary Professor**

The title of Honorary Professor is honorary and does not create rights and obligations in relation to teaching or to the administration of the University.

### **PART C. AWARDING A DUTH MEDAL**

#### **Article 21**

##### **General**

The DUTH Senate, taking into account the need to establish an honorary distinction that shall come from the University as a whole rather than from a School or Department, and which will be awarded to prominent international or Greek personalities from the field of education, culture, science, social contribution or contribution to the University, established the highest honorary University distinction which shall be awarded as the "Gold Medal of the Democritus University of Thrace" and "Medal of the Democritus University of Thrace" by decision no. 48/24/14.4.2016

#### **Article 22**

##### **Award criteria**

Criteria for proposing the award of a Medal are the outstanding positive services to DUTH, education, science, society in general, or a combination of the foregoing. Candidates may be Greek or international personalities who have contributed to humanity, science or university education and research.

The DUTH Gold Medal shall be awarded to prominent figures (President of the Republic, Patriarch, leader or former head of state, chairperson of an International Organisation, etc.).

The DUTH Medal shall be awarded to personalities in honour of their services (to the University, society, distinguished members of the university community, etc.).

#### **Article 23**

##### **Decision making process**

The Senate, with a majority of 4/5 of all its members, decides on the awarding of the University's Medal or Gold Medal.

The recommendation regarding the personality or personalities to which the Gold Medal or Medal is awarded shall be made by at least five (5) members of the Senate. In exceptional cases, the award may be decided upon at the recommendation of the Rector to the Senate of the

University. The relevant recommendation shall be submitted in a reasoned manner and shall be raised as an item on the agenda.

#### **Article 24**

##### **Ceremony for awarding the DUTH Medal**

The Medal shall be awarded by the Rector of DUTH at a special official ceremony (public session of the Senate). The Medal is accompanied by a scroll depicting the relevant Senate Resolution. In exceptional cases only, the medal may be awarded outside Thrace, at the honouree's seat, if they are unable to visit for the award ceremony in Thrace.

Official local authorities and the members of the DUTH University Community shall be invited to the ceremony.

Care shall be taken to ensure usher services for the officials and the terms of address shall follow the precedence of each city-seat of DUTH, in accordance with the provisions of the legislation in force. The Rector addresses the Ceremony. One of the recommending Senate members delivers the Laudatio and the Rector awards the Medal. This is followed by the speech of the honouree.

#### **Article 25**

##### **Photographs-Videotaping**

The ceremony is videotaped and covered by a photographer, under the care of the DUTH Department of Public Relations, which must make an album with printed photos for its archive, keep a copy of the videotaping and offer a copy of the videotaping, as well as an electronic file with photos to the honouree, and arrange for the posting of photographs on the DUTH website.

**ANNEXES**

<b>ANNEX 1.</b>	<b>Template Department decision for the award of an Honorary Doctorate with a request for reimbursement of expenses</b>
<b>ANNEX 2.</b>	<b>Template Department or School decision for the award of an Honorary Professorship with a request for reimbursement of expenses</b>
<b>ANNEX 3.</b>	<b>Resolution Template</b>
<b>ANNEX 4.</b>	<b>Approval Template</b>
<b>ANNEX 5.</b>	<b>Proclamation Template (Diploma)</b>
<b>ANNEX 6.</b>	<b>Template Senate Resolution for the award of a Medal</b>
<b>ANNEX 7.</b>	<b>Template of Invitation to a ceremony for the award of an Honorary Doctorate</b>
<b>ANNEX 8.</b>	<b>Procedure for preparing awarding ceremonies</b>



**ANNEX 1. Template Department decision for the award of an Honorary Doctorate with a request for reimbursement of expenses**

DEPARTMENT LOGO

TO

The DUTH Senate

Internal

CC:

1. DUTH Financial Management Directorate
2. DUTH Department of Public Relations

SUBJECT: Proposal to grant to **[Name and Capacity of Nominee]** an Honorary Doctorate of the Department

RE: The recommendation with ref. no. DUTH/

The Assembly of Department of **[Name of Department]** of the Democritus University of Thrace, at its X meeting, having regard to the above, unanimously decided to approve the proposal to grant to **[Name and Capacity Nominee]** an Honorary Doctorate of the Department **[Name of Department]** and requests the approval of the amount of 800.00 euros from the DUTH General Expenses for the financial year 20XX provided for the proclamation ceremonies. During the financial year **20XX**, the Department of **[Name of Department]** has not requested another amount approval for another proclamation ceremony.

The Head

**ANNEX 2. Template Department or School decision for the award of an Honorary Professorship with a request for reimbursement of expenses**

DEPARTMENT or SCHOOL LOGO

TO

The DUTH Senate

Internal

CC:

1. DUTH Financial Management Directorate
2. DUTH Department of Public Relations

SUBJECT: Proposal to grant to the Professor at the University of \_\_\_\_\_ (Name of Nominee) an Honorary Professorship at the Department of \_\_\_\_\_ - School of \_\_\_\_\_.

RE: The recommendation with ref. no. DUTH/

The Assembly of the Department / The Deanery of the School of \_\_\_\_\_ of the Democritus University of Thrace, at its \_\_\_\_\_ meeting, having regard to the foregoing, unanimously decided to approve the proposal to grant to the Professor of the University of \_\_\_\_\_ (Name of Nominee) an Honorary Professorship at the Department/School of \_\_\_\_\_ and requests the approval of the amount of 800.00 euros from the DUTH General Expenses for the financial year 20XX provided for the proclamation ceremonies.

During the financial year 20XX, the Department / School of \_\_\_\_\_ has not requested another amount approval for another proclamation ceremony.

The Head/Dean

### ANNEX 3. Resolution Template



**HELLENIC REPUBLIC  
DEMOCRITUS UNIVERSITY OF THRACE  
RESOLUTION  
OF THE DEPARTMENT OF [NAME OF DEPARTMENT]**

BY GOD'S HELP  
THE RECTOR OF THE DEMOCRITUS  
UNIVERSITY OF THRACE  
**[NAME OF RECTOR],**  
HEAD IN THE **[CITY NAME]**  
OF THE DEPARTMENT **[NAME OF DEPARTMENT]**  
**[NAME OF HEAD],**  
AT THE RECOMMENDATION OF THE PROFESSOR OF **[ACADEMIC FIELD] [NAME OF PROPOSER]**  
AND  
THE PROFESSOR OF **[ACADEMIC FIELD] [NAME OF PROPOSER]**  
THE DEPARTMENT HAS DECIDED TO PROPERLY HONOUR

**[NAME OF HONOREE],**

MAN/WOMAN OF WORLDWIDE RENOWN, WHO HAS OFFERED MUCH TO THE UNIVERSITY,  
EDUCATION AND SCIENCE OF **[SCIENTIFIC FIELD]**

AND PRAISE HIM/HER BY GRANTING HIM/HER THE TITLE OF HONORARY DOCTOR AT THE  
DEPARTMENT OF **[NAME OF DEPARTMENT]**

AND THIS RESOLUTION SHALL BE WRITTEN ON A SCROLL AND THE HEAD OF THE DEPARTMENT  
SHALL READ IT PUBLICLY IN THE GREAT HALL, ON THE DAY THE PROCLAMATION IS MADE.

IN KOMOTINI, ON THE EIGHTH DAY OF OCTOBER OF THE  
YEAR TWO THOUSAND AND FOURTEEN

*(Place: the city-seat of the Department. Date: of the meeting of the Assembly which approved  
the proclamation proposal)*

**THE HEAD OF THE  
[NAME OF DEPARTMENT]**

**PROFESSOR OF [ACADEMIC FIELD]**

**ANNEX 4. Approval Template**



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ  
DEMOCRITUS UNIVERSITY OF THRACE  
**HELLENIC REPUBLIC**  
**DEMOCRITUS UNIVERSITY OF THRACE**

**THE RECTOR**  
OF THE DEMOCRITUS UNIVERSITY OF THRACE

**[NAME OF RECTOR]**  
PROFESSOR AT THE DEPARTMENT **[NAME OF DEPARTMENT]**  
OF THE SCHOOL OF **[NAME OF SCHOOL]**

**[NAME OF HEAD]**  
PROFESSOR OF **[ACADEMIC FIELD]**,  
CURRENTLY SERVING AS  
HEAD OF THE **[NAME OF DEPARTMENT]**,

**HAS APPROVED [NAME OF HONOUREE]**  
BY A UNANIMOUS DECISION OF THE  
DEPARTMENT OF **[NAME OF DEPARTMENT]**  
AS AN HONORARY DOCTOR  
OF THE DEPARTMENT OF **[NAME OF DEPARTMENT]**,  
OF THE SCHOOL OF **[NAME OF SCHOOL]**

IN KOMOTINI, ON THE EIGHTH DAY OF OCTOBER OF THE  
YEAR TWO THOUSAND AND FOURTEEN

**THE RECTOR THE HEAD**  
**[NAME OF RECTOR] [NAME OF HEAD]**

ANNEX 5. Proclamation Template (Diploma)



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

**PROCLAMATION**

WHEREAS THE DEPARTMENT OF **[NAME OF DEPARTMENT]**  
OF THE DEMOCRITUS UNIVERSITY OF THRACE  
**HAS FOUND [NAME OF HONOUREE]**  
EMERITUS PROFESSOR AT THE UNIVERSITY OF **[NAME OF UNIVERSITY]**  
DESERVING OF  
OF THE TITLE OF HONORARY DOCTOR,  
AND THE RECTOR AGREES WITH THIS OPINION,  
THEREFORE I  
**[NAME OF HEAD]**  
PROFESSOR OF **[ACADEMIC FIELD]**,  
CURRENTLY HEAD OF THE DEPARTMENT OF **[NAME OF DEPARTMENT]**,  
USING THE POWERS VESTED TO ME BY THE UNIVERSITY LAWS AND THE DEPARTMENT, I  
HEREBY PUBLICLY PROCLAIM AND GRANT TO  
**[NAME OF HONOUREE]**  
THE TITLE OF HONORARY DOCTOR  
OF THE DEPARTMENT OF **[NAME OF DEPARTMENT]**,  
OF THE SCHOOL **[NAME OF SCHOOL]**  
OF THE DEMOCRITUS UNIVERSITY OF THRACE  
AND AWARD ALL THE PRIVILEGES OF THESE ACADEMIC TITLE

IN KOMOTINI, ON THE EIGHTH DAY OF OCTOBER OF THE  
YEAR TWO THOUSAND AND FOURTEEN

**THE RECTOR THE HEAD**

**PROFESSOR**

\_\_\_\_\_

**PROFESSOR**

\_\_\_\_\_

**ANNEX 6. Template Senate Resolution for the award of a Medal**



DEMOCRITUS UNIVERSITY OF THRACE

RESOLUTION  
OF THE SENATE OF THE DEMOCRITUS UNIVERSITY OF THRACE

BY GOD'S HELP  
The Rector of the Democritus University

**[NAME OF RECTOR]**

Professor at the School of **[NAME OF SCHOOL]**,  
unanimously approved by the University Senate,  
at the recommendation of Professors

**[NAME OF PROFESSOR 1] [NAME OF PROFESSOR 2] [NAME OF PROFESSOR 3]**

hereby awards the gold medal / medal of the Democritus University of Thrace to **[NAME OF HONOUREE]**, because **[REASON]**

Given in Komotini, on the sixteenth day of November of  
the year two thousand **[YEAR]**

The Rector of Democritus University of Thrace

PROFESSOR OF **[ACADEMIC FIELD]**

## ANNEX 7. Template of Invitation to a ceremony for the award of an Honorary Doctorate



### ΤΕΛΕΤΗ ΑΝΑΓΟΡΕΥΣΗΣ

τ... (ιδιότητα)

κ. .... (ονοματεπώνυμο)

σε Επίτιμο Διδάκτορα  
του ... (Τμήμα)  
της ..... Σχολής  
του Δημοκριτείου Πανεπιστημίου Θράκης

ημέρα ..... ημερομηνία .....  
ώρα ....

..... (αίθουσα / αμφιθέατρο)  
στ... (διεύθυνση, πόλη)

[εξώφυλλο]

### ΠΡΟΓΡΑΜΜΑ ΤΕΛΕΤΗΣ

- 15:00 Προσφώνηση του Πρύτανη του Δημοκριτείου Πανεπιστημίου Θράκης Καθηγητή κ. ....
- 15:10 Προσφώνηση του/της Κοσμήτορα της ..... Σχολής Καθηγητ..ή κ. ....
- 15:15 Παρουσίαση του έργου του τιμωμένου από τον/την Καθηγητ.. του Τμήματος ..... κ. ....
- 15:30 Ανάγνωση του Ψηφίσματος, της Αναγόρευσης και του Διδακτορικού Διπλώματος από τον/την Πρόεδρο του Τμήματος ... της ..... Σχολής Καθηγητ... κ. ....
- 15:35 Περιένδυση του τιμωμένου με την τήβεννο της Σχολής από τον Πρύτανη του Δ.Π.Θ. Καθηγητή κ. ....  
Επίδοση των μεμβρανών από τον/την Πρόεδρο του Τμήματος Καθηγητ... κ.....
- 15:40 Ομιλία του τιμωμένου με θέμα: .....
- 16:00 Πέρασ τελετής

[εσωτερ. αριστερά]

### ΠΡΟΣΚΛΗΣΗ

Ο Πρύτανης του Δημοκριτείου Πανεπιστημίου Θράκης Καθηγητής .....

ο/η Κοσμήτορας της .....Σχολής Καθηγητ... .....

και

ο/η Πρόεδρος του Τμήματος .... Καθηγητ.... .....

έχουν την τιμή να σας προσκαλέσουν στην Τελετή Αναγόρευσης του ..... (ιδιότητα τιμωμένου)

..... (ονοματεπώνυμο τιμωμένου)

σε Επίτιμο Διδάκτορα του Τμήματος ..... της ..... Σχολής του Δημοκριτείου Πανεπιστημίου Θράκης

την ... (ημέρα) ..... (ημερομηνία) και ώρα .... μ.μ. στο ..... (αίθουσα / αμφιθέατρο) στ... (διεύθυνση, πόλη)

[εσωτερ. δεξιά]

## **ANNEX 8. Procedure for preparing awarding ceremonies**

1. Setting the ceremony date and time, booking space
2. Budget and securing the expenses
3. Preparation of invitation-program and texts of resolution, approval (and proclamation/doctorate diploma)
4. Ordering and sending the invitations
5. Ordering the scrolls (in duplicate, one copy for the Department/School archive and one for the honouree, to be given in a cylindrical holder – the cylinder from the Department of Public Relations)
6. Arrangements for the honouree's travel and accommodation
7. Supply (sewing) of sash in the colour of the School (sample from the Department of Public Relations)
8. Supply of gown patch (Department of Public Relations)
9. Ordering table flower arrangement for the ceremony
10. Photos-DVD
11. Reception or lunch for the honouree
12. Gift for the honouree
13. Supply of gowns for the day of the ceremony (Department of Public Relations)
14. Press Release in the Media
15. ORGANISATION OF CEREMONY
  - Set up (lectern, chairs, table, flags, flower arrangement)
  - Room cleanliness
  - Microphone installation
  - Space for the Rectors, the Heads and the Dean to wear the gown