

## Criteria for Honorary Awards

### 1 Principles

- 1.1 Honorary awards shall be conferred on those people who will enhance the reputation of the University and whose achievements reflect the University's mission, values and ethos.
- 1.2 Honorary awards shall be conferred at an appropriate conferment ceremony. Honorary awards will not be conferred in absentia.
- 1.3 Honorary awards may not be conferred on members of the staff of the University.
- 1.4 Honorary awards will be considered by the Honorary Awards committee in confidence.
- 1.5 Exceptionally the Academic Board might revoke an honorary award if the Board receives evidence that the holder of the honorary award has brought the University into disrepute.
- 1.6 The use of post nominals is permitted for honorary awards (eg Hon DLitt) but not the entitlement to use the title 'Dr' in front of names.

### 2 Categories of honorary awards

- 2.1 The University will make the following honorary awards:
  - Doctor of Laws (Hon LLD)
  - Doctor of Letters (Hon DLitt)
  - Doctor of Science (Hon DSc)
  - Master of Arts (Hon MA)
  - Master of Business Administration (Hon MBA)
  - Master of Laws (Hon LLM)
  - Master of Music (Hon MMus)
  - Master of Science (Hon MSc)

### **3 Criteria**

#### **3.1 Doctor of the University**

The conferment of Doctor of the University will be made to those individuals who have demonstrated outstanding achievement in a sphere of activity which is relevant to the University. This will normally be evidenced by work of distinction over a period of several years at a national and/or international level.

#### **3.2 Master of the University**

The conferment of Master of the University will be made to those individuals who have demonstrated significant achievement in a sphere of activity which is relevant to the University. This will normally be evidenced by work of distinction over a shorter period of time than for a Doctorate and will predominantly be at a local or regional level.

#### **3.3 Fellow of the University**

The conferment of Fellow of the University will be made to those individuals who have demonstrated significant achievement in scholarship and professional practice, at least at national level.

#### **3.4 Emeritus Professor**

The conferment of Emeritus Professor will be to retired professors of the University who have contributed exceptionally distinguished service. Only a very small number of such awards are likely to be made. Emeritus Professors may continue to use the University's facilities and will be expected to make a continuing contribution to the University.

**Maureen Skinner  
University Secretary &  
Clerk to the Board of Governors  
March 2011**

## 4 Process

Beginning of academic year	Distribute criteria electronically to Schools and School Committee Secretaries	Hon Awards Committee Secretary
Paperwork to School Boards	School Boards to agree nominations at Board meetings (Director of Development to attend School Boards)	School Boards
Paperwork to Hon Awards Committee Secretary	Deadline for submission of nominations, using the nomination template, to Directorate	School Committee Secretaries
One week prior to the meeting	Despatch of papers for Honorary Awards Committee	Hon Awards Committee Secretary
Honorary Awards Committee meets three times per year	Honorary Awards Committee meeting	Hon Awards Committee Secretary
Academic Board meets three times per year	Academic Board meeting considers Honorary Awards Committee recommendations	Hon Awards Committee Secretary
Following Academic Board approval	Congratulatory/ offer letters from VC despatched	Hon Awards Committee Secretary
Details of conferment to Hon Awards Committee Secretary	Once award is accepted details of conferment letter despatched	Hon Awards Committee Secretary
	Copies of responses providing current contact details and confirmation of attendance sent to Hon Awards Committee Secretary with Head of Conferments	Hon Awards Committee Secretary
	Chase non-responders	Hon Awards Committee Secretary

**From this point forward the Conferment Team and the Schools are responsible for ensuring that the honoraries are provided with detailed arrangements for the ceremonies.**

**There are two conferments per ceremony, six ceremonies over the two graduation days with a maximum of 12 conferments at the ceremonies in November.**