

## HONORARY DEGREE PROCEDURES

### PROCEDURES FOR THE AWARD OF HONORARY DEGREES

UPDATED 20.6.2007

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1. In the late Spring of each year nominations for the conferment of honorary degrees two years hence are invited by the University through appropriate announcements (in Sesame and Open House). Deans/Directors and Regional/National Honorary Degree Advisory Groups are invited to submit nominations having consulted with members of their academic unit or region as appropriate. Nominations submitted during the previous year are also referred to the Honorary Degrees Committee.
2. Those submitting nominations are asked to provide information to the Committee relevant to the agreed criteria for the award of the particular degree for which the nomination is made and to indicate whether the nomination should be considered for a Doctor of the University (DUniv) or a Master of the University (MUniv) award.
3. Nominations for service to the University or community in a regional/national or local context will be referred to the Regional/National Director of the nominee's locality in order that the Committee can have the benefit of their comments and advice. Similarly, other nominations may be referred for comment to appropriate individuals or academic units.
4. In light of the criteria, the Committee prepares a list of recommendations specifying the criterion for the award of the particular Honorary Degree.
5. The number of candidates each year are such as to allow an honorary award (either a DUniv or an MUniv) to be conferred at each ceremony. Therefore sufficient names are submitted to the Senate and allowances are made for objections, rejections or deferments. Occasionally there is more than one award at each ceremony.
6. The names brief background information about each person proposed and the criteria for the award is presented to the April meeting of the Senate as a Strictly Confidential and Restricted paper for note. No discussion of the names proposed is allowed, but members of the Senate may raise objections to specific names by writing to the Secretary of the Honorary Degrees Committee within the three weeks following the meeting of the Senate.
7. Copies of this paper are sent under Strictly Confidential and Restricted cover to Regional/National Directors, and Deans/Directors; A copy is held in the office of the Secretary of the Honorary Degrees Committee. Members of the Senate who are unable to attend the Senate meeting may consult the list during a three-week period commencing on the date of the Senate meeting either in the office of the Committee's Secretary, the Dean/Director or their Regional/National Director.
8. Those names where objections are raised are reconsidered by the Chair of the Committee and the proposals are finalised.
9. The Senate in June considers for approval *en bloc*, without discussion, the list of names proposed for DUniv degrees and separately the list of names proposed for MUniv degrees.
10. In the event of the rejection by the Senate of either of the lists in 9 above, a revised list is produced by the Honorary Degrees Committee and submitted to the Senate in October at which meeting the same procedures will operate.

11. Honorary Degrees accepted by the individual recipients are reported to the Senate in the following April.
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