

# Honorary Degrees Process

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27 February 2024

Version 1.1

<b>Policy Details</b>	
Policy Title:	<b>Honorary Degrees Process</b>
Version:	1.1
Approved By:	Governing Body
Date Approved:	27 February 2024
Effective Date:	Immediate
Review Date:	2028, or earlier if required
Policy Owner:	Vice President for Academic Affairs

<b>Revision History</b>		
Previous Version No.	Summary of Amendments	Reviewed Version No.
1.0	Minor changes: Change to nominations to include Alumni Changes to membership committee to include additional candidates and wider nomination base for students	1.1

<b>Consultation Details</b>		
Name	Details	Date

<b>Publication Details</b>		
Where published	Comment	Date

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## **1.0 Purpose**

This document describes the process designed to facilitate the award of an honorary degree by the University to an individual in recognition of their exceptional and outstanding contribution to an endeavour, and to a candidate who is an exemplar of the values and ethos of SETU. This policy establishes the framework to ensure each award reflects an exceptional achievement or set of achievements that has shaped society through the arts and sciences, culture (including literature, music, and visual arts), advocacy, social activity, sport, business or other contributions.

## **2.0 Types of Awards**

The University may make awards of an appropriate standing to the contribution to and field of endeavour of the appointee, this may include but is not limited to the award of honorary doctorate degrees, (usually higher doctoral level, but potentially also at Masters level). Academic degree titles will be developed and approved by the Academic Council as a codicil to this policy.

## **3.0 Eligibility to nominate**

Nominations for honorary awards can be made by

- a current staff member,
- a student,
- an alumnus of the university (or of the former institutes),
- external members of the Governing Body or the Academic Council,

by completing the appropriate nomination form as published by the Office of the Vice President for Academic Affairs ([link here](#)).

Prospective candidates should NOT be contacted in advance to be told that their name is being proposed. Calls for nominations will normally be issued from the Office of the Vice President for Academic Affairs and successful candidates will be awarded the honorary degree at the annual graduation ceremony to be determined in discussion with the candidate.

## **4.0 Advisory Committee on Honorary Degrees**

The Governing Body will establish an Advisory Committee to the Governing Body for the purpose of evaluating nominations and making recommendations for the granting of honorary degrees. The final decision on granting an Honorary Degree will rest with the Governing Body. The terms of reference of the committee are:

1. To review nominations for the award of an honorary degree;
2. To evaluate the nomination in the context of the criteria described below;
3. To make recommendations to the Governing Body to confer the honour on nominees (if any) based on the nominations received, and the work carried out by the Advisory Committee

The Office of the Vice President Academic Affairs will follow up with successful nominees once approved by Governing Body to establish whether or not they wish to be awarded an honorary doctorate by South East Technological University and, if so, to establish which conferring ceremony they wish to attend. The Vice President for Academic Affairs may hold over a nomination to a suitable ceremony.

## **5.0 Criteria for recognition**

Candidates may be of any nationality and resident anywhere in the world. South East Technological University will, however, especially welcome nominations of candidates who have contributed to the Southeast region. Candidates should not have a conflict of interest in accepting an honorary award and be capable of being independently assessed by the Advisory Committee. Note that, in common with other universities, serving politicians and current SETU staff/students are normally not eligible.

Candidates being nominated for an honour should have

1. an exceptional record of service or contributions to, or an achievement that gives the candidate recognised distinction in their field of endeavour [beyond the accomplishment of excellence].
2. values embedded in their actions that reflect those of the University, or that their service or contribution bring benefits or promote values that are worthy of acclaim by the staff and students of the university.

## **6.0 Membership of the Advisory Committee for Honorary Degrees**

The membership of the committee shall be:

1. The Chancellor of the University (or a Pro-Chancellor appointed by the Governing Body if the Chancellor is unavailable to act) (who shall be chair);
2. The Vice President for Academic Affairs (who shall act as secretary);
3. A senior member of university staff appointed by the Vice President for Academic Affairs in consultation with the President who shall be responsible for the collection and presentation of the biographical details of the candidates and who will be responsible for writing the citation to be read at the conferring ceremony;
4. Three members of staff (nominated by the President);
5. An undergraduate student
6. A post-graduate student
7. To support the assessment of candidates, up to 2 other members [either internal or external to the University] may be co-opted on the recommendation of the Vice President for Academic Affairs and subject to the approval of the Chancellor.

The President shall not be a member of the committee. The Vice President for Academic Affairs shall present the candidates for Honorary degrees to the Governing

Body. The Chairperson of the Advisory Committee (Chancellor or Pro-Chancellor) may contribute to the presentation of the candidates, but shall absent him or herself from the Governing Body when the final decision is made.

## **7.0 Application Process**

The Office of the Vice President for Academic Affairs will normally issue a call for nominations annually with the associated nomination form by email to all staff and students. Nominations must be completed in full and returned as prescribed in the call.

The nomination form will set out the requirements to articulate how the candidate meets the criteria and how their achievements reflect on the values and ethos of the university. Nomination forms should be proposed and seconded by eligible nominators as per 3.0 above.



