

Honorary Degrees Process

8th December 2022
Version 1.0

Policy Details	
Policy Title:	Honorary Degrees Policy
Version:	1.0
Approved By:	Governing Body
Date Approved:	8 th December 2022
Effective Date:	Immediate
Review Date:	2028
Policy Owner:	Vice President for Academic Affairs

Revision History		
Previous Version No.	Summary of Amendments	Reviewed Version No.

Consultation Details		
Name	Details	Date

Publication Details		
Where published	Comment	Date

Table of Contents

Policy Details.....	2
Table of Contents	3
Purpose	4
Types of Awards	4
Eligibility to nominate	4
Advisory Committee on Honorary Degrees	4
Standards for recognition	5
Membership of the Advisory Committee for Honorary Degrees	5
Application Process	5

Purpose

This policy is 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 such awards must reflect 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.

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.

Eligibility to nominate

Nominations for honorary awards can be made by any current staff or student members of the university by completing the appropriate nominations process as published by the Office of the Vice President for Academic Affairs. 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.

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 outlined in the policy
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 VP 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 VPAA may hold over a nomination to a suitable ceremony.

Standards 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 give 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.

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 VP 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 (nominated by the Students Union)
6. A post-graduate student (nominated by the Students Union)

The President shall not be a member of the committee. The VPAA 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.

Application Process

The Office of the VPAA 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 staff or students.