



## **ACADEMIC AWARD REGULATIONS**

### **The Conferment of Honorary Awards of the University**

- Name of regulation :** The Conferment of Honorary Awards of the University
- Purpose of regulation :** To confer Honorary Awards to persons who have made major contributions to University or who have achieved a distinction in any field of activity relevant to the work of the University
- Approval for this regulation given by :** Academic Board
- Responsibility for its update :** Director of Student and Academic Services
- Regulation applies to :** To Faculties and Services, staff and students registered on Staffordshire University awards
- Date of Approval :** July 2016
- Proposed Date of Review :** July 2017
1. The Instrument and Articles of Government of the University make provision for the Academic Board to establish procedures for the award of honorary academic titles.
  2. The Academic Board may confer honorary awards to persons who have made major contributions to the University or who have achieved distinction in any field of activity relevant to the work of the University.
  3. The title of the award to be conferred will be approved by the Academic Board from the approved list of available University awards:
    - Doctor of Arts honoris causa (Hon DArts)
    - Doctor of Laws honoris causa (Hon DLaws)
    - Doctor of Letters honoris causa (Hon DLitt)
    - Doctor of Science honoris causa (Hon DSc)
    - Doctor of the University honoris causa (Hon DUniv)

4. An honorary degree at doctoral level is normally made to those who have achieved distinction in any field of activity relevant to the work of the University and/or who have made major contributions to the University.
  - 4.1 The award of Hon DArts is normally appropriate where the candidate has achieved distinction in the field of Visual, Musical and other Arts.
  - 4.2 The award of Hon DLaws is normally appropriate where the candidate has achieved distinction in the field of Law.
  - 4.3 The award of the Hon DLitt is normally appropriate where the candidate has achieved distinction in the field of Letters, Humanities or Social Sciences.
  - 4.4 The award of Hon DSc is normally appropriate where the candidate has achieved distinction in the field of Science, Mathematics, Engineering or Technology.
  - 4.5 The award of Hon DUniv is normally appropriate where the candidate has achieved distinction in a field other than cited in 4.1 – 4.4 above and/or has made major contributions to the University.
5. No individual may be nominated for an honorary award whilst currently employed by the University. Likewise, nominations in support of serving politicians or current members of the Board of Governors will not normally be considered.

## **Nomination**

6. Early in the autumn term each year, the Director of Student and Academic Services shall invite nominations for honorary awards from members of the Board of Governors, Faculties, Schools, Services, the Students' Union and partner institutions of the University.  
All nominations should use the standard nomination form and provide both brief biographical details and a statement in support of the nomination. This should clearly indicate in what way the nominee has made a major contribution to the University or has achieved distinction in a field of activity relevant to the work of the University (Honorary Degree).
7. All nominations received shall be considered by the Honorary Awards Committee of Academic Board, comprising:
  - Vice Chancellor (Chair)
  - Deputy Vice Chancellor
  - Two members of the Board of Governors, appointed by the Chair
  - Deans of Faculty (4)
  - President of the Students' Union

- One Academic Board teaching staff representative (appointed by the Vice Chancellor and to alternate each year)
- One Academic Board professional support staff representative (appointed by the Vice Chancellor and to alternate each year)
- Director of Student and Academic Services (Secretary)

A member of staff from Marketing and PR will also attend the Honorary Awards Committee.

8. Nominees whose awards are approved by the Honorary Awards Committee shall be informed in writing by the Vice Chancellor and invited to accept the award.
9. The names of Nominees who accept the offer of an Honorary award will be reported to Academic Board at its meeting in the spring term and the Academic Board will confirm the award title for each nominee. The effective date of the award shall be the date upon which it is conferred by Academic Board.
10. All matters related to individual nominations will remain strictly confidential until such time as the University has formally released the names of the honorary award holders.
11. Honorary award holders shall be advised that they may use the approved designatory letters after their names subject to the inclusion of the prefix 'Hon' – for example, Hon DUniv. At the same time, award holders will be informed that they should not use the title 'Dr' in front of their name unless they are entitled to do so by virtue of any other award or qualification which they might possess.
12. Honorary awards shall normally be conferred at scheduled University award ceremonies. With the agreement of the Vice Chancellor, honorary awards may be conferred at other appropriate events. If it would be more appropriate to offer the award at a ceremony held at a partner institution, this shall be confirmed by the Honorary Awards Committee and a member of the University Executive shall normally attend such an event.
13. Honorary awards shall not normally be awarded in absentia. An Honorary award may be awarded posthumously, subject to the normal criteria of the award being satisfied.
14. The Academic Board reserves the right to withdraw an Honorary award if, in its opinion, the recipient would bring the reputation of the University into disrepute by continuing to hold that award.

**Equality issues have been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.**