

**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 :	Dean of Students and Academic Registrar
Regulation applies to :	To Faculties and Services, staff and students registered on Staffordshire University awards
Date of Approval :	6 April 2011
Proposed Date of Review :	May 2012

1.1.1 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.

1.1.2 The precise title of the Award to be conferred will be approved by the Academic Board from the approved list of the University's awards (see paragraph section 6) of these Regulations.

1.1.3 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' e.g. Hon DUniv. It is not customary, however, for recipients of an Honorary Doctorate to use the title 'Dr' in front of their name unless they are entitled to by virtue of any other award or qualification which they might possess.

1.1.4 The criteria, notes for guidance and procedure for nomination of Honorary Awards are shown below.

Criteria For The Conferment Of An Honorary Award

Eligibility will be determined through consideration of a nomination under one or both of the following criteria:-

- i) Persons who have made major contributions to the University

OR

- ii) Persons who have achieved distinction in any field of activity relevant to the work of the University.

NOTE The conferment of an Honorary Award normally will be made on those outside the paid employment of the University.

Notes For Guidance

1. The authority to confer an Honorary award will rest with the Academic Board of the University.
2. The precise title of the award to be conferred will be approved by the Academic Board from an approved list of awards (see Conferment of Awards of the University).
3. The procedure for nomination of Honorary awards is set out separately below.
4. Honorary awards may not normally be awarded in absentia.
5. An Honorary award may be awarded, posthumously, subject to the normal criteria of award.
6. The effective date of the award should be the date upon which the Academic Board confers the Honorary Award.
7. The Academic Board of the University reserves the right to withdraw the award if, in its opinion, the recipient, by continuing to hold that award, would bring the reputation of the University into disrepute.
8. 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' e.g. Hon DUniv. It is not customary, however, for recipients of an Honorary Doctorate to use the title 'Dr' in front of their name.
9. The University will issue to each Honorary award holder a specially designed parchment showing the effective date of the award and the criteria on which the award is based.

Procedure For Nomination

- 1.** The Dean of Students and Academic Registrar shall invite nominations from members of the Board of Governors, Faculties, Schools and Services at the beginning of the Autumn Term. All nominations should give brief biographical details and a statement in support of the nominations. This should indicate clearly 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.
- 2.** The nominations shall be considered by the Honorary Awards Committee of Academic Board comprising the Vice-Chancellor (in the Chair), Deputy Vice-Chancellor, two members of the Board of Governors appointed by the Chair, Deans of Faculty/School/Schools, the President of the Students' Union, a member of the Academic Board Teaching Staff Representatives appointed by the Vice-Chancellor (to rotate each year), and a Representative of the Academic Board Professional Support Staff (to alternate each year). The Dean of Students and Academic Registrar shall also be a member and act as Secretary. A representative from the Press Office will be in attendance.
- 3.** The Committee shall consider all nominations received by the due date.
- 4.** Nominees whose names are approved by the Honorary Awards Committee of Academic Board shall be informed by letter by the Vice-Chancellor and invited to accept.
- 5.** Nominees who accept the Award will be reported to Academic Board at its meeting in the Spring Term.
- 6.** All matters related to individual nominations will be strictly confidential unless and until made known by formal press release authorised by the Vice-Chancellor of the University after acceptances are known.

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