

14.4

HONORARY AWARDS PROCEDURE

# Key Details

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| **POLICY TITLE** | Honorary Awards Procedure |
| **DATE APPROVED** | 17 Nov 2021 |
| **APPROVING BODY** | Academic Board |
| **VERSION** | 1 |
| **PREVIOUS REVIEW DATES** | N/A |
| **NEXT REVIEW DATE** |  |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | There are no specific EDI implications to the policy although all people considering honorary awards should be mindful of the diversity of the candidates and those being offered the awards. |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_14 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_14.aspx) |
| **IMPLEMENTATION DATE** | 17 Nov 2021 |
| **POLICY OWNER (JOB TITLE)** | University Secretary and Clerk to the Board |
| **UNIT / SERVICE** | Secretariat |
| **CONTACT EMAIL** | governance@cardiffmet.ac.uk |

# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1 | 17 Nov 2021 | Supersedes ‘14.4 Criteria and Procedures for the Award of Honorary Degrees’ |
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Honorary Awards Procedure

# Introduction

## Cardiff Metropolitan University has three different types of honorary awards that are conferred on people of distinction:

## Honorary titles

## These are covered under two sections of the Academic Regulations: 13.7 ‘Procedure for the Award of Honorary Titles’; and 13.2 ‘Procedure for the Award of Honorary Professors’. All applications for honorary titles are considered through a separate procedure through the Professorship and Readership Committee. Academic Board will be notified of the award.

## Honorary Fellowships

## Honorary Fellowships are awarded as an indication of respect to persons who have given outstanding and distinguished service relevant to the activities of the University and/or to the community at large. Recipients are called Honorary Fellows. Awards were previously made through the Honorary Awards Committee of the Board of Governors. The Committee would identify suitable persons and make decisions upon recommendations received. These decisions were reported to the Board and to Academic Board.

## Honorary Degrees

## Honorary Degrees (Master’s degrees and doctorates) are awarded to persons who have achieved international academic distinction or held major leadership roles nationally or globally in the areas or business and the professions served by the University and who are considered to be excellent role models for the University’s students. Nominations were sought from members of the Board of Governors and Academic Board, and awards were made by the Honorary Awards Committee. These decisions were reported to the Board and to Academic Board.

## The process for Honorary titles are not being considered within this document as they fall within the remit of the University rather than the Board of Governors.

General Regulations – Award of Honorary Fellowships

# Title

Honorary Fellowship of Cardiff Metropolitan University.  The recipient shall be called an Honorary Fellow.

# Criteria

The Honorary Fellowships shall be awarded as an indication of respect to persons who have given outstanding and distinguished service relevant to the activities of the University and/or to the community at large.

# Tenure

Tenure shall normally be for life although the Governance and Nominations Committee will have the power to withdraw the award of an honorary fellowship where there is good reason to believe that its retention would cause more damage to the reputation of the University than its withdrawal - any decision to withdraw an honorary fellowship will be reported subsequently to Academic Board and the Board of Governors.

# Benefits

The recipient of the award shall be an honorary member of the University with the same rights to the use of University facilities as other members.

# Procedure

1. The Academic Board, through the Chair, will call for nominations in August each year. All members of staff and members of the governing body can submit nominations. Proposed nominations at both stages will be submitted through the Secretariat using the approved template and must be received on the advertised dates. Any members of the governing body who wish to submit nominations can do so via the Governance Team in the Secretariat (governance@cardiffmet.ac.uk). All nominations will be treated in confidence.
2. There will be an initial sift to determine which nominations will go forward for further information and consideration. The Vice-Chancellor’s Executive Group will carry out the first sift in September each year, and will request further details on those nominees which will be taken forward for full consideration.
3. A sub-group of the Academic Board will consider full nominations in October each year and make recommendations to the Governance and Nominations Committee. Prior to recommendations being made to the Committee the Governance Team will carry out a process of due diligence on nominees.
4. The Governance and Nominations Committee will make decisions on the award of Honorary Fellowships in the autumn term. The Committee will make decisions on the award of Honorary Fellowships and will report these decisions to the Board of Governors and the Academic Board.
5. Further work to contact the approved nominees will be taken by the Governance Team in the Secretariat.

# Presentation

The award of the Honorary Fellowship shall be marked by a formal presentation, normally to be made at a degree ceremony.

Criteria and Procedures for the Award of Honorary Degrees

**1.**  Honorary Degrees (masters degrees and doctorates) may be awarded to persons who have achieved international academic distinction or held major leadership roles nationally or globally in the areas of business and the professions served by the University and who are considered to be excellent role models for the University’s students.

**2.** The procedure for nominating persons for honorary degrees is as follows:

1. The Academic Board, through the Chair, will call for nominations in August each year. All members of staff and members of the governing body can submit nominations. Proposed nominations at both stages will be submitted through the Secretariat using the approved template and must be received on the advertised dates. Any members of the governing body who wish to submit nominations can do so via the Governance Team in the Secretariat (governance@cardiffmet.ac.uk). All nominations will be treated in confidence.
2. There will be an initial sift to determine which nominations will go forward for further information and consideration. The Vice-Chancellor’s Executive Group will carry out the first sift in September each year, and will request further details on those nominees which will be taken forward for full consideration.
3. A sub-group of the Academic Board will consider full nominations in October each year and make recommendations to the Academic Board. Prior to recommendations being made to the Board the Governance Team will carry out a process of due diligence on nominees.
4. The Academic Board will consider recommendations in the autumn term. The Academic Board will make decisions on the award of Honorary Degrees and will report these decisions to the Board of Governors through the Governance and Nominations Committee.
5. Further work to contact the approved nominees will be taken by the Governance Team in the Secretariat.

**3.** The awarding body will be the Academic Board. The Governance and Nominations Committee will be notified of the list of honorary degrees to be awarded annually.

**4.** A recipient of an Honorary Degree will be admitted to that degree at a degree ceremony (honorary degrees not normally being awarded in absentia). Normally not more than one Honorary Degree will be admitted in each degree ceremony (excluding special congregations, and not more than six Honorary Degrees will be awarded in any academic year).

**5.** The Academic Board will have the power to withdraw the award of an Honorary Degree where there is good reason to believe that its retention would cause more damage to the reputation of the University than its withdrawal – any decision to withdraw an Honorary Degree will be reported subsequently to the Governance and Nominations Committee.

**CARDIFF METROPOLITAN UNIVERSITY**

**NOMINATION FOR THE AWARD OF HONORARY DEGREES**

(Please refer to the procedure for the award of Honorary Degrees – Part A of this form should only be used for the initial sift)

**PART A**

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|  **A** **Details of Nominee:**  **Name:**   **E-mail:****Current or most recent position held:**   **Qualifications, Honorary Awards and Distinction already held:**     |
|  **B** **Statement of nomination** (This should provide a brief explanation of how the nomination meets the criteria for honorary degree and what contributions the candidate has made in the following areas: Academic; Professional; Industrial; Commercial; the Arts; Public Life; Wales; Local Community; Education)     |
| **C** **Details of Proposer:** (Any member of University staff or of the Governing body may nominate a candidate for an honorary degree; for the initial sift only one person is required to nominate) **Nominated by**:   **Date**:   |

(Part B of this form should only be used after the initial sift)

 **PART B**

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| **D** **Biographical Details of Nominee:** (please continue on separate sheet if required)       |
| **E** **Relationship: (**Please outline briefly how you expect the relationship between the University and the Nominee to develop were an award to be conferred)     |
| **F** **Details of Seconder:**    **Seconded by**:   **Date**:     |

**NOTES:**

The closing date for receipt of nominations is **DATE.** The form should be e-mailed to governance@cardiffmet.ac.uk. Proposers should provide as much information as possible in relation to the nominee to assist with the process. **Under no circumstances** should the nominee be approached before a case is agreed and formally noted.

**CARDIFF METROPOLITAN UNIVERSITY**

**NOMINATION FOR THE AWARD OF HONORARY FELLOWSHIP**

(Please refer to the procedure for the award of Honorary Degrees – Part A of this form should only be used for the initial sift)

**PART A**

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|  **A** **Details of Nominee:**  **Name:**   **E-mail:****Current or most recent position held:**   **Qualifications, Honorary Awards and Distinction already held:**    |
|  **B** **Statement of nomination**  (This should provide a brief explanation of how the nomination meets the criteria for honorary fellowships and what contributions the candidate has made in the following areas: Academic; Professional; Industrial; Commercial; the Arts; Public Life; Wales; Local Community; Education)     |
| **C** **Details of Proposer:** (Any member of University staff or of the Governing body may nominate a candidate for an honorary fellowship; for the initial sift only one person is required to nominate)  **Nominated by**:   **Date**:   |

(Part B of this form should only be used after the initial sift)

**PART B**

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| --- |
| **D Biographical Details of Nominee**: (please continue on separate sheet if required)       |
| **E Relationship: (**Please outline briefly how you expect the relationship between the University and the Nominee to develop were an award to be conferred)      |
|  **F Details of Seconder**:     **Seconded by**:   **Date**:     |

**NOTES:**

The closing date for receipt of nominations is **DATE.** The form should be e-mailed to governance@cardiffmet.ac.uk. Proposers should provide as much information as possible in relation to the nominee to assist with the process. **Under no circumstances** should the nominee be approached before a case is agreed and formally noted.