

Guidelines for the Conferment of the University's Honorary Awards

Honorary awards are conferred each year during the University's award ceremonies in July and November. They are intended to reward individuals who have attained national and international success and recognition in their chosen field, to maximise the University's public presence, to allow its Schools to develop closer relationships with distinguished persons and to engage students in the process by inviting recipients of Honorary Awards to maintain their links with the University by giving master classes and public lectures.

The following is designed to explain the process. For further information, please contact Ayesha Blacker in the Vice-Chancellor's Office on 01484 257879 or by email: a.e.blacker@hud.ac.uk.

Criteria

The honorary awards available are Doctor of the University (Hon DUniv), Emeritus/Emerita Chancellor, Emeritus/Emerita Vice-Chancellor and Emeritus/Emerita Dean.

Honorary awards are conferred for outstanding achievement in the fields of science and technology, learning, health, the arts, business and the professions, and in public life, regionally, national and internationally. Awards are also considered for those people who have made a distinctive contribution to the University or to the town of Huddersfield. Nominees should be able to demonstrate an on-going commitment to the University.

Serving politicians, including Ministers of the Crown, Members of Parliament, front-bench members of the House of Lords, other leading active members of a political party and persons in similar positions in another country cannot be considered for an award unless the date of their retirement falls within the year of the award and has been publicly announced. Honorary awards may be awarded to back-bench members of the House of Lords, even if affiliated to a political party; 'elder statesmen'; a person retired from high Ministerial office, who is unlikely to hold a Cabinet office position again even if they remain a Member of Parliament; and serving Heads of State.

Working peers will be considered so long as good reasons for their nomination can be made. Individuals who have received an Emeritus/a Professorship from the University will not be considered for an honorary award. In addition, serving members of the University Council or committees cannot be considered until after their retirement from the post.

Honorary awards will not normally be awarded in absentia but may be awarded posthumously, subject to the normal criteria of the award.

Nominations which have been considered by the Honorary Awards Committee on **three** previous occasions will not be forwarded to the committee.

The titles of Emeritus/Emerita Chancellor/Vice-Chancellor/Dean are conferred on individuals who are retiring or who have recently reached retirement and who are deemed to have served the University with particular distinction. A continuing activity is expected, preferably in connection with the University, but is not a pre-requisite for

the award. These titles will not be conferred lightly and are considered a particular distinction.

Process for submitting nominations

Only nominations from the University community will be considered.

Nominations will be sought from Council and Committee members, staff, students and the Students' Union, once a year, although names will be accepted and held on file at other times of the year.

We particularly welcome nominations that promote the University's commitment to equality and diversity.

Nominations should be submitted in the first instance to the Vice-Chancellor's Office using the online form available on the University's website to be received by the advertised deadline.

An individual may not nominate themselves for an honorary award.

Nominees who have been held over for future consideration by the Committee will automatically be submitted at the appropriate time, but further evidence is welcomed if available. Nominations which are not supported at this stage will not normally be reconsidered by the Committee, unless a further nomination is subsequently received.

The nomination form must be completed in full, giving biographical details plus a statement identifying the nominee's achievements. Other evidence may also be attached to the form (i.e. extracts of written work, website and newspaper articles, etc).

Although a regional connection is not essential, the proposer should identify a link with the University and/or the school, particularly in relation to the development of future relationships with the nominee.

As nominations are not guaranteed to be successful, proposers **should not** approach the individual being considered for nomination.

Consideration

Once the indicated deadline has passed, details of nominees will be sent to the Deans of the appropriate School for their consideration and to be organised into one of the following categories:

- Recommended. Deans will be asked to rank the nominations in this category in order of preference and to supply a statement identifying the reasons for the School's support;
- for future consideration; and
- not recommended.

The Honorary Awards Committee will meet annually in October to consider all nominations, taking into consideration the statement of support from the Schools when making their decision.

The Vice-Chancellor's Office will advise proposers of the Committee's decisions on the understanding that this remains confidential until approved by Senate and Council.

Conferral of the Award

The Honorary Awards Committee will forward its recommendations to Senate and the University Council for their approval. Once approved, the Vice-Chancellor will write to nominees inviting them to accept. Nominations will be assigned to School ceremonies, as appropriate.

The Vice-Chancellor's Office will organise the programme for the honorary graduand and will act as the point of contact with them after acceptance. The Marketing and Communications Department will be responsible for coordinating publicity for the awards with the media, and all matters related to the nominations will be strictly confidential until a formal press release, authorised by the Vice-Chancellor, is issued.

Schools will be invited to offer the Honorary a celebratory lunch/dinner, a school tour, to give a lecture or to present student prizes, where appropriate. All such events must be coordinated through the Vice-Chancellor's Office. A member of School staff will be assigned to the honorary to act as hood bearer during the ceremony and a senior member of staff will be nominated as an orator/'social minder' who will accompany the Honorary during lunch and other events to offer insights into the function of the School.

Post Award

Following the conferment of an award, a nominated contact from the School, usually the orator/social minder, will be responsible for maintaining and developing the existing relationship with the Honorary, such as extending invitations to School/University events, arranging lectures workshops for students and other such initiatives.

Honorary award holders 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 in the UK however, for a recipient of an Honorary Doctorate to use the title 'Dr' in front of their name.

The University reserves the right to revoke the award if, in its opinion, the recipient, by continuing to hold that award, would bring the reputation of the University into disrepute.

Approved by the Honorary Awards Committee on 15 October 2020

Revised August 2022 (contact details only)