

Honorary Awards: Regulations and Procedures

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Introduction

The University of Bolton is a 'university of the real world' offering excellence in teaching, research, knowledge transfer and professional practice to local, regional, national and international partners, within its range of academic strengths. It has a longstanding commitment to serving the needs of local communities; employers and public services and to providing full-time; part-time and work-based higher education which is vocationally relevant and of social and cultural benefit.

The University strives to be a model of civic engagement, inclusivity, partnership working and innovation, supported by practice knowledge, excellence in scholarship and the application of technology to ensure accessible and flexible higher education provision. We are dedicated to the promotion of lifelong learning, equality of opportunity and the provision of education which makes a practical difference to the lives to individuals and to the public good.

These principles and characteristics will inform our selection of those upon whom we will confer honorary awards.

1. Guidelines for Nomination

The University may confer honorary awards upon those who have:

- 1.1 made (and may continue to make) a significant contribution to the work, development or reputation of the University (or to any of its predecessor institutions) or of the town of Bolton **and/or**
- 1.2 earned a substantial reputation in a commendable activity.
- 1.3 In conferring honorary awards, the University will seek to maintain a balance between recipients falling into categories 1.1 and 1.2 above. Similarly, the nomination and conferment processes will take due account of the University's Equal Opportunities policies and statements.
- 1.4 Honorary awards will not normally be conferred upon:
 - current members of staff or students;
 - serving UK politicians at local or national level;
 - anyone who, in the University's view, would adversely affect the reputation of the University or of the esteem in which it would wish its honorary awards and their recipients to be held;
- 1.5 Honorary awards may be conferred upon nominees from any sphere of activity if they meet one or more of the criteria in 1.1 – 1.2 above and are not excluded by 1.4. It is not necessary for nominees to be associated with an academic subject which is or has been taught or researched at the University. Their contribution or reputation may therefore arise from activity encompassing (but not necessarily confined to) one or more of: academia, education, learning and teaching; cultural, creative, arts (including performing arts), entertainment,

media and sport; business, management, industry, commerce and enterprise; social sciences; public or community service; politics; medicine.

- 1.6 The University will each year aim for a reasonable balance between recipients across this range of activities and adopt a flexible interpretation of the criteria and guidelines, recognising the impact of the individual rather than focusing on the criteria in minutiae.

2. Award Titles

The following honorary award titles may be conferred honoris causa, as appropriate to the contribution and/or achievement of the nominees:

2.1 Specific Titles

- Doctor of Arts (DArts)
- Doctor of Business Administration (DBA)
- Doctor of Education (EdD)
- Doctor of Engineering (DEng)
- Doctor of Health Care (DHC)
- Doctor of Humanities (DHum)
- Doctor of Innovation (DIInn)
- Doctor of Laws (LLD)
- Doctor of Letters (DLitt)
- Doctor of Materials Technology (DMatTech)
- Doctor of Research (DRes)
- Doctor of Science (DSc)
- Doctor of Social Science (DSocSci)
- Doctor of Technology (DTech)
- Doctor of the University (DUniv)
- Master of Arts (MA)
- Master of Science (MSc)
- Master of Engineering (MEng)
- Master of Education (MEd)
- Master of Business Administration (MBA)
- Master of Design (MDes)
- Master of the University (MUniv)

The recipient of an honorary degree may add the degree title postnominally, but it should always be made clear that the degree is honorary by adding "honorary" or "honoris causa" or "h.c." in parenthesis after the degree title, e.g. "Doctor of Engineering (honoris causa)" or, in abbreviated form, "DEng (h.c.)". An alternative, postnominal, abbreviated usage is for the term "Hon" to be placed before the degree title, e.g. "Hon DEng".

Holders of an honorary doctorate may use the title "doctor" pronominally, abbreviated Dr.h.c. or Dr.(h.c.), e.g. "Dr (h.c.) Barack Obama".

2.2 **Alumni Fellow of the University (FUniv)**

Available to past students of the University who have attained national recognition in their field, not necessarily to an extent to warrant the award of an honorary doctorate or Masters.

3. **Nomination, Selection and Notification Procedures**

3.1 **Honorary Awards Committee**

3.1.1 Under the University's Articles of Government, Senate is responsible for the procedures for the award of honorary academic titles and this function is therefore delegated to the Honorary Awards Committee under the authority of Senate.

3.1.2 The Committee is responsible to Senate for implementing procedures for the nomination, selection and notification of honorary awards and therefore possesses delegated powers of conferment from Senate.

3.1.3 The membership and terms of reference of the Committee are published on-line at:

<http://www.bolton.ac.uk/Quality/QAECContents/Senate/Documents/TermsOfReference.doc>

or may be obtained on request from the Secretary to the Committee, in the University's Quality Assurance and Enhancement Unit.

3.1.4 Members of the Committee may make nominations for honorary awards in the usual way, but must declare an interest when such a nomination is being considered and may not take part in the selection process.

3.2 **Nominations**

3.2.1 The Chair of the Honorary Awards Committee shall make arrangements, having taken advice from the Committee and the Vice Chancellor, to issue a call for nominations for honorary awards at least once per annum.

3.2.2 Calls for nominations will be issued to University staff, students, (via the President of the Students' Union) and governors of the University, to the University's partners in the UK and overseas and, as appropriate, to the wider local and regional community. Any member of staff or student from any of these constituencies may make a nomination, except as stated in 3.1.4 above.

3.2.3 The call for nominations will draw attention to this document, which is published on-line at:

<http://www.bolton.ac.uk/Quality/QAECContents/HonoraryAwards/Home.aspx>

- 3.2.4 Nominations will be accepted throughout the year but any call for such will indicate the date by which they should normally be received in order for the selection and notification processes to occur in time for any approved award to be conferred at a particular awards ceremony or other event or occasion.
- 3.2.5 Nominations will preferably be made on the proforma designed for the purpose, which forms Annex 1 to this document and is available on-line at:
- <http://www.bolton.ac.uk/Quality/QAECContents/HonoraryAwards/documents/Annex1.doc>
- If the proforma is not used then the individual making the nomination must ensure that information comparable with that sought on the proforma is submitted with the nomination. Further information regarding the nominee will be sought via the Secretary to the Committee.
- 3.2.6 Those making nominations should under no circumstances divulge the fact to their nominee nor, preferably, to any other person not associated with some part of the process. Nominations must be treated as confidential until the award is approved by the Honorary Awards Committee and the nominee has been informed accordingly under arrangements made by the Vice Chancellor. This requirement must be adhered to in order to avoid the considerable embarrassment which would arise should a nomination prove unacceptable to the University.
- 3.2.7 Nominations should be sent, in confidence, to the Chair of the Honorary Awards Committee, c/o the Quality Assurance and Enhancement Unit, or as indicated in the call for nominations.

3.3 Selection for Conferment

- 3.3.1 The Committee shall meet as scheduled and additionally, as required, to consider nominations received and will pay due attention to the supporting statements, explaining how nominees meet the relevant criteria.
- 3.3.2 The names of those selected by the Committee, accompanied by brief biographical details (e.g. post held, profession, achievement), will be notified to Senate.
- 3.3.3 No further information about the Committee's selection decisions (positive or negative) will be publicly divulged and the deliberations and minutes of meetings of the Committee will remain confidential to members. The Committee file will be kept in the care of the Secretary to Senate in the University's Quality Assurance and Enhancement Unit. Should further explanation of the Committee's decisions be sought by Senate, the Board of Governors, or an individual making a nomination, the Chair of Senate will respond in a way which does not compromise confidentiality.

3.3.4 Decisions of the Committee are final; there is no right of appeal against a decision.

4. Notification and Response

- 4.1 Following final approval of a nomination by the Honorary Awards Committee the successful nominee will be informed by the Vice Chancellor.
- 4.2 In inviting the nominee to accept the award, the notification should include the title of the award to be conferred, the nature of the service and/or achievement being recognised and the date(s) and time(s) of the ceremonies or other event or occasion at which the award could be conferred (a choice should be given where practicable).
- 4.3 Once a positive response is received and attendance confirmed the Chair will arrange for a citation to be prepared, to be read at the relevant awards ceremony or other event or occasion, and arrange for relevant information to be communicated to those responsible for making the practical arrangements. The person preparing the citation will be given a copy of the nomination considered by the Committee, on request to the Secretary.
- 4.4 Only when nominees have accepted and arrangements have been confirmed for the date of conferment should any announcement be made, as determined by the Vice Chancellor, identifying those upon whom honorary awards are to be conferred.

5. Conventions

- 5.1 Normal practice is that honorary award holders may publicise and use the title in the form indicated in 2.1 and 2.2 above.
- 5.2 Honorary awards may exceptionally be conferred in absentia and awarded posthumously; in the latter case a relative or other person associated with the selected nominee may accept the award on the latter's behalf.
- 5.3 Holders of honorary awards are entitled to wear the University's academic dress as appropriate to the award conferred upon them.
- 5.4 Honorary awards do not carry any formal academic credit either in their own right or for the purposes of gaining entry to academic programmes of study.
- 5.5 Honorary awards will normally be conferred at the University's awards ceremonies or other events or occasions. If the former, the aim will be to present at least one such selected nominee at each ceremony, usually that attended by graduates and staff from subject backgrounds broadly related to the selected nominee, although this may be varied so as to achieve a spread of honorary awards across ceremonies.

- 5.6 Acceptance of an honorary award does not preclude the individual from holding another visiting or honorary position with the University, nor vice versa.
- 5.7 Where the holder of an honorary award is subsequently found to have acted in a manner which, in the view of Senate, adversely affects the University's reputation or the esteem in which the University would wish its honorary awards and their recipients to be held, then Senate may, with or without the recommendation of the Committee, determine that the award be rescinded. Under such circumstances the Vice Chancellor shall determine the appropriate course of action, having taken advice from Senate accordingly.

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NOMINATION FOR AN HONORARY AWARD

To avoid unnecessary confusion and/or embarrassment, those making nominations are asked to ensure that no-one, especially the person concerned, is unnecessarily made aware of the nomination.

Section 1: Person making nomination

Name:

School/Centre/Address:

Telephone No:

Email:

Section 2: Nominee

Name:

Address for correspondence:

Is the nominee in Who's Who? (please circle)

YES

NO

If yes, please attach most recent entry.

If no, please attach brief curriculum vitae and/or background information.

Criteria under which nomination is made: (please circle)

1.1 1.2

As far as you are aware, or in your view, would the nominee be excluded by virtue of criteria noted in 1.4? (please circle)

YES

NO

Reasons why nominee should be conferred with an honorary award (continue on separate sheet if necessary). Please explain how the nominee's service and/or achievement satisfies the criteria circled on the previous page. Note that nominations based solely on biographical information are unlikely to be successful.

Signed: _____ **Date:** _____

Please send complete form, with any attachments, to the contact given in the most recent call for nominations, or to the:

Chair of the Honorary Awards Committee
c/o Quality Assurance and Enhancement Unit
University of Bolton
Deane Road
Bolton
BL3 5AB

Nominations should normally be received by the date given in the most recent call for nominations but will be considered on a subsequent occasion should the imminent deadline not be met.

For official use only:

Previously considered by Honorary Awards Committee? (provide dates)

Further notes: _____
