

## 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 Dr Laura Chambers in the Vice-Chancellor's Office on 01484 957844 or by email: [l.j.chambers@hud.ac.uk](mailto:l.j.chambers@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 exceptional 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 and/or to the town of Huddersfield.

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 their retirement 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; 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, subject to the normal criteria of the award. Awards will not be given posthumously, and consideration should be given to alternative means of recognition. Individuals already in receipt of an honorary award from the University will not be considered, including for a different award.

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.

### **Conflict of interest**

Honorary Awards will not be granted where an award could represent a conflict of interest. This includes, but is not restricted to, being viewed as 'in return for' financial remuneration or other donations, where an individual or their business has an existing 'for profit' commercial partnership with the University, or for any nominee where there is the potential for national or international controversy or adverse comment.

### **Process for submitting nominations**

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. **Only nominations from the University community will be considered.**

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.

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. Deans will comment on each nomination, and categorise them according to the following:

- recommended;
- for future consideration; and
- not recommended.

Where more than one nomination is received for an individual School, Deans will be asked to rank the nominations in this category in order of preference and to supply an accompanying statement identifying the reasons for the rankings. Deans will submit their supporting comments on individual nominations to the Committee Secretary in advance of the Committee meeting.

A nominee may be designated as for future consideration where that individual has the potential to be regarded as making a distinctive contribution to the University or the town of Huddersfield after a period of engagement with the University and/or town. Schools may wish to forge links with these individuals, if not already in place (for example, for teaching, research, community engagement, knowledge transfer), before considering a future nomination. If an individual is resubmitted for consideration by the Committee at a later time, proposers must provide evidence outlining the additional contribution made by the nominee, either to the University and/or town.

The Honorary Awards Committee will meet annually in October to consider all nominations, taking into consideration the statement of support from Schools when making their decision. **Details of the discussions held by the Committee and the minutes of the meeting are strictly confidential, and final decisions relating to individual nominations will not be made publicly available.**

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. Schools will only be notified where nominations have been successful, or where a nominee may be approached for further engagement prior to being eligible for future consideration. Details of honorary award recipients will only be made public once offers have been accepted. This means there can be a significant time delay between a nomination being submitted and the successful nominations made publicly available.

## **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 in either November or July, 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.

***Guidance approved by the Honorary Awards Committee on 3 October 2019  
Reviewed and updated 11 July 2023 by the University Secretary's Office***