

Introduction

- 1 This policy sets out how nominations can be submitted to the Honorary Awards Committee, who is eligible to make nominations, when nominations can be made and general points of custom and practice around the nominations process.

Extract from the Academic Regulations

17.9 Honorary Awards

17.9.1 Conferment of Honorary Awards

The Academic Board, on behalf of the University, may confer honorary awards on individuals or organisations. The Academic Board delegates authority to the Honorary Awards Committee to seek nominations; select candidates against criteria and make invitations to candidates for the conferment of award.

17.9.2 Categories of Honorary Awards

The University may confer honorary masters' degrees, honorary doctorates and honorary fellowships.

17.9.3 Criteria for Conferment

Honorary awards of the University may be conferred on individuals or organisations whose work and achievement reflect the mission and values of the University and/or whose conduct or reputation has brought distinction in one or more of the following fields:

*research and scholarship
education
the arts and sport
science and technology
the professions
industry and commerce
public life
public and voluntary service
service to the University
service to the City of Leeds and/or the region
service to the national or international community.*

17.9.4 Selection for Conferment of Honorary Awards

In conferring honorary awards, the University will have regard to distinguished alumni of the institution and will also seek to ensure a broadly balanced list. Nominations for the conferment of honorary awards will be sought on a regular basis from all members of the University community, against the criteria for conferment.

17.9.5 Recipients: Honorary Masters Degrees and Doctorates

Honorary masters' degrees and honorary doctorates may be conferred on individuals.

17.9.6 Recipients: Honorary Fellowships

Honorary fellowships may be conferred on either individuals or organisations.

17.9.7 Role of Recipients

Individuals and/or organisations invited to receive an award will also be invited to continue their involvement with the University after conferment for the benefit of students and staff.

17.9.8 Award of Honorary Masters Degree

The general policy for the award of an honorary master's degree will be the honorary award of one of the taught or research master's degrees of the University or the honorary degree of Hon M Univ.

17.9.9 Award of Honorary Doctorate

The general policy for the award of an honorary doctorate will be the award of one of the following:

Hon D Arts

Hon D Business Administration

Hon D Ed

Hon D Eng

Hon D Laws

Hon D Litt

Hon D Music

Hon D Science

Hon D Sport Science

Hon D Technology

Hon D Univ

17.9.10 Degree of Distinction

The conferment of honorary masters' and doctorate awards will be differentiated by the degree of distinction to be recognised.

17.9.11 Personal Acceptance

Honorary awards of the University will not be conferred in absentia.

17.9.12 Use of Designatory Letters

Recipients of honorary awards may use approved designatory letters but may not use the doctorate title unless they are entitled by virtue of their other qualifications.

Nomination process

- 2 Individuals and / or groups connected to the University are eligible to submit nominations to the Honorary Awards Committee including students, members of staff, governors and alumni.
- 3 In order to make a nomination, the nominator should complete a nomination form and submit this to the Secretary to the Honorary Awards Committee. Sufficient information should be provided in support of the nomination to ensure the Honorary Awards Committee is able to consider the proposal fully. The details provided on the form will be the principal source of information upon which the Committee will base its decision. Nominators should be prepared to carry out further investigation at the Committee's request to support their nomination, if required.

- The Honorary Awards Committee is scheduled to meet once each academic year, in the autumn. Nomination forms can be submitted to the Secretary to the Honorary Awards Committee at any time although there may be a delay in considering nominations that are submitted a long way in advance of the Honorary Awards Committee's next meeting.
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General points of custom and practice

- 5 The following points should be noted when submitting a nomination to the Honorary Awards Committee:
 - (a) The nominator must provide evidence of how the nominee's work or achievements reflect the University's ethos and / or have made a positive impact on the city and / or region.
 - (b) The Committee will normally only consider nominations made by students, members of staff, governors and alumni of the University.
 - (c) Nominations should be endorsed by a Dean of School / Director of Professional Service before submission to the Secretary.
 - (d) Nominations must be made on the appropriate form and will not be considered on the basis of a CV alone.
 - (e) Self-nominations will not be considered by the Committee.
 - (f) To avoid any perception of bias, honorary awards will not normally be conferred upon serving ministers, shadow ministers, elected politicians or holders of a public office which could give rise to a conflict of interest.
 - (g) Nominations for members of staff or anyone working in a professional capacity for the University will not be considered.
 - (h) Nominations must be made in confidence and should not be discussed with the nominee to avoid embarrassment to any party. All communication with the nominee will be handled through the Secretariat.
 - (i) Submission of a nomination does not guarantee an offer of an honorary award or acceptance.