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|  | **HONORARY AWARDS** |

**HONORARY AWARDS NOMINATION GUIDANCE**

**All nominators should read the Honorary Awards Nomination Policy before completing and submitting a nomination.**

**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 the criteria in the Honorary Awards Nomination Policy and make invitations to candidates for the conferment of awards.

**General points of custom and practice**

* 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.
* The Committee will normally only consider nominations made by students, members of staff, governors and alumni of the University.
* Nominations should be endorsed by a Dean of School / Professional Service before submission to the Secretary.
* Nominations must be made on the appropriate form and will not be considered on the basis of a CV alone.
* Self-nominations will not be considered by the Committee.
* 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.
* Nominations for members of staff or anyone working in a professional capacity for the University will not be considered.
* 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.
* Submission of a nomination does not guarantee an offer of an honorary award or acceptance.

**Categories of Honorary Awards**

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

**Criteria for Conferment**

Honorary awards of the University may be conferred on individuals or organisations whose work and achievement reflect the values of the University and / or have made a positive impact on the city and / or region. Nominators must be able to provide evidence of how the candidate is *distinguished in one or more of the following fields:*

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| Research and enterpriseEducationThe arts SportScience and technologyThe professions | Industry and commerce Public lifePublic and voluntary serviceService to our city and our regionService to the national or international community |

Proposers must complete the attached form and return it to the Secretary to the Honorary Awards Committee. The nominator should provide sufficient information in support of the nomination to ensure the Honorary Awards Committee is able to consider the proposal. The details provided on this form will be the initial source of information. The nominator should also be prepared to carry out further investigation to support their nomination and, if recommended, attend a meeting of the Honorary Awards Committee to discuss their proposal.

**The nomination of a candidate is strictly confidential and should not be discussed with the nominee to avoid embarrassment to any party.**

The Committee’s decision will be communicated to the nominator.

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|  | **HONORARY AWARDS****NOMINATION FORM** |

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| **Proposed Honorary Graduand:***(Please include full name and any titles).* |
| **Biographical Note:***(Please provide up-to-date biographical details of the proposed Honorary Graduand to provide information to the Committee about who they are).* |
| **Existing honorary awards held (if known):***(Please provide details, if known, of any other honorary awards the proposed Honorary Graduand has from other institutions as this will provide the Committee with an overview of the connections they may have with other universities).* |
| **Proposed Category of Honorary Award:***(Please provide an indication of the award that you think the proposed Honorary Graduand should receive. The three options are: Honorary Doctorate; Honorary Masters’ Degree; and Honorary Fellowship).* |
| **Preferred Ceremony (School):***(Please indicate which Schools’ ceremony you wish the Honorary Graduand to receive their award).* | **Proposed year of award:***(Please indicate which year you wish the Honorary Graduand to receive their award. This would normally be in the current academic year).* |

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| **Clear statement of the grounds on which the candidate is proposed (1000 words maximum):***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.*
* *How the candidate meets one or more of the criteria for conferment of an award stated in the guidance above. If possible please indicate a main area where they have made a significant contribution to.*
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| **Nominator** **Name:****Position:** |

Please return the form marked **Strictly Confidential** to

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Leeds Beckett University

103 Old Broadcasting House

Woodhouse Lane

Leeds LS2 9EN

or by email to a.schumann@leedsbeckett.ac.uk