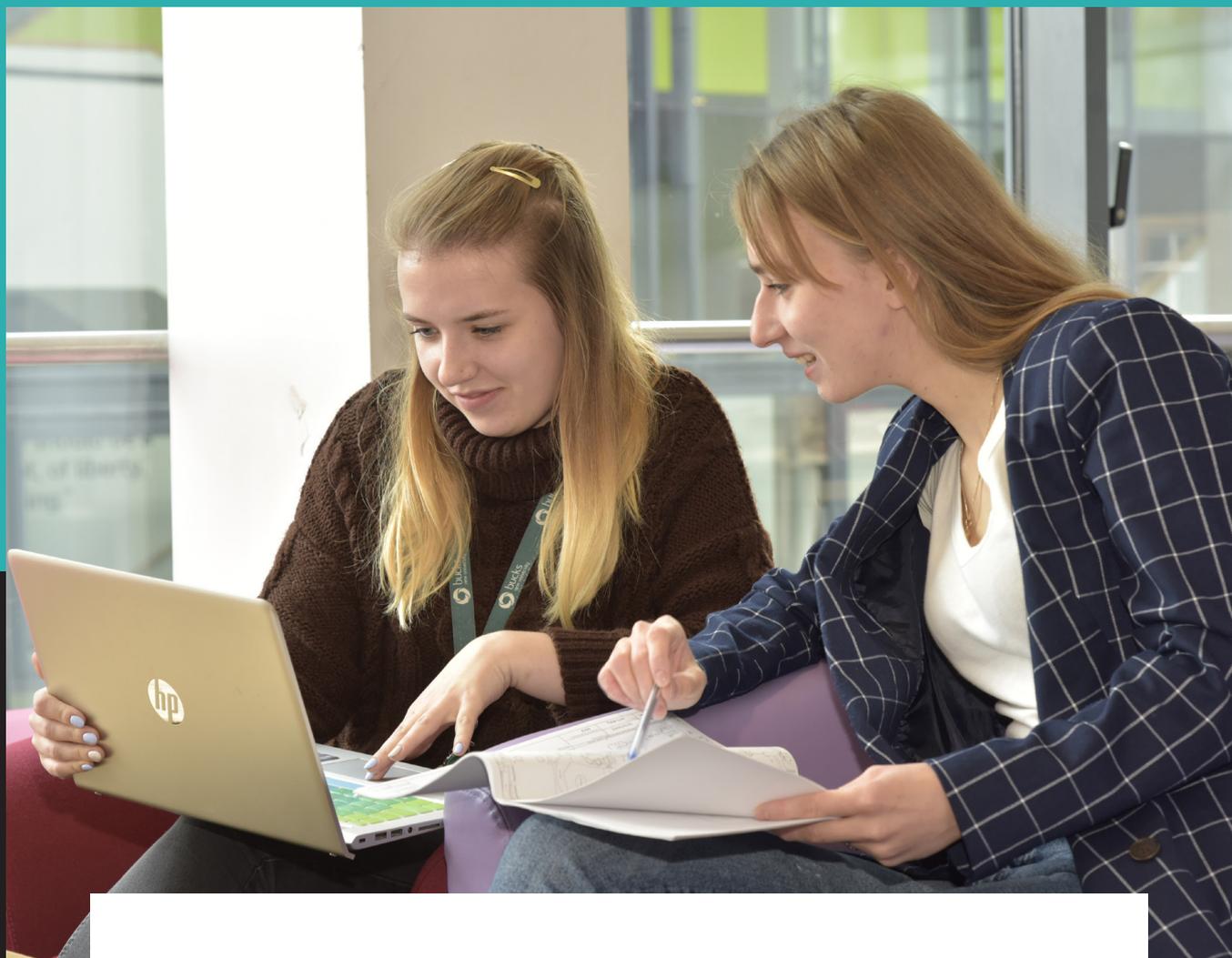




BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



**PROCEDURE  
HONORARY AWARDS DRAFT  
EFFECTIVE FROM FEBRUARY 2020**

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Note: Hyperlinks have been provided for ease of reference. For other documents (referred to in italics) please see the Policies page on the main University website (<http://bucks.ac.uk/about-us/governance-and-policies/policies>)

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## Background

- 1 This document is a guide for the conferment of Honorary Awards from Buckinghamshire New University as permitted by the Further and Higher Education Act 1992, Section 76(2).
- 2 It provides information relating to the process from preparing and submitting a nomination through to the Honorary Awardee attending a Graduation Ceremony and ongoing post award interaction with the University, together with the reasons why and principles used in approving Honorary Awards.

## Purpose of Honorary Awards

- 3 The University confers Honorary Awards primarily to honour those individuals who have made a major contribution to academic, local, regional or international life.
- 4 Benefits to the University in giving Honorary Awards are:
  - a) to celebrate success
  - b) to inspire graduating student. *(Note: Honorary Awardees are given their awards during graduation ceremonies where they are encouraged to give acceptance speeches and meet with graduates after the ceremony)*
  - c) to champion Bucks students and provide role models for them, taking into consideration the diversity of the student body
  - d) to promote the University and raise its profile
  - e) to encourage or acknowledge individuals who have worked with the University
  - f) to establish, develop and consolidate new links with the University

## Eligibility and criteria for an Honorary Award

- 5 Honorary Awards are conferred on those individuals who meet at least one of the following criteria:
  - a) have made significant contributions to the academic work of the University
  - b) have earned national or international distinction for their services in their own field of work often associated more widely with education, business, culture, creative work or public service
  - c) have made a significant contribution to the local community
- 6 The criteria and naming convention for the University's Honorary Awards is as detailed below:

Honorary Award	Criteria	Naming Convention
<p>Honorary Bachelor of Arts</p> <p>Honorary Bachelor of Science</p> <p>Honorary Master of Arts</p> <p>Honorary Master of Science</p>	<p>Awarded for <b>excellent</b> recognisable service and/or contribution (scholarly activity or significant service at national or international level) over a period of years.</p> <p>Preferably awarded to individuals connected with the University or its wider community. For example, individuals who have made a contribution to the University's local region or to one of the curriculum areas, activities or subjects in the University's portfolio</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>the award to reflect the relative level of achievement</i></li> <li>• <i>generally the Honorary Award will reflect any formal qualifications the nominee already holds</i></li> </ul>	<p>'name' Hon BA (Bucks)</p> <p>Honorary Bachelor of Arts, Buckinghamshire New University</p> <p>'name' Hon BSc (Bucks)</p> <p>Honorary Bachelor of Science, Buckinghamshire New University</p> <p>'name' Hon MA (Bucks)</p> <p>Honorary Master of Arts, Buckinghamshire New University</p> <p>'name' Hon MSc (Bucks)</p> <p>Honorary Master of Science, Buckinghamshire New University</p>
<p>Honorary Doctorate</p>	<p>Awarded for <b>outstanding</b> recognisable service and/or contribution (scholarly activity or significant service at national or international level) over a period of years.</p> <p>Preferably awarded to individuals connected with the University or its wider community. For example, individuals who have made a contribution to the University's local region or to one of the curriculum areas, activities or subjects in the University's portfolio</p>	<p>'name' Hon DUniv (Bucks)</p> <p>Honorary Doctorate, Buckinghamshire New University</p>
<p>Other recognition</p>	<p>The University may recognise <b>significant</b> contributions or service to the development of the institution and its activities as acknowledged within and, where applicable, outside the University community.</p> <p>The form of recognition will be decided on the most appropriate award to the nature of the service. For example, the naming of University buildings, roads or other facilities.</p>	

- 7 To avoid possible misconceptions:
- a) no past or current politicians may be nominated for matters that relate to their political careers
  - b) no individuals who have director or significant influence over funding bodies/sources linked to the University may be nominated
  - c) no individual currently holding the role of Chancellor in a University will be awarded an Honorary Award until after their term of Chancellor has ended
  - d) no individual currently employed by the University or one of its academic partner institutions can be nominated for recognition of work relating to the delivery of courses.
  - e) the University does not award posthumously unless the award was approved before death of the nominee.
- 8 In considering nominations for an Honorary Award, due consideration will be given to potential conflicts of interest, ethical issues and reputational factors.
- 9 Honorary Awards given are generic in title. They are not specific to a programme of studies.
- 10 Awardees will be encouraged to use the nomenclature as detailed in the naming convention (see above) in written documentation in order to promote the University.
- 11 Should an approved nominee be unable to accept their award at the planned Graduation Ceremony the award may be rolled over for a maximum of three years after which it will be withdrawn.
- 12 Definitions to assist in applying the above criteria are:
- Outstanding: standing out amongst others of its kind; prominent. Superior to others of its kind; distinguished
  - Excellent: of the highest or finest quality; exceptionally good of its kind
  - Significant: having or likely to have a major effect; important

## Nomination Process

- 13 All nominations must be submitted on the Honorary Awards Nomination Form.
- 14 Anyone (internal or external to the University) can submit a nomination.
- 15 If the nominator personally knows the individual being nominated this should be clearly stated and explained on the nomination form.
- 16 No individual may nominate themselves.
- 17 The nomination process is confidential. **No person nominating an individual for an Honorary Awards of the University should contact the individual concerned to discuss their potential nomination.**

- 18 Information required to complete the application form should be sought from sources other than the individual being nominated and without raising public awareness of the nomination. This is to ensure that any potential nominee is not made aware that they are being nominated as the decision whether to confer the award has to be undertaken by the Honorary Awards Committee and subsequently ratified by the University's Senate and Council.
- 19 As much relevant information as possible should be included on the nomination form, as the Honorary Awards committee will make its judgements based only on the information provided.
- 20 Where a proposer nominates more than one individual it would be helpful if the proposer indicates a suggested order of priority for the nominations.
- 21 Completed Honorary Award Nomination Forms will be considered by the Honorary Awards Committee in accordance with its approved Terms of Reference. Following which the recommendation of the Committee will be forwarded to the University's Senate and Council for endorsement.

## **Post Approval**

- 22 Following endorsement of the nomination by the University's Senate and Council, the Vice-Chancellor's Office is responsible for making contact with the approved awardee to:
  - formally offer the Honorary Award and confirm arrangements for attendance at the relevance Graduation Ceremony
  - invite the Honorary Awardee to attend a University Familiarisation Day to meet key University staff, learn more about the University and the Graduation Ceremony at which their award will be conferred, and receive advice and guidance in relation to preparing their acceptance speech.
- 23 Honorary Awardees can be accompanied to the Graduation Ceremony with guests (usually to a maximum of four) at no cost.
- 24 Robes/gowns are provided for the ceremony for the Honorary Awardee by the University's supplier of academic dress. Alternatively, if the Honorary Awardee wishes they can purchase their gown themselves.
- 25 Honorary Awardees will receive the following from the University:
  - certificate folder
  - professional head and shoulders photograph in a cardboard frame, plus a digital copy of any other photographs taken
- 26 Citations are prepared by the proposer and finalised by the Graduation Team in consultation with the University's Communications Team.

## Ongoing interaction with the Honorary Awardee

- 27 Honorary Awardees are encouraged to maintain contact with the University and their presence is welcomed at University events and/or with specific programme initiatives.
- 28 Schools/Directorates are responsible for maintaining an ongoing relationship with Honorary Awardees associated with their area and for reporting annually to the Honorary Awards Committee the nature, extent and benefits of this involvement.
- 29 Consideration will be given as to how the University's Honorary Awardees are made visible (internally and externally) via targeted communications including: press releases, public lectures, inspirational quotes, images amongst others.

## Withdrawal of a conferred Honorary Award

- 30 There are circumstances in which the Honorary Award may be withdrawn by the University. These being where:
  - the individual has accepted a contract of employment with the University. (*Note: the honorary status may be awarded again if the individual's employment with the University comes to an end*).
  - the actions of the individual, either within or outside of the University, could result, or have resulted in, reputational damage for the University.
  - the individual has been found to have breached University policies or procedures, and where that breach would have ordinarily led to formal disciplinary action if the holder of the honorary status had been an employee of the University.
- 31 Any proposal to withdraw the honorary status must be agreed by the Honorary Awards Committee prior to it being communicated to the individual concerned.

## Process for Honorary Awards

