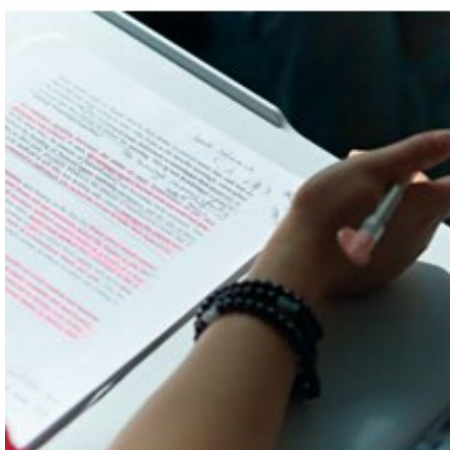


University Governance

Honorary Awards Policy



Version Control

Owner:	Riley Power, University Secretary, Legal and Governance
Author:	Katherine Wass, Governance and Projects Officer, Legal & Governance
Approved by:	Honorary Degrees Committee/Senate and Council
Date of Approval of this Version:	December 2021
Next Review Date:	July 2023
Version Number:	V2
Applicable Statutory, Legal or National Best Practice Requirements:	To support the requirements of the University Charter in the awarding of Honorary Degrees and Fellowships
Equality Impact Assessment Completion	July 2020
Data Protection Impact Assessment Completion	July 2020

This document can only be considered valid when viewed via the University website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the University website. Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Contents

1	Introduction	4
2	Scope.....	4
3	Awards Conferred	4
4	Eligibility for Honorary Awards	6
5	Responsibilities	4
6	Award Criteria	7
7	Confidentiality.....	8
8	Presentation of Awards	8
9	Equality, Diversity and Inclusion	9
10	Withdrawal of an award	9
11	Monitoring and review	9
12	Related policies and standards/documentation.....	9

1 Introduction

- 1.1 The University is empowered by its Charter to confer Honorary Degrees and other honorary awards to individuals of national and international distinction who are outstanding in their academic or scholarly endeavour, chosen profession or field of activity and who are role models for the University community.
- 1.2 This document aims to set out the criteria on which such awards may be given and the process by which this is undertaken and ensure that all nominations are managed in a way that is fair and consistent. The procedure for considering nominations is set out in the Honorary Awards Procedure
- 1.3 This policy and its associated process is overseen by the Honorary Awards Committee of the University, which is chaired by the Vice-Chancellor.
- 1.4 It is recommended that anyone making a nomination review this document prior to doing so in order to ensure they are aware of the criteria and process that will be undertaken.

2 Scope

- 2.1 This policy applies to all individuals who wish to make a nomination for an award and all individuals involved in the decision making process. This includes staff, students, Council and Senate members and members of the Honorary Awards Committee.
- 2.2 This policy does not relate to other Honorary titles bestowed by the University (guidance on these is available via the University HR Department) or the submission of nominations for UK National honours.

3 Responsibilities

- 3.1 Honorary Awards Committee
 - 3.1.1 In accordance with [Ordinance 10](#), there shall be an Honorary Awards Committee maintained as a Joint Committee of Council and Senate which shall advise Council and Senate on the conferment of honorary awards, including recommending specific awards to nominated individuals.

3.1.2 The specific remit of the Honorary Awards Committee shall be set out in terms of reference as approved by the Governance and Nominations Committee.

3.2 Legal and Governance Department

3.2.1 The Legal and Governance Department provides administrative support to the Honorary Awards Committee, under the guidance of the University Secretary.

3.2.2 The Legal and Governance Department will liaise with members of Executive Board in connection with nominations received that are relevant to their area in order to ascertain the nominations considered by the Committee are in line with the criteria in this document and link to the wider University Strategy.

3.2.3 All nominations presented to the Honorary Awards Committee will have undergone a due diligence process in accordance with the University Due Diligence Framework.

3.3 Events and Partnerships Team

3.3.1 The Events and Partnerships Team are responsible for contacting successful honorary award nominees and those who made successful nominations after the Council has met and approved award offers.

4 Awards Conferred

4.1 The University may confer Outstanding Contribution Awards and Honorary Degrees to nominated individuals.

4.2 For the award of Honorary Degrees, the University may confer the following specific awards:

4.2.1 Doctor of Education - honoris causa

4.2.2 Doctor of Engineering - honoris causa

4.2.3 Doctor of Health - honoris causa

4.2.4 Doctor of Laws - honoris causa

4.2.5 Doctor of Letters - honoris causa

4.2.6 Doctor of Science - honoris causa

4.2.7 Doctor of Technology - honoris causa

4.2.8 Doctor of University - honoris causa

4.3 Award post nominals to be used are set out below:

Award title	Post nominals
Doctor of Education honoris causa	H DEd Brad
Doctor of Engineering honoris causa	H DEng Brad
Doctor of Health honoris causa	H DHealth Brad
Doctor of Laws honoris causa	H DLLD Brad
Doctor of Letters honoris causa	H DLitt Brad
Doctor of Science honoris causa	H DSc Brad
Doctor of Technology honoris causa	H DTech Brad
Doctor of University honoris causa	H DUniv Brad

4.4 Proposals for the honorary award of other doctorates offered by the University may be brought forward for consideration by the Committee.

4.5 Honorary graduates may use the approved post nominal letters. Alternatively, they may use the formal title of Dr pre-nominally abbreviated to Dr h.c. or Dr (h.c.).

5 Eligibility for Honorary Awards

5.1 All staff, students, University Council members, University Court members and members of the public may submit nominations for Honorary Degrees and Outstanding Achievement Awards.

5.2 Once a nomination has been received it will be considered in accordance with the Honorary Awards Procedure.

5.3 The following nominations are not permitted and will not be considered:

- Self-nominations
- Nominations from family members
- Nominations from close business associates of proposed nominees

5.4 The following categories of people are **not eligible** for the award of honorary degrees or Outstanding Achievement Awards:

- Current staff or students of the University
- Current University Council members

5.5 In addition, cases for any of the following will only be considered under exceptional circumstances;

- Active, serving politicians at international, national or local level
- Posthumous awards
- Awards to be made in absentia

5.6 Nominations for candidates previously considered and rejected by the Committee shall not be eligible for reconsideration for at least two years from the date of original consideration.

6 Award Criteria

6.1 For all honorary awards, in considering whether to recommend an award be made, the Committee will consider the following:

- 6.1.1 The work or contribution of the Nominee should align with the University Mission, Vision and Values; and
- 6.1.2 The work or contribution of the Nominee should align with the University's core strategic themes, such as they are at the time the nomination is being approved; and that
- 6.1.3 The criteria outlined in section 6.2 or 6.3 are applicable.

Also:

- 6.1.4 That appropriate due diligence has been undertaken on nominations to safeguard the University's interests and reputation.
- 6.1.5 That there are no conflicts of interest, either actual or apparent, in making the award. This will include assessing whether the grant of the award will give rise to the perception of any inappropriate quid pro quo. This should not be interpreted as a prohibition to working with Honorary Graduates as part of the University's development work.
- 6.1.6 That there is demonstrable proof of the basis of the recommendation.
- 6.1.7 None of the disqualifying factors in the Honorary Awards Policy apply.

6.2 For Honorary Degrees, the Committee will assess nominations against the following criteria:

- 6.2.1 The Nominee has made, or continues to make, a significant and substantial contribution to **academic** or **scholarly** work

and endeavour, with a positive and beneficial impact on a **national, international or global scale**; and/or

6.2.2 The Nominee has made, or continues to make, an outstanding contribution to their **chosen profession or field of activity** (including education, arts and culture, industry, business and commerce, sport, public life and voluntary service) with a positive and beneficial impact on a **national, international or global scale**.

6.3 For Outstanding Contribution Awards, the Committee will assess nominations against the following criteria:

6.3.1 The Nominee has made an outstanding contribution to advancing the interests or values of the **University of Bradford and/or the City of Bradford**.

7 Confidentiality

7.1 The nomination process is **strictly confidential** and under no circumstances should it be discussed or communicated beyond those making the nomination and those directly involved with the Honorary Awards Committee. This confidentiality will be maintained until successful candidates have been invited to receive their award and have accepted. If confidentiality is found to have been broken the associated nomination may be withdrawn.

7.2 It is only once both Senate and Council have met and approved a recommendation that any contact can or will be made with the nominee or nominator.

7.3 Once the outcome has been agreed and the nominee has been contacted the nominator will be contacted to advise whether their nomination achieved a successful outcome. In some instances, i.e. if additional information is needed, nominations may be deferred for consideration at a future committee and as such contact to the nominator will only be made when and if it is considered appropriate.

8 Presentation of Awards

8.1 Honorary Degrees and Outstanding Achievement Awards will be awarded at one of the University's awards ceremonies. Awards may be presented at a different ceremony from that of the

sponsoring Faculty to provide a reasonable spread of awards across the Faculties.

- 8.2 Awards may be made at other suitable locations and occasions with the approval of the Vice-Chancellor.

9 Equality, Diversity and Inclusion

- 9.1 As part of the University's commitment to Equality, Diversity and Inclusion, nominations are welcomed from all sections of the community. The range of candidates accepted for Honorary Degrees and Outstanding Achievement Awards should reflect the diversity of the University community. Equality and Diversity monitoring is undertaken in order to provide information in relation to the diversity of award recipients.

10 Withdrawal of an award

- 10.1 For good cause the University may withdraw an honorary award
- 10.2 Without limiting the otherwise broad meaning of 'good cause' in paragraph 10.1, this will include where there is a risk that the reputation of the University is damaged from continued association with the individual concerned. Concerns can be raised by contacting the University Secretary.
- 10.3 Withdrawal of an Honorary Award will be in accordance with the Honorary Awards Procedure.
- 10.4 Cases for the withdrawal of an award will be submitted to the Honorary Awards Committee for their consideration.
- 10.5 Any such recommendation from the Honorary Awards Committee shall be put to Senate and Council for approval.
- 10.6 Where a decision is taken to withdraw, an award a notification will be sent to the award holder where it is practicable to do so.

11 Monitoring and review

- 11.1 This policy will be monitored by the University Secretary and reviewed by Honorary Awards Committee at least every three years.

12 Related policies and standards/documentation

- 12.1 University Charter

- 12.2 University Due Diligence Framework
- 12.3 University Ethics Framework
- 12.4 University Equality and Diversity Policy
- 12.5 University Policy Framework
- 12.6 University Conflict of Interest Policy
- 12.7 Honorary Awards Procedure (in development)