Kingston University London

ACADEMIC REGULATIONS 11:

Honorary Awards

2012-2013

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HONORARY AWARDS

1 The following covers the award of Honorary Fellowships and Honorary Degrees.

2 Honorary awards shall be conferred on persons of distinction who will enhance the reputation of the University and strengthen its mission.

3 Honorary awards shall be conferred on persons present at an appropriate conferment ceremony. It shall be exceptional for an Honorary award to be conferred in absentia.

4 Honorary awards may not be conferred on persons who are employed by the University at the time of the conferment.

5 The Honorary Awards Committee will consider the eligibility of candidates for the conferment of honorary awards against approved criteria (Annex 2) and shall recommend persons for conferment. Current staff, students and members of University Committees shall not be eligible until they cease these roles.

AWARDS

6 The approved honorary awards are listed in Annex 1. Proposals to confer an award not listed will be subject to the approval of the Academic Board.

7 There are two types of honorary awards available:

Kingston University FELLOWSHIPS

(i) These honorary fellowships may be conferred on persons whose outstanding work or action has contributed significantly (whether by benefaction, achievement or service) in furthering the work or interests of the University;

(ii) Current staff, students and Members of Council shall not be eligible until they cease these roles;

(iii) Conspicuous service to the University by Kingston University academics is normally recognised by the award of the title of Professor Emeritus, Reader Emeritus or Fellow Emeritus according to the proviso of the University Regulations;

(iv) Exceptionally former university staff may be awarded a Kingston University Fellowship.

HONORARY DEGREES

(i) Degrees will be awarded to those, who;
- have achieved international academic distinction or held major leadership roles nationally or globally in the disciplines, areas of business and the professions that Kingston University serves; and
- are considered to be appropriate role models for our students.

(ii) The Doctoral degree awarded will be agreed by the Vice-Chancellor.

Both the University Fellowships and Honorary Degrees will be awarded at a degree ceremony.

ANNEX 1

HONORARY AWARDS

The University has approved the following honorary awards:

Honorary Fellow of Kingston University

Doctor of Letters Hon DLitt
Doctor of Laws Hon LLD
Doctor of Science Hon DSc
Doctor of Arts Hon DArts

ANNEX 2

CRITERIA FOR AWARDING HONORARY AWARDS

Honorary Fellowships

These awards are intended for those who have made an outstanding contribution to the University, for example through benefaction, achievement or service.

Honorary Doctorate

These awards honour those who have achieved international distinction, as academics, or in leadership roles.

Criteria which are not prerequisite but may be relevant include:

Active in areas of business and the professions that Kingston University serves; and

- Local connection with the Kingston area (not essential but the award must be of benefit to the University)
- Prior or planned connection with the University's activities
- Affinity with disciplines studied at Kingston University
- Providing a role model for Kingston University students

A Doctoral award should not be read as reciprocating a gift or political intervention on behalf of the University.

In making awards to people in political life, the University should seek to avoid endorsing individual political candidature or raising suspicion of currying favour with party or person.

A reasonable test of a candidate's suitability, for honorary awards at any level, should be the "goodness of fit" of the candidate with the substantial community of honorary graduates already created by the University.

ANNEX 3

PROCEDURES FOR THE CONFERMENT OF HONORARY AWARDS

STAGE 1: INITIAL CONSIDERATION BY THE HONORARY DEGREES COMMITTEE

Process

1 Any member of staff of the University (or Board of Governors) may initiate a proposal by discussing the possible nominee with a member of the Committee. These initial discussions should also include the Principal of St George's Hospital Medical School where the possible nominee is in a related area of health.

2 All submissions to the Honorary Degrees Committee, whether formal or informal, must be made through the Vice-Chancellor's Office.

3 No nominee should be approached without the prior agreement of the Honorary Degrees Committee, or exceptionally of the Vice-Chancellor acting as its Chairman.

4 Nominations for awards from overseas partner institutions should come through the Dean of the relevant faculty. Nominating partners must allow sufficient time for the University to conduct a due diligence investigation, normally conducted by the Pro-Vice-Chancellor (External Affairs).

Formal submission

5 Formal submissions must be on the form provided (Annex 4) together with:

- a brief biography. This may be augmented by an extract from a published biography such as "Who's Who";
- a supporting statement from the proposer indicating how the nominee meets the University's criteria.

6 Forms must be submitted to the Vice-Chancellor's Office at least ten University working days before the next scheduled meeting of the Committee. Because of the confidential nature of the information, the forms will not be circulated, but tabled at the start of the meeting. Afterwards, the forms will be returned for shredding with only the Clerk and proposer retaining a copy. Exceptionally, if a member is unable to attend and the Committee wishes to have his/her views on a proposal, a copy of the proposal may be provided, in confidence, for comment although it should subsequently be destroyed.

7 The Committee will consider whether:

i. The nomination should be recommended for approval through Chair's action

ii. a decision should be deferred pending the receipt of further information

iii. the nomination should be rejected in which case the proposer should be informed and the matter closed.

STAGE 2: RECOMMENDATION FOR APPROVAL

8 Following the meeting, the relevant Dean should contact the approved nominee and ascertain if he/she will accept the award and can attend on the proposed date.

9 If the nominee rejects the invitation, the Dean should inform the Vice-Chancellor's Office and the person who made the proposal. The matter should be reported to the next meeting of the Committee and then closed.

10 If the nominee wishes to accept, but is unable to attend on the date(s) suggested, the Dean should explore the possibility of deferring conferment to a future occasion. Any deferred conferment should be reported back to the next meeting.

11 If the nominee wishes to accept and is able to attend on the date(s) suggested, the Dean should notify the Vice-Chancellor's Office immediately.

12 The Vice-Chancellor, as Chair of the Academic Board, shall then formally approve the nominations recommended by the Honorary Degrees Committee and notify the nominees. The Vice-Chancellor's Office shall then notify:

- the Conferment Office for preparation of the certificate
- the Clerk to the Academic Board so that the recommendations can be reported to the Academic Board for information
- the Graduations and Events Team

13 The detailed arrangements for the Honorary Fellow or Honorary Graduate are arranged by the faculty concerned. The award certificate is arranged by the Conferment Office.

14 The honorary award is conferred at the ceremony.

ANNEX 4

KINGSTON UNIVERSITY **STRICTLY CONFIDENTIAL**
Honorary Degrees Committee

NOMINATION FOR HONORARY DEGREE
NOTE: Nominations for Kingston University Honorary Awards are STRICTLY CONFIDENTIAL and must not be discussed with the individual concerned until conferment of the award has been formally recommended by the Honorary Degrees Committee. This will avoid the considerable embarrassment which could arise should a proposal not be accepted.
Nominee name and full title: **Address for correspondence:**
Current position/employment: **Immediate past position/employment:**
Please indicate an award : Doctor of **HonDArts (Arts) HonLLD (Laws) HonDSc (Science) Hon DLitt (Letters)**
Please attach: CV, Supporting statement, Who's Who (optional)
Proposing Faculty: **Proposing School:** **Proposer's name:** **Date:**
Date of ceremony when the award is to be conferred:
Wording to be used on official invitation if successful: (e.g. "…awarded for your outstanding contribution to …")
ON RECOMMENDATION TO AWARD **Name and title to be used for certification**