



HARPER ADAMS UNIVERSITY COLLEGE

GUIDELINES FOR HONORARY DEGREES

November 2009

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Guidelines for Honorary Degrees

1. Background

Since the announcement of Research Degree Awarding Powers to Harper Adams in July 2006, the University College is able to confer Honorary Degrees. The following guidelines were compiled after a survey of the procedures used elsewhere in the sector. They were approved by the Board of Governors in April 2007, and the degree designations were updated by the Academic Board at its meeting in April 2008 and endorsed by the Board of Governors in July 2008.

2. Principles

1. Harper Adams University College may confer honorary degrees on persons of distinction, who either have made major contributions to the work of the institution, or have earned distinction for activities associated more widely within its mission, including education, business, culture, creative work or public service.
2. The following categories may be considered for nomination for honorary degrees:
 - Academics with an international reputation who have an existing or potential academic link with the University College.
 - National figures who may serve as a role model for students at Harper Adams.
 - International figures who have some connection with the University College, for example a common area of teaching or research.
 - Recognition of achievements in connection with Harper Adams which have not previously been recognised.
 - Persons with a local connection who have achieved a national reputation.
3. Honorary degrees shall be conferred on persons present at the annual Graduation Ceremony or at another event by mutual consent. They shall not be conferred on persons who are employed by the University College at the time of conferment. In considering awards to people in political life, the University College should seek to avoid endorsing individual political candidature or raising suspicion of currying favour with party or person.

3. Awards

An Honorary Doctorate may be awarded to a person who has made a major contribution at the national or international level, whilst an Honorary Master's degree may be awarded to a person who has made a major contribution at the local or regional level. Degrees will be awarded *honoris causa*.

The following honorary awards proposed are available:

Master of Business Administration	Hon MBA
Master of Engineering	Hon MEng
Master of Science	Hon MSc
Doctor of Science	DSc
Doctor of Laws	LLD (eg nominees with a Land Management (or similar) background)

Doctor of Engineering
Doctor of Letters

DEng
DLitt (for those with a background in the
humanities)

4. **Approval Process**

Nominations for the award of Honorary Degree are invited from any member of the University College community or persons associated with it, including members of the Board of Governors. Nominations should be submitted to the Director of Corporate Affairs for consideration by the Honorary Awards Committee.

The membership of the Honorary Awards Committee shall be:

Ex-Officio:

Principal (Chairman)
Chairman of the Board of Governors
Vice-Chairman of the Board of Governors
Director of Corporate Affairs (Secretary)

Nominated Members:

Two members of Academic Board, serving for a period of three years.

Nominations for honorary degrees are strictly confidential and should not be discussed with the individual concerned until approval of the award has been granted by the Honorary Awards Committee. This is to avoid any embarrassment that may arise should a nomination not be successful.

A nomination proposal form (attached) should be completed, indicating clearly how the distinction in the particular field and personal standing has been gained and achieved. As much information as possible about the nominee's activities should be presented and relevant extracts from Who's Who or documents, statements, web sites, etc, in support should be included. Connection with or to the University College's activities and the region to enhance and support the award, and to extend future relationships with the recipient, should also be indicated.

The Honorary Awards Committee will consider whether:

- i) the nomination should be recommended for approval by Governors and Academic Board;
- 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.

Following the meeting, the Director of Corporate Affairs should contact the approved nominee and ascertain if he/she will accept the award and can attend on the proposed date. If the nominee rejects the invitation, the Director of Corporate Affairs should inform the Principal and the person who made the proposal. The matter should be reported to the next meeting of the Committee and then closed.

If the nominee wishes to accept, but is unable to attend on the date suggested, the Director of Corporate Affairs should explore the possibility of deferring conferment to a future occasion. Any deferred conferment should be reported back to the next meeting.

If the nominee wishes to accept and is able to attend on the date suggested, the Director of Corporate Affairs should notify the Principal immediately.

The recommendations of the Committee shall be presented to both the Academic Board and the Board of Governors.

The Principal, as Chair of Academic Board, shall then formally approve the nominations recommended by the Honorary Awards Committee and notify the nominees. The Principal shall then notify:

- Registry, for preparation of the certificate.
- Academic Board and the Board of Governors for information.

The honorary degree is conferred at the Awards Ceremony and may not be awarded in absentia.

Honorary Degree holders will be invited to the lunch on the day of the Graduation Ceremony or other agreed Awards Event. It is important that they remain in regular contact with the University College after receiving their award and invited to attend formal events, as and when they occur.

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Harper Adams



UNIVERSITY COLLEGE

**STRICTLY CONFIDENTIAL
NOMINATION
for HONORARY DEGREE**

1 FULL NAME (of nominee, with Titles, Degrees, Honours, etc)

1b ADDRESS OF NOMINEE

2. BRIEF BIOGRAPHY (or copy of Who's Who entry, etc)

3. INFORMATION ABOUT HONORARY DEGREES ALREADY CONFERRED
(If not contained in 1 or 2 above)

4. CONNECTION WITH HARPER ADAMS

5. REASON FOR RECOMMENDATION

6. SUGGESTED LEVEL OF HONORARY DEGREE (Please tick as appropriate)

Master

Doctor

7. FURTHER RELEVANT INFORMATION (eg Please attach copy of CV, etc)

NOMINATED BY:

