

Guidelines for those Proposing a University Fellowship

1. Nomination is the responsibility of the proposer not of the candidate. The candidate must not be informed that a nomination is being made. The case should be prepared with great care, in suitable detail and on the assumption that the Board of Governors and the Academic Board may not be familiar with the work of the nominee.
2. Candidates must be proposed by a member staff or a member of the Board of Governors. Proposers must specify the grounds on which they base their proposal making clear precisely in what way the nominee fulfils the requirements for Fellowship.
3. The criteria for Fellowship are:
 - A. To provide a distinctive award of merit for individuals, other than current Governors or staff, who have:
 - a) made a significant contribution to promoting the interests of the College;
 - b) made significant contribution to the industries, trades and professions served by the College and who have not otherwise been recognised;
 - c) completed study Fellowships at the College not leading to a recognised academic qualification and which have proved to be of major benefit to the industries, trades and professions served by the College.
 - B. To recognise ex-members of staff who continue to have a direct involvement with the College.

The Award of a Fellowship

4. The award of Fellowship will be conferred at the discretion of the Board of Governors. Nominations for Fellowship with supporting information may be put forward by members of the Board of Governors or by members of the Academic Board. In all cases the Academic Board will have the opportunity to comment before a final decision is made by the Board of Governors.

Process and Timetable

5.
 - i) The process for nominations has been reviewed with a view to making it easier for any staff member or governor to put forward an initial nomination requiring only shortlisted nominations will require a full nomination to be submitted.
 - ii) Initial nominations should be made using the 'Initial Nomination' form (copy attached) by 2 December 2013. The Honorary Awards Committee will consider all initial nominations in January 2014.
 - iii) Where a nomination is shortlisted, the proposer will be asked to provide a more detailed nomination using 'Final Nomination for shortlisted candidates' form. The Honorary Awards Committee will consider all shortlisted candidates in January 2014.
 - iv) Copies of all forms can be located on the portal front page under *Honorary Degrees/Fellowships*.