

HARPER ADAMS UNIVERSITY

Guidelines for those Proposing a University Honorary Degree

1. Background

Since the announcement of Research Degree Awarding Powers to Harper Adams in July 2006, the University is able to confer Honorary Degrees. The following guidelines have been compiled after a survey of the procedures used elsewhere in the sector. They were approved by the Board of Governors in April 2007.

2. Principles

- i. Harper Adams University 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.
- ii. 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.
 - National figures who may serve as a role model for students at Harper Adams.
 - International figures who have some connection with the University, 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.
- iii. Honorary degrees shall be conferred on persons present at the annual Graduation Ceremony. They shall not be conferred on persons who are employed by the University at the time of conferment. In considering 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.

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.

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 Philosophy	(PhD)

4. **Approval**

Nominations for the award of Honorary Degree are invited from any member of staff or member of the Board of Governors. Nominations should be submitted to the University Secretary for consideration by the Honorary Awards Committee. The membership of the Honorary Awards Committee shall be:

Vice-Chancellor (Chairman)
Chairman of the Board of Governors
Vice-Chairman of the Board of Governors
University Secretary (Secretary)
Two members of Academic Board, serving for a period of three years.

Nominations 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.

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 University Secretary will 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 matter should be reported to the Vice-Chancellor and to next meeting of the Committee and then closed.

If the nominee wishes to accept, but is unable to attend on the date suggested, the University Secretary 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 University Secretary should notify the Vice-Chancellor immediately.

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

The Vice-Chancellor, as Chair of Academic Board, shall then formally approve the nominations recommended by the Honorary Awards Committee and notify the nominees. The Vice-Chancellor 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 Awards Ceremony. It is important that they remain in regular contact with the University after receiving their award and invited to attend formal events, as and when they occur.

5. **Process and Timetable**

- 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 which can be located on the portal by 2 December 2013 (see (iv) below). 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*.

Dr C E Baxter
University Secretary
October 2013