

Honorary Awards and Titles Procedure

Section 1 - Purpose

- (1) This Procedure sets out the process for submitting nominations for Honorary Awards and Degrees, as well as the conferral process.
- (2) This Procedure supports the Honorary Awards and Titles Policy.

Section 2 - Application and Scope

- (3) This Procedure applies to individuals making nominations for an Honorary Award or Title.
- (4) This Procedure applies to the nomination, approval and conferral of the following honorary titles and awards:
 - a. Honorary Doctorate;
 - b. University Fellow of the University;
 - c. Emeritus Professor of the University; and
 - d. Community Fellow of the University.
- (5) This Procedure does not apply to the nomination, approval and conferral of Vice-Chancellor's Awards, Workplace Health and Safety Awards, Emeritus Fellowships.

Section 3 - Nomination Process for Honorary Awards and Titles

- (6) Confidential nominations for Honorary Awards and Titles must be lodged in writing with the Governance and Policy Division before the submission period closes on 31 July each year.
- (7) Nominations for Honorary Doctorates will include a nomination form addressing the selection criteria, including:
 - a. if applicable, indicate the type of Honorary Doctorate recommended;
 - b. evidence of how the nominee meets the criteria for the award, including demonstration of outstanding service to the University, and/or outstanding scholarship, and/or significant services at the national or international level over a substantial period of time;
 - c. a résumé of the nominee;
 - d. a publications list (where relevant);
 - e. supporting statements (if appropriate); and
 - f. up-to-date contact details for the nominee.
- (8) Nominations for Emeritus Professorships will include:
 - a. a nomination form addressing the selection criteria;

- b. evidence of outstanding service to the University;
- c. a list of publications;
- d. supporting statements (if appropriate);
- e. a résumé of the nominee (optional); and
- f. up-to-date contact details for the nominee.

(9) Nominations for University Fellowships will include:

- a. a nomination form addressing the selection criteria;
- b. evidence of links to the University and, usually, community service activities;
- c. supporting statements (if appropriate);
- d. a résumé of the nominee (if available); and
- e. up-to-date contact details for the nominee.

(10) Nominations for Community Fellowships will include:

- a. a nomination form addressing the selection criteria;
- b. evidence of exceptional service and commitment to one or more of the University's communities;
- c. supporting statements (if appropriate); and
- d. up-to-date contact details for the nominee.

Section 4 - Approval Process for Honorary Awards and Titles

(11) The Governance and Policy Division will prepare all nominations for Honorary Awards and Titles for assessment, including liaising with nominators to obtain relevant information required for assessment.

(12) Prospect Research will undertake thorough due diligence checking of each nominee and their credentials.

(13) All eligible Emeritus Professor Nominations will be circulated to relevant Senior Executives for their noted support of each nominee.

(14) The Governance and Policy Division will submit eligible nominations for Honorary Awards and Titles to the Honorary Awards Committee for consideration at the next suitable meeting.

(15) The Honorary Awards Committee will assess the nominations and make a recommendation to University Council in respect of Honorary Awards.

Section 5 - Section 5 - Conferral

(16) When Council resolves to approve an honorary award:

- a. the Governance and Policy Division will contact the nominated person (or their nominee) to ascertain their willingness to accept the award or title; and
- b. the University must confer the title or award within three years of Council's resolution. Awards not conferred within this time frame will lapse unless Council resolves to the contrary in relation to that person.

(17) the University may invite recipients to deliver the occasional address at the ceremony.

(18) The nominator for an honorary title or award, that is approved by Council, will be notified in confidence about the outcome of the nomination once the nominee has been notified.

Section 6 - Rescission of Honorary Awards and Titles

(19) In circumstances where the University believes an Honorary Award or Title may be revoked, a case for review will be submitted to the Vice-Chancellor and President via the Governance and Policy Division. In proposing a case for review, the submission is required to provide substantial grounds and evidence for review.

(20) The University Secretary in consultation with General Counsel will conduct a preliminary assessment and endorsement for review to the Vice-Chancellor and President.

(21) The Vice-Chancellor and President will consider the endorsement for review and make a recommendation to the Honorary Awards Committee to consider the case for review.

(22) Note: In respect of Emeritus Professorships, the Vice-Chancellor and President may determine that the case should be considered through other investigation mechanisms in accordance with University policy.

(23) Where the case is referred to the Honorary Awards Committee the Honorary Award holder will be advised of the review and invited to make comment on the reasons for proposed rescission of the Honorary Award.

(24) the Committee shall consider:

- a. the evidence provided, including due diligence conducted by the University and advice, where necessary, from other members of the University and externally;
- b. any comments/statements made by the Honorary Award holder; and
- c. any other material deemed relevant by the Committee.

(25) the Committee shall make a determination to:

- a. uphold the Honorary Award or Title; or
- b. recommend Council rescind the Honorary Award or Title.

(26) Council will consider any recommendations from the Honorary Awards Committee to rescind an Honorary Award or Title.

(27) Where the Council determines that the Honorary Award will be rescinded, the Honorary Award holder will be advised of the Council decision, and will be required to return to the University the certificate and/or other documents and materials (including academic dress) awarded in respect of the Honorary Award, including those related to recipient privileges, and cease reference to the holding of the Honorary Award.

(28) Where a person declines to return to the University the relevant documentation and materials, or continues to make reference to holding the Honorary Award, the University may publish, on the University website and in such other mediums as may be appropriate, a notice that the Honorary Award has been rescinded.

(29) Confidentiality will be exercised at all stages of an investigation to rescind an Honorary Award or Title.

Section 7 - Roles and Responsibilities

(30) The Governance and Policy Division is responsible for:

- a. coordinating, supporting and providing Executive Officer support for the Honorary Awards Committee processes and meetings;
- b. issuing calls for nominations;
- c. in the case of Honorary Doctorate nominations, initial consideration to determine the most appropriate doctorate award for the nominee, if this is not provided on the nomination;
- d. liaising with successful Honorary Award nominees to ascertain whether they will accept their awards and ensure the terms of acceptance and the capacity of Council to rescind awards and vary policy are understood by the recipient at the time of the offer of the award;
- e. determining, in consultation with the Office of the Vice-Chancellor and University Secretary, of the award recipient's suitability to act as guest speaker at Graduation; and
- f. liaising with Honorary Doctorate, University Fellowship and Emeritus Professorship recipients leading up to and at the relevant conferral ceremony.

(31) The Advancement and Communications Division is responsible for:

- a. conducting due diligence on all nominations through Prospect Research;
- b. submission of an annual update for UOW Alumni Award runner-ups and winners to the Honorary Awards Committee;
- c. maintaining the database containing confidential information about potential nominees and Honorary Awards recipients;
- d. ongoing management, relationships and enquiries in regards to Honorary Award privileges;
- e. ongoing advancement and relationship management activities between the University and Honorary Award recipients.

Section 8 - Definitions

(32) Definitions are consistent with the Honorary Awards and Titles Policy.

Section 9 - Appendix 1 - Academic Dress

Award	Academic Dress
Honorary Doctor of Architecture	1. a gown of red faced with blue; 2. a hood cut in the Oxford style of red lined with blue; and 3. a bonnet of black velvet of the Cambridge pattern with a tassel of gold.
Honorary Doctor of Creative Arts	
Honorary Doctor of Education	
Honorary Doctor of Letters	
Honorary Doctor of Business	1. a gown of red faced with blue; 2. a hood cut in the Oxford style of red lined with blue; and 3. a bonnet of black velvet of the Cambridge pattern with a tassel of gold.
Honorary Doctor of Laws	

Award	Academic Dress
Honorary Doctor of Engineering	<ol style="list-style-type: none"> 1. a gown of red faced with blue; 2. a hood cut in the Oxford style of red lined with blue; and 3. a bonnet of black velvet of the Cambridge pattern with a tassel of white or silver.
Honorary Doctor of Health Sciences	
Honorary Doctor of Information Sciences	
Honorary Doctor of Medicine	
Honorary Doctor of Science	
Honorary Doctor of the University of Wollongong	<ol style="list-style-type: none"> 1. a gown of red faced with gold; 2. a hood cut in the Oxford style of red lined with gold; and 3. a bonnet of black velvet of the Cambridge pattern with a tassel of gold.
Emeritus Professor	Not Applicable. Emeritus Professors should wear the academic dress of their highest degree.
University Fellow	A gown of blue in the Oxford style with three-quarter sleeves with a University Council stole.

Status and Details

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Effective Date	18th December 2024
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Approval Date	18th December 2024
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Responsible Executive	Alyssa White Chief Governance Officer
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