

HONORARY DEGREES

SUMMARY OF PRINCIPAL CHANGES

General changes

e-mail of new Head of Governance Services

(Amendments to version 01.0, UPR AS04 are shown in italics.)

1 INTRODUCTION

The regulations and procedures set out in this document have been approved by the Academic Board with effect from 13 November 2002¹.

2 HONORARY DEGREES OF THE UNIVERSITY

The University may grant Honorary Doctorates and Honorary Master's degrees as specified from time-to-time in UPR AS11².

3 GENERAL POLICIES AND REGULATIONS

- 3.1 Honorary doctorates shall be conferred normally upon persons who are deemed to have achieved eminence in their respective fields.
- 3.2 The Honorary Master's degrees shall be conferred normally upon persons who have served the University or the community and for whom the award of such a degree would be a proper form of recognition of their achievements by the University.
- 3.3 Nominations shall be considered and approved by the Honorary Awards Board (the Board) acting on behalf of the Academic Board and the Board of Governors. The Honorary Awards Board is a committee of the Academic Board.
- 3.4 An honorary degree shall not be conferred on any person whose name has not been approved for that purpose by the Board.
- 3.5 The decision of the Honorary Awards Board is final and there is no right of appeal.

4 NOMINATION AND CONFERMENT REGULATIONS AND PROCEDURES

4.1 Honorary Awards Board

- 4.1.1 The terms of reference and composition of the Honorary Awards Board are published on-line at:

<http://sitem.herts.ac.uk/segreg/>

or are available on request from the Head of Governance Services
(E-mail: j.hughes20@herts.ac.uk, Telephone: 01707 285126).

¹ **Academic Board Minutes:** 238.2.4, 7 October 92; 700.1.2, 6 October 99 and 927.4, 13 November 2002, *Minute 695, 31 January 2012, refer*

² UPR AS11 'Schedule of Awards'

4.2 **Meetings of the Board**

The Secretary and Registrar (who shall be Secretary to the Honorary Awards Board) shall publish the date(s) on which the Board will meet to receive and consider nominations for honorary degrees.

4.3 **Nominations**

4.3.1 Prior to the annual scheduled meeting of the Board, the Secretary and Registrar shall, in writing:

- a invite members of the Board of Governors; the Academic Board; The University Court; the Students' Union (through its President), Deans of School and other persons deemed appropriate from time-to-time, to submit written nominations for consideration by the Honorary Awards Board in the format specified from time-to-time by the Honorary Awards Board;
- b notify other members of the University's staff that they may submit nominations in writing to the Secretary of the Honorary Awards Board at any time during the Academic Year in the format specified from time-to-time by the Honorary Awards Board;
- c ensure that these invitations and the notification make clear that the Board will consider only those nominations received ten working (**10**) days prior to the meeting.

4.4 **Process of conferment**

4.4.1 The Chairman of the Honorary Awards Board shall write to persons who are to be awarded an honorary degree informing them of the decision of the Board and inviting them to accept the degree on the date fixed for the Ceremony for the Presentation of Degrees and Diplomas.

4.4.2 An honorary degree will be conferred at the relevant Ceremony for the Presentation of Degrees and Diplomas and shall not be awarded in absentia.

4.4.3 Where exceptional circumstances pertain, the Board is empowered to call an extraordinary meeting to consider and, if appropriate, approve the award of an honorary degree at a special ceremony.

Mrs S C Grant
Secretary and Registrar
Signed: **1 January 2017**