

Fellowships of the University of Hertfordshire

UPR AS24 version 03.0

Policies superseded by this document

This document replaces version 02.1 of UPR AS24, with effect from 1 September 2020.

Summary of significant changes to the previous version

Section 3.1,iii has been amended to reflect changes in organisational structures. Other minor amendments have been made for clarification purposes only.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction and general information

- 1.1 The Board of Governors has the power to elect or recommend to honorary positions of title or distinction, persons who, in its opinion, have given distinguished service to the University or to the wider community. The Board has delegated this power to the Academic Board¹.
- 1.2 The Academic Board is responsible for establishing procedures for the election of Fellows of the University of Hertfordshire (see section 2) and has empowered its Honorary Awards Board to elect suitable candidates on behalf of the University².

¹ **Board of Governors Minutes:** 59, 14 December 93 and 705, 24 June 2004, 695, 31 January 2012, refer

² **Academic Board Minute:** 327.2, 16 March 94 and 291, 19 June 2013, refer

1.3 Fellow of the University of Hertfordshire

Regardless of their previous academic qualifications, the title 'Fellow of the University of Hertfordshire' may be conferred on:

- i any current or previous member of the University's staff;
- ii any current or previous member of the University's Board of Governors;
- iii any distinguished individuals who are not, nor have been, members of the University's staff or of its Board of Governors.

2 Procedure for the election of fellows

2.1 Nominations

2.1.1 The Secretary of the Honorary Awards Board will, by means of a notice, invite nominations from all members of the University's staff and from members of the Board of Governors. The notice will specify:

- i the required format for such nominations which will include:
 - a the title, name, post and location of the proposer;
 - b the signature of the proposer (see section 2.1.2);
 - c a summary of the case for the conferment of a Fellowship,
- ii the date and time by which nominations must be received by the Secretary to the Honorary Awards Board;
- iii the date of the meeting of the Honorary Awards Board at which the nominations received will be considered.

2.1.2 Although all recommendations to the Honorary Awards Board must be endorsed (signed) by the proposer, no seconder is required, neither is the candidate required to indicate their willingness to accept a Fellowship should one be conferred.

2.1.3 The Secretary to the Honorary Awards Board may approach proposers for further information about candidates if that is deemed appropriate by the Chair of the Honorary Awards Board.

2.2 Proceedings of the Honorary Awards Board

2.2.1 The deliberations of the Board are confidential.

2.2.2 The decision of the Board is final.

2.2.3 Unsuccessful candidates may be proposed again when the next notice is published.

2.3 Process of conferment

2.3.1 The Chair of the Honorary Awards Board will write to persons on whom Fellowships of the University of Hertfordshire are to be conferred, informing them of the decision of the Board and inviting them to accept the title on the date fixed for the Ceremony for the Presentation of Degrees and Diplomas.

- 2.3.2 A Fellowship of the University will be conferred at the relevant Ceremony for the Presentation of Degrees and Diplomas and will not be conferred in absentia.
- 2.3.3 Where exceptional circumstances pertain, the Board is empowered to call an extraordinary meeting to consider and if appropriate, to approve the conferment of a Fellowship at a special ceremony.

3 Rights and privileges of Fellows of the University of Hertfordshire

- 3.1 Fellows of the University of Hertfordshire will be accorded the following rights and privileges:
- i they may use the University's address on research papers and scholarly productions;
 - ii they will be invited, as appropriate, to attend ceremonial functions of the University;
 - iii they will be accorded the same rights and privileges in relation to the use of Library and Computing Services as members of the University's staff, in accordance with the regulations and procedures laid down by University management from time-to-time;
 - iv they may use other facilities available to members of staff in accordance with the regulations and procedures laid down by University management from time-to-time;
 - v a Fellow of the University is entitled to use the abbreviated 'UHFellow' after their name;
 - vi Fellows are entitled to wear the academic dress of the University as specified in UPR AS01³.
- 3.2 The conferment of the title 'Fellow of the University of Hertfordshire' does not imply that the recipient is a member of the University's staff (other than for the purposes of the University's Regulations on Academic Dress³) and has no authority and no right of Membership either of the Board of Governors or any of its sub-committees. Although a Fellow is not obligated by virtue of the conferment of this title to undertake teaching or contribute to research or to act in an advisory capacity, it is hoped that they would wish to accept an invitation to do so.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2020**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.

³ UPR AS01 'Academic Dress'