

## FELLOWSHIPS OF THE UNIVERSITY OF HERTFORDSHIRE

### SUMMARY OF PRINCIPAL CHANGES

#### General changes

Section 3.1,iii

(Amendments to version 02.0, UPR AS24 are show in italics.)

## 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 Board<sup>1</sup>.
- 1.2 The Academic Board is responsible for establishing procedures for the election of Fellows of the University of Hertfordshire (section 2 refers) and has empowered its Honorary Awards Board to elect suitable candidates on behalf of the University<sup>2</sup>.
- 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 (section 2.1.2, refers);
    - 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 his or her willingness to accept a Fellowship should one be conferred.

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

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

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 Chairman 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 Chairman of the Honorary Awards Board shall 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 shall 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 *Information Hertfordshire 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 his or her name;
- vi Fellows are entitled to wear the academic dress of the University as specified in UPR AS01<sup>3</sup>.

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 Dress<sup>3</sup>) 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 he or she would wish to accept an invitation to do so.

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

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<sup>3</sup> UPR AS01 'Academic Dress'