

GASA - Honorary Awards Procedure

Section 1 - Summary

(1) This Procedure outlines the process by which honorary awards are conferred to acknowledge and honour outstanding or significant personal achievement and/or contributions to the University or to the community.

Section 2 - Scope

(2) This Procedure applies to staff or former staff of the University, or any other individual who has made an outstanding contribution or sustained contributions to the University or the community.

Section 3 - Definitions

(3) Chancellor's Medal

(4) Companion of the University

(5) Honorary Degree

(6) Certificate of Recognition

(7) Community – The concept of community may encompass the local, regional, state, national or international level.

Section 4 - Policy/Regulation

(8) [Governance, Academic and Student Affairs Statute 2013](#) (see Part 7 – Titles and Honorary Awards)

Section 5 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Academic Board	May nominate a person who has achieved eminence in an academic field for an Honorary Degree
Chancellor Vice-Chancellor	May nominate an individual for The Chancellor's Medal or a Companion of the University
A member of the Senior Executive	May nominate an individual for The Chancellor's Medal
Council	Approve nominations for all honorary awards
Council Secretary	Advise the Office of the Vice-Chancellor of the approval of Honorary Awards by Council
Members of Council	May nominate an individual to be considered for honorary awards

Office of the Vice-Chancellor	Coordinate the administration of honorary awards Produce printed citations for Honorary Awards Coordinate production of Medals for the Companion of the University and Chancellor's Medal; and a certificate for the Certificate of Recognition
Student Administration	Produce and issue Testamurs for Honorary Degrees

Part B - Procedures

(9) The University acknowledges and honours outstanding or significant personal achievement and outstanding or significant contributions to the community or to the University, through the conferral of the following range of honorary awards (in order of rank):

- a. Honorary Degrees;
- b. the Companion of the University;
- c. the Chancellor's Medal;
- d. Certificate of Recognition.

Honorary Degrees

(10) Honorary Degrees comprise:

- a. Doctor of Letters
- b. Doctor of Science
- c. Doctor of Laws
- d. Doctor of the University
- e. Master of Arts

(11) Those eligible for Honorary Degrees are individuals who, whether or not they have graduated from a university, have:

- a. achieved eminence in an area of education or research; or,
- b. are distinguished by eminent community service or outstanding achievement; or,
- c. have given distinguished service to the University.

(12) A nomination for the conferring of an honorary degree on a person who has achieved eminence in an academic field must be made by Academic Board and approved by the Council.

(13) A nomination for the conferring of an honorary degree on a person who has provided distinguished service to the University or the community must be made by a member of the Council to the Chancellor and approved by the Council.

(14) The recipient of an honorary degree may add the degree title post nominally, as follows:

Honorary Degree Awarded	Post Nominal Title
Doctor of Letters honoris causa	HonDLitt
Doctor of Science honoris causa	HonDSc
Doctor of Laws honoris causa	HonLLD

Doctor of the University honoris causa	HonDUniv
Master of Arts honoris causa	HonMA

(15) It is not customary for an honorary doctor to use the formal title of doctor. Its use should be restricted to correspondence or communication with the University.

(16) Individuals will be invited to a Conferring Ceremony where they will be presented with their honorary award.

The Companion of the University

(17) Those eligible for the Award are individuals, other than current members of staff of the University, who have:

- a. demonstrated exceptional service to either the community or the University; and/or
- b. provided exceptional support in the development and/or enhancement of the community and/or University; and/or
- c. demonstrated achievements deemed by the Council to be important in the development/ promotion/ enhancement of the community and/or University.

(18) Nominations can be made by the Chancellor and Vice-Chancellor, and forwarded to the Council for approval.

(19) The Award can be renamed to commemorate special occasions. Where this occurs, this detail should be included in the nomination for the Companion of the University.

(20) Individuals will be invited to a Conferring Ceremony where they will be presented with their honorary award.

The Chancellor's Medal

(21) Those eligible for the Award are:

- a. Staff or former staff of the University. The Chancellor's Medal will be awarded to recognise a very significant contribution by a current member of staff or former member of staff that is outside or beyond their current duties.
- b. Any other individual who has made an outstanding contribution or sustained contributions to the University such as to enable the University to discharge its teaching and learning, research and creativity, or its external engagement responsibilities more effectively, or for other outstanding service to the University.

(22) The Chancellor, Vice-Chancellor, or a member of the Senior Executive may nominate an individual to be awarded The Chancellor's Medal.

(23) Nominations will be forwarded to the Council for approval.

(24) The Chancellor's Medal will not normally be awarded:

- a. To an individual who has already received an honorary degree or a Companion of the University.

(25) Individuals will be invited to a Conferring Ceremony where they will be presented with their honorary award.

Certificate of Recognition

(26) Those eligible for the award are:

- a. Persons (either individually or in groups) external to the University who are interacting with the University in a voluntary capacity.

(27) Activities which result in the awarding of a Certificate of Recognition will generally be of a defined character and period of time and associated directly with the work and dynamics of the University.

(28) The Certificate will be issued after discussion and agreement between the Chancellor and Vice-Chancellor.

(29) The awarding of this Certificate may occur at any time, and the method of presentation will be determined by the Chancellor/Vice-Chancellor. However, a certificate would generally not be presented at a graduation ceremony or associated dinner.

Issuing of Awards

(30) The Council Secretary will advise the Office of the Vice-Chancellor of approved nominations for Honorary Awards.

(31) The Office of the Vice-Chancellor will coordinate the preparation of the Honorary Awards, in consultation with Student Administration.

Status and Details

Status	Historic
Effective Date	15th January 2019
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Glossary Terms and Definitions

"Honorary Degree" - An honorary award conferred upon an individual who has achieved eminence in an area of education or research (whether or not the person has graduated at a university) or is distinguished by eminent community service, outstanding achievement or given distinguished service to the University.