

# **University Council - Honorary Awards Procedure**

## **Section 1 - Summary**

(1) Victoria University (VU) seeks to expand its distinctive reputation as a global leader in dual sector learning and research. To support this aim, the Honorary Awards Procedure enables the University Council to recognise outstanding or significant personal achievement and/or outstanding or significant contributions to the community or to the University by individuals through the granting of honorary awards or conferral of honorary degrees. This Procedure outlines the process and conditions for such nominations.

## **Section 2 - HESF/ASQA/ESOS Alignment**

(2) HESF – Standard 1.5 Qualifications and Certification (specifically 1.5 (1) and 1.5 (11)).

## **Section 3 - Scope**

(3) This Procedure applies to staff or former staff of VU, or any other individual who has made a significant personal achievement and/or or significant contribution to the University or the community.

## **Section 4 - Definitions**

(4) Honorary Award: Are the highest honour conferred by the Victoria University Council and include an Honorary Doctorate, Companion of the University or Vice-Chancellor's Service Medal.

(5) Honorary Doctorate: An honorary degree conferred upon an individual who has achieved an outstanding contribution in an area of education or research (whether or not the person has graduated at a university) or in community service

(6) Companion of the University: An honorary award, in the form of a Medal, granted to an individual who has contributed to the University or the wider community in a significant manner.

(7) Vice-Chancellor's Service Medal: An honorary award, in the form of a medal, granted to a University staff, typically upon retirement, in recognition of outstanding service beyond the requirements of their position.

## **Section 5 - Policy/Regulation**

(8) [University Council Regulations 2021](#)

# Section 6 - Procedures

## Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Academic Board	Puts forward a nomination for any of the Honorary Awards. Considers recommendations from VCG and recommends to the Nominations Committee Honorary Doctorate nominees. Considers and recommends to Nominations Committee Honorary Doctorate nominees.
Nominations Committee	Considers and recommends to the Council Honorary Doctorate and Companion of the University nominees.
University Council	Confers Honorary Doctorates and grants Companion of the University.
Vice-Chancellor	In the first instance, considers nominations for Honorary Doctorate & Companion of the University, and forwards them to the Vice-Chancellor's Group. (Before forwarding to VCG will obtain preliminary feedback from the Nomination's Committee). Grants Vice-Chancellor's Service Medal.
Vice-Chancellor's Group - Senior staff who report to the Vice-Chancellor	Considers and recommends to Academic Board Honorary Doctorate nominees. Considers and recommends to Nominations Committee Companions of the University. Considers and recommends to Vice-Chancellor Vice-Chancellor's Service Medal. Puts forward a nomination for any of the Honorary Awards.
Senior staff member who reports to the Vice-Chancellor	Puts forward a nomination for any of the Honorary Awards to the Vice-Chancellor's Group.
University Staff Member	Puts forward a nomination for any of the Honorary Awards to their Senior Executive who reports to the Vice-Chancellor.

## Part B - Procedures

(9) The University Council will from time to time confer honorary degrees and grant honorary awards upon individuals who meet the criteria established by Council for those awards.

(10) Honorary awards are granted to individuals who reflect the diversity of interests, backgrounds, and concerns reflected in the University; the region VU serves; and broader society. In doing so, the following Principles will be applied in determining nominees:

- a. Prioritisation, where appropriate, of Aboriginal and Torres Strait Islander Peoples.
- b. Diversity, progressive inclusivity, intersectionality, strategic alignment, equality of opportunity and transparency of process.
- c. Recipients of honorary awards who:
  - i. Reflect and represent the University's purpose and values in an exemplary manner;
  - ii. Advance the University's reputation and public profile in the community;
  - iii. Serve as inspiration and as an aspirational role model to students and graduates of the University.
- d. No person may nominate themselves for an honorary award.

## Honorary Awards

(11) An honorary award is the highest honour conferred by the University. VU acknowledges and honours outstanding or significant personal achievement and/or outstanding or significant contributions to the community or the University

through the conferral or granting of the following range of awards (based on accompanying criteria).

<b>Honorary Award</b>	<b>Descriptor and Criteria</b>
<p>Honorary Doctorate (Hon.D):            a. in any discipline offered by the University; or            b. as an Honorary Doctorate of the University.</p>	<p>Honorary Doctorates may be conferred on the basis of one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Distinguished career and an outstanding national or international reputation in a field of education and/or research.</li> <li>2. An outstanding contribution to knowledge and understanding, which has advanced people, place and planet.</li> <li>3. An outstanding contribution to society, which has influenced the thinking of the wider community.</li> <li>4. Exceptional service, professional and public, to a particular discipline, and in a way that upholds the values of VU.</li> </ol> <p>Honorary Doctorates will not be conferred to a current staff member of the University.</p> <p>Where the Hon Doctorate is awarded The Course Lifecycle Award Course Nomenclature and Coding Procedure will be followed in setting the post nominal.</p> <p>Where the Hon Doctorate is awarded in a particular discipline, the post nominal is preceded by 'Hon.D', for example, Hon.DSc.</p> <p>The post nominal for HonDoctor of the University is Hon.DUniv.</p>
<p>Companion of the University</p>	<p>Companions of the University may be granted on the basis of one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Demonstrated exceptional service to either the community or the University, and in a way that upholds the values of VU.</li> <li>2. Provided exceptional advocacy and support in the development and/or enhancement of the community and/or University.</li> <li>3. Demonstrated achievements deemed by the Council to be important in the development/ promotion/ enhancement of the community and/or University, and in a way that upholds the values of VU.</li> </ol> <p>It is expected that the recipients of this award will continue to contribute to the University.</p>
<p>Vice-Chancellor's Service Medal</p>	<p>This Medal is granted to University staff, typically upon retirement, in recognition of outstanding service beyond the requirements of their position, and in a way that upholds the values of VU.</p>

## Nominations Process

(12) Nominations for the awarding of honorary awards are considered by the Vice-Chancellor in the first instance.

(13) Nominations may be made to the Vice-Chancellor by:

- a. University staff through a senior executive who reports to the Vice-Chancellor
- b. Senior executive who report to the Vice-Chancellor
- c. The Nominations Committee
- d. The Academic Board

(14) Submissions can be made through the Honorary Awards Submissions Page. The call for nominations will be made once a year by the Secretary to Council.

(15) The Office of the Vice-Chancellor coordinates the administration of honorary awards.

(16) All honorary doctorate nominations are strictly confidential. The person being nominated should not be advised of

their nomination unless and until an award is approved. Once Council has approved the nomination and the nominee has accepted the honour, the University community and the nominator will be informed.

(17) Nominees for honorary doctorate must be alive at the time that the nomination is made but a posthumous award may be made if the person passed after the nomination was submitted.

## **Nomination Requirements**

(18) Self-nominations are not permitted.

(19) Currently serving Local, State and Federal politicians are not eligible to receive honorary awards.

(20) All nominations must be submitted in writing and normally include the following:

- a. A nomination form completed by the nominator.
- b. (maximum 400 words) addressing the selection criteria for relevant award.
- c. What, if any, is the nominator's connection to the nominee.
- d. A current curriculum vitae or equivalent, including the nominee's current contact information and email address.
- e. Links to online information, or other attachments such as, news articles, publications, etc, that would aid evaluation.
- f. Due to the need for strict confidentiality, nominators for Honorary Doctorates and Companion of the University Awards should not seek letters of support or references. The Office of the Vice-Chancellor, on behalf of the committee, will contact the nominator should it require further information.

## **Consideration of Nominations**

(21) Honorary Doctorate nominations are considered by the Vice-Chancellor, Vice-Chancellor's Group, followed by the Academic Board then recommended to the Nominations Committee before Council approval is sought.

(22) Companion of the University medals are considered by the Vice-Chancellor, Vice-Chancellor's Group, followed by Nominations Committee before Council approval is sought.

(23) Vice-Chancellor's Service Medals are considered by the Vice-Chancellor's Group before being determined by the Vice-Chancellor.

## **Selection Criteria**

(24) The criteria outlined within clause (11) of the Procedure together with the Principles outlined in clause (10) will be used to evaluate the merit of nominations.

## **Presentation of Honorary Awards**

(25) Honorary doctorates are generally conferred at a Victoria University graduation ceremony. The University may confer an Honorary Doctorate outside a University graduation ceremony in exceptional circumstances.

(26) A Companion of the University or a Vice-Chancellor's Service Medal are awarded at an appropriate University event or occasion.

## **Revoking and Surrendering an Honorary Awards**

(27) An honorary award may be terminated at any time in writing by the recipient or the Vice-Chancellor on behalf of the University. The Vice-Chancellor will consult Council before reaching his/her decision. The University may terminate

an honorary award where:

- a. the continuation is considered to be against Australia's, the communities we serve or the University's best interests; and,
- b. the award holder has acted in a manner inconsistent with VU values, behavioural expectations or strategic priorities.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	16th January 2023
<b>Review Date</b>	16th January 2026
<b>Approval Authority</b>	University Council
<b>Approval Date</b>	5th December 2022
<b>Expiry Date</b>	Not Applicable
<b>Accountable Officer</b>	Tara Schuurmans Chief of Staff +61 3 9919 4198
<b>Responsible Officer</b>	Sofia Moisidis Director, Governance and Secretariat +61 3 9919 4872
<b>Enquiries Contact</b>	Sofia Moisidis Director, Governance and Secretariat +61 3 9919 4872 <hr/> Governance and Secretariat