

PROCEDURES

HONORARY AWARDS CRITERIA AND PROCEDURES

PURPOSE

These procedures provide information for persons wishing to submit a nomination for an Honorary Award of CQUniversity Australia and nominations for potential Graduation Guest Speakers.

CQUniversity, from time to time confers honorary awards on people for the purpose of recognising their outstanding contribution to the Australian community. The University considers that this process makes a substantive contribution to elevating these people as role models for contemporary young people and for the graduands of this university in particular. It is intended that this process will highlight the many and varied achievements of contemporary Australians in a cross section of professions and fields of endeavour.

The University confers the following awards for meritorious and active service to others over and above that which would normally be expected of a person in a particular discipline or position and/or as recognition of their contribution to the teaching, research, creative work or management of the University.

The awards conferred by CQUniversity are:

Doctor of the University

This award is to be conferred for distinguished performance taking into account two major aspects as follows:

- for eminent achievement and distinguished contribution to the community; and/or
- service or support to the University.

Doctor in a Particular Discipline Area

In conferring this award, the following criteria will be taken into account:

- distinguished contribution to the branch of learning concerned which is at least equivalent to the standard of achievement and skill acquired during doctoral studies;
- exceptional service to the professional and public life of the particular discipline;
- the nominee's initiative, leadership or distinction in the particular discipline.

Master in a Particular Discipline Area

CQUniversity confers this honorary degree on the basis of the following criteria:

- for distinguished contribution to the branch of learning concerned which is at least equivalent to the standard of achievement and skill acquired during masters studies;
- exceptional service to the professional and public life of the particular discipline;
- the nominee's initiative, leadership or distinction in the particular discipline.

Companion of the University

The award of Companion of the University is established to allow the University to publicly recognise the achievement of persons in the community and/or the University who would not be otherwise considered for an honorary award. Where a company or organisation has made a significant achievement, the resident, manager or secretary of that company or organisation may receive the award, and the organisation or company would be known as a Companion of the University.

This award is conferred where nominees have:

- provided exceptional support in the development and/or enhancement of the community and/or University; and/or
- demonstrated achievements deemed by the Ceremonial and Honorary Awards Committee to be important in the development/promotion/enhancement of the community and/or University; and/or
- demonstrated an interest in the University and have influenced the ethos of the University or an area within its responsibility; and/or
- served as an exemplar to the staff and students of the University

Privileges for all Awards

Recipients of honorary awards outlined in these procedures, will be:

- admitted to the position at a University graduation ceremony or other appropriate function;
- eligible for membership of the University Library;
- accorded special guest status at certain official University functions;
- entitled to wear the academic dress of the University on ceremonial occasions.

Posthumous Awards

- 1 The University may confer awards posthumously as a mark of the University's respect for the person's past achievements, contributions and eminence.
- 2 In the event that a nominee dies before the promulgation of the selection, the Committee will consider whether the award should be made posthumously under the appropriate provisions as detailed in these Procedures.
- 3 In the event of a posthumous award, the next-of-kin may nominate a representative to attend the graduation ceremony, and receive the citation/testamur. The representative shall not wear the academic dress for the award but may wear any academic dress to which he/she is entitled.

CAUTION

The act of awarding an honorary degree has the potential to bring outstanding recognition to the University or to bring the University into disrepute, and/or to create the perception that earned degrees are valued/undervalued. Therefore, in assessing the merit of an application, the Committee will exercise caution in cases where:

- the nominee has, in the past, violated human rights;
- the nominee is or has been a serving politician, either elected or titular;
- the nominee is a member of the university staff or University Council;
- there is the possibility that that the award may be perceived as payment-in-kind for services rendered to the university

COMMITTEE DELIBERATIONS

The University is committed to acknowledging contributions made by any member of the community who meets the stated criteria for the award. Therefore, the following will guide the deliberations of the Committee:

- any person is eligible for nomination;
- in considering the nomination the Committee will maintain its independence from any other process of the university;
- freedom from political patronage or other like relationship;
- equity;
- in any calendar year honorary awards may not exceed 10 percent of the earned awards in each particular level; and
- potential risks associated with the awarding of an honorary degree will be considered.

NOMINATION PROCESS

- 1 Any person may submit to the Secretary of the Ceremonial and Honorary Awards Committee, a nomination of a person for the award of an honorary degree. The nomination shall be in writing on the appropriate form and accompanied by supporting information. In all cases, supporting information must include at least two written references, with at least one of those written references from persons who have a prominent standing in the same field of endeavour as the nominee.
- 2 Persons wishing to nominate prominent public figures and iconic people for an honorary award must undertake a thorough online and news source investigation to ensure as far as possible that any past or future endeavours or associations of the nominee will not bring the University's reputation into disrepute. The Committee acknowledges that in some cases it may prove challenging to obtain a CV without revealing the nature of the request. Therefore, in the absence of a CV, supporting documentation such as a biography and evidence that the proposed person's achievements have been recognised among peers and the general public, is required.
- 3 The nomination should remain confidential and the nominee should not be informed of the nomination.
- 4 After verification of the details, all nominations will be considered by the Ceremonial and Honorary Awards Committee, which may recommend the award to Council for approval. The decision of the Council in relation to honorary awards is final.

PREPARATION OF CITATIONS

The Secretary of the Ceremonial and Honorary Awards Committee will prepare a draft citation and seek input from other relevant personnel within the University. The citation will then be approved by the University Secretary prior to it being printed on official citation paper for presentation at the nominated graduation ceremony.

CONFERRING OF AWARDS

- 1 Honorary degrees will be conferred at a graduation ceremony of the University or in absentia if attendance at a graduation ceremony is not possible.
- 2 Once Council has approved the awarding of an honorary degree, the Secretary to Council will forward official notification to the honorary award recipient advising the honorary award and suggesting an appropriate graduation ceremony for conferral. Copies will also be forwarded to

other relevant personnel. The Secretary to Council, or nominee, will advise the University's Graduation Office and other relevant personnel when the honorary award recipient has advised their intention regarding the award.

- 3 The University's Graduation Office is responsible for ensuring that the honorary award is conferred at an appropriate graduation ceremony. In the case of prominent public figures and iconic people, the Graduation Office will work in tandem with the University's Corporate Communications Directorate to ensure maximum exposure for the University.
- 4 Honorary degree recipients are provided with the appropriate academic dress. A testamur and a copy of the citation are given at the ceremony. A letter regarding the use of award nomenclature will be sent to the honorary award recipient.
- 5 There is no automatic expectation that honorary award recipients will be invited to give the occasional address at the graduation ceremony.
- 6 Honorary degree recipients are invited to future graduation ceremonies and are entitled to join the academic procession.

RIGHT TO USE AWARD NOMENCLATURE

Honorary awards and titles are purely titular, in that they confer no rights on the recipient and carry with them no formal academic qualification. They are simply a means through which the University may acknowledge an individual's outstanding scholarly achievements, community service and/or service to the University.

Recipients of honorary awards and titles shall be entitled to cite the official award abbreviation but, in doing so, should note the honorary status of the award/title. Honorary award titles may be cited either in full or in shortened form, but not in a mixture of both forms.

A person who has been admitted to an honorary award by the Council may use the post nominals relevant to the award. A letter will be sent to the honorary award recipient advising the post nominals that the individual may use, in accordance with the following examples:

Award	Post Nominal
Honorary Degree of Doctor of the University	HonDUni <i>CQU</i>
Honorary Degree of Doctor of Science	HonDSc <i>CQU</i>
Honorary Degree of Doctor of Applied Science	HonDAppSc <i>CQU</i>
Honorary Degree of Doctor of Arts	HonDArts <i>CQU</i>
Honorary Degree of Doctor of Business	HonDBus <i>CQU</i>
Honorary Degree of Doctor of Education	HonDEd <i>CQU</i>
Honorary Master of Science	HonMSc <i>CQU</i>
Honorary Master of Business Administration	HonMBA <i>CQU</i>
Honorary Master of Engineering	HonMEng <i>CQU</i>
Honorary Master of Communication	HonMComm <i>CQU</i>
Companion of the University	Companion <i>CQU</i>

DEFINITIONS

Prominent Public Figures and Iconic People: are those persons who are nationally recognised and well-known by the general public and are afforded great admiration or respect.

RESPONSIBILITIES

The University Secretary will be responsible for ensuring these procedures are followed.

Responsibilities of the Ceremonial and Honorary Awards Committee are to:

- verify the details located in each application and obtain additional information where necessary. Members may wish to approach the University's Corporate Communications Directorate for assistance;
- consider each nomination carefully and thoughtfully in relation to the stated criteria for each award and the other nominations;
- consider potential risks associated with the University's reputation, image, profile, or resources, at the time the nomination is put forward, and into the future;
- recommend to Council, persons to be considered for the conferral of honorary degrees and the name of the awards to be granted;
- maintain a register of the honours conferred.

Refer to the [Ceremonial and Honorary Awards Committee Terms of Reference](#) for more information about the Functions and Responsibilities and Membership of this Committee.

RECORDS

All records relevant to these procedures are to be maintained in a recognised University recordkeeping system.

Approval Authority	Council
Policy Administrator	Executive Director (Corporate Services)
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Related Documents	Honorary Award / Guest Speaker / Naming Nomination Form Ceremonial and Honorary Awards Committee Terms of Reference