

HONORARY AND DISTINGUISHED SERVICE AWARDS POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
	Honorary awards criteria.....	2
	Distinguished service awards criteria.....	3
	Privileges.....	3
	Posthumous awards.....	3
4	PROCEDURE	4
	Nomination process	4
	Committee deliberations	4
	Awarding honorary awards	5
	Awarding distinguished service awards	6
	Lapse of award offers.....	6
	Communication	6
5	RESPONSIBILITIES	7
	Compliance, monitoring and review	7
	Reporting.....	7
	Records management.....	7
6	DEFINITIONS	7
	Terms and definitions.....	8
7	RELATED LEGISLATION AND DOCUMENTS	8
8	FEEDBACK.....	8
9	APPROVAL AND REVIEW DETAILS.....	8

1 PURPOSE

- 1.1 This policy and procedure outlines the honorary and distinguished service awards offered by CQUniversity.

2 SCOPE

- 2.1 This policy and procedure applies to honorary and distinguished service awards of CQUniversity.

3 POLICY STATEMENT

- 3.1 The University may confer honorary awards on people to recognise their outstanding contribution to the Australian community, and award distinguished service awards to recognise distinguished contributions to the University. Conferring honorary and awarding distinguished service awards makes a substantive contribution to elevating people as role models for University graduates.
- 3.2 Conferring honorary and awarding of distinguished service awards will highlight the many and varied achievements of individuals in a cross section of professions and fields of endeavour.
- 3.3 The act of awarding an honorary or distinguished service award 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 Ceremonial and Honorary Awards 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 current University Council member or employee, or
 - there is the possibility that the award may be perceived as payment-in-kind for services rendered to the University.
- 3.4 The University Council may confer the following honorary 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:
- Doctor of the University
 - Honorary Doctor in a particular discipline area
 - Honorary Master in a particular discipline area
 - Companion of the University.
- 3.5 The Ceremonial and Honorary Awards Committee may award distinguished service awards to individuals who have made a distinguished contribution to the University
- 3.6 Honorary awards may be revoked if the awardee's subsequent actions mean they would not be conferred with an award if an award was now to be considered, or has the potential to damage the University's reputation. Any recommendation to revoke an award will be made to Council by the Ceremonial and Honorary Awards Committee and include the reasons for the recommendation.
- 3.7 Distinguished service awards may be revoked if the awardee's subsequent actions mean they would not be awarded with an award if an award was now to be considered, or has the potential to damage the University's reputation. Any decision by the Ceremonial and Honorary Awards Committee to revoke a distinguished service award will include the reasons for the decision, and be reported to Council for noting.

Honorary awards criteria

Doctor of the University

- 3.8 This honorary degree will be conferred on the basis of distinguished performance, taking into account two major aspects:
- eminent achievement and distinguished contribution to the community, and/or
 - service or support to the University.

Honorary Doctor in a particular discipline area

- 3.9 This honorary degree will be conferred on the basis of the following criteria:
- 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, and/or
 - the nominee's initiative, leadership or distinction in the particular discipline.

Honorary Master in a particular discipline area

- 3.10 This honorary degree will be conferred on the basis of the following criteria:
- 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, and/or
 - the nominee's initiative, leadership or distinction in the particular discipline.

Companion of the University

- 3.11 This award may be conferred to publicly recognise the achievement of persons in the community and/or the University who would not be otherwise considered for an honorary award.
- 3.12 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.
- 3.13 This award will be conferred where nominees have:
- provided exceptional support, usually over a considerable period of time, in the development and/or enhancement of the community and/or University
 - demonstrated achievements deemed by the Ceremonial and Honorary Awards Committee to be important in the development, promotion or enhancement of the community and/or University
 - 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 University employees and students.

Distinguished service awards criteria

- 3.14 The Ceremonial and Honorary Awards Committee may award distinguished service awards to:
- professional employees, typically upon retirement, to recognise outstanding service to the University beyond the normal requirements of their position, or
 - individuals who are not University employees to recognise their distinguished contribution to the University.
- 3.15 Awarding of a distinguished service award is not an automatic entitlement for any employee.

Privileges

- 3.16 Recipients of honorary awards, will be:
- invited to receive their award 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, and
 - entitled to wear the academic dress of the University on ceremonial occasions.
- 3.17 Recipients of distinguished service awards, will be:
- invited to receive their award at an appropriate function, and
 - accorded special guest status at relevant University events.

Posthumous awards

- 3.18 The Council may confer honorary awards and the Ceremonial and Honorary Awards Committee may award distinguished service awards posthumously as a mark of the University's respect for the person's past achievements, contributions and eminence.
- 3.19 In the event that an honorary award or distinguished service award nominee dies before determination or presentation of the award, the Ceremonial and Honorary Awards Committee will consider whether the award should be made posthumously.
- 3.20 In the event of a posthumous honorary award, the next-of-kin may nominate a representative to attend the graduation ceremony, and receive the testamur and citation. The representative will not wear the academic dress for the award but may wear any academic dress to which they are entitled.

- 3.21 In the event of a posthumous distinguished service award, the next-of-kin may nominate a representative to attend the presentation function, and receive the certificate and pin.

4 PROCEDURE

Nomination process

- 4.1 While any person may prepare an honorary or distinguished service award nomination, all nominations must be sponsored and submitted by a Ceremonial and Honorary Awards Committee member. Nominations for honorary and distinguished service awards should take into consideration gender and cultural diversity.
- 4.2 Nominations for an honorary award will be made on the [Nomination Form](#), accompanied by supporting information, and submitted by a Ceremonial and Honorary Awards Committee member to the Secretary of the Ceremonial and Honorary Awards Committee. Supporting information must include at least two written references, with at least one of those written references from a person who has a prominent standing in the same field of endeavour as the nominee.
- 4.3 Nominations for distinguished service awards will be made on the [Nomination Form](#), accompanied by supporting information, and submitted by a member of the Ceremonial and Honorary Awards Committee to the Secretary of the Ceremonial and Honorary Awards Committee. Supporting information must include at least two written references.
- 4.4 Self-nomination is not permitted.
- 4.5 Persons wishing to nominate prominent public figures and iconic people for an honorary or distinguished service 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.
- 4.6 In some cases it may prove challenging to obtain a Curriculum Vitae (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.
- 4.7 The nomination must include information on existing or potential connections between the nominee and the University.
- 4.8 The nomination must remain confidential and the nominee must not be informed of the nomination.
- 4.9 Nominations for honorary awards will be considered by the Ceremonial and Honorary Awards Committee, which may recommend the award to Council for conferral. The decision of the Council in relation to honorary awards is final.
- 4.10 Nominations for distinguished service awards will be considered and determined by the Ceremonial and Honorary Awards Committee, whose decision is final.

Committee deliberations

- 4.11 The following will guide the deliberations of the Ceremonial and Honorary Awards Committee:
- any person is eligible for nomination
 - in considering the nomination the Ceremonial and Honorary Awards Committee will maintain its independence from any other process of the University
 - freedom from political patronage or other like relationship
 - the desire for a representative balance of gender, ethnic and age diversity among honorary award recipients each year
 - community standards and expectations
 - potential risks associated with the awarding of an honorary or distinguished service award will be considered.

Awarding honorary awards

Preparation

- 4.12 The testamur for an honorary award will be printed on honorary award testamur paper. This testamur paper will not include any reference to the Australian Qualifications Framework.
- 4.13 The name of the honorary award will be printed on the testamur in accordance with the naming conventions detailed in this policy and procedure.
- 4.14 Corporate Communications will prepare a draft citation and seek input from other relevant personnel within the University. The citation will be approved by the University Secretary (or nominee) prior to it being printed on official citation paper for presentation at the nominated graduation ceremony.
- 4.15 A University Pin denoting honorary awards will be presented with the testamur and citation. University Pins will be issued as follows:
- Doctor of the University and Honorary Doctor – gold pin
 - Companion – silver pin
 - Honorary Master – bronze pin.

Presentation

- 4.16 Honorary awards will be presented at a University graduation ceremony or in absentia if attendance at a graduation ceremony is not possible.
- 4.17 Once Council has approved the awarding of an honorary award, the Senior Coordinator University Life will issue an official notification from the Chancellor to the honorary award recipient advising the honorary award and suggesting an appropriate graduation ceremony for presentation. Copies will also be forwarded to other relevant personnel.
- 4.18 University Life will include the presentation of the honorary award in the relevant graduation ceremony. In the case of prominent public figures and iconic people, the team will work in tandem with the University's Corporate Communications to ensure maximum exposure for the University.
- 4.19 Honorary degree recipients will be provided with the appropriate academic dress. A testamur, citation and pin will be presented at the ceremony.
- 4.20 There is no automatic expectation that honorary award recipients will be invited to give the occasional address at the graduation ceremony.
- 4.21 Honorary award recipients will be invited to future graduation ceremonies and will be entitled to join the academic procession.

Conferral wording

- 4.22 The following conferral wording for honorary awards will be used:
- Doctor of the University – “the University confers on [name] the honorary degree of Doctor of the University”
 - Honorary Doctor or Master of a particular discipline area – “the University confers on [name] the degree of Honorary Doctor/Master of [discipline area]”
 - Companion of the University – “the University makes [name] a Companion of the University”.

Honorary award nomenclature

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

- 4.24 Recipients of honorary awards and titles will 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.
- 4.25 A person who has been conferred with an honorary award may use the postnominals relevant to the award. The Senior Coordinator University Life will issue a post-presentation letter from the Chancellor to the honorary award recipient which includes advice on the use of their title and the postnominals that they may use, in accordance with the following examples:

Award	Postnominal
Honorary Degree of Doctor of the University	HonDUni <i>CQU</i>
Honorary Doctor of Science	HonDSc <i>CQU</i>
Honorary Doctor of Applied Science	HonDAppSc <i>CQU</i>
Honorary Doctor of Arts	HonDA <i>CQU</i>
Honorary Doctor of Business	HonDBus <i>CQU</i>
Honorary 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>

Awarding distinguished service awards

Preparation

- 4.26 Certificates for distinguished service awards will be printed on the approved certificate template maintained by the Committee Secretary.
- 4.27 A University Pin denoting distinguished service will be presented with the certificate.

Presentation

- 4.28 The sponsor of a distinguished service award nomination will arrange presentation of a distinguished service award at an appropriate University function. The award may be posted if a nominee is unable to attend the function.

Lapse of award offers

- 4.29 Where an honorary award is conferred by Council and there has been no acceptance by the awardee within a period of two years from the date of conferral, the award will lapse. A new nomination will be required and new recommendation made by the Ceremonial and Honorary Awards Committee to Council to confer a new honorary award on the individual.
- 4.30 Where a distinguished service award is awarded by the Ceremonial and Honorary Awards Committee and there has been no acceptance by the awardee within a period of one year from the award date, the award will lapse. A new nomination will be required and new determination made by the Ceremonial and Honorary Awards Committee.

Communication

Honorary awards

- 4.31 The Senior Coordinator University Life will:

- issue communications from the Chancellor as set out in the relevant sections above, including invitations to receive awards, and 'congratulations' and title use information following the graduation ceremony
- liaise with approved honorary awardees regarding ceremony attendance and guests to be invited, and
- provide update reports to the Ceremonial and Honorary Awards Committee on the honorary awardee attendance at ceremonies.

Distinguished service awards

- 4.32 The relevant Senior Executive (or nominee) will issue communications regarding the awarding and presentation of the distinguished service award.

All awards

- 4.33 The Strategic Engagement Directorate will ensure honorary and distinguished service awardees receive ongoing opportunities to hear from, and engage with, the University.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The University Secretary is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Ceremonial and Honorary Awards Committee will:
- verify the details in each application and obtain additional information where necessary. Members may wish to approach the University's Corporate Communications 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 awards and the name of the honorary degrees to be conferred, and
 - consider nominations and determine recipients for distinguished service awards.
- 5.3 Further details of the functions and responsibilities of the Ceremonial and Honorary Awards Committee are provided in their [Terms of Reference](#).

Reporting

- 5.4 The Senior Coordinator University Life will maintain a register of the honorary awards conferred.
- 5.5 The Secretary, Ceremonial and Honorary Awards Committee will maintain a register of the distinguished service awards approved.

Records management

- 5.6 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.7 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Prominent public figures and iconic people: persons who are nationally and/or internationally recognised and well-known by the general public and are afforded great admiration or respect.

7 RELATED LEGISLATION AND DOCUMENTS

[Ceremonial and Honorary Awards Committee Terms of Reference](#)

[Distinguished Service Award Nomination Form](#)

[Honorary Award Nomination Form](#)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	Ceremonial and Honorary Awards Committee (operational amendments only)
Advisory Committee	Ceremonial and Honorary Awards Committee
Required Consultation	N/A
Administrator	University Secretary
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