

HONORARY AWARDS POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure provides details of the honorary awards offered by CQUniversity Australia, their criteria and the nomination and approval processes. It also provides details of the nomenclature of the University's honorary awards and the privileges offered to recipients.

2 SCOPE

- 2.1 This policy and procedure applies to anyone wishing to submit a nomination for an Honorary Award of CQUniversity Australia and recipients of those honorary awards.

3 POLICY STATEMENT

- 3.1 CQUniversity, from time to time will confer 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.
- 3.2 It is intended that this process will highlight the many and varied achievements of individuals in a cross section of professions and fields of endeavour.

- 3.3 The University will confer 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:
- Doctor of the University
 - Honorary Doctor in a particular discipline area
 - Honorary Master in a particular discipline area
 - Companion of the University.

Honorary Awards criteria

Doctor of the University

- 3.4 CQUniversity will confer this honorary degree 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

- 3.5 CQUniversity will confer this honorary degree 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

- 3.6 CQUniversity will confer this honorary degree 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

- 3.7 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.
- 3.8 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.
- 3.9 This award is conferred where nominees have:
- provided exceptional support 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/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 staff and students of the University.

Privileges for all Awards

- 3.10 Recipients of CQUniversity honorary awards, 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, and
 - entitled to wear the academic dress of the University on ceremonial occasions.

Posthumous Awards

- 3.11 The University may confer awards posthumously as a mark of the University's respect for the person's past achievements, contributions and eminence.
- 3.12 In the event that a nominee dies before the promulgation of the selection, the Ceremonial and Honorary Awards Committee will consider whether the award should be made posthumously under the appropriate provisions detailed in the procedure.

Caution

- 3.13 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 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 member of 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.

4 PROCEDURE

Nomination process

- 4.1 Any person may submit an honorary award nomination to the Secretary of the Ceremonial and Honorary Awards Committee. The nomination shall be made on the [Nomination 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.
- 4.2 Self-nomination is not permitted.
- 4.3 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 Ceremonial and Honorary Awards Committee acknowledges that 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.
- 4.4 The nomination is to include information on existing or potential connections between the nominee and the University.
- 4.5 The nomination should remain confidential and the nominee should not be informed of the nomination.

- 4.6 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 conferral. The decision of the Council in relation to honorary awards is final.

Committee deliberations

- 4.7 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 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
 - equity
 - potential risks associated with the awarding of an honorary degree will be considered.

Preparation of the testamur and citation

- 4.8 The testamur for an honorary award shall be printed on honorary award testamur paper. This separate testamur paper will not include any reference to the Australian Qualifications Framework.
- 4.9 The name of the honorary award shall be printed on the testamur in accordance with the naming conventions detailed in this document.
- 4.10 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 be approved by the Director, Governance prior to it being printed on official citation paper for presentation at the nominated graduation ceremony.

Conferring of awards

- 4.11 Honorary degrees will be conferred at a University graduation ceremony or in absentia if attendance at a graduation ceremony is not possible.
- 4.12 Once Council has approved the awarding of an honorary degree, the Secretary to the Ceremonial and Honorary Awards Committee will forward the official notification from the Chancellor 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 the Ceremonial and Honorary Awards Committee will advise the Corporate Events and Graduation team and other relevant personnel when the honorary award recipient has advised their intention regarding the award.
- 4.13 The Corporate Events and Graduation team 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 staff to ensure maximum exposure for the University.
- 4.14 Honorary degree recipients are provided with the appropriate academic dress. A testamur and citation are given at the ceremony.
- 4.15 There is no automatic expectation that honorary award recipients will be invited to give the occasional address at the graduation ceremony.
- 4.16 Honorary award recipients are invited to future graduation ceremonies and are entitled to join the academic procession.

Conferral wording

- 4.17 The conferral wording used for an honorary award of Doctor of the University shall be “the University confers on [name] the honorary degree of Doctor of the University”.
- 4.18 The conferral wording used for an honorary award of Doctor or Master of a particular discipline area shall be “the University confers on [name] the degree of Honorary Doctor/Master of [discipline area]”.
- 4.19 The conferral wording used for an honorary award of Companion of the University shall be “the University makes [name] a Companion of the University.”

Posthumous Awards

- 4.20 In the event of a posthumous award, the next-of-kin may nominate a representative to attend the graduation ceremony, and receive the testamur and citation. The representative shall not wear the academic dress for the award but may wear any academic dress to which they are entitled.

Right to use award nomenclature

- 4.21 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.
- 4.22 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.
- 4.23 A person who has been conferred with 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 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>

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Deputy Vice-Chancellor (Student Experience and Governance) is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Secretary to the Ceremonial and Honorary Awards Committee shall maintain a register of the honours conferred.

- 5.3 The Ceremonial and Honorary Awards Committee will:
- verify the details located in each application and obtain additional information where necessary. Members may wish to approach the University's Corporate Communications team 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, and
 - recommend to Council, persons to be considered for the conferral of honorary degrees and the name of the awards to be granted.
- 5.4 Further details of the functions and responsibilities of the Ceremonial and Honorary Awards Committee are provided in their Terms of Reference.

Reporting

- 5.5 No additional reporting is required.

Records management

- 5.6 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

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

7 RELATED LEGISLATION AND DOCUMENTS

[Alumni Award/Honorary Award/Guest Speaker/Naming/Emeritus Staff/Laureate Professor Nomination Form Ceremonial and Honorary Awards Committee Terms of Reference](#)

8 FEEDBACK

- 8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Ceremonial and Honorary Awards Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	29/08/2021

Approval and Amendment History	
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Notes	This document was previously known as the Honorary Awards Criteria and Procedures (26/08/2013).