



## Honorary Doctorate Procedures

### 1. POLICY SUPPORTED

[Honorary Awards Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Nominations for Honorary Doctorates

- 2.1.1 Calls for nominations for Honorary Doctorates will be made by the Secretariat on a biannual basis, timed so that a Council resolution to award an Honorary Doctorate may be made in time to allow presentation at the next relevant round of graduation ceremonies.
- 2.1.2 Council members and staff of the University may provide nominations for Honorary Doctorates:
  - a) Nominations made by a member of Council, the Vice-Chancellor or an Executive Manager may be submitted directly to the Council Secretary;
  - b) Nominations made by other members of staff must be submitted to the Council Secretary through their Executive Manager.
- 2.1.3 Nominations will be submitted using the relevant nomination form.

#### 2.2 Initial review and shortlisting of nominations

- 2.2.1 The Secretariat:
  - a) is responsible for the initial review of nominations to ensure:
    - i) all relevant criteria has been addressed; and
    - ii) all supporting documentation has been provided.
  - b) will forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration and shortlisting.
- 2.2.2 The HAAC will:
  - a) assess nominees against the award criteria;
  - b) obtain and consider additional information from the nominator, other persons or the Planning and Management Committee, if deemed necessary;
  - c) ensure due diligence processes have been undertaken ;
  - d) consider whether a nominee would be better suited for an award other than the one for which they have been nominated; and
  - e) provide a report on the recommended nominees to the Executive Committee of Council.

#### 2.3 Council deliberation and resolution processes

- 2.3.1 The Executive Committee will consider the report of the HAAC.
- 2.3.2 To assist in its deliberations, the Executive Committee may obtain and consider additional information it considers necessary.
- 2.3.3 The Executive Committee will provide a report to Council on the recommended nominees and the Committee's deliberations.
- 2.3.4 Council will consider the report of the Executive Committee and confer any Honorary Doctorates it wishes to award, provisional upon confirmation of the willingness of the nominee to accept the award.

#### 2.4 Notification of decision

- 2.4.1 The Vice-Chancellor will write to the successful nominee(s) advising of Council's decision and will invite the recipient to accept the award offered.
- 2.4.2 Where the nominee is willing to accept the award offered, the award will be:

- a) conferred in accordance with relevant University policies and procedures. and
- b) presented according to section 2.5 below.

2.4.3 Where the nominee is not willing to accept the award offered, or has not communicated their willingness or otherwise within six months of being advised of the offer, the offer of the award will be deemed to have lapsed.

2.4.4 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator, in confidence, of the outcome.

## **2.5 Presentation of Honorary Doctorates**

2.5.1 An Honorary Doctorate will normally be presented at a relevant Graduation Ceremony, at which the recipient will normally give the Occasional Address to graduates.

2.5.2 In exceptional circumstances and at the discretion of the Vice-Chancellor, an Honorary Doctorate may be presented at another appropriate University event.

2.5.3 In exceptional circumstances and at the discretion of the Vice-Chancellor, presentation may be conducted in absentia where the nominee has accepted the University's offer of the award but has since become incapacitated or is otherwise prevented from attending a presentation event.

2.5.4 In circumstances in which Council has resolved to approve an award and the nominee has accepted the offer but has since died, an Honorary Doctorate may be presented posthumously.

2.5.5 When deemed appropriate by the Vice-Chancellor, reasonable travel and accommodation costs for the recipient and one other person to attend the Graduation Ceremony or event at which the award is to be presented will be met by the University.

2.5.6 The Office of Corporate Relations will:

- a) coordinate all public relations and media services in relation to the conferral of an Honorary Doctorate;
- b) maintain a list of the recipients of Honorary Doctorates; and
- c) manage the University's ongoing relationship with the recipient of an Honorary Doctorate.

## **2.6 Duration of Honorary Doctorates**

2.6.1 Honorary Doctorates will normally be conferred in perpetuity.

## **2.7 Academic regalia**

2.7.1 The academic regalia for each type of Honorary Doctorate are described in the relevant University policy and procedures.

## **2.8 Benefits and entitlements of Honorary Doctorate recipients**

2.8.1 Recipients of Honorary Doctorates are entitled to use the relevant post-nominal for that degree for all correspondence and cite the official award abbreviation after their name.

2.8.2 An Honorary Doctorate is not a qualification under the Australian Qualifications Framework (AQF), therefore the conferral of an Honorary Doctorate does not entitle the recipient to use the title 'Doctor' or 'Dr' except when participating in an activity or event associated with the University.

2.8.4 Honorary Doctorate recipients will be invited to Graduation Ceremonies and other important University occasions as appropriate.

## **3. RESPONSIBILITIES**

There are no additional responsibilities other than those set out under section 2.

## **4. SCOPE OF PROCEDURES**

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

**5. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

**6. SCHEDULES**

*Nil*

**7. RELATED DOCUMENTS/LINKS**

[Awards and Graduations Manual](#)

[Nomination Form](#)

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<b>Approval Authority</b>	Honorary Awards and Appointments Committee
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**REVISION HISTORY**

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New	Approved	11/12/2013	Council	C 206/13	Attachment 2 to Confidential Document No 01236/13, effective 1 January 2014
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