

HONORARY AWARD NOMINATIONS REVIEW PANEL

Serviced by:	<i>Senior Executive Officer to the Vice-Chancellor or member of the Executive Support Team</i>
Reports to:	<i>Senate</i>

1. Key Responsibilities & Terms of Reference

- 1.1 To review nominations of persons worthy of the conferment of an honorary degree, exercising delegated authority to approve nominations on behalf of Senate and confirming the appropriate award for each such person.
- 1.2 To advise the Vice-Chancellor with regard to any other honorary appointments, subject to consultation with Senate where appropriate.
- 1.3 To appoint Academic Hosts for recipients of honorary degrees.
- 1.4 To review the guidelines for honorary degrees every three years or sooner if needed.
- 1.5 To revoke Honorary Awards under the authority of the Vice-Chancellor where necessary and appropriate.

2. Membership

- 2.1 The membership of the Honorary Nominations Advisory Panel will be as follows:
 - Vice-Chancellor (Chair)
 - Deputy Vice-Chancellor and Provost

- Two Deans Student Union President
- A nominee of the Vice-Chancellor (Secretary)
- A Professional Services Director

2.2 If an application by a member of the Panel is being considered then the applicant will be replaced as a Panel member by a senior academic colleague nominated by the Vice-Chancellor.

3. Frequency of Meetings and Conduct of Business

- 3.1 The Honorary Award Nominations Review Panel shall normally meet once per year, usually in February or March, although additional meetings can be scheduled at any time subject to the prior authorisation of the Vice-Chancellor. In addition, Chair's Action can be taken between meetings in exceptional circumstances, following the electronic circulation of nominations to members for comment.
- 3.2 The meeting shall be quorate when at least four members, including the Vice-Chancellor or Deputy Vice-Chancellor and Provost, are present.
- 3.3 At all meetings the Chair must be taken by the Vice-Chancellor or, in the absence of the Vice-Chancellor, by the Deputy Vice-Chancellor and Provost.
- 3.4 The documentation for, and deliberations of, the nominations for honorary awards are confidential to members.
- 3.5 Exceptionally, Chair's Action may be taken by the Vice-Chancellor to approve recommendations for honorary awards, or recommendations for revoking an honorary award following electronic circulation with the wider membership in confidence.

- 3.6 Feedback to the nominator, in the case of honorary awards, will be provided by the Secretary.
- 3.7 Honorary awards will be notified to Senate once accepted by the recipient and recorded in the minutes of Senate, normally at the July meeting in any academic cycle.

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