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# **Academic Regulations 11:**

## **Honorary Awards**

### **2024-2025**

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## Section 1 - Honorary Awards

### General Criteria

- 1 This document covers the three different types of Honorary Awards available:
  - Honorary Degrees
  - Honorary Fellowships
  - Honorary Professorships
- 2 Proposals to confer an award not listed above will be subject to the approval of Academic Council.
- 3 The following general criteria must be taken into consideration for all types of Honorary Awards:
  - (i) Honorary Awards shall be conferred on persons of distinction who will enhance the reputation of the University and strengthen its mission.
  - (ii) Honorary Awards shall be conferred on persons present at an appropriate conferment ceremony. It shall be exceptional for an Honorary Award to be conferred in absentia.
  - (iii) Honorary Awards may not be conferred on persons who are employed by the University at the time of conferment. Current staff, students and members of Kingston University committees shall not be eligible until they cease these roles.
  - (iv) A reasonable test of a candidate's suitability, for any Honorary Award, should be the "goodness of fit" of the candidate with the substantial community of honorary graduates already created by the University.
  - (v) An Honorary Award should not be read as reciprocating a gift or political intervention on behalf of the University.
  - (vi) In making awards to people in political life, the University should seek to avoid endorsing individual political candidature or raising suspicion of eliciting favour with party or person.
- 4 The Honorary Awards Panel (HAP) will consider the eligibility of candidates for the conferment of Honorary Awards against approved criteria (para 3) and shall approve persons for conferment.
- 5 Under exceptional circumstances, the HAP has the power to rescind an Honorary Award.

## Section 2 - Honorary Degrees

### Criteria and Requirements

- 6 Honorary Degrees will be awarded to those who:
- have achieved international academic distinction or held major leadership roles nationally or globally in the disciplines, areas of business and the professions that Kingston University serves; and
  - are considered to be appropriate role models for our students
  - have a local connection with the Kingston area (not essential but the award must be of benefit to the University)
  - have a prior or planned connection with the University's activities
  - have an affinity with disciplines studied at Kingston University

### Titles

- 7 The Doctoral degree awarded will be agreed by the HAP but will be from the list of University approved titles below:

Doctor of Arts	Hon DArts
Doctor of Art and Design	Hon DAD
Doctor of Engineering	Hon DEng
Doctor of Laws	Hon LLD
Doctor of Letters	Hon DLitt
Doctor of Science	Hon DSc
Doctor of the University	Hon DUniv

## Section 3 - Honorary Fellowships

### Criteria and Requirements

- 8 Honorary Fellowships may be conferred on persons whose outstanding work or action has contributed significantly (whether by benefaction, achievement or service) in furthering the work or interests of the University.
- 9 They may be conferred on persons external to the University or ex-members of staff (NB: Conspicuous service to the University by Kingston University retired academics who have achieved Professorial status is normally recognised by the award of the title of Emeritus Professor according to the criteria in the Senior Academic Visiting & Emeritus (SAVE) appointments process.

### Title

- 10 The University approved title for an Honorary Fellowship is **Hon Fellow**.

## Section 4 - Honorary Professorships

### Criteria and Requirements

Honorary Professorships will be awarded to those who:

- 11 Have established an association with the University, as defined in the criteria for Honorary Degrees on page 4, but who do not fall within the criteria for Visiting Professor (please see the Senior Academic Visiting & Emeritus (SAVE) appointments process) in terms of a specific contribution.
- 12 Are of a national and international standing in their field equivalent to the expected of university Professors in their field.
- 13 Nominees need not necessarily be academics, and criteria other than research and educational publications are thus relevant considerations. Such criteria will relate to national and international achievement in areas such as business, policy and society. Examples might include but are not limited to:
  - Outstanding professional achievement
  - Recognition as a leading expert within their profession or occupation
  - Entrepreneurial or social benefit activity
- 14 The process for nominating an individual for an Honorary Professor Award is different to that for Honorary Degrees and Honorary Fellowships. Full details can be found on page 9.

### Title

- 15 The University approved title for an Honorary Professorship is **Hon Prof.**

## Annex 1

# PROCEDURES FOR THE NOMINATION, APPROVAL AND CONFERMENT OF HONORARY AWARDS

## HONORARY DEGREES AND HONORARY FELLOWSHIPS:

Please also see the 'Honorary Awards flowchat of process' on the [HAP StaffSpace](#) page.

### Stage One

- 1 A call for nominations is issued by the HAP Clerk prior to the next Honorary Awards Panel (HAP) meeting\*. This is sent to all members of SLT who are asked to disseminate the message.
- 2 Any member of staff of the University (or Board of Governors) may put forward a nomination but all nominations must be approved by the relevant SLT member before they will be considered at a HAP meeting. \*Staff may also submit nominations at any time during the year, for consideration at the next HAP meeting.
- 3 Nominations for awards from overseas partner institutions should come through the Dean of the relevant Faculty.
- 4 Nominators must submit the following to the HAP Clerk:
  - A completed nomination form (this must be signed by the nominator and the relevant SLT member)
  - A CV or a Who's Who entry or a brief biography for the nominee
- 5 The Faculty/Directorate must carry out Due Diligence on the nominee and explore any potential conflict of interest. Any findings need to be logged in the relevant section of the Honorary Awards Nomination Form
- 6 No nominee should be approached without the prior agreement of the HAP, or exceptionally of the Deputy Vice-Chancellor as the HAP Chair.
- 7 The HAP meets to consider whether:
  - i) The nomination should be approved (an approved nomination is valid for 3 years from the date of the decision)
  - ii) A decision should be deferred pending the receipt of further information or a change in circumstances
  - iii) The nomination should be rejected
- 8 If the nomination is approved it progresses to Stage 2 (see below).
- 9 If the nomination is deferred the HAP Clerk informs the relevant SLT member of the reasons for the deferral and of any information or actions

which need to be carried out in order for the nomination to be re-presented to the HAP at a later date.

- 10 If the nomination is rejected the HAP Clerk informs the relevant SLT member and the nominator, and the matter is closed.

## Stage Two

- 11 The HAP Clerk will inform the relevant SLT member and nominator that the nomination has been approved.
- 12 The Faculty/Directorate are then responsible for contacting the nominee to see if they are willing/able to accept the award.
- 13 If the nominee rejects the invitation, the Faculty/Directorate should inform the HAP Clerk. The matter will be reported to the next HAP meeting and then closed.
- 14 If the nominee accepts the invitation, the Faculty/Directorate should liaise with the Events team\* and the nominee to identify a suitable date for conferment of the award.
- 15 The Faculty/Directorate should then let the HAP Clerk know that the nominee has accepted the invitation and the date when the award will be conferred.
- 16 The HAP Clerk will arrange for a formal letter of invitation to be sent to the nominee from the Vice-Chancellor. This letter will be copied to the relevant SLT member, the nominator and the Events team.
- 17 The detailed arrangements for the conferment of all awards are dealt with by the nominating Faculty/Directorate, in liaison with the Events team where appropriate.
- 18 The award certificate must be requested by either the Events team or the organising Faculty/Directorate. Please email <mailto:gradcerts@kingston.ac.uk> .
- 19 The Honorary Award is conferred at the agreed ceremony.
- 20 Following the ceremony, the recipient of the award will be entitled to use the approved post-nominal letters after their name.
- 21 The HAP Clerk reports all conferred Honorary Awards to the HAP and Academic Council.

**\* Please note that references to the Events team are only applicable where awards are to be conferred at a graduation ceremony which is organised by the Events team. All other references to them should be replaced by the Faculty/Directorate which is organising the conferment event.**



## HONORARY PROFESSORSHIPS:

### Stage one

- 1 All nominations for Honorary Professors need to go via the Vice-Chancellor.
- 2 Completed nomination forms should be sent to the Vice-Chancellor and the HAP Clerk accompanied by two external references from national/international leaders in their professional area confirming that the individual concerned is of such intellectual and leadership calibre that they are of equivalent merit to a Kingston University Professor (please refer to the Professorial criteria which can be found in the Senior Academic Visiting & Emeritus (SAVE) appointments process).
- 3 The award of Honorary Professor may only then be put forward to the Honorary Awards Panel by the Vice-Chancellor.
- 4 See points 5 – 10 under stage one for Honorary Degrees and Honorary Fellowships.

### Stage two

- 5 See points 11 – 21 under stage two for Honorary Degrees and Honorary Fellowships.

## HONORARY AWARDS NOMINATION FORM

Nominations for Kingston University Honorary Awards are **STRICTLY CONFIDENTIAL** and must not be discussed with the individual concerned until conferment of the award has been formally approved by the Honorary Awards Panel. This will avoid the considerable embarrassment which could arise should a nomination not be accepted.

<b>NOMINEE'S PERSONAL DETAILS</b>	Nominee's full name and title	
	Nominee's full address for correspondence	
	Nominee's current position/employment	
<b>NOMINATED BY</b>	Name	Date
	Faculty/Directorate	School/Section
<b>AWARD DETAILS</b>	<p><i>Please tick to confirm proposed Award:</i></p> <p><b>Honorary Fellowship</b> <input type="checkbox"/></p> <p><b>Honorary Degree*</b> <input type="checkbox"/></p> <p>*If you have ticked Honorary Degree please indicate which of the following 'Doctor of' titles is proposed:</p> <p>Hon DArts (Arts) <input type="checkbox"/></p> <p>Hon DAD (Arts and Design) <input type="checkbox"/></p> <p>Hon DEng (Engineering) <input type="checkbox"/></p> <p>Hon LLD (Laws) <input type="checkbox"/></p> <p>Hon DLitt (Letters) <input type="checkbox"/></p> <p>Hon DSc (Science) <input type="checkbox"/></p> <p>Hon DUniv (University) <input type="checkbox"/></p> <p><b>Honorary Professorship</b> <input type="checkbox"/></p>	
<b>SUPPORTING STATEMENT</b>	<p><i>Please outline:</i></p> <ul style="list-style-type: none"> <li><i>Why the Faculty/Directorate are supporting the nomination</i></li> <li><i>Any links that the nominee has with KU/the Kingston area/the Kingston community</i></li> <li><i>How an association with this nominee would help to enhance the reputation of KU</i></li> </ul>	

<b>FURTHER DETAILS</b>	Date of ceremony when award is to be conferred	
	Wording to be used on official invitation letter if successful: (e.g. "...awarded for your outstanding contribution to...")	
<b>Please confirm that you have carried out Due Diligence on this nominee and explored any potential conflict of interest (please include any findings below)</b>		<b>YES/NO</b>
Findings:		
..... Signed: Nominator	..... Signed: SLT member	
..... Date	..... Date	

Figure 1

**Please complete and send with the Nominee’s summary CV (max. 2 sides of A4) / biography to Emma Crouch, Clerk to the Honorary Awards Panel [e.crouch@kingston.ac.uk](mailto:e.crouch@kingston.ac.uk)**

For further information please see the Honorary Awards StaffSpace page:  
<https://kingstonuniversity.sharepoint.com/sites/staffspace/dep/ESO/Pages/honoraryawards.aspx>