1 Purpose

To provide information and guidance on procedures related to the Honorary Awards and Titles that may be conferred by the Council of the University.

2 Scope

This procedure applies to all University Employees and Students as well as to persons external to the University.

3 Procedure Overview

This procedure establishes the process for nomination, conferral, rights of use and academic dress requirements for Honorary Awards and Titles conferred by the Council of the University through its Honorary Awards Committee.

4 Procedures

4.1 Nomination Procedures

4.1.1 Call for nominations

The University Secretary will call for nominations for Honorary Awards and Titles twice yearly. The first call will be made during the period February-March of each year, with a view to conferring Honorary Awards and Titles at the University's spring graduation ceremonies of that year. The second call will be made during the period August-September of each year, with a view to conferring Honorary Awards and Titles at the University's autumn graduation ceremonies the following year.

4.1.2 Form of nominations

Nominations are confidential and should be made to the University Secretary for referral to the Honorary Awards Committee.

Nominations should address the criteria (as outlined in the Honorary Award and Title Schedule) applying to the Honorary Award or Title for which the nominee is being nominated, and include supporting documentation, such as a curriculum vitae, and/or a personal and professional profile of the nominee. The Honorary Awards Committee may request additional material from the nominator. Where the nominator of a candidate for an Honorary Award or Title is a member

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University’s Policy and Procedure Library.
of the Honorary Awards Committee, that member will withdraw from the meeting during deliberation about the candidate.

When a staff member lodges a nomination, the nomination must be endorsed by the Divisional head indicating support or otherwise of the nomination.

In the case of retiring and former Professors of the University, the relevant Divisional Head will review the contribution of the Professor to the University and, as appropriate, provide a nomination to the Honorary Awards Committee for conferral of the Title Emeritus Professor.

4.1.3 Consideration of nominations

The Honorary Awards Committee shall consider all nominations on merit and make a decision as to whether the Honorary Award or Title should be offered. The Honorary Awards Committee may, after considering the nomination put forward and if appropriate, recommend that a candidate for a particular category be considered for a different category of Honorary Award or Title.

The University Secretary will respond in writing to all nominators.

The decision of the Honorary Awards Committee is final. There are no rights of appeal.

4.1.4 Progression of successful nominations

Where a nomination for an Honorary Award or Title is successful, the University Secretary will write to the nominee inviting them to accept the offer of the Honorary Award or Title.

The University Secretary will inform Council of nominees who accept an offer of an Honorary Award or Title.

4.2 Conferral of Honorary Awards and Titles

Honorary Awards and Titles will normally be presented on behalf of Council at a suitable graduation ceremony or other ceremony or function.

4.3 Right to use Award Nomenclature

4.3.1 Use of Title

Honorary Awards and Titles are purely titular in that they confer no rights on the recipient and carry with them no formal academic qualification. Honorary Awards and Titles are a means through which the University may acknowledge an individual's outstanding scholarly and/or professional achievements and/or service to the University and/or the community.

Recipients of the Title Professor Emeritus have the right to use the Title in all situations and for all correspondence. The Title does not confer any entitlements or place any obligations upon
the holder, beyond the usage of the Title itself. A Professor Emeritus does not have the rights of an Employee but may be granted access to facilities as determined by the Head of the relevant Faculty, School or Research Institute or Centre.

4.3.2 Use of Award post-nominals

Recipients of Honorary Awards shall be entitled to cite the official Award or post-nominal verbally or in written documentation, as shown in the Honorary Award and Title Schedule, and in doing so should note the honorary status of the Award.

Post-nominals may be used from the date the Award is conferred. Post-nominals are normally recorded in the order they were awarded with post-nominals for honorary Awards following academic Awards. Below is an example of the use of post-nominals which in this case includes an honorary doctorate:

Ms Jane Citizen BA Q'd MPhil ECowan HonDUniv USQ

Recipients of an honorary doctorate may only use the Title ‘Dr’ in correspondence with the University or in conjunction with events held by the University. The Title ‘Dr’ may not be used in the broader community.

4.4 Academic Dress

In recognition of their contribution to scholarship and the community, the University will provide honorary doctorate recipients with academic dress appropriate to their doctorate as referred to in the Academic Dress Schedule which forms part of the Award Eligibility and Graduation Policy. Fellows of the University may supply their own academic dress or borrow academic dress from the University. The recipient shall wear the required academic dress to the ceremony at which their Award is conferred. The academic dress may also be worn at any University or other event where participants are invited to wear academic dress.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

<table>
<thead>
<tr>
<th>Subordinate Schedules</th>
</tr>
</thead>
</table>

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University’s Policy and Procedure Library.
<table>
<thead>
<tr>
<th>Accountable Officer</th>
<th>Vice-Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Type</td>
<td>University Procedure</td>
</tr>
<tr>
<td>Approved Date</td>
<td>11/12/2017</td>
</tr>
<tr>
<td>Effective Date</td>
<td>11/12/2017</td>
</tr>
<tr>
<td>Review Date</td>
<td>11/12/2020</td>
</tr>
<tr>
<td>Relevant Legislation</td>
<td></td>
</tr>
<tr>
<td>Related Policies</td>
<td>Award Eligibility and Graduation Policy</td>
</tr>
<tr>
<td></td>
<td>Honorary Award and Title Policy</td>
</tr>
<tr>
<td>Related Procedures</td>
<td></td>
</tr>
<tr>
<td>Related forms, publications and websites</td>
<td>Academic Dress Schedule</td>
</tr>
<tr>
<td></td>
<td>Honorary Award and Title Schedule</td>
</tr>
<tr>
<td></td>
<td>Honorary Awards Committee - Terms of Reference</td>
</tr>
<tr>
<td></td>
<td>List of Honorary Awardees</td>
</tr>
<tr>
<td>Definitions</td>
<td>Terms defined in the Definitions Dictionary</td>
</tr>
<tr>
<td>Award</td>
<td>The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award include: Associate Degree, Diploma, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Graduate Diploma, Master Degree (both Coursework and research), Doctoral Degree (both Coursework and research) and Higher Doctorate.</td>
</tr>
<tr>
<td>Council</td>
<td>Council means the governing body, the University of Southern Queensland Council.</td>
</tr>
<tr>
<td>Employee</td>
<td>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</td>
</tr>
</tbody>
</table>
**Graduate**

A Student upon whom Council has conferred an Award.

**Student**

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

**Testamur**

A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated.

**Title**

A term used to specify a particular academic rank or recognise a particular contribution to the University or the community.

**University**

The term 'University' or 'USQ' means the University of Southern Queensland.

**Definitions that relate to this procedure only**

<table>
<thead>
<tr>
<th>Keywords</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Record No</strong></td>
<td>14/2306PL</td>
</tr>
</tbody>
</table>