

Honorary Awards Procedure

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Purpose

This procedure describes the process through which the University will receive nominations and confer honorary awards of: Honorary Doctorate, Fellow of the University, and Emeritus Professor.

The **Honorary Doctorate** is the highest recognition the University can bestow. Nominations for the award of Honorary Doctorate may be for any person distinguished by eminence in public service or cultural achievement or in service to the University or its communities. Honorary degrees will only be awarded in recognition and celebration of eminent achievement at the highest levels.

The award of **Fellow of the University Award** will be limited in number and is conferred in recognition and celebration of distinguished service to the University at the highest level. For service to be considered as distinguished, the service must be well beyond the normal expectations of the person's former role or association with the University.

The honorary title of **Emeritus Professor** is prestigious and awarded to honour any former Professor of the University who has made a substantial and distinguishing contribution to teaching, research, scholarship, the arts or with outstanding service to the University over a significant period.

Scope

This procedure applies to all members of the University community.

Current elected representatives in government in Australia at Local, State and Federal level and current staff, students or members of committees of the University or persons being remunerated by the University are not eligible to be awarded an Honorary Doctorate or appointed as a Fellow of the University.

Note:

- Applicants cannot nominate themselves for an Honorary Award.
- No fees will be payable for admission to any honorary degree.

Legislative Context

- Federation University Australia Act 2010
- Federation University Australia Statute 2021
 - Part 8 - Awards, Titles and Honorary Degrees
- Federation University Australia Academic Regulations 2022
 - Part 4 - Academic Dress

Definitions

Term	Definition
Council	Council is the University's governing authority and is responsible for the direction and superintendence of the University.
Emeritus Professor	Title recognising a retiring and (in exceptional circumstances) resigning Professors who have made a distinguishing contribution and given outstanding service to the University over a number of years.
Fellow of the University	The award of 'Fellow' recognises distinguished services to the University and means Fellow of the University (honoris causa) with Fellow FedUni as the post nominal.
Honorary Awards	Honorary Doctorate; Fellow of the University; Emeritus Professor.
Honorary Doctorate	The University Council may admit honoris causa to any honorary degree, any person distinguished by eminence in public service or cultural achievement or in service to the University or its communities, whether or not the person has graduated at a university
University legislation	Includes the Federation University Australia Act 2010, University Statutes and Regulations

Eligibility criteria

The University formally and publicly recognises outstanding contributions or achievements in the following three categories:

Honorary Doctorate

Recognises and celebrates eminent achievement at the highest levels, with the following criteria:

- exceptional service to the University, usually over a sustained period of time, and/or
- distinguished contribution to a relevant discipline or branch of learning, and/or
- exceptional record of service to professional and/or public life.

Fellows of the University

Recognises the contribution of individuals to the University and to the community, with the following criteria:

- has served as an exemplar to staff and students of the University through demonstrating leadership and initiative or distinction in a field of endeavour, and/or
- has rendered sustained and distinguished service to the University and/or
- has a professional standing within the community.

Emeritus Professor

Recognises retiring and (in exceptional circumstances) resigning Professors who have made a distinguishing contribution and given outstanding service to the University over a number of years.

Actions

1. Nominations

	Activity	Responsibility	Steps
A.	Nominating a candidate	Any University staff member including members of Council	<ol style="list-style-type: none"> 1. A nomination may be made in writing to the Council Secretariat which: <ul style="list-style-type: none"> • details the grounds on which the nomination should be considered based on the eligibility criteria for the relevant award (refer to University Awards Guidelines) • is accompanied by supporting documentation including relevant biographical information about the nominee if possible • contains details of the candidate

B.	Receipt of nominations	Council Secretariat	<ol style="list-style-type: none"> 1. Nominations are received by the Council Secretariat and once confirmed for eligibility are presented to the Vice-Chancellor and for consideration and endorsement to proceed. 2. Prior to submitting, a nomination must be endorsed in writing by a member of VCST. 3. Nominations, at all stages of the process, will be treated with the strictest confidence. The nominee must not be approached personally about their nomination until advised by Council Secretariat.
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2. Reviewing, selecting and shortlisting nominations

	Activity	Responsibility	Steps
A.	Preparing nomination for consideration	Vice-Chancellor's Office and/or Council Secretariat	<ol style="list-style-type: none"> 1. Further information may be sought about a nominee, if necessary. 2. Consider due diligence and riskassessment processes which may include: <ul style="list-style-type: none"> • Contacting referees listed by the nominator • Reviewing the nominee's media and social media coverage • Other levels of scrutiny, as required. 3. Prepare a Vice-Chancellor's Recommendation to Council Report which contains: <ul style="list-style-type: none"> • The proposed recommendation • Citation for the nominee • Covering memorandum to introduce the above and confirms that eligibility checks have been completed against the award criteria and any other

			requirements detailed in the Statute and this procedure
B	Consider and endorse recommendation/s	Governance & Strategy Committee	<ol style="list-style-type: none"> 1. The Council Secretariat will table the preliminary recommendation report as an Item for Decision at Governance & Strategy Committee seeking endorsement for Council to approve the recommendation. 2. Should endorsement be time dependent, this can be completed via a Circular Resolution.
C.	Approve the recommendation/s	Council	<ol style="list-style-type: none"> 1. Once endorsement is received from the Governance & Strategy Committee, the report is presented to Council to approve the nomination to be awarded, (provisional upon confirmation of the willingness of the nominee to accept the award).

3. Notifying of decision

	Activity	Responsibility	Steps
A.	Notifying successful nominee/s	Council Secretariat	<ol style="list-style-type: none"> 1. Formalise advice of the successful nominee/s of Council's outcome and ascertain their willingness to accept the award offered by letter signed by the University Secretary cc'd to the Vice-Chancellor.
B.	Willing to accept the offer	Nominee	<ol style="list-style-type: none"> 1. The offer of the award is formally accepted in writing by the nominee.
C.	Unwilling to accept the offer	Nominee	<ol style="list-style-type: none"> 1. The offer of the award will lapse if: <ul style="list-style-type: none"> • the nominee is not willing to accept the award; or • the nominee has not responded to the formal communication within six months of the letter being sent.

D.	Advising others	Council secretariat	<ol style="list-style-type: none"> 1. Advise Council of the successful nominee(s) acceptance to receive the award. 2. Advise appropriate staff of the University, including: <ul style="list-style-type: none"> • Vice-Chancellor's Office (VCO) • Corporate Events Team • Comms Team • Graduation Office • Advancement Team • Original nominator • People and Culture (for Emeritus Professor only)
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4. Preparing for conferral event

	Activity	Responsibility	Steps
A.	Confirm ceremony dates	Graduation Office	<ol style="list-style-type: none"> 1. Advise of confirmed ceremony dates to the following: <ul style="list-style-type: none"> • Council Secretariat • VCO • Corporate Events Team • Comms Team • Advancement Team
B.	Provide relevant award documentation	Council Secretariat	<ol style="list-style-type: none"> 1. As soon as practical post receipt of the nominee's acceptance, provide copies to those listed in Activity 3D above of the following: <ul style="list-style-type: none"> • Extract of Council minutes approving the nomination • Citation • Awardees contact details
C.	Confirm desired Graduation Ceremony event with recipient	Corporate Events Team	<ol style="list-style-type: none"> 1. Advise the recipient of the ceremony dates options to receive the award and once confirmed, notify: <ul style="list-style-type: none"> • Council Secretariat • VCO • Graduation Office • Advancement Team 2. As early as possible, ascertain gown requirements and

			measurements of recipient and provide to Graduation Office to support Action 5 below.
D.	Event preparation	Corporate Events Team Comms Team Graduation Office	<ol style="list-style-type: none"> 1. Liaise with award recipient to confirm number of guests attending (including VIP seating), invitations to pre/post celebratory event, and notify Graduation Office. 2. Standing invitations to be extended to: <ol style="list-style-type: none"> a. Council b. Vice-Chancellor c. Vice-Chancellor's Senior Team (VCST) d. Advancement Manager 3. Coordinate small pre graduation celebratory event for recipient and their guests. 4. Event run sheet to be drafted. 5. Provide recipient with directional map, parking details etc 6. Liaise with Graduation Office and recipient to confirm required arrival time for gowning, etc. 7. VC speaking notes to be drafted and citation as used for nomination approval be finalised. 8. Coordinate official event photographer with Events Team to attend pre ceremony event for recipient photos with their family and guests if required.

5. Selecting academic dress

	Activity	Responsibility	Steps
A.	Sourcing appropriate dress	Graduation Office and award recipients	<p>Honorary doctorates</p> <p>Academic dress is a maroon bonnet with gold silk cord and tassel and an Oxford style gown of maroon light weight woollen</p>

			<p>cloth with gold satin facing and sleeves and a maroon wool cloth hood lined with gold satin</p> <p>Fellows of the University</p> <p>Academic dress as per Honorary Doctorate gown and bonnet without hood</p> <p>Emeritus Professors</p> <p>Academic dress of highest degree</p>
B.	Source gown measurements	Corporate Events Team	<ol style="list-style-type: none"> 1. Subject to receipt of formal Council approval, provide gown measurements of recipient as specified in Action 4 above to Graduation Office no less than 6-8 weeks prior to ceremony to ensure sufficient time for gown to be made.

6. Creating citation, testamur/certificate

	Activity	Responsibility	Steps
A.	Review and finalise citation	Comms team	<ol style="list-style-type: none"> 1. Finalise wording of citation/s and provide to Graduation Office for printing for inclusion in ceremonial presentation folder. 2. Final copy to also be provided to Council Secretariat and Advancement Team for records.
B.	Draft and proof testamur	Graduation Office	<ol style="list-style-type: none"> 1. In consultation with the Council Secretariat and Comms Team to confirm wording, prepare testamur ensuring that the full name is included in addition to the 'reason' for the recognition, ie <i>'in recognition of.....'</i>
C.	Printing and provision of testamur/certificate and citations	Graduation Office	<ol style="list-style-type: none"> 1. Print testamur/certificate and citation ready for ceremony presentation.

7. On the day of Graduation

	Activity	Responsibility	Steps
A.	Arrival	Corporate Events Team/support from VCO	1. Arrange for recipient meet and greet at specified time.
B.	Deliver citation	Vice-Chancellor or nominee	1. Deliver citation at Graduation Ceremony and present to the recipient (as previously finalised by the Comms Team).
C.	Conferring the award	Council	<ol style="list-style-type: none"> 1. The awardee will be presented at an appropriate University Graduation Ceremony, unless exceptional circumstances require alternate arrangements to be made. 2. When deemed appropriate, reasonable travel and accommodation costs may be covered. 3. Awards may be conferred in the absence of the candidate or posthumously by specific resolution of the Council. 4. Honorary doctorate awards will normally be conferred in perpetuity.

8. Post event actions

	Activity	Responsibility	Steps
A.	Website updates	Council Secretariat	<ol style="list-style-type: none"> 1. Arrange for recipient's name to be added Honorary Awards page (under Council). 2. Log Service Request with Website team to ensure that Emeritus Professor's title is updated on any other FUA pages e.g. Institute pages.
B.	Internal notifications	Council Secretariat	<ol style="list-style-type: none"> 1. Liaise with Advancement Team to ensure that recipient's award and contact details are added to the '<i>Hon Doc Fellow Mail List</i>' database. 2. In addition to the above, for Emeritus Professor, create a case in Workday (Case Type

			can be PC Service Delivery - General Enquiry) to initiate change to University access and entitlements.
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9. Accessing recipient entitlements and privileges

	Activity	Responsibility	Steps
A.	Attending functions	Corporate Events Team	1. In consultation with the Advancement Team, ensure that past recipients are invited to important University occasions as appropriate.
B.	Using the relevant title	Recipient	<p>1. Recipients of Honorary Doctorates are entitled to use the relevant title (honoris causa) in all situations and for all correspondence and cite the official award abbreviation after their name, as long as the title remains valid e.g.</p> <ul style="list-style-type: none"> • Doctor of the University (honoris causa) HonD FedUni • Doctor of Letters (honoris causa) HonDLitt FedUni • Doctor of Science (honoris causa) HonDSc FedUni • Doctor of Arts (honoris causa) HonDA FedUni • Doctor of Business (honoris causa) HonDBus FedUni • Doctor of Education (honoris causa) HonDEd FedUni <p>Note: The recipients of honorary doctorates are not permitted, under the Australian Qualifications Framework (Second Edition, January 2013), to use the title 'Doctor'</p> <p>1. Fellows of the University are permitted to use the title outside the University e.g. [name] Fellow of the University</p> <p>2. Emeritus Professors are permitted to use the title</p>

			outside the University e.g. Emeritus Professor [name]
C.	Accessing privileges	Recipient	<ol style="list-style-type: none"> 1. Holders of honorary awards shall be entitled to a number of privileges, which may include: <ul style="list-style-type: none"> • participation in the University's academic procession • participation in special events such as those run through the University Foundation • receipt, at no charge, of University publications • use of the University Library • noted on the University Register and • such other privileges as may be determined by the Vice-Chancellor from time to time. 2. Honorary award recipients shall not, by reason of the office, be a member of the University.

10. Revoking an Honorary Award

	Activity	Responsibility	Steps
A.	Rescinding an award	Council	<ol style="list-style-type: none"> 1. An honorary award may be rescinded by Council on the recommendation of the Governance and Strategy Committee or Academic Board where Council is of the opinion that the recipient has acted in such a manner as to bring the University's name into disrepute (Refer Revocation of Awards Procedure).

Supporting Documents

- [Academic Governance Policy](#)
- [Research and Research Training Policy](#)

- [Global Partners and Community Engagement Policy](#)
- [Corporate Governance Policy](#)
- [University Awards Guidelines](#)
- [Equal Opportunity and Valuing Diversity Guidelines CG1445](#)

Responsibility

- Vice-Chancellor and President, as the Approval Authority, is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director, Strategy, Governance and Office of the Vice-Chancellor, as the Document Owner, is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation

The [Honorary Awards Procedure](#) will be communicated and implemented throughout the University via:

1. An Announcement Notice via FedNews and FedEngage.
2. On the Federation UniversityPolicy Central 'Recently Approved Documents' page to alert the University-wide community of the approved Procedure.

Implementation

The [Honorary Awards Procedure](#) will be implemented throughout the University via:

1. An Announcement Notice via FedNews and FedEngage.
2. On the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Honorary Award Nomination	The University's approved records management system	Council Secretariat	Permanent
Fellows of the University Nomination	The University's approved records management system	Council Secretariat	Permanent
Titles of Emeritus Professor Nomination	The University's approved records management system and Workday	Council Secretariat People and Culture	Permanent
Report to Council	The University's approved records management system	Council Secretariat	Permanent