



AWARD OF HONORARY DEGREES PROCEDURE

1. Purpose

This procedure outlines the process for the award of honorary degrees.

2. Scope

An honorary degree (*honoris causa*) may be awarded to any person who has made a distinguished contribution to society and has, or has had, a close connection with Unitec.

3. Procedure

1. Unitec's Board may, at its discretion, confer an honorary degree. Award nominations for the award may be made by:
 - a. members of Unitec's Executive Leadership Team;
 - b. members of the Professoriate;
 - c. Heads of School; or
 - d. Academic Programme Managers.
2. Upon the graduation of the first cohort of students in a new degree, an honorary degree can be conferred to a person that has made a distinguished contribution to the profession or industry that the degree has been designed to serve, and has supported Unitec in the introduction of the degree.
3. The Unitec Board may admit persons *honoris causa* to any currently-offered Unitec degree.

3.1 Process

1. Award nominations are made in confidence to the Chair of Te Komiti Mātauranga | Academic Committee.
2. The Graduation Office will confer, in confidence, with the: Head of School; Academic Programme Manager; and relevant industry representatives as to the strength of the nomination.
3. If accepted, the Graduation Office will forward the nomination to Te Komiti Mātauranga | Academic Committee recommending the degree is awarded and recommends to Unitec Board the degree is conferred.
4. Upon endorsement from Te Komiti Mātauranga | Academic Committee, the Chair of Te Komiti Mātauranga | Academic Committee will make a recommendation to Unitec Board for approval.
5. After the Unitec Board's approval, the Chair of Te Komiti Mātauranga | Academic Committee will informally approach the nominee(s), as to whether they are likely to accept the honorary degree.

6. Following a positive answer from the nominee(s) the Chief Executive will notify the award nominee(s), setting out the arrangements for degree conferral.

4. Responsibilities

Te Komiti Mātauranga | Academic Committee delegates the responsibility of nominating individuals for the award of a degree *honoris causa* to those identified on the table below.

Role	Responsibilities
Leadership Team of Unitec Professoriate members Heads of School Academic Programme Managers	<ul style="list-style-type: none"> Nominate individuals for the award of a degree <i>honoris causa</i> to the Graduation Office.
Graduation Office	<ul style="list-style-type: none"> Receive nominations and confer with key stakeholders as to the strength of the nomination. Forward nominations and their associated recommendations to Te Komiti Mātauranga Academic Committee (for awarding) and the Unitec Board (for degree conferring).
Te Korowai Kahurangi	<ul style="list-style-type: none"> Provides advice on the process for degree conferral. Make the list of previous recipients available to all stakeholders involved.
Chair of Te Komiti Mātauranga Academic Committee	<ul style="list-style-type: none"> Informally approach nominee(s), as to whether they are likely to accept the honorary degree.
Chief Executive	<ul style="list-style-type: none"> Notifies award nominee(s), setting out the arrangements for degree conferral.

5. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6. Reference Documents

- None.

7. DOCUMENT DETAILS

Version Number	1.8	
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Version History	Amendment Date	Amendment/s
	December 2004	First edition
	May 2006	Minor amendments
	March 2007	Minor amendments
	May 2010	Amendments to reflect new org. structure and template
	July 2013	Changes to accommodate new <i>Academic Statute</i>
	October 2014	Copy-edit; conferral procedure removed
	May 2016	Updated to reflect new organisational structure
	August 2018	Updated as part of policy review project
	January 2021	Update nomenclature
Consultation Scope		
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