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Category: Academic	Date Created: July 2009
Responsibility: UCOL Council	Date Last Reviewed: June 2016
Approval: Council (29 June 2016)	Version: 16.1

Purpose

To adopt a system of honours that allows UCOL to recognise the contribution of members of the community and staff to the institution, community and general society. This policy describes the criteria and decision making processes for the conferral of the UCOL Council Honours' Awards.

Scope

The following awards are conferred by the UCOL Council:

- Honorary Fellow
- Honorary Associate
- Institutional Medal

Awards Committee

The UCOL Council Honours' Awards Sub-Committee is made up of the following members:

- Chair of Council or delegate
- Chief Executive
- 2 Council members

Process

Nominations are invited from Council members, the Chief Executive, UCOL staff and the wider community. The UCOL Council Honours' Awards Sub-Committee will meet to consider nominations and make a recommendation to Council for the conferring of an Award(s) consistent with the criteria outlined below.

Criteria for Awards

Honorary Fellow

This award may be granted to an individual who has demonstrated an outstanding and noteworthy contribution to the well-being and benefit of society; UCOL; and or/in their field of endeavour.

The Fellowship is UCOL's highest honorary award and reserved for those individuals whose contribution goes well beyond the norm or what is expected of them by virtue of their occupation or profession.

Honorary Associate

This award may be granted to an individual who has made a significant contribution, over and above normal duties, to UCOL or the wider community of which UCOL is a part.

Note the Fellowship and Associate Award are generally given to non-UCOL staff. Where a former UCOL Staff member is nominated the criteria should be applied to their contribution outside of their work at UCOL, otherwise an Institutional Medal may be better suited.

Institutional Medal

This award may be granted to an individual who has been, and is no longer a permanent employee of UCOL, and has made a significant contribution to UCOL or their field of endeavour over and above normal duties.

Responsibility

The Chief Executive is responsible for this policy and its implementation.

Policy Statements

Nominations

- Nominations may be made confidentially by staff, Office of the Chief Executive, Council members or members of the wider community.
- Those making a nomination must provide detailed information about the nominee to support the nomination (e.g. a resume or a detailed summary of the nominee's achievements and/or contribution). Nominations may be supported by referee's reports.
- Nominations, including any referee's reports, must be made without the nominee being informed of the nomination. This is to protect both the institution and the individual should the Sub-Committee not recommend an award.
- If the information provided is insufficient, UCOL may contact the person making the nomination for further information. The Sub-Committee may also consult with UCOL Management, the Chief Executive, in the case of Institutional Medal nominations, or the nominee's referee, if provided.
- The Sub-Committee may undertake such confidential verification of information and claims within nominations as it sees fit.
- Sub-Committee members are required to treat all nominations as confidential. If further information is required to support a nomination, it will be gathered discreetly.
- Self-nomination is not permitted.
- The nominator is responsible for the content, quality and accuracy of the nomination.

Successful Nominations:

- Council will consider recommendations of the Awards Sub-Committee in the confidential session of a meeting;
- Successful nominees will be advised and indicate that they accept the award before it is announced publicly.

Unsuccessful Nominations:

- All information related to unsuccessful nominations will be destroyed after Council has confirmed the awards for the current round.
- Nominator (not nominee) to be advised of unsuccessful nomination via email.
- Generally no explanation for the nomination being unsuccessful will be given but the Sub-committee may, at its sole discretion, provide feedback to the nominator.

Eligibility

- Awards are not generally made posthumously.
- Council, at its discretion, may confer more than one award or no awards in any calendar year.

- Council reserves the right to revoke an award in extenuating circumstances where an individual has brought disrepute to UCOL (such as criminal charges, fraud or other unlawful activities).

Related Documentation

- [UCOL Council Honours' Awards Procedure](#)