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Category: Academic

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Responsibility: Chief Executive

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Scope

The Council of UCOL has adopted a system of honours that allows the recognition of the contribution of members of the community and staff to the institution, community and general society. This procedure details the honours' award process.

Responsibility

The Chief Executive or his/her nominee has overall responsibility for the implementation of this procedure.

Council Awards - Process

The procedures that govern Council Awards have been designed so that nominations are kept confidential to the Awards' Committee and Council and only successful nominees who accept an award will be made public. This is to avoid embarrassment for individuals and/or the institution in the event that a nomination or an award is declined.

Awards' Committee Membership

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

Procedure

Council members, the Chief Executive, UCOL staff and members of the wider community will be invited to nominate people for the following Council Honours:

- Honorary Fellow
- Honorary Associate
- Institutional Medal

Council invite staff, Chief Executive, Council members and those from the wider community to nominate members of the public for the awards available.	August
Nominations are received by the Chief Executive.	Close September
CE forms an Awards' Committee of Council members and staff to consider the awards.	September/October
CE makes recommendation to Council on behalf of the committee.	November
Successful nominees are contacted and confirm that they will accept the award.	December/January
Media campaign commences announcing recipients.	January/February
Awards announced and presented at Graduation or a special Council function.	March

Nominations

Nominations must be in writing and received by the Chief Executive. Nominations must be made without the nominee being informed of the nomination.

- An example nomination form is attached (Ref: [Appendix 1](#)), and all nominations must include:
 - The name and contact details of the nominee;
 - Sufficient detailed information about the nominee to support the nomination;
 - The name and contact details of the person making the nomination.
- 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' Committee in the confidential session of a meeting.
- Successful nominees will be advised and indicate acceptance of 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.

Related Documentation

- [UCOL Council Honours' Policy](#)