

UCOL Council Honours' and Alumni Awards Procedure



Controlled Document – refer to Intranet for latest version

Category: Academic

Date Created: July 2009

Responsibility: Chief Executive

Date Last Reviewed: July 2018

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Version: 18.1

Scope

The Council of UCOL has adopted a system of honours that allows the recognition of the contribution of members of the community, staff and alumni 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

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
- UCOL Alumni Achievement Award
- UCOL Alumni Service Award
- UCOL Young Alumni Award
- UCOL Special Alumni Award

Council invite staff, Chief Executive, Council members and those from the wider community to nominate members of the public for the Council Honours award and graduates of UCOL for the UCOL Alumni Awards.	August
Nominations are received by the Chief Executive.	Close September
Pre-evaluation of the UCOL Alumni Awards is undertaken by a member of OCE and representative from each Faculty. Recommendations are then presented to Award's Committee for endorsement.	September/October
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 for the UCOL Council Honour's, however self-nomination is accepted for the UCOL Alumni Awards.
- 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' and Alumni Awards Policy](#)



UCOL Council Honour's and Alumni Awards Nomination Form

Please indicate which award you are nominating this candidate for:

Council Honour's Awards

- | | |
|--|---|
| <input type="checkbox"/> Honorary Fellow | <input type="checkbox"/> Honorary Associate |
| <input type="checkbox"/> Honorary Medal | |

UCOL Alumni Awards

- | | |
|---|---|
| <input type="checkbox"/> Alumni Achievement Award | <input type="checkbox"/> Alumni Service Award |
| <input type="checkbox"/> Young Alumni Award | <input type="checkbox"/> Special Alumni Award |

1. Nominee:

Name of Nominee

Address

Telephone

Email

2. Nominator:

Name

Address

Telephone

Email

3. Relationship to Nominee*:

4. Supporting Information:

Please use additional pieces of paper if necessary.
Attach any relevant documents to support this nomination.

I Heard about the UCOL Council Honour's and Alumni Awards Nominations by:-
Word of Mouth Facebook Newspaper Poster UCOL website Email Other _____

Completed nominations must be received by close of business on Friday xx September 20XX
Send to the following address:

Chief Executive
Universal College of Learning (UCOL)
C/o Council Secretary
Private Bag 11 022
Palmerston North 4410

Please note all nominations will be treated as confidential.
***Anonymous nominations will not be accepted.**