

REGULATIONS AND CRITERIA FOR THE CONFERMENT OF HONORARY DEGREES AND PROFESSOR EMERITUS/EMERITA TITLES AND AWARDING OF MASSEY UNIVERSITY MEDALS

1.0 CONFERMENT OF HONORARY DEGREES AND AWARD OF MASSEY UNIVERSITY MEDALS

Under section 193 of the Education Act 1989 the Council may grant awards and prizes. Under section 159 awards are defined as including a degree and under section 192 a University may grant an award without other authorization.

The purpose of honorary awards is to recognise individuals of distinction who have made a significant contribution to the University, the Nation or the public. An award is designed to both recognise the individual as well as enhance the reputation of the University.

2.0 CONFERMENT OF HONORARY DEGREES

2.1 Honorary Degrees conferred by the University

Honorary degrees conferred by the University are:

- Doctor of Science: DSc (Honoris Causa)
- Doctor of Literature: DLit (Honoris Causa)
- Doctor of Commerce: DCom (Honoris Causa)
- Doctor of Music: DMus (Honoris Causa)
- Doctor of Fine Arts: DFA (Honoris Causa)

2.2 General Criteria for the Conferment of a Massey University Honorary Degree

The general criteria for the conferment of an honorary degree shall be exceptional distinction shown by outstanding scholarship or by outstanding service to the University or to the public. It is also expected that the conferee will maintain a continuing association with the University.

2.2.1 Outstanding Scholarship

The University may recognize scholarship of exceptional distinction.

2.2.2 Outstanding Service to the University

The University may recognize outstanding service to the University, extending over a long period,¹ or outstanding contribution to the advancement of the University.²

2.2.3 Outstanding Public Service

The University may recognise outstanding public service to regional, national or international communities³

2.3 General regulations for the conferment of an honorary degree

2.3.1 The Council may confer an honorary degree on any person whom it deems worthy of the honour. In reaching its decision the Council shall require that the provisions of these regulations are applied.

2.3.2 An Honorary degree is the highest recognition the University can give and consistent with the status of this award the University would expect to offer only a maximum of 3 to 4 per year.

2.3.3 No honorary degree shall be conferred by the Council on any person unless such person has been so recommended by a joint committee, called the 'Honorary Awards Committee', appointed by the Council and the Academic Board. The Terms of Reference of the Honorary Awards Committee shall be approved by the Council.

2.4 Procedure for the nomination of honorary degrees

2.4.1 Nominations for honorary degrees may be made confidentially to the Chair of the Honorary Awards Committee by any person with the support of a member of one of the following:

- Council
- Professoriate
- Academic Board

2.4.2 Nominations shall be called for twice a year:

- In May for receipt of full nominations no later than the November Honorary Awards Committee meeting and awarding at the April/May graduations or another future graduation ceremony.
- In November for the receipt of full nominations no later than the June Honorary Awards Committee meeting and awarding at

¹ A respected and long-serving Chancellor would be an example (criteria apply).

² A substantial benefactor may be recognized under this heading.

³ A long-serving Prime Minister or Minister, particularly someone with an association with the University, would be an example, it being noted that nominations are not restricted to those in political life. The University should not, however, compete with the Honours list.

the year-end graduations or another future graduation ceremony.

In addition to the formal call for nominations one-off nominations may be submitted to the Honorary Awards Committee at any other time.

- 2.4.3 The call for nominations may suggest significant Massey University events around which to focus nominations however such a suggestion would not exclude other nominations.
- 2.4.4 Each nomination shall be made in accordance with the Honorary Degree and Massey University Medal – Nomination Guidelines (Appendix 1) and be accompanied by the completed Cover Sheet: Nomination for Honorary Award (Appendix 2).
- 2.4.5 The Chair of the Honorary Awards Committee shall bring each nomination before the Honorary Awards Committee for the Committee to consider. The Committee will either recommend to Council that an honorary degree shall be made, including the preferred time and place of the conferment; hold the nomination over for further and/or future consideration; or determine that the nomination shall not be progressed further.
- 2.4.6 The Chair of the Honorary Awards Committee shall bring any recommendation of the Committee before the Council, which shall determine whether the honorary degree proposed in the recommendation, shall be conferred.
- 2.4.7 The Chair of the Honorary Awards Committee shall bring any recommendation to Council for an honorary degree no later than approximately four working months prior to the graduation ceremony at which it is proposed to confer the award, except for special circumstances so that there is adequate time to prepare for these prestigious awards.
- 2.4.8 All proceedings under these regulations and procedures except a resolution of the Council for the conferring of an honorary degree shall be confidential and taken in Committee.

NOTE: It is absolutely essential that there is no communication with the nominee

3.0 MASSEY UNIVERSITY MEDALS

3.1 General Criteria for the Award of a Massey University Medal

- 3.1.1 The award of a Massey University Medal gives Council the opportunity to acknowledge special service to the University (particularly) or to the community or to both.

- 3.1.2** The University may recognise, particularly at the time of retirement, distinguished service by staff who have made special contributions to learning generally or to the University or to both.
- 3.1.3** The University may recognise citizens, who may or may not have an academic background, whose work for the University or the community or both has been distinguished.

3.2 General regulations for the awarding of a Massey University Medal

- 3.2.1** The Council may award a Massey University Medal to any person who it deems worthy of honour. In reaching its decision the Council shall require that the following provisions of these regulations are applied.
- 3.2.2** No University Medal shall be awarded by the Council on any person unless such person has been so recommended by a joint committee, called the 'Honorary Awards Committee', appointed by the Council and the Academic Board. The Terms of Reference of the Honorary Awards Committee shall be approved by the Council.

3.3 Procedure for the nomination of a Massey University Medal

- 3.3.1** Nominations for a Massey University Medal may be made confidentially to the Chair of the Honorary Awards Committee by any person with the support of a member of one of the following:
- Council
 - Professoriate
 - Academic Board
- 3.3.2** Nominations shall be called for twice a year:
- In May for receipt of full nominations no later than the November Honorary Awards Committee meeting and awarding at the April/May graduations or another future graduation ceremony.
 - In November for the receipt of full nominations no later than the June Honorary Awards Committee meeting and awarding at the year-end graduations or another future graduation ceremony.

In addition to the formal call for nominations one-off nominations may be submitted to the Honorary Awards Committee at any other time.

- 3.3.3** Each nomination shall be made in accordance with the Honorary Degree and Massey University Medal – Nomination Guidelines (Appendix 1) and be accompanied by the completed Cover Sheet: Nomination for Honorary Award (Appendix 2).

- 3.3.4** The Chair of the Honorary Awards Committee shall bring each nomination before the Committee for Honorary Awards for the Committee to consider. The Committee will either recommend to Council that a Massey University Medal shall be awarded, including the preferred time and place of the presentation; hold the nomination over for further and/or future consideration; or determine that the nomination shall not be progressed further.
- 3.3.5** The Chair of the Honorary Awards Committee shall bring any recommendation from the Committee for Honorary Awards before the Council of the University which shall determine whether the Massey University Medal proposed in the recommendation shall be awarded.
- 3.3.6** The Chair of the Honorary Awards Committee shall bring any recommendation to Council for an Massey University Medals no later than approximately four working months prior to the graduation ceremony or other occasion at which it is proposed to make the award, except for special circumstances so that there is adequate time to prepare for these prestigious awards.
- 3.3.7** All proceedings under these regulations, except a resolution of the Council for the award of a Massey University Medal, shall be confidential and taken in Committee.

NOTE: It is absolutely essential that there is no communication with the nominee

4.0 CONFERMENT OF PROFESSOR EMERITUS/EMERITA TITLE

4.1 General Criteria for the conferment of Professor Emeritus/Emerita title

- 4.1.1** The title “Professor Emeritus” for male members of the professoriate, and optionally for female members of the professoriate “Professor Emerita” is normally conferred on members of the professoriate:
- a. on retirement;
 - b. who are recognised nationally as having been outstanding in their discipline;
 - c. who have made an outstanding contribution to scholarship or the University or both; and
 - d. who are held in the respect and esteem of their colleagues:
(all of the above criteria being required to have been met); and
 - e. who will in normal circumstances be likely to maintain a continuing association with the University.

4.2 Procedure for the nomination for a Professor Emeritus/a title

- 4.2.1** Nominations for Professor Emeritus/Emerita may be made confidentially to the Vice-Chancellor by any Professor or any member of the Academic Board.
- 4.2.2** Each nomination shall be accompanied by a statement of the nominee's career and the grounds for the conferment of the title (addressing each of the criteria in clause 4.1.1), a complete curriculum vitae and be accompanied by the completed Nomination for Professor Emeritus/Emerita Title Cover Sheet (Appendix 3).
- 4.2.3** The Vice-Chancellor shall bring each nomination and the accompanying statements first before the Honorary Awards Committee.
- 4.2.4** The Honorary Awards Committee confers the title of Professor Emeritus/Emerita under the delegated authority of Council (delegation authorised – 4 September 2009) and reports delegations exercised to Council.

NOTE: It is absolutely essential that there is no communication with the nominee

APPENDIX 1



HONORARY AWARDS COMMITTEE

HONORARY DEGREES AND MASSEY UNIVERSITY MEDALS:

NOMINATION GUIDELINES

1. The purpose of honorary awards is to recognise individuals of distinction who have made a significant contribution to the University, the Nation or the public. An award is designed to both recognise the individual as well as enhance the reputation of the University. Such awards are not given lightly and relatively few are awarded. Not all excellent candidates can be recognised and knowledge of an unsuccessful nomination can be embarrassing and harmful. Those making nominations and providing supporting documentation are asked to ensure that the person concerned is not aware that their name is being put forward for consideration by the Honorary Awards Committee.
2. Nominations for an honorary degree or Massey University Medal may be made by any person with the support of a member of one of the following:
 - Council
 - Professoriate
 - Academic Board
3. The nomination process is a two stage process.
 - a. A preliminary nomination to include the name of the nominee, a brief biographical outline and how the person meets the criteria to be submitted for consideration by the Committee as to whether the nomination should be progressed to a full nomination.
 - b. A full nomination following the nominator being advised of the Committee's decision to progress the nomination.
4. Preliminary and full nominations shall be reviewed by the Executive Secretary for completeness prior to being placed on the Honorary Awards Committee agenda.
5. The prescribed Cover Sheet: Nomination for Honorary Degree and Massey University Medal must be completed and should be accompanied by the following documents:
 - a. Statement from the nominator;
 - b. Summary statement distilling the essence of the nomination (approximately 300 words). This should be written in the accompanying Nomination Sheet.

- c. Complete curriculum vitae. Where the provision of a complete curriculum vitae proves to be difficult to obtain while keeping the nomination confidential the following biographical information must be provided:
 - i. Date of birth or age
 - ii. Photograph (*optional*)
 - iii. Education history
 - iv. Work history
 - v. Any other information that provides the Committee with an understanding of the nominee relevant to the award being sought.
 - d. No less than three supporting statements from other senior academic or external figures in support of the award;
 - e. Where the nominee is prominent in a field of scholarship practised by the University, a statement of support from the relevant Pro Vice-Chancellor, unless a supporting statement from that person has already been provided.
6. Nominator and supporting statements should address themselves to the criteria set out in the Regulations for either an Honorary Degree or Massey University Medal:
7. The statement by the nominator should also:
- a. Explain what is the exceptional merit of this candidate relative to their peer group and how that nominee was selected from among other eminent candidates (including the process adopted);
 - b. Explain what was it that the nominee did/does that is worthy of celebration; what distinguishes the nominee in his/her field; and what makes the nominee so special;
 - c. Describe the profile of the nominee and the reason the honorary doctorate should specifically be conferred by Massey University;
 - d. Explain how the nomination will further the aims and objectives of the University;
 - e. Explain what association the nominee has had in the past, and in the case of an Honorary Degree is likely to have in the future, with the University;
 - f. Identify and outline what external event, if possible, the nominee will undertake at the time the award is made. Include estimated costs; and
 - g. Identify what celebration to honour the nominee will be undertaken at the time the award is made. Include estimated costs.
8. The nominator may suggest one or more orators (external to the University and of public standing), giving the reason for the choice/s for the Vice-Chancellor to consider.

9. Draft recommendation *[for inclusion in coversheet]*

Honorary Degree

Recommended that the Honorary Awards Committee recommend to Council that the degree of Doctor of *[insert]* (honoris causa) be conferred on *[insert full name]* recognising *[his/her]* outstanding *[scholarship or service to the university/the public]* in the field of *[insert]* and *[recording any particular service to or association with the University]*.

Massey University Medal

Recommended that the Honorary Awards Committee recommend to Council that a Massey University Medal be awarded to *[insert name]* recognising *[his/her]* outstanding *[scholarship or service to the university/the public]* in the field of *[insert]* and *[recording any particular service to or association with the University]*.

Note 1: It is absolutely essential that there be no communication with the nominee.

Note 2: The criteria for conferment of an Honorary Degree provide that it is expected that the nominee will have, and maintain, a continuing association with the University.

APPENDIX 2



COVER SHEET: NOMINATION FOR HONORARY DEGREE OR MASSEY UNIVERSITY MEDAL

Title and Full Name of Nominee	Residential Address and phone number
	Business Address and phone number
Nominator (Statement attached)	
Nominator Summary Statement	
CV or biographical details (attached)	
Names of Supporters (Testimonials and Supporting Statements attached)	1.
	2.
	3.
	Others (<i>optional</i>):
Current Links with Massey University (expected)	
Ongoing Links with Massey University (expected)	
Links with Tertiary Sector	

Links with Business/Community				
Financial implications of making the award (estimated amount)	Travel and Accommodation for recipient and ?family member: External Event to publicise award/: Celebration to honour nominee undertaken by related College/s or area:			
Suggested Award Please Tick <input checked="" type="checkbox"/>	Doctor of Literature DLit (<i>honoris causa</i>) Doctor of Science DSc (<i>honoris causa</i>) Doctor of Commerce DCom (<i>honoris causa</i>) Doctor of Music DMus (<i>honoris causa</i>) Doctor of Fine Arts DFA (<i>honoris causa</i>)	Massey Medal Other	Not declared	
Suggested orator/s and the reason. Preferably persons of standing external to the University (<i>optional completion</i>)				
Recommendation to Honorary Awards Committee (refer to Nomination Guidelines)				
Suggested event and date for making the Award				
Date Submitted				

Applications to be submitted to: Executive Secretary, Honorary Awards Committee, Office of Assistant Vice-Chancellor & University Registrar, University House, Manawatu Campus, PN 131, Massey University, Palmerston North

APPENDIX 3

NOMINATION FOR PROFESSOR EMERITUS/EMERITA TITLE COVER SHEET

Current Title and Full Name of Nominee	Residential Address and phone number
	Business Address and phone number
Nominator	
CV / Testimonials Attached	
Supporting Statements	
Date of retirement from the University	
Outline national recognition as having been outstanding in their discipline	
Outline outstanding contribution to scholarship or the University or both	
Describe the respect and esteem of their colleagues	
Describe any continuing association with the University the nominee is expected to have	
Date Submitted	

Applications should be submitted to: Executive Secretary, Honorary Awards Committee, Office of the Assistant Vice-Chancellor & University Registrar, University House, Manawatu Campus, PN 131 Massey University, Palmerston North