

HONORARY AWARDS – PROCEDURES

Note: This document should be read in conjunction with University Policy: Honorary Awards.

1. Timing of call and form for nominations

- 1.1 The timing of the call for nominations for Honorary Degrees and Fellows of the University will be considered in conjunction with the timing of related meetings of the Honorary Awards Working Group, Honorary Awards Committee and Council.
- 1.2 There will be no call for nominations for the title of Emeritus Professor, which may be made at any time throughout the year.
- 1.3 Nominations for Honorary Degrees and Fellows of the University must be submitted in the form prescribed in the relevant call for nominations.
- 1.4 Nominations for Emeritus Professor must be submitted in the form prescribed by the Chair of the Academic Board.

2. Timing of consideration of nominations

Honorary Awards

- 2.1 The Honorary Awards Working Group terms of reference and membership will be determined by the Honorary Awards Committee.
- 2.2 The Honorary Awards Committee terms of reference and membership will be determined by the University Council.
- 2.3 The Honorary Awards Committee will usually meet once per calendar year, with any meeting usually being held after a meeting of the Honorary Awards Working Group has taken place.
- 2.4 The Chair of the Honorary Awards Committee has the discretion to cancel, or add a round, of the Honorary Awards process in a calendar year.
- 2.5 The University Secretary will cause to be published a call for nominations to those eligible to nominate.
- 2.6 Only nominations received by the published closing date for nominations will normally be considered by the Honorary Awards Committee as part of the current round. Unless otherwise determined by the Chair of the Honorary Awards Committee, nominations that are received outside the advertised period will be deferred for consideration at the subsequent round of nominations.
- 2.7 Nominations will be circulated under the *in-camera* section of the agenda of any meeting at which they are to be considered.

Emeritus Professor

- 2.8 Nominations submitted for the conferral of the title of Emeritus Professor will be considered at the next scheduled meeting of the Academic Board after they are received.
- 2.9 Nominations will be circulated under the confidential section of the agenda of any meeting at which they are to be considered.

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3. Advice to persons submitting nominations

- 3.1 Nominations will be accepted for consideration only where:
- a) all the requested information is provided;
 - b) the nominations have been reviewed by a Centre Director¹, Executive Dean or other member of the University Executive; and
 - c) the nomination is supported with accurate and informative material.
- 3.2 Each person submitting a nomination for an Honorary Award:
- a) will receive written acknowledgement of receipt of the nomination including an estimate of the period of time required for the consideration and approval process;
 - b) written advice of the outcome of the nomination once Council has determined the relevant recommendations from the Honorary Awards Committee or the Academic Board as the context requires; and
 - c) will be invited to attend the graduation ceremony at which the nominated award is to be presented.

4. Due Diligence

- 4.1 Appropriate due diligence will be undertaken for each Honorary Award nomination to confirm the accuracy of the information submitted by the nominator, and to identify any undisclosed information which may be of relevance to consideration of the nomination.
- 4.2 Investigative tools to be used for due diligence will include, but are not limited to:
- searches of affiliation sites (ie LinkedIn, ASX, Business News, company information subscription services).
 - review of Social Media (Facebook, Twitter, Instagram).
 - Award verifications (tertiary qualifications through university websites graduate portals).
 - review of Philanthropic registers such as the Australian Charities and Not-for-profits Commission.

5. Process for consideration of nominations

- 5.1 The process for consideration of nominations will be undertaken as follows:
- a) The Honorary Awards Working Group and the Honorary Awards Committee will consider all nominations for an Honorary Degree or the title of Fellow of the University with reference to the criteria described in the *Honorary Awards Policy*, in accordance with this document and within their Terms of Reference.
 - b) The Academic Board will consider all nominations for the title of Emeritus Professor with reference to the criteria described in the *Honorary Awards Policy*, and in accordance with this document and within their Terms of Reference.
- 5.2 When the grounds for the nomination of a candidate for an Honorary Degree or the title of Fellow of the University include academic eminence, the Executive

¹ The person holding the position of Director of a professional service centre at the University (or substantially equivalent role), or a person acting in that position, or their nominee.

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Dean of the appropriate School or relevant discipline head may be asked to review and provide an assessment on the nomination to the Honorary Awards Working Group.

- 5.3 The Executive Dean of the appropriate School or relevant discipline head may be asked to review and provide an assessment on a nomination for the title of Emeritus Professor to the Academic Board.
- 5.4 In cases where an Honorary Degree or title of Fellow of the University nomination is based on the candidate's contribution to or achievements in either:
- a) the South West region or at the South West Campus; or
 - b) the performing arts or the Western Australian Academy of Performing Arts,
- the Chair of the Honorary Awards Working Group and/or the Chair of the Honorary Awards Committee may canvass the views of the ECU South West Campus (Bunbury) Advisory Board or the WAAPA Advisory Board respectively in such a manner as the Chair deems appropriate.
- 5.5 The Honorary Awards Working Group, the Honorary Awards Committee or the Academic Board may seek further and supporting information about a nominated candidate from the nominator or from other persons.
- 5.6 When an offer of an Honorary Award has been approved by Council, the Chancellor will ascertain in writing whether the nominated candidate is willing to receive the award.

6. Variation of award type

The Honorary Awards Committee will consider the suitability and appropriateness of the type of award proposed in an Honorary Award nomination. The Committee may vary the award type in making its recommendation to Council.

7. Award benefits

- 7.1 A recipient of an Honorary Degree or title of Fellow of the University will receive:
- a) travel to and from Perth or Bunbury from their residence and accommodation in Perth or Bunbury (as required) to attend an ECU graduation ceremony for formal presentation of the Honorary Degree or title of Fellow;
 - b) appropriate academic dress for the presentation;
 - c) the award citation in a presentation folder;
 - d) a framed award testamur.
- 7.2 A recipient of the title of Emeritus Professor will receive:
- a) a letter from the Chancellor;
 - b) a framed certificate of conferral of title.

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8. Postnominals

8.1 The recipient of an Honorary Degree is entitled to use postnominals as follows:

- Doctor of the University HonDUniv *ECowan*
- Doctor of Arts HonDArts *ECowan*
- Doctor of Business HonDBus *ECowan*
- Doctor of Commerce HonDCommc *ECowan*
- Doctor of Education.....HonDEd *ECowan*
- Doctor of Engineering..... HonDEng *ECowan*
- Doctor of Health Science HonDHlthSc *ECowan*
- Doctor of Laws HonLLD *ECowan*
- Doctor of Medical ScienceHonDMedSc *ECowan*
- Doctor of MusicHonDMus *ECowan*
- Doctor of NursingHonDNurs *ECowan*
- Doctor of Performing ArtsHonDPerfA *ECowan*
- Doctor of Science HonDSc *ECowan*

8.2 Postnominals are not prescribed for recipients of the title of Fellow of the University or of Emeritus Professor.

9. Titles

Honorary Degree recipients are to be advised that Honorary Degrees do not form part of the Australian Qualifications Framework (AQF) and do not carry with them a formal qualification. Guidance on the use of the title 'Dr' or 'Doctor' shall be provided by the University.

10. On-going entitlements for Honorary Award recipients

10.1 On-going entitlements for Honorary Degree recipients and Fellows of the University are determined by the Honorary Awards Committee in consultation with relevant officers of the University.

10.2 For all purposes of courtesy and on ceremonial occasions an Emeritus Professor will be regarded as a Professor of the University but will not by reason of such office be a member of staff nor a member of the Academic Board or of any School.

11. Conferral and presentation

11.1 Honorary Degrees and titles of Fellow of the University will usually be conferred at an ECU graduation ceremony. The Chancellor may approve alternative arrangements for conferral of an Honorary Degree or title of Fellow of the University including conferral *in absentia*.

11.2 A citation summarising the recipient's achievements and the University's reason for conferring the Honorary Degree or title of Fellow of the University will be read as part of the presentation.

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- 11.3 Posthumous Honorary Awards will not be recommended. In conferring an Honorary Award, the University seeks to honour the person and not the person's memory. Where a recipient accepts the offer of an Honorary Award, but:
- a) dies before the conferral ceremony, an Honorary Award may be conferred posthumously, and a relative or associate may receive the award on behalf of the recipient at the discretion of Council; or
 - b) is temporarily or permanently incapacitated before the conferral ceremony, a relative or associate may receive the award on behalf of the recipient, at the discretion of the Chancellor.
- 11.4 If a recipient declines the offer of an Honorary Award:
- a) the recipient's response will be reported to the Chancellor;
 - b) the declined offer will be recorded on the register of offers and noted at the next meeting of the Honorary Awards Committee; and
 - c) the offer will lapse.
- 11.5 If a recipient fails to respond within twelve months to the offer of an Honorary Award:
- a) the absence of response will be reported to the University Secretary;
 - b) the absence of response will be recorded on the register of offers and noted at the next meeting of the Honorary Awards Committee; and
 - c) the offer will lapse.
- 11.6 If a recipient accepts an offer but is unable to attend the conferral of their Award within two years of the offer being made, a second due diligence review will be required prior to further pursuit of a conferral opportunity. In the event of the review identifying any new matters requiring consideration, these will be presented to the Honorary Awards Working Group and Honorary Awards Committee for review and recommendation to Council for decision.

12. Public Relations

- 12.1 The University will seek to maximise positive publicity opportunities resulting from the conferral of an Honorary Award.
- 12.2 The University Secretary is responsible for maintaining a comprehensive list of Honorary Award recipients and ensuring this list is located in a publicly accessible location ([ECU Honorary Awards webpage](#)).
- 12.3 The University Secretary will inform:
- a) the Office of Development and Alumni Relations of all conferrals of Honorary Awards and of the Title of Emeritus Professor; and
 - b) the Human Resources Services Centre of all conferrals of the Title of Emeritus Professor.

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13. Engagement with Honorary Awardees

Awardees may be invited from time to time to participate in University events and activities including any of the following:

- a) Attendance at ECU events which may include participation as a guest or panel speaker;
- b) Contributing to activities associated with developing the University's external relationships with industry and community;
- c) Participation in identified committees, advisory boards or working groups;
- d) Serving as an ambassador for ECU in certain contexts; and
- e) Representing the University in professional forums, conferences and public seminars.

14. Honorary Awards Procedures

These *Procedures* may be varied or amended from time to time by resolution of the Honorary Awards Committee.