



1. OVERVIEW

- 1.1. UTS may from time to time confer honorary degrees on individuals for the purpose of recognising their outstanding contribution to the University or community. These recipients will be eminent as role models to the younger generation particularly UTS graduates/alumni.
- 1.2. UTS will confer honorary awards for commendable and active services to the University or community in a particular discipline or position to acknowledge their contribution to the teaching and learning; research and innovation; creativity; or management excellence.

2. AWARD & NOMINATION CRITERIA

- 2.1. University Honorary Doctorate
 - 2.1.1. Outstanding achievement and contribution to the community;
 - 2.1.2. Outstanding service or support to the University.
- 2.2. Honorary Doctorate of a particular programme or discipline of study;
 - 2.2.1. Outstanding contribution to the programme or discipline of study;
 - 2.2.2. Excellent professionalism in any particular discipline of study;
 - 2.2.3. Initiative, leadership or merit in any particular discipline of study.

3. AWARD PRIVILEGES

- 3.1. Honorary award will be conferred during a convocation ceremony;
- 3.2. Free membership of the University Library;
- 3.3. Special guest invite to certain UTS official functions;
- 3.4. Entitlement to wear academic attire during official ceremonies.

4. AWARD PROCEDURE

- 4.1. Nomination of a person for the award of Honorary Degree may be made by the School or Centre in their central committee meetings.
- 4.2. All nominations will be considered at the Honorary Degree Committee Meetings before being approved by the Senate.
- 4.3. For overseas candidates, nominations approved by the Senate must be submitted to the Department of Higher Education, Ministry of Education for approval, before the offer letter can be issued to the candidate.
- 4.4. For local candidates, nominations approved by the Senate must be submitted to the Department of Higher Education, Ministry of Education for information, before the offer letter can be issued to the candidate.
- 4.5. For foreign leader's nomination, the *Wisma Putra* must first be consulted for feedbacks before informing the Department of Higher Education, Ministry of Education.
- 4.6. Honorary award nominations should be submitted to the Secretary of the Honorary Awards Committee, accompanied by supporting documents and references.



- 4.7. Nominees must go through a thorough evaluation and investigation to ensure that previous or future undertakings or associations of the nominee will not cause disrepute to UTS's reputation.
- 4.8. In case a CV of the nominee is not available, other supporting documentation such as a biography or other evidence that the person's achievements have been recognised, is accepted.
- 4.9. Nomination is confidential and the nominee should not be informed of the nomination.
- 4.10. Verified nominations will be deliberated by the Honorary Awards Committee, which may recommend the award to the Senate for conferral. The decision of the Senate in relations to honorary degree award is final.
- 4.11. Contributions made by any member of the community will be acknowledged based on the following criteria;
 - 4.11.1. any person is eligible for nomination;
 - 4.11.2. the Committee will maintain its independence from any other processes of the University in its evaluation and decision;
 - 4.11.3. the committee is free from any political influence or other similar association
 - 4.11.4. the decision is based upon equity
 - 4.11.5. the committee will put into consideration potential risks associated with the awarding of an honorary degrees.
- 4.12. After the Senate has approved the awarding of an honorary degree, the Secretary to the Honorary Awards Committee will forward the official notification from the Chancellor to the honorary award recipient advising the honorary award and suggesting an appropriate graduation ceremony for conferment.
- 4.13. Honorary doctorate certificate will be conferred at a convocation ceremony or in absentia if attendance is not possible.
- 4.14. Honorary degree recipients are provided with the appropriate academic dress. A certificate and citation are given at the ceremony.
- 4.15. Honorary award recipients will be invited to future convocation ceremonies joining the academic procession.
- 4.16. In the event of a posthumous award, the next-of-kin may nominate a representative to attend the graduation ceremony to receive the award. The representative shall not wear the academic dress for the award but may wear any academic dress to which they are entitled.
- 4.17. Honorary awards and titles are nominal; they confer no rights on the recipient and carry with them no formal academic qualification. They are a means through which the University may acknowledge an individual's outstanding scholarly achievements, community/university service.
- 4.18. Recipients of honorary awards and titles shall be entitled to cite the official award abbreviation but, in doing so, should note the honorary status of the award/title. Honorary award titles may be cited either in full or in shortened form, but not in a mixture of both forms.

5. HONORARY AWARDS COMMITTEE

5.1. Honorary Awards Committee (HAC) Set-up

- 5.1.1. Chair – Vice-Chancellor or Vice Chancellor's nominate
- 5.1.2. Members – five members of the Senate
- 5.1.3. Secretary – Registrar



- 5.1.4. Secretariat – Academic Relations & Registry Unit
- 5.1.5. Quorum – three members;
- 5.1.6. Rules for voting – decisions are valid if supported by three (3) members
- 5.1.7. Members of HAC to be appointed by VC
- 5.1.8. The HAC meets when there are matters to be decided
- 5.1.9. Decision of the HAC will be tabled to the Senate.

6. RESPONSIBILITIES

- 6.1. The Registrar is responsible for ensuring the requirements outlined in this policy are followed.
- 6.2. The Secretary to the Honorary Awards Committee shall maintain a record of the honours conferred.
- 6.3. The Honorary Awards Committee will:
 - 6.3.1. verify the details located in each application and obtain additional information where necessary.
 - 6.3.2. consider each nomination carefully and thoughtfully in relation to the stated criteria for each award and the other nominations
 - 6.3.3. consider potential risks associated with the University's reputation, image, profile, or resources, at the time the nomination is put forward, and into the future, and
 - 6.3.4. recommend to Senate, persons to be considered for the conferral of honorary degrees and the name of the awards to be granted.
- 6.4. The Senate will:
 - 6.4.1. With the consent of the University Council (Board of Governors), the award of the Honorary Degree to any candidate may be granted by the Senate on the recommendation of the Honorary Awards Committee.
 - 6.4.2. Subject to part III clause 6. (1) (e) and 6. (2) (c), of the UTS constitution, the Senate may award the Honorary Degree as follows:
 - i. University Honorary Doctorate - *Honorary Doctorate of Humanities*
 - ii. Honorary Doctorate of a particular programme or discipline of study
 - a. *Honorary Doctorate of Business & Management;*
 - b. *Honorary Doctorate of International Relations;*
 - c. *Honorary Doctorate of Political Science;*
 - d. *Honorary Doctorate of Information Technology;*
 - e. *Honorary Doctorate of Engineering & Technology;*
 - f. *Honorary Doctorate of Architecture;*
 - g. *Honorary Doctorate of Accounting.*
 - 6.4.3. The Senate may also award other Honorary Degrees from time to time, other than those listed in the above clause.
 - 6.4.4. The Senate reserves the right to award the Honorary Degree at the appropriate level (eg. Honorary Masters) to any person who has contributed to the progress or dissemination of knowledge or who has rendered excellent services to the public, subject to the approval of the University Council (Board of Governors).
 - 6.4.5. The Senate's decision in the selection of a candidate is final.



7. DECLARATION

- 7.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of awarding and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 7.2. These guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the award of the Honorary Degree.