

Honorary Degrees Panel

Terms of Reference

Version: 6.00
Status: Final
Date: 12/05/2022

Approval History

Version	Date	Comments	Approver
1.00	29/11/2017	Approved	Academic Board
2.00	28/01/2019	Approved by Chair's Action	Academic Board
3.00	12/06/2019	Approved	Academic Board
4.00	06/05/2020	Approved	Honorary Degrees Panel
5.00	24/08/2021	Approved	Honorary Degrees Panel
6.00	12/05/2022	Approved	Honorary Degrees Panel

1 Key Purpose

- 1.1 The key purpose of the Honorary Degrees Panel is to review nominations for the award of Honorary Degrees and to make recommendations for the conferment of these awards to the Academic Board for approval.

2 Terms of Reference

- 2.1 Review nominations for Honorary Degrees against the criteria stated with the UCEM Honorary Degrees Process.
- 2.2 Be satisfied that there is appropriate evidence of the nominee's achievements to warrant the award of an Honorary Degree.
- 2.3 Ensure that the level of the award reflects the extent of the nominee's contribution and achievement.
- 2.4 Treat all nominations confidentially.
- 2.5 Ensure that the principles of equality and diversity are applied when considering the nominations.
- 2.6 Make recommendation to the Academic Board for the award of Honorary Degrees.

3 Reporting

- 3.1 The Panel reports directly to the Academic Board after each meeting.

4 Membership of the Panel

Name	Title	Ex officio/appointed ¹
Jane Fawkes	Deputy Principal and University College Secretary (Chair)	Ex officio
Ashley Wheaton	Principal	Ex officio
Dr Wendy Finlay	Vice Principal – Learning and Teaching	Ex officio
Muhammad Ahmed	Lead Student Representative and Student Trustee	Ex officio
Prof. Kenny Miller	Representative from the Board of Trustees	Appointed
Antje Rex	Academic Governance Officer (Secretary)	In attendance

¹Appointment periods are stated in section 4.1 of the Standing Orders for the Conduct of Meetings and the General Principles section of the Deliberative Committee Members Guidance Notes.

- 4.1 Other participants may attend at the request or invitation of the Chair but will not be entitled to participate in any vote when such activity takes place.
- 4.2 Non-attendees either may be represented by an appropriate alternate Panel member or must provide written comments on relevant agenda items to the Secretary in advance of the meeting.
- 4.3 Members will be asked to declare any interests in relation to any of the nominees under consideration, such as family relationships, at the start of each meeting. Where interests are declared, the member will be asked to withdraw and take no part in the consideration of the nominee in question.

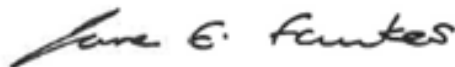
5 Quorum

- 5.1 For the Panel to be quorate, at least 50% of current (voting) members should be in attendance. This excludes the Secretary, invitees, and membership vacancies from the calculation. Members in attendance who are acting as 'alternates' for absent members are only counted once. When the application of this formula results in a fraction, this figure is rounded down to the nearest whole number.

6 Frequency of Meetings

- 6.1 The Panel will be convened as and when required.

Signed by:



Jane Fawkes
Chair of the Honorary Degrees Panel

Date: 13/07/2022