



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Patron: HRH The Prince of Wales

www.ucem.ac.uk

Horizons, 60 Queen's Road, Reading RG1 4BS

t +44 (0)118 9214696 e enquiries@ucem.ac.uk

Paper HDP 19/01/07-v4.00

Reading Time: 5 minutes

UCEM Process for the Award of Honorary Degrees

Version: 4.00

Status: Final

Date: 12/11/2021

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	29/10/2021	Approved	Honorary Degrees Panel

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1. Introduction

The Academic Board of the University College of Estate Management (UCEM) may award an individual or individuals with an Honorary Degree as a way of acknowledging that they have made a significant contribution to their field and recognising that their work aligns with UCEM's values and mission.

2. Criteria for Nomination

- 2.1. The award of Honorary Degree should be made to person(s):
 - a) of eminence who has made a significant contribution to the professions aligned with UCEM, and with whom a formal link would be of benefit to the institution;
 - b) whose achievements relate in some way to the work or values of UCEM;
 - c) of public profile that will benefit the reputation of UCEM.
- 2.2. Individuals who have given exceptional service to UCEM over an extended period of time may be considered; however, there is no requirement for the person to have had a direct link with UCEM prior to the award.
- 2.3. There must be clear potential for a lasting relationship with UCEM.
- 2.4. When making and considering nominations, nominators and reviewers should aim to reflect the diversity of the UCEM community.
- 2.5. The following excludes someone from nomination for an Honorary Degree:
 - a) An Honorary Degree shall not be given to:
 - current members of UCEM staff;
 - serving members of the Board of Trustees;
 - a person who has been awarded Honorary Fellow by UCEM;
 - a person who has previously been awarded an Honorary Degree by UCEM.
 - b) A person who already holds a UCEM degree cannot be considered for the same UCEM Honorary Degree (i.e., the holder of a UCEM BSc cannot be awarded an Honorary BSc).

3. Awards

- 3.1. The following categories of Honorary Degree may be awarded:
 - a) Bachelor of Science (BSc);
 - b) Master of Science (MSc);
 - c) Master of Business Administration (MBA);
 - d) Honorary Doctorate.
- 3.2. The award of Honorary Degrees is not an annual requirement and will often link to a special occasion, such as the Centenary Year Celebration.

4. Nominations Procedure

Please also see the process diagram in Appendix A, which includes the indicative timeline.

Stage 1: Call for Nominations

- 4.1. The process is initiated by the Deputy Principal and University College Secretary, who makes a (bi)annual call for nominations via email to the following members of UCEM who are eligible to make a nomination:
 - Board of Trustee members;
 - Students and alumni;
 - Current members of staff;
 - Honorary Fellows.
- 4.2. The Deputy Principal may wish to also publicise the nominations process via methods such as the Virtual Learning Environment (VLE), website, and student and staff newsletters.
- 4.3. The call for nominations is made no later than six months prior to the Graduation Ceremony at which the Honorary Degree will be conferred.
- 4.4. The nominations window is open for a maximum period of four months.
- 4.5. Nominations should be submitted to nominations@ucem.ac.uk using the Honorary Degree Nominations Form (see Appendix B).
- 4.6. All nominations are confidential, and nominees must not be informed that they have been recommended for an Honorary Degree.

Stage 2: Honorary Degrees Panel

- 4.7. Following the closure of the nominations window, the Honorary Degrees Panel is convened to review the nominations received.
- 4.8. Please see the Honorary Degrees Panel Terms of Reference for details of the panel, including membership.
- 4.9. The Honorary Degrees Panel will consider all nominations received and recommend individual(s) to the Academic Board for receipt of the award of Honorary Degree.

Stage 3: Academic Board

- 4.10. Academic Board will either ratify or reject the award of an Honorary Degree recommended by the Honorary Degrees Panel.
- 4.11. If necessary, the Academic Board may refer the final decision to the Board of Trustees.
- 4.12. The names of those recommended are confidential until approved by the Academic Board (or the Board of Trustees, if the decision is referred), and until offers have been made and accepted by the nominee(s).

Stage 4: Board of Trustees

- 4.13. The list of Honorary Degree recipients is reported to the Board of Trustees.

Stage 5: Graduation Ceremony

- 4.14. Honorary Degrees are conferred at the UCEM Graduation Ceremony. Where it is not possible for the recipient of an Honorary Degree to attend the Graduation Ceremony in exceptional circumstances alternative arrangements may be made.
- 4.15. The recipient(s) at the Graduation Ceremony will wear the Honorary Degrees gown.
- 4.16. An Honorary Degree does not confer any other right, privilege or status within UCEM.
- 4.17. The names of all recipients of UCEM Honorary Degrees are publicised on the UCEM website and are inscribed on the UCEM Honours Board at Horizons.

5. Expectations of Honorary Degree Recipients

- 5.1. All Honorary Graduates are expected to develop an embedded role in the UCEM community and to make an active contribution to the work of UCEM. This may include, but is not limited to:
 - a) Providing guidance, support, and encouragement to UCEM;
 - b) Providing guest lectures;
 - c) Acting as an Ambassador for UCEM;
 - d) Promoting UCEM programmes, etc.
- 5.2. The expectations should be made clear when the offer is made to the potential recipient.
- 5.3. A meeting will be held with the Principal or University College Secretary to discuss involvement with UCEM after a person has accepted an Honorary Degree.

6. Revocation of Honorary Degrees

- 6.1. UCEM reserves the right to revoke an Honorary Degree if the reputation of UCEM is likely to be brought into disrepute through continued connection with the individual.

7. Maximum Number of Honorary Degrees

- 7.1. A maximum of four Honorary Degrees in each category may be awarded per annum.

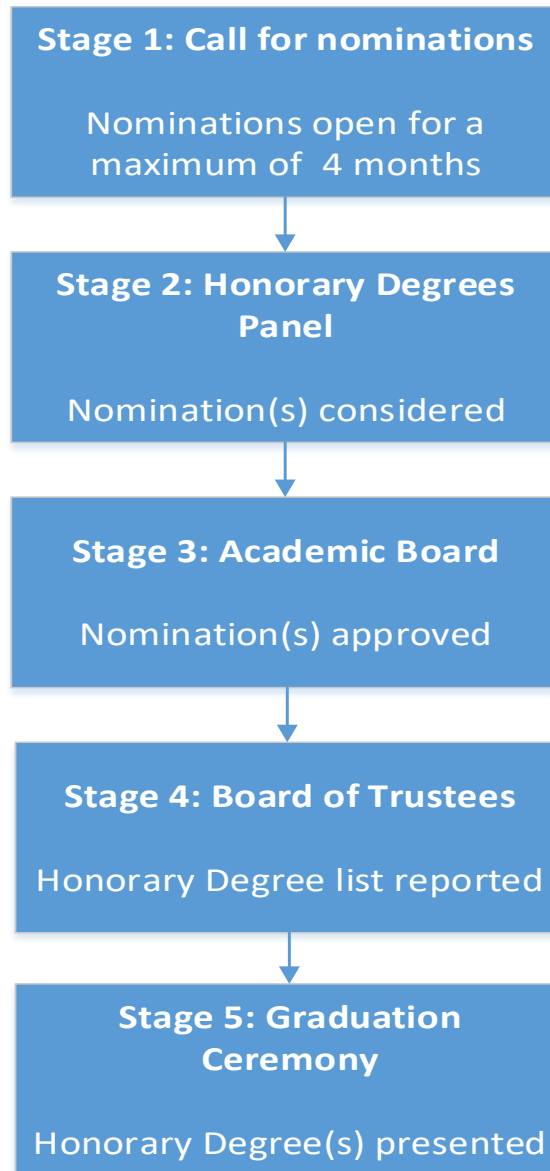


Signed by:

Jane Fawkes
Chair of the Honorary Degrees Panel

Date: 12/11/2021

Appendix A: Honorary Degrees Process Diagram



Appendix B: Honorary Degree Nomination Form



Honorary Degree Nomination Form

This form should be used for the nomination of a person for receipt of a UCEM Honorary Degree, in accordance with the UCEM Process for the Award of Honorary Degrees.

Please provide as much detail as possible, as this will assist the Honorary Degrees Panel in its deliberations (use separate sheets if necessary).

Nominator's details	
Full name of nominator	
Nominator's role at UCEM	Student <input type="checkbox"/> Alumni <input type="checkbox"/> Board of Trustee member <input type="checkbox"/> Current member of staff <input type="checkbox"/> Honorary Fellow <input type="checkbox"/>

I wish to nominate the following person for a UCEM Honorary Degree (please include which level of Honorary Degree you wish to nominate the individual for)

Nominee's details	
Present or most recent position	
Available contact details	E-mail: Telephone: Address:
Does the nominee have a current or previous connection with UCEM?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state the details of the connection:

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Reason(s) for nomination

Please include:

- How the nominee meets the criteria outlined in the UCEM Honorary Degrees Process
- A brief chronological outline of the nominee's significant achievements known to the nominator*
- Details of the nominee's significant published works (if known)*
- An Honorary Graduate becomes a member of the UCEM family. What role do you believe the nominee could play for UCEM and how might the relationship be deepened in future years?

* If available, you may prefer to attach a current CV or professional biography for the nominee.

Please note that **nominations should be made confidentially**. The nominee should not be made aware that they have been put forward for consideration, either by their nominator or by any other another party.

Signature of nominator (this may be electronic)	
Date	

The completed form should be mailed to:
Deputy Principal and University College Secretary
University College of Estate Management
Horizons
60 Queens Road
Reading
RG1 4BS

Or emailed to: nominatons@ucem.ac.uk

Privacy and data protection:

At UCEM we are fully committed to treating your personal details with the utmost care and in line with our Privacy and Data Protection Policies that can be found on our website. Any personal information which is given to us will be treated with the highest standards of security and confidentiality, in accordance with the UK Data Protection Act 2018.