

# Honorary Awards Procedure

## Section 1 - Preamble

(1) The University Council may, by resolution, recognise the achievements of persons in the community and/or the University by way of conferring an Honorary Title, Award or Degree. These include:

- a. Emeritus Chancellor of the University;
- b. Emeritus Professor of the University;
- c. Companion of the University; and
- d. Honorary Degrees.

## Section 2 - Purpose

(2) The intention of this document is to define the role, privileges, selection criteria and responsibilities of recipients of Honorary Titles and Awards from the University.

## Section 3 - Scope

(3) This procedure cover the process of nominating and awarding honorary title or award, and apply to persons awarded and nominated for an honorary title or award, as well as the University Council as the body responsible for conferring honorary titles and awards.

## Section 4 - Procedure

### **Emeritus Chancellor of the University**

(4) Council may, by resolution in exceptional circumstances, in recognition of distinguished service to the University, present the title of Emeritus Chancellor of the University to a former Chancellor upon the recommendation of the Vice-Chancellor to the Nominations, Honorary Awards and Legislation Committee.

(5) An Emeritus Chancellorship is an honorary title awarded to a Chancellor and does not include the right to any form of entitlement from the University beyond the use of the honorary title.

### **Privileges - Emeritus Chancellor**

(6) An Emeritus Chancellor of the University will be:

- a. Presented with the title of Emeritus Chancellor of the University at an appropriate University function and given an appropriate citation;
- b. Provided with a University email account;
- c. Provided with electronic data storage space;
- d. Accorded library borrowing rights; and

- e. Accorded special guest status at certain official University functions such as graduations and scholarship ceremonies.

(7) Access to University services will be provided in accordance with the current practices at the time.

### **Nomination Procedures - Emeritus Chancellor**

(8) Nominations setting out reasons why a former Chancellor should be presented with the honorary title of Emeritus Chancellor must be submitted in confidence to Governance by emailing [governance@cdu.edu.au](mailto:governance@cdu.edu.au).

(9) Please note: self-nomination is not permitted.

(10) Relevant information would normally include such things as:

- a. Length of service as Chancellor;
- b. Achievements on behalf of the University whilst Chancellor;
- c. Standing and reputation in the community;
- d. Contribution to University life in general; and
- e. Contribution to national public life.

(11) The Nominations, Honorary Awards and Legislation Committee will convene to consider the nomination submitted by the Vice-Chancellor. The Committee then makes a recommendation to Council. In the event that a recommendation is made to Council, the recommendation as well as supporting documentation will comprise the report. The nominator will be advised of the determination made by the Committee.

(12) Emeritus Chancellors will be added to the Staffing Establishment List as an honorary appointment within the Office of the Vice-Chancellor and President.

### **Emeritus Professor of the University**

(13) Council may, by resolution, in recognition of distinguished academic service to the University, present the title of Emeritus Professor of the University.

(14) An Emeritus Professorship is an honorary title presented to a person and does not include the right to any form of entitlement from the University beyond the use of the honorary title.

### **Eligibility Criteria - Emeritus Professor**

(15) To be eligible for nomination for the title of Emeritus Professor, the nominee must have:

- a. Been a remunerated professor of the University and separated from the employment of the University at the time of nomination; and
- b. Provided distinguished academic leadership to the University usually, over a long period of service with the University, and would normally be a minimum of five (5) years.

### **Privileges - Emeritus Professor**

(16) An Emeritus Professor of the University will be:

- a. Presented with the award of Emeritus Professor of the University at an appropriate University function and given an appropriate citation;
- b. Provided with a University email account;
- c. Provided with electronic data storage space;

- d. Accorded library borrowing rights; and
- e. Accorded special guest status at certain official University functions such as graduations and scholarship ceremonies.

(17) Access to office accommodation may be provided where there is to be a continuing relationship necessitating such facilities.

(18) Access to University services will be provided in accordance with the current practices at the time.

### **Nomination Procedures - Emeritus Professor**

(19) Nominations setting out reasons as to why a professor of the University should be presented with the title of Emeritus Professor must be submitted in confidence to Governance by emailing [governance@cdu.edu.au](mailto:governance@cdu.edu.au).

(20) Please note: self-nomination is not permitted.

(21) Nominations should be accompanied by a brief resumé of the nominee and a description of how the nominee meets the criteria for Emeritus Professor of the University.

(22) Relevant information would normally include such things as the:

- a. Length of service as a professor, both at the University (normally a minimum of five (5) years) and elsewhere;
- b. Achievements in those areas of research, scholarship, teaching, leadership, management, academic innovation, community service, and/or service to the profession or discipline that are, or have been, particularly pertinent to their responsibilities as a professor;
- c. Standing and reputation in any of the above within the Australian and/or international higher education fields;
- d. Contributions to or standing in the community, and/or membership or association with professional bodies;
- e. Contribution to University life in general; and
- f. Contribution to national, public life.

(23) The Vice-Chancellor may seek additional information on the nominee from other relevant sources.

(24) In cases where the employee is about to retire or resign, the title will apply from the date of retirement or separation.

(25) The Nominations, Honorary Awards and Legislation Committee will convene to consider the nomination(s) submitted by the Vice-Chancellor. The Committee then makes a recommendation to the University Council. In the event that a recommendation is made to Council, the recommendation as well as supporting documentation will comprise the report. The nominator will be advised of the determination made by the Committee.

(26) Emeritus Professors will be added to the Staffing Establishment List as an honorary appointment within the Office of the Vice-Chancellor.

### **Companion of the University**

(27) The title of Companion of the University shall be presented by the University Council on the advice of the Nominations, Honorary Awards and Legislation Committee, and will endure for the life of the award recipient unless otherwise determined by Council. The title of Companion of the University is established to allow the University to recognise publicly the achievement of persons in the community who would not otherwise be considered for an honorary award.

(28) University employees can become eligible after they have ceased employment with the University.

(29) Where a company or organisation has made a significant contribution, the chief executive, manager or secretary of that company or organisation may receive the award, and the organisation or company would be known as a Companion of the University.

### **Eligibility Criteria - Companion of the University**

(30) The achievements of a candidate for the award of Companion of the University should include one of the following:

- a. Outstanding service to the University; or
- b. Exceptional support in the development and/or enhancement of the University; or
- c. Achievements deemed by the Nominations, Honorary Awards and Legislation Committee to be important in the development/promotion/enhancement of the University.

### **Privileges - Companion of the University**

(31) A Companion of the University will be:

- a. Presented with the award of Companion of the University at an appropriate University function and given an appropriate citation;
- b. Accorded special guest status at certain official University functions such as, graduations and scholarship ceremonies; and
- c. Entitled to wear the academic dress of a Companion of the University on ceremonial occasions.

### **Nomination Procedures - Companion of the University**

(32) Nominations setting out reasons as to why a person/s or group from the local community or from within the University should be presented with the title of Companion of the University must be submitted in confidence to Governance by emailing [governance@cdu.edu.au](mailto:governance@cdu.edu.au).

(33) Please note: self-nomination is not permitted.

(34) Nominations should be accompanied by a brief resumé of the nominee and a description of how the nominee meets the criteria for Companion of the University.

(35) The Nominations, Honorary Awards and Legislation Committee will convene to consider the nomination(s) submitted by the Vice-Chancellor. The Committee then makes a recommendation to Council. In the event that a recommendation is made to Council, the recommendation as well as supporting documentation will comprise the report. The nominator will be advised of the determination made by the Committee.

(36) A Companion of the University recipient will be added to the Staffing Establishment List as an honorary appointment within the Office of the Vice-Chancellor and President.

### **Honorary Degrees**

(37) Council may, by resolution, in recognition of distinguished service to the community and or the University, present an honorary degree. While recipients might normally be prominent in education and research, success in other areas of social, cultural, intellectual or economic importance should also be recognised.

(38) Honorary degrees are not intended as rewards for political service; however, outstanding politicians may be eligible under the criteria outlined below.

(39) The University does not present honorary degrees to individuals currently serving the University or controlled

entities either as Council members, board members, external appointees to Council committees or as full-time employees.

- a. Upon advice from the Vice-Chancellor, Council may approve an exception to award an honorary degree to a full-time employee where:
  - i. exceptional circumstances merit the awarding of the degree during the employee's full-time tenure;
  - ii. the contribution that the honorary degree recognises is separate from, or was made prior to the commencement of, the employee's employment with the University; and
  - iii. the nomination is made by the relevant Senior Executive Team member and recommended by the Vice-Chancellor prior to the Nominations, Honorary Awards and Legislation Committee meeting.

(40) It is not essential that honorary degrees be offered in each year.

### **Eligibility Criteria - Honorary Degrees**

(41) Recipients of honorary degrees should:

- a. Be prominent, highly regarded individuals in a sphere of relevance to the University; and
- b. Have made a significant contribution to the development and advancement of the Northern Territory, Northern Australia or the Southeast Asian region; and/or
- c. Have contributed substantially to the development of the University through, for example, extended or exceptional service or a significant endowment; and/or
- d. Be a graduate of the University who has made an outstanding contribution to their profession.

### **Privileges - Honorary Degrees**

(42) Recipients of Honorary Degrees will be:

- a. Presented with the award of "Doctor of XXX, Honoris Causa" of the University at an appropriate University function and given an appropriate citation; and
- b. Accorded special guest status at certain official University functions such as, graduations and scholarship ceremonies.

### **Nomination Procedures - Honorary Degrees**

(43) Nominations setting out reasons as to why a person should receive an Honorary Degree from the University must be submitted in confidence to Governance by emailing [governance@cdu.edu.au](mailto:governance@cdu.edu.au).

(44) Please note: self-nomination is not permitted.

(45) Nominations should be accompanied by a brief resumé of the nominee and a description of how the nominee meets the criteria for entitlement of an Honorary Degree.

(46) The Nominations, Honorary Awards and Legislation Committee will convene to consider the nomination(s) submitted by the Vice-Chancellor. The Committee then makes a recommendation to Council. In the event that a recommendation is made to Council, the recommendation as well as supporting documentation will comprise the report. The nominator will be advised of the determination made by the Committee.

### **Revoking an Honorary Award**

(47) In extraordinary circumstances, Council may by resolution revoke an honorary title or award, including all associated rights and privileges.

(48) The circumstances leading to the revocation of an honorary award must be sufficiently serious to warrant such an action, including but not limited to the award holder:

- a. acting in such a manner as to bring the reputation of the University into disrepute;
- b. committing an indictable offence;
- c. not being a fit and proper person in regard to such matters as previous conduct, criminal history, and financial record; or
- d. acting in a manner substantially in contravention of University legislation.

(49) On the advice of the Vice-Chancellor, the Nominations, Honorary Awards and Legislation Committee will convene to consider revoking an honorary award. The Committee then makes a recommendation to Council. When the recommendation is made to Council, the recommendation as well as supporting documentation will comprise the report.

(50) The award holder will be advised of the recommendation of the Committee. The notification will include:

- a. the recommendation of the Committee;
- b. the reasons for this recommendation;
- c. any changes to the award holder's rights and privileges; and
- d. any other information the Committee sees fit to include.

(51) If the recommendation of the Committee is to revoke the honorary award, the use of the honorary award and all associated rights and privileges will be considered revoked from the time of the recommendation until a resolution on the matter is made by Council.

(52) The award holder will be advised of the resolution of Council. The notification will include:

- a. the resolution of Council;
- b. the reasons for this resolution;
- c. any changes to the award holder's rights and privileges; and
- d. any other information the Committee sees fit to include.

## Section 5 - Non-Compliance

(53) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct - Students](#).

(54) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(55) All employees have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	5th March 2025
<b>Review Date</b>	5th March 2028
<b>Approval Authority</b>	Vice-President Governance and University Secretary
<b>Approval Date</b>	5th March 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Brendon Douglas Vice-President Governance and University Secretary
<b>Implementation Officer</b>	Brendon Douglas Vice-President Governance and University Secretary
<b>Enquiries Contact</b>	Brendon Douglas Vice-President Governance and University Secretary <hr/> Governance