**UNIVERSITY OF STIRLING**

**HONORARY DEGREES NOMINATIONS - NOMINATION GUIDANCE AND CRITERIA**

1. Through its Honorary Degrees Committee, the University considers nominations from members of staff for the award of the degree of Doctor of the University (DUniv) or Master of Arts (MA) to appropriate recipients.

1. The University may award honorary degrees to individuals in accordance with [Ordinance 16](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/university-calendar/ordinances/):
* The Academic Council may grant the degree of Doctor of the University (D.Univ.) as an Honorary Degree to persons who have rendered outstanding services to the University or to persons of great distinction in the fields of learning, the arts or public affairs or an area related to one of the University’s academic disciplines.
* The Academic Council may also grant the degree of Master of Arts (M.A.) as an Honorary Degree to persons who have rendered long and meritorious service to the University, or who have made an outstanding contribution to the community.
1. Nominations are considered by the Honorary Degrees Committee which makes recommendations for approval to the Academic Council.
2. The Committee considers nominations against the following criteria which are provided here to guide and assist those making nominations:

For the award of DUniv the nominee should generally:

1. have academic or professional and/or public distinction, including a contribution to fields of activity of particular importance to the work of the University;
2. be regarded as outstanding internationally in their field;
3. be a national or international figure who serves as a role model for graduates.

For the award of M.A. the nominee should generally:

1. be a recent employee of the University or member of Court who has rendered lengthy, unusual or exceptional service to the University (DUniv may be appropriate where the nominee is already a graduate of the University or has gained distinction in their own field);
2. have an outstanding record of voluntary or selfless service to the community (DUniv may be appropriate where the nominee is already a graduate of the University).

For either DUniv or M.A. generally:

1. The nominee should be someone who could enhance the University’s general reputation.
2. The nominee should have the potential to act as a champion and supporter of the University.
3. The nominee should have particular relevance for Scotland and the University or for the city of Stirling and the University, or its international partners
4. The nominee should serve as an example of ambition and achievement to the University’s students and graduands.
5. The award would emphasise and reinforce a continuing beneficial association with the University.
6. The nomination should be timely in that any significant delay would reduce its impact.
7. The award should signify outstanding achievement where it is to be granted to an alumnus.
8. A link with the University is desirable although acknowledged distinction alone may be sufficient for selection.

The Committee does not normally:

1. consider self-nominations;
2. approve the award of honorary degrees to serving politicians, current employees of the University and current members of University Committees or Court;
3. reconsider unsuccessful nominations for two years;
4. approve the award of honorary degrees to people who already hold a Stirling honorary degree;
5. consider nominations for people who are deceased or otherwise unable to accept the award.
6. Consider nominations for people who pose a reputational risk for the institution.
7. When considering nominations, the committee will pay regard to equality and diversity, and will seek to ensure that the University’s honorary graduates reflect the institution’s national and international perspective.
8. In preparing a nomination for an honorary degree, nominators should note it is essential that:
	* The nomination is fully completed; and
	* The ‘Detailed Case for Award’ section contains comprehensive detail on the rationale for the nomination, the relevant achievements or contributions of the nominee, any connections or links the nominee has with the University. The length of the information provided in this section will vary and the key consideration for nominators is ensuring a fully developed rationale and case for an award is provided; and
	* The ‘Nominator Statement in Support of Nomination’ section should provide detail of the nominator’s reasons for supporting the nomination, the potential impact and benefit of the award being granted, and any known potential risks that may be associated with the nomination if an award was to be approved.
9. Further guidance on preparing a strong nomination for an honorary degree is set out in Appendix 1.
10. Following the submission of a nomination form, a process of initial due diligence will be undertaken by Academic Registry and Communications, Marketing and Recruitment on behalf of the Honorary Degrees Committee. Any forms that are not fully or appropriately completed are likely to be returned to the nominator and Academic Registry staff will liaise with the nominator to provide guidance on the further completion of the form.

**APPENDIX 1: Guidance on Preparing a Strong Honorary Degree Nomination**

1. The award of an honorary degree recognises an individual’s distinction, contribution, standing or service and when considering making a nomination for an honorary degree, you should take account of the criteria set out in paragraph 4 above.
2. In preparing the nomination you should be clear about what you want to say:
* Before you start drafting your nomination, do your research on the individual (including contacting relevant individuals confidentially).
* Have a clear idea of the key messages that you want to communicate before starting to draft the nomination.
* Keep the nomination relevant to why the person you are nominating should be considered for an honorary degree.
1. Focus on the individual:
* Write about the individual person, rather than their organisation/team.
* Never use the passive where you can use the active.
1. Focus on achievements and impact:
* It is fine to talk about an individual’s earlier career or activities if this provides context or demonstrates sustained contribution but ensure that any information about the nominee’s education or earlier life is strictly relevant to the nomination.
* The most key examples of achievements and impact is probably sufficient in most cases and avoids the nomination becoming a CV.
* Use facts and examples to provide evidence of impact and achievement, however nominations should not simply give lists of the nominees’ activities and memberships. It must focus on describing their personal impact and how they have gone above and beyond the requirements of their day job.
1. Avoid jargon or technical language:
* It is fine to use acronyms (they are helpful for saving space), but you should always explain what they are the first time that you use them.
* Do not assume that those judging a nomination will know everything about what your nominee does. Put what you are saying in context and use real life examples and facts to which people can relate.
1. Ensure that the nomination is interesting to read and makes a compelling case.
2. Make sure that your information is up to date.
3. Check your completed form:
* Ensure that all the relevant information has been provided and take account of paragraph 6 above.