



Honorary Doctorate Procedures

1. POLICY SUPPORTED

[Honorary Awards Policy](#)

2. PROCEDURAL DETAILS

2.1 Nominations

- 2.1.1 A call for nominations for the award of an Honorary Doctorates will be made on a regular basis.
- 2.1.2 The call for nominations will be timed so that a Council resolution to approve the award of an Honorary Doctorate may be made in time to allow presentation at the next relevant round of graduation ceremonies.
- 2.1.3 Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.
- 2.1.4 Nominations will at all stages be treated confidentially. A nominee should not be advised of or consulted about their nomination at any stage.
- 2.1.5 Council members and staff of the University may provide nominations for Honorary Doctorates.
- 2.1.6 Nominations made by a member of the Council, the Vice-Chancellor or an Executive Manager may be submitted directly to the Secretariat.
- 2.1.7 Nominations made by other members of staff must be submitted to the Secretariat through their Executive Manager.
- 2.1.8 Nominations will be submitted using the relevant nomination form.

2.2 Review of nominations

- 2.2.1 The Secretariat will:
 - a) conduct an initial review of nominations to ensure:
 - i) all relevant criteria have been addressed; and
 - ii) all supporting documentation has been provided.
 - b) forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration.
- 2.2.2 The HAAC will:
 - a) assess nominees against the award criteria;
 - b) obtain and consider any additional information considered necessary;
 - c) ensure due diligence processes have been undertaken;
 - d) consider whether a nominee would be better suited for an award other than the one for which they have been nominated; and
 - e) recommend nominations to the Executive Committee for approval by the Council.
- 2.2.3 The Executive Committee will:
 - a) consider the recommended nominees;
 - b) obtain and consider any additional information considered necessary; and
 - c) recommend nominations for approval by the Council.
- 2.2.4 The Council will consider the recommended nominations and may approve an Honorary Doctorate, provisional on confirmation of the nominee's willingness to accept the award.

2.3 Notification of decision

- 2.3.1 The Vice-Chancellor will inform the successful nominee(s) advising them of the Council's decision and will invite the recipient to accept the award.
- 2.3.2 Where the nominee is willing to accept the award offered, the award will be:
 - a) conferred in accordance with relevant University policies and procedures, and
 - b) presented according to section 2.4 below.
- 2.3.3 The offer of the award will be deemed to have lapsed if the nominee:
 - a) is not willing to accept the award offered; or
 - b) has not communicated their intention within six months of being advised of the offer.
- 2.3.4 Where a nomination is unsuccessful, the Vice-Chancellor will advise the nominator, in confidence, of the outcome.

2.4 Presentation of Honorary Doctorates

- 2.4.1 An Honorary Doctorate will normally be presented at a relevant Graduation Ceremony, at which the recipient will normally give the Graduation Address to graduates.
- 2.4.2 In exceptional circumstances and at the discretion of the Vice-Chancellor, an Honorary Doctorate may be presented at another appropriate University event.
- 2.4.3 In exceptional circumstances and at the discretion of the Vice-Chancellor, presentation may be conducted in absentia where the nominee has accepted the University's offer of the award but has since become incapacitated or is otherwise prevented from attending a presentation event.
- 2.4.4 In circumstances in which the Council has resolved to approve an award and the nominee has accepted the offer but has since died, an Honorary Doctorate may be presented posthumously.
- 2.4.5 When deemed appropriate by the Vice-Chancellor, reasonable travel and accommodation costs for the recipient and one other person to attend the Graduation Ceremony or event at which the award is to be presented will be met by the University.

2.5 Communication and relationship with recipients

- 2.5.1 Corporate Communications will coordinate all internal and public announcements in relation to the conferral of an Honorary Doctorate.
- 2.5.2 University Advancement will:
 - a) maintain a list of the recipients of Honorary Doctorates; and
 - b) manage the University's ongoing relationship with the recipient of an Honorary Doctorate.

2.6 Duration of Honorary Doctorates

- 2.6.1 Honorary Doctorates will normally be conferred in perpetuity.

2.7 Academic regalia

- 2.7.1 The academic regalia for each type of Honorary Doctorate are described in the relevant University policy and procedures.

2.8 Benefits and entitlements of Honorary Doctorate recipients

- 2.8.1 Recipients of Honorary Doctorates are entitled to use the relevant post-nominal for that degree for all correspondence and cite the official award abbreviation after their name.
- 2.8.2 An Honorary Doctorate is not a qualification under the Australian Qualifications Framework (AQF), and therefore the conferral of an Honorary Doctorate does not entitle the recipient to use the title 'Doctor' or 'Dr' except when participating in an activity or event associated with the University.
- 2.8.3 Honorary Doctorate recipients will be invited to Graduation Ceremonies and other important University occasions as appropriate.

3. RESPONSIBILITIES

There are no additional responsibilities other than those set out under section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS

[Awards and Graduations Manual](#)

Policy Compliance Officer	Kristi Jarvis , Director, Governance Services and Council Secretary
Policy Manager	Chief Legal Officer
Approval Authority	Honorary Awards and Appointments Committee
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	11/12/2013	Council	C 206/13	Attachment 2 to Confidential Document No 01236/13, effective 1 January 2014
	Approved	07/12/2016	Council	C 188/16	Attachment B to Item 8.1.4
	Approved	29/03/2021	Honorary Awards and Appointments Committee	HAAC 07/21	Attachment E to Item 9
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