

Rules and Procedures for the Award of Honorary Doctorates at the Cape Peninsula University of Technology					
Policy Group(s):		B: Teaching & Learning			
Type:		Policy	✓	Guideline	
		Procedure	✓	Regulation	✓
CPUT Statute and/or Regulation Reference No and date:		CPUT Statute 2009			
Relevant Legislation and/or policy, Codes of practice, Professional Authorities:					
Relevant Institutional policies/ Documents/manuals/ Handbooks					
Policy Reference and Version No:		Res/Hon Doc/ V1.2011			
Certification of Due process:		<p>_____</p> <p>Vice Chancellor Date</p>			
Approval Date	June 2011	Commencement Date	June 2011	Review Date	2014

Key Words for Search Engine:	Honorary Doctorate
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REVISION HISTORY				
Revision Ref No.	Approved/ Rescinded	Date	Authority	Resolution Number or Minutes Reference
1.0				

POLICY STATEMENT	
1.0 Intent	This policy is designed to provide guidance on the criteria for consideration, as well as the process for recognising significant achievement on the part of individuals who are not in the employ of CPUT. This recognition would be for the intention of awarding the recipient on honorary degree from CPUT.
2.0 Scope	This policy is meant to be used to recognise exceptional service on the part of public figures serving at a national, African or global level of society and covers all disciplines and areas of service.
3.0 Objective(s)	The objectives of this policy are to provide clear guidelines for the fair and valid assessment on whether a public persona is eligible for an honorary award from CPUT.
4.0 Definitions	

<p>and Acronyms</p>	
<p>5.0 Policy Principles/ Procedure</p>	<p>5.1 Purpose of the Award</p> <p>Any member or group of members of CPUT Council or Senate may nominate a person for the award of an honorary doctorate for exceptionally distinguished service or achievement. Nominations from the University and wider communities may be made to Senate or Council, either of which may approve or reject such a nomination.</p> <p>5.2 Areas of Conferral</p> <p>Distinguished service or achievement may relate to one or more of the following: service to a relevant industry, profession, community or communities; academic distinction; service to the University; or a major contribution to resolving problems of national, African or global scope.</p> <p>5.3 Eligibility</p> <p>5.3.1 An honorary degree shall not be conferred on any person on the university's payroll.</p> <p>5.3.2 A person may not apply to receive an honorary degree.</p> <p>5.3.3 The conferring on any person of an honorary degree does not qualify that person to become a candidate for any degree or diploma at the university.</p> <p>5.3.4 Honorary degrees shall not be conferred on the basis of donations of any kind made to the University, nor on the basis of political favour or pressure.</p> <p>5.4 Procedures</p> <p>5.4.1 A nomination may be made by any member or group of members of CPUT Council or Senate.</p> <p>5.4.2 Any such nomination shall be made confidentially to the Registrar in writing, and shall provide a detailed, evidence-based rationale for the award. The nomination shall also include the name of the degree that the proponent wishes to be awarded.</p> <p>5.4.3 A person nominated for the award of an honorary doctorate shall not be consulted until the nomination has been endorsed by the Joint Honorary Doctorate Awarding Committee of Senate and Council.</p> <p>5.4.4 CPUT shall establish a Joint Committee of Senate and Council to consider nominations for the award of honorary doctorates. Senate shall nominate three representatives and Council shall appoint a further three members. None of the latter three members shall be the Senate representative to Council. In addition the Vice-Chancellor of the institution shall be a member of the Joint Honorary Doctorate Awarding Committee. The committee will be chaired by one of the Council members.</p>

	<p>5.4.5 The Joint Honorary Doctorate Committee shall have the power to recommend to Council, approval of any nomination from Senate or Council forwarded by the Registrar for the Committee's consideration.</p> <p>5.4.6 Any such recommendation shall require the support of the majority of the members of the Joint Committee, meeting in person. The Committee shall determine which of its deliberations are to be confidential.</p> <p>5.4.7 The Committee's recommendation shall be presented to Council together with supporting documentation, including a citation to be read at the appropriate graduation ceremony.</p> <p>5.5 Criteria Upon Which the Award can be Considered</p> <p>5.5.1 Exceptionally distinguished personal achievement and worth.</p> <p>5.5.2 Outstanding social, economic or cultural contribution nationally or internationally.</p> <p>5.5.3 Achievements should be in fields of endeavour related to the vision, mission and core values of the university, as well as to its core functions of research, teaching and community engagement.</p> <p>5.5.4 Relevant fields may include those found in the various faculties at the university as well as social and public service nationally or internationally.</p> <p>5.5.5 Nominations should give due consideration to equity issues.</p> <p>5.6 Use of the Title The honorary title will be used post nominally e.g. Mr John Smith, D Ed <i>h.c.</i></p> <p>5.7 Award Ceremony The University usually awards the degree at the graduation ceremony in which qualifications in the specific field are being awarded. The recipient is traditionally required to give a short address at the graduation ceremony.</p>
<p>6.0 Responsibility</p>	<ul style="list-style-type: none"> • Nominations and full motivating documentation from Senators and Council members • Coordination of the process by the Registrar • Nominations for the Honorary Doctorate Committee from Senate and Council • Notification of recipients by the Chairperson of Council • Facilitation of the incorporation of the recipients speech by MCD

<p>7.0 Accountability and Authority:</p>	
<p>Implementation:</p>	<p>CPUT Council, Senate, EM and Honorary Doctorate Awarding Committee</p>
<p>Compliance:</p>	<p>CPUT Council, Senate, EM and Honorary Doctorate Awarding Committee</p>
<p>Monitoring and Evaluation:</p>	<p>Honorary Doctorate Awarding Committee</p>
<p>Development/Review:</p>	<p>Honorary Doctorate Awarding Committee</p>
<p>Review and Recommendation by Committee of Council</p>	

Approval Authority:	Council
Interpretation and Advice:	Vice chancellor, DVC: Academic, Registrar

8.0 Who should know this policy?

- Councillors
- Senators
- Deans
- Executive Management
- All Academic Staff

9.0 Policy/procedure implementation plan

- Establish the joint Council and Senate, Honorary Doctorate Awarding Committee by the Registrar
- Establish a proposal process to be done by the Registrar
- Establish clearly defined timelines
- Establish follow up procedures with MCD
- Define a budget allocation

10.0 Resources required

- Budget
- Secretarial services for the recording of committee meetings

11.0 Answers to FAQ

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12. EFFECTIVENESS OF THE POLICY

Performance Indicator(s):

- Number of nominees proposed
- Number of nominees accepted for consideration (indicate the clarity of the criteria provided)
- Ease of implementing the proposed process
- Comments from the panel members on improving the recommendations made in this policy.