



HONORARY AWARDS COMMITTEE PROCEDURE

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Relevant Legislation & External Documents:	It's An Honour website UOW Modern Slavery Commitment The Australian Honours Secretariat website Order of Australia Nomination Form		
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1 Introduction/Background

1. The University of Wollongong recognises outstanding achievement and exceptional service to the University and its communities in the granting of honorary awards.
2. The Honorary Awards Committee of University Council receives nominations for Honorary Doctorates, Emeritus Professorships, University Fellowships and Community Fellowship Awards, and may propose candidates to be nominated for awards within the Australian Honours system.
3. The Honorary Awards Committee assesses all nominations in accordance with the criteria and procedures set out in this document.

2 Scope/Purpose

1. The Honorary Awards Committee considers nominations and makes recommendations to University Council for approval on the awarding of Honorary Doctorates, University Fellowships, Emeritus Professorships and Community Fellowship Awards.
2. The Honorary Awards Committee may propose candidates for nomination for awards within the Australian Honours system.
3. Nominations for the award of a UOW Emeritus Professorship will be reviewed and assessed against the criteria by relevant Senior Executives. Nominees deemed worthy of the award of an Emeritus Professorship are recommended and forwarded to the Honorary Awards Committee Pre-Ranking Panel for their consideration and assessment.
4. Nominations for the award of a UOW Honorary Doctorate or a University Fellowship will be reviewed and assessed against the criteria by the Honorary Awards Committee Pre-Ranking Panel. Honorary Doctorate nominations will be vetted and pre-ranked by the Honorary Awards Committee Pre-Ranking Panel.
5. All eligible Nominees deemed worthy of an Honorary Award are recommended to the Honorary Awards Committee by the Honorary Awards Committee Pre-Ranking Panel.
6. Nominations for the award of a UOW Honorary Doctorate, Emeritus Professor or a University Fellowship are reviewed and assessed against the criteria by the Honorary Awards Committee.
7. Nominees deemed worthy of an Honorary Award are recommended to Council for approval.
8. Nominations for the award of a Community Fellowship Award are prepared and submitted to the Honorary Awards Committee by the Advancement Division. The Community Fellowship Award nominations are reviewed by the Honorary Awards Committee and assessed against the criteria. An organisation deemed worthy of the award of a UOW Community Fellowship Award is recommended to Council for approval by the Honorary Awards Committee.
9. The Honorary Awards Committee does not approve or recommend candidates for University of Wollongong awards not specified in this document (e.g. Vice-Chancellor's Awards, Workplace Health and Safety Awards, Emeritus Fellowships).
10. UOW Honorary Awards (Honorary Degrees, Emeritus Professorships and University Fellowships) may be approved and conferred posthumously at the discretion of the University Council.
11. Generally, the Honorary Awards Committee will only recommend to Council the conferral of an Honorary Award if the nominee is alive at the time the nomination is being considered by the Committee and recommended to Council. If the nominee passes away after an Honorary Award has been approved by Council, the award may be conferred posthumously with a relative (or



representative as determined by the Vice-Chancellor) accepting the award on behalf of the deceased.

3 Definitions

Word/Term	Definition (with examples if required)
Australian Honours	Australian Honours are awarded by the Council for the Order of Australia to recognise, celebrate and thank Australian citizens for excellence, achievement or meritorious service. The awards are Medal of the Order of Australia (OAM), Member of the Order of Australia (AM), Officer of the Order of Australia (AO) and Companion of the Order of Australia (AC).
Community Fellowship Award	An Honorary Award that recognises the contribution of organisations for their outstanding community leadership in one of more of the University's communities.
Emeritus Professorship	An Honorary Award that recognises retiring and (in exceptional circumstances) resigning Professors who have given outstanding service to the University and made outstanding contribution to their field or discipline.
Honorary Doctorate	An Honorary Award that recognises outstanding service to the University, outstanding scholarship, significant services at the national or international level and/or current and potential contribution to the University through reputation and engagement activities. Nominees will have demonstrated exceptional service or scholarship over a substantial period of time.
Honorary Nominee Mapping Table	This document summarises honorary nominee information and highlights eligibility criteria to aid and inform the Honorary Committee in its decision making.
University Fellowship	An Honorary Award that recognises the contribution of individuals who have given exceptional service to the University and, usually, its communities, and/or significant support for the improvement and development of the University and its communities.

4 UOW Honorary Awards

1. UOW Honorary Awards comprise the following categories:
 - i. Honorary Doctorate
 - ii. Emeritus Professorship
 - iii. University Fellowship
 - iv. Community Fellowship

Information about the selection criteria, privileges, use of titles and academic dress (if appropriate) for Honorary Doctorates, Emeritus Professorships, University Fellowships and Community Fellowships can be found in the Appendices to this procedure.



5 Nomination Process for Honorary Doctorates, Emeritus Professorships, and University Fellowships

1. Calls for nominations will be issued by the Governance Unit.
2. In order to best assist the Honorary Awards Committee, nominators will be asked to support their nomination with various pieces of information about the nominee (as listed on the nomination form).
3. Unsuccessful nominations may be carried over for re-consideration at no more than two additional cycles, and at the discretion of the Honorary Awards Committee. Only nominees the Committee deem worthy of an Honorary Award will be held over.

Nominations

4. Confidential nominations for Honorary Doctorates, Emeritus Professorships and University Fellowships may be lodged in writing with Governance.
5. Nominators are encouraged to avoid advising the nominee about the nomination. This is to avoid raising expectations prematurely.
6. Nominations should be made by at least two members of the University community.
7. Self-nominations will not be accepted.
8. Nominations for Honorary Awards will not be considered for:
 - a. Current members of University Council;
 - b. Current members of the political establishment (for example, Members of the NSW parliament, Members of the Federal Parliament, Local Government Councillors or Mayors); or
 - c. Current UOW staff members (other than those about to retire).
9. Visiting and Honorary Academics may be considered for nomination.
10. Nominations for Honorary Doctorates will include:
 - a. A nomination form addressing the selection criteria, including:
 - i. identified ongoing opportunities and future contributions to UOW;
 - ii. if applicable, indicate the type of Honorary Doctorate recommended;
 - iii. Evidence of outstanding service to the University, and/or outstanding scholarship, and/or significant services at the national or international level over a substantial period of time;
 - b. A résumé of the nominee;
 - c. A publications list (where relevant);
 - d. Supporting statements (if appropriate); and
 - e. Up-to-date contact details for the nominee.
11. Nominations for Emeritus Professorships will include:
 - a. A nomination form addressing the selection criteria;
 - b. Evidence of outstanding service to the University;



- c. Detailed information on identified ongoing opportunities and future contributions to UOW.
 - d. A list of publications
 - e. Supporting statements (if appropriate);
 - f. A résumé of the nominee (optional); and
 - g. Up-to-date contact details for the nominee.
12. Nominations for University Fellowships will include:
- a. A nomination form addressing the selection criteria;
 - b. Evidence of links to the University and, usually, community service activities;
 - c. Supporting statements (if appropriate);
 - d. A résumé of the nominee (if available); and
 - e. Up-to-date contact details for the nominee.

6 Approval Process for UOW Honorary Awards

1. Governance will assess all nominations for UOW Honorary Awards.

Due Diligence

2. Governance will undertake thorough due diligence checking of each nominee and their credentials.

Senior Executive Review and Endorsement of Emeritus Professor Nominations

3. Ahead of the Honorary Awards Committee Pre-Ranking Panel meeting, all eligible Emeritus Professor Nominations will be circulated to relevant Senior Executives for their noted support of each nominee.

Honorary Awards Committee Pre-Ranking Panel Review and Assessment of Honorary Doctorate, Emeritus Professor and University Fellowship Nominations

4. Ahead of the Honorary Awards Committee meeting an Honorary Awards Pre-Ranking Panel will convene to assess all Honorary Awards nominations against the criteria for each award and with reference to the comparable achievements of previous recipients.
5. Ahead of the Honorary Awards Committee meeting, Governance will submit the Honorary nominations to the Honorary Awards Committee Pre-Ranking Panel via the Honorary Nominee Mapping Table.
6. The Honorary Awards Committee Pre-Ranking Panel will:
 - 6.1. undertake a shortlisting activity to shortlist and rank the Honorary Doctorate, Emeritus Professor and University Fellowship nominations based on the criteria for each award and with reference to the comparable achievements of previous recipients; and
 - 6.2. submit eligible nominations to Honorary Awards Committee for consideration and assessment.
7. The Honorary Awards Committee Pre- Ranking Panel is comprised of:



- i. Two senior/appropriate academic nominees (*appointed by the Vice-Chancellor*); and
 - ii. Director Advancement (Chair) (*ex-officio*).
 - b. The panel is supported by the Honorary Awards Committee Executive Officer as Secretary (*ex-officio*).
8. The Honorary Awards Committee Pre-Ranking Panel will review the Honorary Doctorate, Emeritus Professor and University Fellowship nominations against the award criteria and make comment against each nominee on the Honorary Nominee Mapping Table.
 9. The Honorary Nominee Mapping Table will be provided to Honorary Awards Committee in the agenda papers to inform Honorary Awards Committee in its deliberations.

Honorary Awards Committee Assessment and Endorsement of Honorary Doctorate, Emeritus Professor and University Fellowship Nominations

10. Governance will submit eligible Honorary Awards Committee Pre-Ranking Panel reviewed nominations for Honorary Awards to the Honorary Awards Committee for consideration at the next suitable meeting.
11. The Honorary Awards Committee will assess the nominations and make a recommendation to University Council in respect of Honorary Awards.
12. University Council will consider and approve candidates for Honorary Awards.

7 Rescission of Honorary Awards

1. The University reserves the right to rescind an Honorary Award in exceptional circumstances where:
 - a. the accuracy or completeness of the information which was the basis for the honorary award is, based on a reasonable assessment, considered to be materially deficient; and/or
 - b. a recipient of an honorary award is convicted of a serious criminal offence (e.g. a sentence of at least three months incarceration).
2. To safeguard the integrity of the University's Honorary Awards, the following principles underpin the honorary award rescission process:
 - a. Any review can only be considered on receipt of substantial new verifiable information;
 - b. The situation and values of the time of award conferment remain relevant considerations; and
 - c. An honorary award cannot be rescinded posthumously.
3. A case for review will be submitted to the Vice-Chancellor via Governance for preliminary assessment and endorsement for review. In proposing a case for review, the submission is required to provide substantial grounds for review.
4. In respect of Emeritus Professorships, the Vice-Chancellor may determine that the case should be considered through other investigation mechanisms in accordance with University policy.



5. Following preliminary assessment by the Vice-Chancellor resulting in endorsement for review, Governance will convene an Honorary Award Review Group (HARG) comprised of the:
 - a. Chief Operating Officer (Chair);
 - b. Deputy Vice-Chancellor (Academic and Student Life) (or their nominee);
 - c. an Executive Dean (or their nominee) appointed by the Chair; and
 - d. Director, Governance and Safe and Respectful Communities.
6. The Honorary Award Review Group will evaluate the evidence and conduct due diligence regarding the information presented within the case, seeking advice where necessary from other members of the University and externally.
7. As part of the Review process the Honorary Award holder will be advised of the review and invited to make comment on the reasons for proposed rescission of the Honorary Award.
8. The Review Group will advise the Vice-Chancellor of their determination to either:
 - 8.1. uphold the Honorary Award; or
 - 8.2. refer the case to the Honorary Awards Committee to be considered as a confidential item and will include any comments/statements made by the Honorary Award holder.
9. Where the case is referred to the Honorary Awards Committee:
 - 9.1. the committee shall consider:
 - a. the evidence provided; and
 - b. any comments/statements made by the Honorary Award holder.
 - 9.2. will determine a recommendation for Council to either uphold or rescind the Honorary Award.
10. A confidential item will then be presented to University Council with a final recommendation from the Honorary Awards Committee. The University Council has the final decision to uphold or rescind the Honorary Award.
11. Where the Council determines that the Honorary Award will be rescinded, the Honorary Award holder will be advised of the Council decision, and will be required to return to the University the certificate and/or other documents and materials (including academic dress) awarded in respect of the Honorary Award, including those related to recipient privileges, and cease reference to the holding of the Honorary Award.
12. Where a person declines to return to the University the relevant documentation and materials, or continues to make reference to holding the Honorary Award, the University may publish, on the University website and in such other mediums as may be appropriate, a notice that the Honorary Award has been rescinded.

8 Australian Honours Awards

1. The Honorary Awards Committee will be given the opportunity to propose candidates to be nominated for awards within the Australian Honours system.
2. In the event that a candidate is suggested by a member of the University community, the Vice-Chancellor will be consulted in the first instance.



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3. Nominations proposed by the Honorary Awards Committee for awards within the Australian Honours system may be drafted by the Honorary Awards Committee Executive Officer.
4. Nominations proposed by the Honorary Awards Committee and submitted by the University will be supported by:
 - a. the Chancellor, Vice-Chancellor or a member of the Senior Executive as nominator;
- 4.1. and may be supported by
 - a. the Chancellor, Vice-Chancellor or a member of the Senior Executive as referee/s.
5. The Honorary Awards Committee will be kept informed of the progress of nominations submitted to the Australian Honours Secretariat.

9 Roles & Responsibilities

1. Governance is responsible for:
 - a. Coordinating, supporting and providing Executive Officer support for the Honorary Awards Pre-Ranking Panel; Honorary Awards Committee; and the Honorary Awards Rescission Group processes and meetings;
 - b. Issuing calls for nominations and liaising with potential nominators about the Honorary Awards process;
 - c. Conducting due diligence on all nominations;
 - d. In the case of Honorary Doctorate nominations, initial consideration to determine the most appropriate doctorate award for the nominee, if this is not provided on the nomination;
 - e. Preparing a summary and pre-assessment/recommendation/ranking for each nominee for the purposes of amalgamating/collecting information to support the decision making process;
 - f. Transmitting the relevant Honorary Awards Committee recommendations to University Council;
 - g. Liaising with successful Honorary Award nominees to ascertain whether they will accept their awards and ensure the terms of acceptance and the capacity of Council to rescind awards and vary policy are understood by the recipient at the time of the offer of the award;
 - h. Determining, in consultation with the VC, of the award recipient's suitability to act as guest speaker at Graduation;
 - i. Liaising with Honorary Doctorate, University Fellowship and Emeritus Professorship recipients leading up to and at the relevant conferral ceremony; and
 - j. Ongoing management and relationships in regards to Honorary Award privileges (as listed in Appendix 1.3).
2. The Advancement Division is responsible for:
 - a. Submission of an annual update for UOW Alumni Award runner-ups and winners to the Honorary Awards Committee;



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- b. Maintaining the database containing confidential information about potential nominees and Honorary Awards recipients; and
 - c. Ongoing advancement and relationship management activities between the University and Honorary Award recipients.
3. Together, Governance and the Advancement Division will be responsible for:
- a. Consulting with the Senior Executive and key UOW academic and professional services staff to prepare a list of potential Honorary Award nominees;
 - b. Conducting due diligence checking of potential Honorary Award nominees before they are submitted to the Honorary Awards Committee; and
 - c. Arranging for nominations to be drafted and submitted to the Honorary Awards Committee Executive Officer for assessment.



10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	8 Feb 2013	University Council	Created to replace the former Ceremonial & Honorary Awards Committee Guidelines.
2	7 May 2013	Vice-Chancellor	Minor amendments to refine the nomination process for UOW Alumni Awards.
3	January 2014	Acting Senior Manager, Governance Unit	Major revision following structural change within UOW; change Emeritus Fellow to University Fellow; remove references to awards not considered by this Committee (Emeritus Fellowships, VC's Awards, WHS Awards); formatting changes.
4	20 June 2014	University Council	Inclusion of Community Fellowship Award and nomenclature changes.
5	20 August 2014	Vice-Chancellor	Minor amendment to the use of title by Honorary Doctorate recipients and change of responsible Division.
6	17 October 2014	University Council	Minor amendment to the Emeritus Professor eligibility criteria.
7	6 February 2015	University Council	Amendment to the Alumni Awards ('Outstanding Alumni' split into two categories: Professional Excellence and Research Innovation, and renaming of 'Community Service Alumni' to 'Alumni Award for Social Impact').
8	19 June 2015	University Council	'GLD-GOV-PRO-005' replaced with 'UOW_PRO_98' Inclusion of Appendix 5, detailing Alumni Award conditions of nomination and references to the Alumni Awards shortlisting sub-committee. Amendments to sections 6 and 9 of the Procedure to exclude nominations being submitted for particular groups (such as members of the Honorary Awards Committee and current members of the political establishment).



9	7 October 2016	University Council	<p>Inclusion of sections 2.4 and 2.5 regarding posthumous awards.</p> <p>Minor amendments to replace 'letter' with nomination form.</p> <p>Other minor grammatical amendments.</p>
10	4 May 2017	Chief Administrative Officer	<p>Consequential amendment re: amended Alumni Awards Guidelines allowing Alumni to self-nominate for Alumni Awards.</p>
11	7 June 2018	Chief Administrative Officer	<p>Amendments to clarify approval processes and definitions, extension of criteria scope for Honorary Doctorates, and consequential amendments following revisions to Alumni Awards Guidelines.</p>
12	29 May 2019	Chief Administrative Officer	<p>Amendments to clarify nomination of candidates for awards within the Australian Honours system. Inclusion of section on approval processes for UOW Alumni Awards. In Appendix 1: Addition of Honorary Award recipient use of post nominal letters and removal of references to lesser degrees; clarification of higher doctoral honorary award degrees considered by the Committee. Amendments to Appendix 4 including timing of award of Community Fellowship Awards.</p> <p>Amendments to Appendix 5 to reflect additional Alumni Awards Shortlisting Committee members, as approved by the Vice-Chancellor.</p>
13	26 March 2021	Chief Operating Officer	<p>Addition of new Section "Rescission of Honorary Awards".</p>
14	24 February 2022	Chief Operating Officer	<p>Addition of Honorary Awards Committee Pre-Ranking Panel and update on due diligence and assessment processes. Change from VCAG to appropriate Senior Executives for academic integrity review of Emeritus Professor nominations. Removal of Alumni Awards decision making responsibility.</p>



11 Appendix 1: Honorary Doctorate

1. The University of Wollongong By-law 2005 states that any degree may be conferred honoris causa.
2. The Honorary Awards Committee has determined that Honorary Doctorate nominations will be considered firstly for the higher doctoral degrees of Laws, Letters and Science. A full list of higher doctoral degrees are listed at the bottom of this Appendices.
3. The University reserves the right not to make an award or to rescind an award.

Criteria

4. The criteria for the award of Honorary Degrees provide for:
 - a. outstanding services to the University; and/or
 - b. outstanding scholarship; and/or
 - c. significant services at the national or international level over a substantial period of time, and/or
 - d. current and potential contribution to the University through reputation and engagement activities.
5. University Council may award an Honorary Doctorate to a person on the recommendation of the Honorary Awards Committee.

Privileges

6. A recipient of an honorary doctorate of the University will be:
 - a. awarded the honorary doctorate at a Graduation Ceremony of the University;
 - b. accorded “graduate” status which includes:
 - i. membership of the University’s alumni network; and
 - ii. eligibility to nominate and vote in elections for graduate members of the University Council;
 - c. eligible for membership of the University Library and entitled to a University email account;
 - d. accorded special guest status at official functions of the University; and
 - e. eligible to wear the academic dress of an Honorary Doctor of the University on ceremonial occasions.

Use of Title

7. The recipients of honorary doctorates are not permitted, under the Australian Qualifications Framework (Second Edition, January 2013), to use the title ‘Doctor’.
8. Recipients of honorary doctorates are permitted to use the post nominal relevant to their award, (e.g. Hon DSc, Hon LLD, Hon DLitt).

Academic Dress

9. University Council has determined the following academic dress for honorary doctorates:



- 9.1. Doctor of Science:
- a. a gown of red faced with blue;
 - b. a hood cut in the Oxford style of red lined with blue; and
 - c. a bonnet of black velvet of the Cambridge pattern with a tassel of white or silver.
- 9.2. Doctor of Letters:
- a. a gown of red faced with blue;
 - b. a hood cut in the Oxford style of red lined with blue; and
 - c. a bonnet of black velvet of the Cambridge pattern with a tassel of gold.
- 9.3. Doctor of Laws:
- a. a gown of red faced with blue;
 - b. a hood cut in the Oxford style of red lined with blue; and
 - c. a bonnet of black velvet of the Cambridge pattern with a tassel of gold.
10. All other awards will follow the academic dress conventions determined by the University Council.

Key to Higher Doctoral Degrees

Abbreviation	Higher Doctoral Degree
Hon DLitt	Honorary Doctor of Letters
Hon LLD	Honorary Doctor of Laws
Hon DBA	Honorary Doctor of Business Administration
Hon DSc	Honorary Doctor of Science
Hon EdD	Honorary Doctor of Education
Hon DCA	Honorary Doctor of Creative Arts
Hon PhD	Honorary Doctor of Philosophy
Hon DCA	Honorary Master of Arts
Hon DUOW	Honorary Doctor of the University of Wollongong



12 Appendix 2: Emeritus Professor

Background

1. The title to be awarded will be University of Wollongong Emeritus Professor.
2. The award of the title will be on the basis of merit as assessed against the criteria (below).
3. Nominations will be:
 - 3.1. reviewed by the Honorary Awards Committee Shortlisting Panel for assessment and review by the Group;
 - 3.2. Honorary Awards Committee PRG will forward supported nominations to the Honorary Awards Committee for final endorsement;
 - 3.3. Honorary Awards Committee will submit endorsed nominations to Council for approval.
4. The title may be awarded at any time after a Professor has left the University.
5. The University reserves the right not to make an award or to withdraw an award.

Criteria

6. To be eligible for the award, a nominee will have:
 - a. Retired from the University or, in exceptional circumstances, resigned from the University (for example, to pursue a career in industry/government or to pursue an academic management position, such as Vice-Chancellor or Deputy Vice-Chancellor, at another University);
 - b. Held a position as Professor at the University for a minimum of five years;
 - c. Made an outstanding contribution to their field or discipline; and
 - d. consistently demonstrated values that align with the University's vision.
7. The entire career of the nominee will be considered, although special attention will be placed on performance at and contributions to the University of Wollongong, together with opportunities to make future contributions to the University.

Privileges

8. An Emeritus Professor of the University will be:
 - a. Presented with the title "Emeritus Professor" at a Graduation Ceremony of the University;
 - b. accorded "graduate" status which includes:
 - i. membership of the University's alumni network; and
 - ii. eligibility to nominate and vote in elections for graduate members of the University Council;
 - c. Eligible for membership of the University Library and entitled to a University email account; and
 - d. Accorded special guest status at official functions of the University.



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Use of Title

9. Emeritus Professors are permitted to use the title outside the University.
10. The award's honorary status should be acknowledged where appropriate, for example: Emeritus Professor Joan Smith.

Academic Dress

11. Not Applicable. Emeritus Professors should wear the academic dress of their highest degree.



13 Appendix 3: University Fellow

Criteria

1. A Fellowship is the University's peak award for service to the University and/or its communities.
2. The award of University Fellowship has been established to allow the University to recognise in a public way the contribution of persons to the University and, usually, its communities. In some instances, the contribution of an organisation may be acknowledged by the recognition of its chair, president or secretary.
3. The contribution may take the form of:
 - a. Exceptional service to the University and, usually, its communities.
 - b. Significant support for the improvement or development of the University or its communities.
 - c. Activities deemed by University Council, on the recommendation of the Honorary Awards Committee, to be significant in the development or promotion of the University and, usually, its communities.
4. A nominee's current and potential contribution to UOW, particularly in supporting engagement with local communities, can also be taken into consideration by the Committee when making a recommendation for the award of a University Fellowship.
5. University Council may award a University Fellowship to a person on the recommendation of the Honorary Awards Committee.
6. The University reserves the right not to make an award or to rescind an award.

Privileges

7. A Fellow of the University will be:
 - a. admitted to the Fellowship at a formal ceremony at the University;
 - b. accorded "graduate" status which includes:
 - i. membership of the University's alumni network; and
 - ii. eligibility to nominate and vote in elections for graduate members of the University Council;
 - c. eligible for membership of the University Library and entitled to a University email account;
 - d. accorded special guest status at official functions of the University; and
 - e. eligible to wear the academic dress of a Fellow of the University on ceremonial occasions.

Academic Dress

8. University Council has determined the following academic dress for Fellowship recipients:
 - a gown of blue in the Oxford style with three-quarter sleeves with a University Council stole.



14 Appendix 4: Community Fellowship Award

Selection Process

1. In recognising the contribution of an organisation to one or more of the University's communities, the Honorary Awards Committee will determine appropriate recipients for the award of a Community Fellowship.
2. The Honorary Awards Committee will consider potential recipient organisations for this award and will make recommendations to Council for approval.
3. The Community Fellowship Award will be bestowed on a biennial basis.
4. The University reserves the right not to make an award or to rescind an award.

Criteria

5. The criteria for the award are as follows:
 - a. Exceptional service and commitment to one or more of the University's communities; and/or
 - b. Provision of activities and services that have transformed lives and communities; and/or
 - c. Significant association with the University (length or depth of relationship); and/or
 - d. Status as a charitable organisation (e.g. under the Charities Act 2013 (Commonwealth)); and/or
 - e. a strong record of community service activities.

Privileges

6. The Community Fellowship Award will be presented at an appropriate ceremonial occasion (as negotiated with the recipient), acknowledging the organisation's community contribution.
7. The citation and certificate/testamur (suitably framed) will be presented to the recipient organisation at the ceremonial event.