

Guidance for Honorary Awards Nominations

Document Control

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1. Purpose

- 1.1 The University makes honorary awards to persons of eminence, excellence and leadership to celebrate their personal and professional standing, and to engage them in its long-term development as an institution of quality and distinction.
- 1.2 The University looks to its honorary graduates to provide role models and inspiration for the students and staff and expects recipients to develop a continuing relationship with those faculties and departments in which they have an interest.
- 1.3 The University sees its honorary graduates as enhancing its reputation and as key ambassadors for the University in the wider world, and wishes to honour outstanding achievements, or distinction in a field or activity that aligns to the values and commitments of the University.
- 1.4 The University Honours Committee (a subcommittee of the Board of Governors and Academic Board) is responsible for making decisions on whether or not to award honours to those nominated.

2. Process

- 2.1 Step 1: Applications are submitted via online application form – nominations can be made at any point during the year, with any calls for nominations made in alignment with the University Honours Committee and Graduation schedule.
- 2.2 Step 2: Nominations will be collated by the Development team in preparation for the University Honours Committee.
- 2.3 Step 3: The Development team will undertake a basic search of readily available sources to evaluate whether there is any publicly available information about nominees which might impact the University's reputation.
- 2.4 Step 4: The representatives of Academic Board will review nominations against the criteria for award, taking into account any information presented by the Development team. They will pull their deliberations together as a set of recommendations for the University Honours Committee.
- 2.5 Step 5: The University Honours Committee will be presented with the list of nominations and the recommendations of Academic Board for decision. Where a nomination is approved, they will agree the award to be conferred. If a nomination is unsuccessful, no feedback is provided as the process is confidential.

2.6 **Step 6:** Following approval, the Vice Chancellor will write to your nominee and invite them to receive their Honorary Degree at one of our upcoming graduation ceremonies. The Vice Chancellor in conjunction with the Development team will consider the best/most relevant graduation ceremony for award of the honorary degree.

3. Criteria for awarding an honorary degree

3.1 Listed below are the criteria against which nominations can be supported by the University Honours Committee:

3.1.1 Honorary doctorate degrees are an academic award celebrating excellence in a recognised field. These fields might include:

- i. Academic and scholarly distinction;
- ii. Arts and science;
- iii. Public and community services – including the University's [One Community Values](#);
- iv. Contributions to education and culture;
- v. Innovative and socially responsible business developments

3.1.2 Persons nominated should be active in an area of activity that is relevant to the University of Lincoln. See link for more information: [About the University | University of Lincoln](#).

3.1.3 Awards should reflect the [values](#) of the University.

3.2 To protect the integrity and independence of the honour, the University does not make honorary awards to:

- Serving politicians;
- Business leaders or others with whom the University has substantial commercial dealings;
- Public servants with whom the University is in partnership in any activity other than educational or academic;
- Serving members of staff;
- Benefactors of the University who do not otherwise meet the criteria for receipt of an honorary award;
- Any other person to whom the award of an honour could be seen as reward for specific services rendered to the University and who does not otherwise meet the criteria for receipt of an honorary award.

4. Awards

4.1 The University Honours Committee makes the award of the following Honorary Doctorates:

- Doctor of Arts (Hon D Arts)
- Doctor of Education (Hon D Ed)
- Doctor of Business Administration (Hon DBA)
- Doctor of Laws (Hon LLD)
- Doctor of Letters (Hon D Litt)
- Doctor of Music (Hon D Mus)
- Doctor of Science (Hon D Sc)
- Doctor of Engineering (Hon D Eng)
- Doctor of the University (Hon D Univ)

4.2 The title, **Doctor of the University**, is used for those honoured for their public service at national or international level or for sporting achievement. It is also used for those who have contributed significantly and exceptionally to the development of the University at a senior level.

5. Confidentiality

5.1 The process for nominating and approving honorary awards is confidential and should not be discussed with the proposed honorand or made public in any way before the Vice Chancellor has invited the honorand to accept the award and the award has been accepted.

6. Conferment

6.1 Honorary awards are conferred at the University's graduation ceremonies.

6.2 The University Honours Committee has authority as delegated by the Academic Board, to determine where exceptional circumstances necessitate the conferral of awards outside of graduation ceremonies. Such cases must be individually approved by the University Honours Committee