

# Nelson Marlborough Institute of Technology

## 2018 Academic Statute

*Te Ture Akoranga*

### Section 5: Special Honour and Recognition Awards

|                      |                  |                                |                 |
|----------------------|------------------|--------------------------------|-----------------|
| <b>Section</b>       | Academic Statute |                                |                 |
| <b>Approval Date</b> | 16.11.2017       | <b>Approved by</b>             | Council         |
| <b>Next Review</b>   | 12.10.2018       | <b>Responsibility</b>          | Chief Executive |
| <b>This Review</b>   | 08.11.2017       | <b>Key Evaluation Question</b> | 6               |

The **NMIT Academic Statute** applies to all NMIT programmes, whether delivered at NMIT, in conjunction with another provider or by distance.

The Academic Statute is available from all Programme Area Administration Offices, the Library Learning Centre and the [NMIT website](#).

All **NMIT policies** listed in this Statute are also available on the NMIT website.

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## 5.01 SPECIAL HONOUR AND RECOGNITION AWARDS

Council may grant a special honour or recognition award equivalent to the highest qualification that it currently has the power to award. Special honour and recognition awards are listed below.

| AWARD  | APPROVING AUTHORITY  |
|--|--|
| <b>Honorary Fellow</b>                               | Council on the recommendation of the Chief Executive or the Executive Committee of Council |
| <b>Honorary Degree</b>                               | Council on the recommendation of the Academic Board Nominations Committee                  |
| <b>Institutional Medal</b>                           | Council on the recommendation of the Chief Executive                                       |
| <b>Privileges granted to retired staff or others</b> | Chief Executive  |
| <b>Staff Merit Award</b>                             | Chief Executive  |

## 5.02 HONORARY FELLOW

The category of Honorary Fellow is reserved for the highest prestigious awards.

This award is normally made to persons external to the organisation.

The criteria for the award will be:

- as a mark of esteem; and/or
- an outstanding and distinguished achievement, and/or
- an outstanding and distinguished contribution to the organisation; and/or
- an outstanding and distinguished contribution in a particular field to the wider community of which the organisation is a part; and/or
- an outstanding and distinguished contribution to society in general, relevant to NMIT.

This award will be made by the Council on the recommendation of the Chief Executive.

## 5.03 HONORARY DEGREE

The criteria for the award will be:

- as a mark of esteem; and/or
- an outstanding and distinguished academic achievement, and/or
- an outstanding and distinguished contribution to the organisation; and/or
- an outstanding and distinguished contribution in a particular field to the wider community of which the organisation is a part; and/or
- an outstanding and distinguished relevant contribution to society in general, relevant to NMIT.

Nominations for an Honorary Degree may also be accepted for persons whose distinction and achievement, though not fitting the categories listed above, manifest outstanding personal qualities that the Council may wish to recognise and whose acceptance of an honorary degree would bring acclaim to the organisation.

Normally, current employees of the organisation do not qualify for an Honorary Degree.

Normally, persons currently holding political office are not eligible for consideration for an Honorary Degree.

Persons engaged in a material commercial relationship with the organisation are not eligible for consideration for an Honorary Degree.

Nominees shall not be current members of the Council of the organisation.

Honorary Degrees will be conferred at the December graduation ceremonies or upon such other occasions as Council may decide.

Recipients of an Honorary Degrees are expected to attend the appropriate graduation ceremony and may be called upon to make a short address.

Honorary degrees are awarded by the Council on the recommendation of the Academic Board.

#### **5.04 INSTITUTIONAL MEDAL**

An Institutional Medal may be awarded to staff or persons external to the organisation for particularly meritorious service.

This award will be made by the Council on the recommendation of the Chief Executive.

#### **5.05 PRIVILEGES GRANTED TO RETIRED STAFF AND OTHERS**

Special privileges may be granted to retired staff or other persons by the Chief Executive on such terms and conditions as the Chief Executive may decide.

Such privileges may include access to institutional facilities on a prescribed basis.

#### **5.06 STAFF MERIT AWARD**

A Staff Merit Award may be made by the Chief Executive under such terms and conditions as the Chief Executive may decide.

## 5.07 PROCESSES FOR APPROVAL OF SPECIAL HONOUR AND RECOGNITION AWARDS

### PROCESS FOR APPROVAL OF HONORARY DEGREES

A notice will be placed in the appropriate internal media inviting staff, students, and members of Council to submit nominations.

Nominations must be submitted in writing to the Chief Executive.

The nomination document should include the reasons why, in the opinion of the nominator(s), such an honour should be conferred; reasons why this organisation, in particular, should award an honorary degree to this candidate; achievements following the criteria as outlined in this policy; names of the nominator(s) and date of submission.

The Chair of the Academic Board Nominations Committee shall acknowledge, in writing, the receipt of each nomination of a candidate for an honorary degree.

The Academic Board Nominations Committee reserves the right to request further information.

The deliberations of the Academic Board Nominations Committee shall take place in strictest confidence with recommendations going forward to the full Academic Board and ultimately to Council on the confidential agenda of the relevant meetings of these bodies.

The Academic Board Nominations Committee shall consult with the relevant Director if the proposed candidate is recommended on the basis of distinction in an academic or professional area represented at the organisation.

When the Academic Board Nominations Committee recommends a candidate for an honorary degree to the Academic Board and ultimately to the Council, it shall provide (as part of the recommendation) a written summary of the rationale and supporting documentation (and written statements provided by the person(s) who nominated the candidate).

The deliberations of the Academic Board Nominations Committee are strictly confidential and the rationale(s) for decisions of the Committee are not to be shared with the nominating parties verbally or in writing.

The approval for all awards shall be by a majority vote by the Council.

Once approved, candidates for honorary degrees receive a letter under the signatures of the Chair of Council and the Chief Executive inviting them to accept an honorary degree. Once accepted in writing, the names of honorary graduands are released to the staff of the organisation and to the media.

### PROCESS FOR APPROVAL OF HONORARY FELLOWS AND INSTITUTIONAL MEDALS

A notice will be placed in the appropriate internal media inviting staff, students, and members of Council to submit nominations.

Nominations must be submitted in writing to the Chief Executive.

The Chief Executive reserves the right to request further information.

The nomination document should include the reasons why, in the opinion of the nominator(s), such an honour should be conferred; reasons why this organisation, in particular, should award an honorary degree to this

candidate; achievements following the criteria as outlined in this policy; names of the nominator(s) and date of submission.

The deliberations of the Academic Board Nominations Committee shall take place in strictest confidence with recommendations going to the Council on the confidential agenda.

The deliberations of the Academic Board Nominations Committee are strictly confidential and the rationale(s) for decisions of the Committee are not to be shared with the nominating parties verbally or in writing.

The approval for all awards shall be by a majority vote by the Council.

Once approved, candidates for awards receive a letter under the signatures of the Chair of Council and the Chief Executive inviting them to accept the award. Once accepted in writing, the names are released to the staff of the organisation and to the media.

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#### PROCESS FOR APPROVAL OF PRIVILEGES AND STAFF MERIT AWARDS

Nominations must be submitted in writing to the Chief Executive.

The nomination document should include the reasons why, in the opinion of the nominator(s), such an award should be conferred.

The Chief Executive reserves the right to request further information.