



Guidance on Nominations for Honorary Awards

Introduction

UCL Honorary Awards are among the highest awards the university can make to distinguished individuals and include:

- Honorary Degrees;
- Honorary Fellowships;
- Honorary Medals.

Each of these awards has its own [eligibility criteria](#) as set out in the UCL Regulations for Management. This guidance document sets out further details to support nominators in the process of nominating an individual for one of these awards.

In addition, Council may approve, on the recommendation of Honorary Degrees and Fellowships Committee, the recognition of the outstanding contribution of current UCL staff to UCL or more widely. Council will determine its approach to the recognition of the outstanding contribution on a case-by-case basis.

UCL also has a number of other award schemes including those which recognise the achievements of UCL staff ([see details](#)).

How do I submit a nomination?

Nominations for UCL Honorary Awards are invited each year by the deadline of **30 September**. Nominations will be considered by the [Honorary Degrees and Fellowships Committee](#), with recommendations for award made to UCL Council for approval.

All members of UCL (as defined by [UCL Statutes](#)) are entitled to nominate individuals for consideration of an Honorary Award. Nomination forms are available to download [online](#). The form should be signed by the Nominator and a Secunder (the latter should normally be the relevant Dean of Faculty or Vice-Provost/Vice-President) and returned via email to Natalie Connor, Secretary to the Honorary Degrees and Fellowships Committee (n.connor@ucl.ac.uk) by 30 September.

Nominators and Seconders are reminded that nominations should be regarded as strictly confidential. Nominations should not be mentioned in any circumstances to the nominees themselves. Further, no names should be published until the nomination has been approved by Council and until the nominee has been formally approached and has accepted their nomination.

Who is eligible to be nominated for an Honorary Degree?

The Honorary Degree is awarded principally in recognition of exceptional scholarly or intellectual achievement, and contributions of unusual importance in academic fields or in public life. Recipients will normally have or have had a close association with UCL; however, this requirement may be balanced in certain cases by scholarly or

The [List of Honorary Graduates](#) provides an indication of the standard of nominations.

Nominators are reminded that they should use the relevant sections of the nomination form to make clear how the nominee satisfies the award criteria for Honorary Degrees. While this is not an exhaustive or restrictive list, this may include internationally) in their field or in public life, the nature of their association with UCL, as well as how the nominee reflects the values and ethos of UCL.

These awards provide an important opportunity to honour distinguished individuals and may be used to celebrate existing relationships or help establish new ones. The nomination form should relationship with the nominee, indicate potential opportunities for continued engagement, and explain how this Honorary award will support UCL aspirations.

In keeping with UCL's commitment to equality and diversity, the Honorary Degrees

These awards provide an important opportunity to honour individuals who have made a distinguished contribution to UCL and may thereby be used as a means to celebrate existing relationships. The nomination form should describe the benefit of

opportunities for continued engagement, and explain how this Honorary award will support UCL

In keeping with UCL's commitment to equality and diversity, the Honorary Degrees and Fellowships Committee encourages members of the UCL community to give particular consideration to women and black and minority ethnic candidates for these awards.

Nominations for and award of Honorary Fellowships may be made posthumously.

Who is eligible to be nominated for an Honorary Medal?

The Honorary Medal may be awarded to any current or recent UCL employee who in the opinion of the Council has made an exceptional contribution to UCL. This may be a single instance of exceptional contribution and should represent performance beyond the normal requirements of the post held by the recipient. This award is not intended as a means of honouring either sustained exceptional service rendered

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Nominators are reminded that they should use the relevant sections of the nomination form to make clear how the nominee satisfies the award criteria for Honorary Medals.

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Nominations for and award of Honorary Medals may be made posthumously.

Are there exclusions?

Nominators of Honorary Degrees are reminded that an Honorary Degree shall not normally be conferred on a serving politician or Head of State.

In respect of current or recent former UCL staff, an Honorary Degree or Fellowship may normally be offered only once a minimum of two years has elapsed following their leaving the employment of UCL.

Honorary Medals may be awarded only to current or recent former UCL employees.

What happens next?

Nominators and seconders should expect to be informed, in confidence, of the outcome of their nomination. As the nominations process is strictly confidential,

feedback may be limited. Nominations require the approval of Council and notification of the outcome may take a few months.

Successful nominees will receive a formal offer of award by way of a letter from the President and Provost. All those who receive Honorary Awards from UCL will be invited to attend a graduation ceremony to receive their award.