Honorary Award and Title Procedure

1 Purpose

To provide information and guidance on procedures related to the Honorary Awards and Titles that may be conferred by the Council of the University.

2 Scope

This procedure applies to all University Employees and Students as well as to persons external to the University.

3 Procedure Overview

This procedure establishes the process for nomination, conferral, rights of use and academic dress requirements for Honorary Awards and Titles conferred by the Council of the University through its Honorary Awards Committee.

4 Procedures

4.1 Nomination Procedures

4.1.1 Call for nominations

Honorary Awards and Titles nominations will be called for annually during the period February-March of each year.

4.1.2 Form of nominations

Nominations are confidential and should be made to the University Secretary for referral to the Honorary Awards Committee.

Nominations should address the criteria (as outlined in the Honorary Award and Title Schedule) applying to the Honorary Award or Title for which the nominee is being nominated, and include supporting documentation, such as a curriculum vitae, and/or a personal and professional profile of the nominee. The Honorary Awards Committee may request additional material from the nominator. Where the nominator of a candidate for an Honorary Award or Title is a member of the Honorary Awards Committee, that member will withdraw from the meeting during deliberation about the candidate.

In the case of retiring and former Professors of the University, the relevant Divisional Head will

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review the contribution of the Professor to the University and, as appropriate, provide a nomination to the Honorary Awards Committee for conferral of the Title Emeritus Professor.

4.1.3 Consideration of nominations

The Honorary Awards Committee shall consider all nominations on merit and make a decision as to whether the Honorary Award or Title should be offered. The Honorary Awards Committee may, after considering the nomination put forward and if appropriate, recommend that a candidate for a particular category be considered for a different category of Honorary Award or Title.

The University Secretary will respond in writing to all nominators.

The decision of the Honorary Awards Committee is final. There are no rights of appeal.

4.1.4 Progression of successful nominations

Where a nomination for an Honorary Award or Title is successful, the University Secretary will write to the nominee inviting them to accept the offer of the Honorary Award or Title.

The University Secretary will inform Council of nominees who accept an offer of an Honorary Award or Title.

4.2 Conferral of Honorary Awards and Titles

Honorary Awards and Titles will be presented by the Chancellor on behalf of Council at a suitable graduation ceremony or other ceremony or function. The statement by the Chancellor on such occasions acknowledges the authority vested in the Chancellor by the Council to confer the awards and titles.

4.3 Right to use Award Nomenclature

4.3.1 Use of Title

Honorary Awards and Titles are purely titular in that they confer no rights on the recipient and carry with them no formal academic qualification. Honorary Awards and Titles are a means through which the University may acknowledge an individual's outstanding scholarly and/or professional achievements and/or service to the University and/or the community.

Recipients of the Title Professor Emeritus have the right to use the Title once announced by Council in all situations and for all correspondence. The Title does not confer any entitlements or place any obligations upon the holder, beyond the usage of the Title itself. A Professor Emeritus does not have the rights of an Employee but may be granted access to facilities as determined by the Head of the relevant Faculty, School or Research Institute or Centre.

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4.3.2 Use of Award post-nominals

Recipients of Honorary Awards shall be entitled to cite the official Award or post-nominals verbally or in written documentation, as shown in the Honorary Award and Title Schedule, and in doing so should note the honorary status of the Award.

Post-nominals may be used from the date the Award is announced and following notice given by Council. Post-nominals are normally recorded in the order they were awarded with post-nominals for honorary Awards following academic Awards. Below is an example of the use of post-nominals which in this case includes an honorary doctorate:

Ms Jane Citizen BA Qld HonDUniv UniSQ

Recipients of an honorary doctorate must only use the Title 'Dr' in correspondence with the University or in conjunction with events held by the University. The Title 'Dr' may not be used in the broader community.

4.4 Academic Dress

In recognition of their contribution to scholarship and the community, the University will provide honorary doctorate recipients with academic dress appropriate to their doctorate as referred to on the University website and any communication from the Graduate Research School. Fellows of the University may supply their own academic dress or borrow academic dress from the University. The recipient will wear the required academic dress to the ceremony at which their Award is conferred, if appropriate given the circumstances at the time. The academic dress may also be worn at any University or other event where participants are invited to wear academic dress.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Vice-Chancellor
Responsible Officer	University Secretary
Policy Type	University Procedure

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Policy Suite	Honorary Award and Title Policy
Subordinate Schedules	
Approved Date	16/8/2026
Effective Date	16/8/2026
Review Date	27/6/2027
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Admissions, Enrolment and Graduations Policy
Related Procedures	
Related forms, publications and websites	Honorary Award and Title Schedule Honorary Awards Committee - Terms of Reference List of Honorary Awardees
Definitions	**Terms defined in the Definitions Dictionary**
	Award The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule . Council Council means the governing body, the University of Southern Queensland Council. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Graduate A Student upon whom Council has conferred an Award. Student

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	A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. Testamur A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated. Title A term used to specify a particular academic rank or recognise a particular contribution to the University or the community. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	
Record No	14/2306PL

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