

# Honorary Master’s Degree Nomination Form

Thank you for completing this form nominating an individual for an honorary Master’s Degree from the University of Bath.

## Section 1 – Nominee details

*Please type in the space after each question.*

Name of nominee:

Title:

Current position:

Past position (if applicable):

Contact email address (mandatory):

Contact address and telephone number:

Suggested degree: Master of Arts (MA)/Master of Science (MSc)/Master of the University (MUniv) *[Delete as appropriate.] If left blank, the Committee will decide on the most appropriate degree to offer.*

## Section 2 – Your details

*Please type in the space after each question.*

Name of proposer:

Title:

University staff/student/alumni *[delete as applicable]*

Department or address:

Contact email and telephone number:

Relationship to the nominee:

Signature:

Date:

Name of seconder:

Title:

Department or address:

Contact email and telephone number:

Signature:

Date:

Endorsements from staff in other departments

*Please complete to evidence support from across the University.*

Name(s):

Signature(s):

Date:

## Section 3 – The case for an award

*Please refer to the accompanying* [*guidance notes*](#_Guidance_Notes_for) *before completing this section. These give clear guidelines regarding the criteria and additional evidence to support your nomination.*

### Honorary Master’s Degree Criteria

1. Honorary Master’s Degrees are an academic award celebrating University staff who have made exceptional and direct contributions to the life of the University community, as perceived by its community.
2. All staff (academic and professional services) are eligible. Nominations should show how contributions of individuals have had a positive and sustained impact on the life of the University community.
3. Awards can be made posthumously.
4. Awards should recognise the importance of Equality, Diversity and Inclusivity.
5. **In no more than 100 words, please summarise the reason why you are nominating this individual for an Honorary Master’s Degree, with reference to the above criteria.**

*Please type in the space, below.*

1. **Please give further information to support your nomination focusing on how the individual has shown a positive and sustained impact on the life of the University community.**

*Please type in the space, below.*

## Section 4 – Conferment of the award

**Honorary Degrees can be conferred at any suitable event during the academic year, as well as at summer and winter award ceremonies. Please indicate below preferences for scheduling and whether this is linked to a specific cohort of students, or an event, with which the nominee is associated.**

*Please type in the space, below.*

## Section 5 – The honorary degree process and strict confidentiality

All nominations will be considered by the [Honorary Degrees Committee](https://www.bath.ac.uk/teams/honorary-degrees-committee/) at their next meeting. The Committee meets two times per year.

The Committee’s business is conducted in **strict confidence**. The proposer of an honorary degree should not, therefore, contact the nominee in advance of submitting a case. If the Committee considers the nominee to be worthy of an honorary degree, due diligence checks will be undertaken to ensure that associating with the nominee does not pose a risk to the University’s reputation. Once checks have been completed and cleared by the Chair of the Committee, the recommendation will go forward to the University Senate. Once Senate approves the award, the Vice-Chancellor will write to the nominee inviting them to accept the award.

By completing this form, you agree to the University holding and using the personal data that you provide for any purposes related to the administration of our Honorary Degree Scheme. If the nominee’s personal details are not already in the public domain and/or you have any reason to doubt that they would want their details to be provided, please speak to the Governance Team. This information will be kept securely in accordance with the University’s Data Protection Policy and retained in line with our prescribed [retention period](https://www.bath.ac.uk/corporate-information/records-retention-schedule/) for Honorary Degrees Committee papers which is currently the end of the current academic year +6 years.

Please send completed forms to the Governance Team. We will get in touch with an update regarding your nomination following the next meeting of the Honorary Degrees Committee. In the meantime, should you have any queries, please contact us.

Many thanks for taking the time to put forward this nomination.

## Section 7 - Guidance Notes

### Guidance notes for Section 3

These guidance notes aim to help you complete Section 3 of the nomination form, titled ‘The case for an award’.

1. **In no more than 100 words, please summarise the reason why you are nominating this individual for an Honorary Master’s Degree, with reference to the above criteria.**

The current criteria for the award of Honorary Master’s Degrees are set out in [Section 3](#_Criteria_for_the). Further guidance regarding each criterion follows:

1. **Honorary Master’s Degrees are an academic award celebrating University staff who have made exceptional and direct contributions to the life of the University community, as perceived by its community.**
2. **All staff (academic and professional services) are eligible. Nominations should show how contributions of individuals have had a positive and sustained impact on the life of the University community.**

Contributions can be many and varied. Examples of individuals awarded in the past include the University’s Head of Audio-visual Services and Head Gardener. In both cases, their work was visible to, and/or appreciated by, the University community.

Before submitting your nomination for an Honorary Master’s Degree, you may wish to consider the other awards that are bestowed by the University, as follows:

* [Honorary Doctorate Degrees](http://www.bath.ac.uk/guides/submit-a-nomination-for-an-honorary-doctorate-degree/) are academic awards celebrating excellence in thought-leadership and the resulting impact, in a field that is recognised nationally or internationally.
* [President’s Awards](https://www.bath.ac.uk/guides/submit-a-nomination-for-a-presidents-award/) honour individuals who have made an exceptional and sustained contribution to the University, the city of Bath or the region. The award also aims to recognise members of the University community who have had a significant impact on other people’s lives whether locally, nationally or internationally.
1. **Awards can be made posthumously.**

In the event of a nominee passing away, a family member or appropriate contact will be invited to accept the award on the individual’s behalf, if the award is approved by Senate. If you are aware of an appropriate contact, please include their contact details on the form.

1. **Awards should recognise the importance of Equality, Diversity and Inclusivity.**

The University values, promotes and celebrates inclusion, challenging discrimination and putting equality, diversity and belonging at the heart of everything it does. The University aims to be inclusive, where difference is celebrated, respected and encouraged.

1. **Please give further information to support your nomination focusing on how the individual has shown a positive and sustained impact on the life of the University community.**

The Committee is looking for evidence of how the individual has had a positive and sustained impact. The proposer is invited to capture within the nominee profile a full and complete picture of the individual’s personality and breadth of experience. You are invited to include reflections on the nominee’s wider experience, expertise, motivation and impact.