

**Honorary Doctorate Awards / Chancellor’s Medal – Due Diligence Check**

**Guidelines**

Section 13(A) of the [Honorary Degrees and Chancellor’s Medal Policy](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Code-of-Conduct/Integrity/Honorary-Degree-and-Chancellors-Medal/Honorary-Degrees-and-Chancellors-Medal-Policy.doc) (UP21/1) states that:

“All nominations for honorary degrees and the Chancellor’s Medal are subject to due diligence to determine if there is any potential risk to the University’s reputation in conferring an award. The due diligence is undertaken by Development and Alumni Relations, prior to consideration of the nominations by the Honorary Degrees Committee, and is considered by the Honorary Degrees Committee accordingly.”

This document guides how due diligence is carried out by the Development and Alumni Relations (DAR).

**Submitted to the University Secretariat**

Addressed to:

The Academic Secretary via [university-secretary@uwa.edu.au](mailto:university-secretary@uwa.edu.au)

Nominations from the UWA Community\*

Due diligence to be undertaken

Nominations from DAR (prepared in consultation with the Honorary Degrees Committee)

Due diligence is automatically undertaken prior to submission

**Nominations considered by Honorary Degrees Committee**

**Development and Alumni Relations undertakes Due Diligence and provides report on nominations received from the UWA Community**

\***Notes:**

1. **For the award of honorary doctorate:** Nominations may only be submitted by members of: The Senate; Convocation Council; or Academic Board; or Honorary Degrees Committee; or The University’s Professoriate (Level E).

2. F**or the award of a Chancellor’s Medal:** Any person associated with the University may submit a nomination.