Approval Date: 06 October 2026
Version: 01

Honours and Distinctions Policy

Policy UP 21/1 (F21/104)

Approver	Senate
Sponsor	Vice-Chancellor
Owner	Senior Deputy Vice-Chancellor
Secretary	Corporate Secretary
Policy Type	Institutional
Policy Category	Corporate Governance

1 Purpose

1.1 The University is committed to honoring those who bring distinction to UWA. This Policy governs the nomination, assessment, approval, conferral and revocation of the University's honorary awards.

2 Definitions

Term	Definition
Honorary awards	refer to Honorary Doctorates, Chancellor's Medal and the Chancellor's Laureate.
HDC	means Honours and Distinctions Committee which advises Senate on matters relating to honorary awards and whose membership is prescribed in its Constitution.
University	is The University of Western Australia, and any and all subsidiary or associated entities.

3 Scope

3.1 This Policy applies across the University and to all persons involved in the nomination, assessment, approval and conferral of honorary awards, and the awardees.

4 Honorary Awards Framework

4.1 The University's honorary awards recognise distinguished achievement, service and contribution to the University, society and the broader community.

4.2 Honorary Doctorates

(a) Honorary Doctorates recognise individuals of distinction whose achievements, leadership or service have made an exceptional contribution to society and have a strategic connection or relevance to the University. Honorary Doctorates are awarded to recognise established achievement rather than potential future achievement.

(b) Honorary Doctorates may be awarded in recognition of distinguished contribution in areas including community service, public leadership, private sector leadership, international engagement, and academic distinction.

(c) The following Honorary Doctorates and the corresponding nomination criterion for each award are established by Senate —

i. Honorary Doctor of Science (HonDSc) - Highly eminent individuals who have made an exceptional contribution to science that is recognised nationally and/or internationally.

ii. Honorary Doctor of Letters (HonLittD) - Highly eminent individuals who have made an exceptional contribution to a disciplinary or interdisciplinary field or endeavour, including legal learning but excluding science that is recognised nationally and/or internationally.

iii. Honorary Doctor of Laws (HonLLD) - Highly eminent individuals who have made an exceptional contribution in public / community service or the practice of law that is recognised nationally or internationally.

iv. Honorary Doctor of Music (HonDMus) - Highly eminent individuals who have made an exceptional contribution to music.

v. Honorary Doctor of the University (HonDUnixxx) - Highly eminent individuals who have made an exceptional contribution, including in the public and/or private sector to the standing or reputation of the University that is recognised nationally and/or internationally. [Note: The (xxx) enables the award in a disciplinary area approved by Senate on the recommendation of the HDC (e.g. Honorary Doctor of the University (Medicine)).

(d) To be eligible for consideration, a nominee must not be a current Senate member, a current member of University staff (unless otherwise determined by Senate), a serving politician, a candidate for political office, or deceased at the time of nomination. A nominee who holds an honorary award from another institution remains eligible for consideration.

4.3 Chancellor's Medal

(a) The Chancellor's Medal recognises outstanding or sustained contributions that have significantly advanced the University's mission, reputation, objectives or community standing, particularly where those contributions have not been recognised through other mechanisms.

(b) The Chancellor's Medal may be awarded to retired UWA staff, former Senate members and other individuals who have made an outstanding contribution to the University.

(c) The postnominal for the Chancellor’s Medal is HonCM.

4.4 Chancellor's Laureate

(a) The Chancellor's Laureate recognises sustained academic distinction, scholarly leadership, innovation and impact that have significantly advanced the University's mission, academic reputation and contribution to society.

(b) The Chancellor's Laureate may be awarded to retired, retiring academic staff, former academic staff and Emeritus Professors whose contributions have had a transformative impact on the University.

(c) The postnominal for the Chancellor’s Laureate is HonCL.

5 Nominations, Selection and Approval

5.1 Nominations, which may be submitted at any time, must be supported by an appropriate statement addressing the award criteria and be accompanied by supporting information required by the University. Nominees must not be informed of their nomination unless and until the award has been approved and an offer has been made by the Chancellor.

5.2 All nominations are subject to due diligence, including reputational risk assessment and other relevant risks, before consideration by the HDC.

5.3 The HDC may also consider nominations received from time to time and candidates identified through an approved prospective candidates list.

5.4 The HDC assesses nominations and makes recommendations to Senate. In making recommendations, the HDC must maintain the integrity and prestige of the awards and have regard to the quality of nominations received. Senate is the approving authority and may accept or reject any recommendation.

5.5 All matters relating to nominations and deliberations are confidential and must not be disclosed except as required for the administration of this Policy or as otherwise authorised by Senate.

6 Conferral and Revocation

6.1 Noting that exceptions may apply under extenuating circumstances, honorary awards are conferred at a graduation ceremony and are not normally conferred in absentia.

6.2 For awardees who reside outside the Perth metropolitan area, the University may, at its discretion, provide reasonable support in connection with the conferral of a honorary award, having regard to the circumstances of the individual case and any applicable University requirements.

6.3 Honorary awards are normally conferred in perpetuity. Senate may revoke a honorary award where information relied upon in support of the nomination is materially inaccurate or incomplete, or where subsequent the recipient's subsequent conduct would reasonably bring the University into disrepute.

End

Honours and Distinctions Policy Procedures

Procedure

Approver/Sponsor	Senior Deputy Vice Chancellor
Owner	Academic Secretary
Secretary	Corporate Secretary
Policy	UP21/1

1. Purpose

1.1 This Procedure sets out the administrative processes for the nomination, due diligence, assessment, approval, offer, conferral, publication and recordkeeping of honorary awards established under the Honours and Distinctions Policy.

1.2 It also sets out the administrative arrangements, benefits and responsibilities associated with an honorary award.

1.3 This Procedure must be read in conjunction with

(a) the Honours and Distinctions Policy,
(b) the Constitution of the Honours and Distinctions Committee;
(c) the applicable provisions of the University of Western Australia Act 1911 (WA);
(d) the University of Western Australia Statute
(e) If there is any inconsistency, the applicable legislation or Statute prevails, followed by the Policy.

2 Scope and application

2.1 This Procedure applies to all persons and University areas involved in administering an Honorary Doctorate, Chancellor's Medal or Chancellor's Laureate.

3 Legislative authority and compliance

3.1 This Procedure supports the exercise of Senate's authority under section 29(1)(c) of the *University of Western Australia Act 1911* (WA) to confer honorary degrees and other distinctions on persons approved by Senate.

3.2 This Procedure also supports Chapter 9 of the *University of Western Australia Statute*, under which Senate may:

(a) confer an honorary award, including an honorary degree, on a person whom Senate considers has demonstrated distinguished service or achievement in accordance with University policy;
(b) confer honorary degrees and awards in accordance with criteria prescribed in University policy; and
(c) revoke an honorary degree in accordance with University policy or revoke another award where it was awarded in error.

4 Definitions

Term	Definition
Honorary awards	An Honorary Doctorate, Chancellor's Medal or Chancellor's Laureate.
HDC	The Honours and Distinctions Committee, which advises Senate on honorary awards.
University	is The University of Western Australia, and any and all subsidiary or associated entities.
Nomination round	A period in which the University formally invites nominations for honorary awards.
University Secretariat	The area responsible for coordinating the governance and administrative processes described in this Procedure.

5 Roles and responsibilities

Role	Responsibility
Senate	Approves or rejects recommendations for honorary awards and determines any revocation or exceptional mode of conferral.
HDC	Assesses eligible nominations, considers due diligence information and makes recommendations to Senate.
Chancellor	Makes an offer to a nominee following Senate approval.
University Secretariat	Coordinates nomination rounds, validates nominations, prepares governance papers, manages confidential correspondence, coordinates records and liaises with relevant University areas.
Development and Alumni Relations	Undertakes due diligence and reputational risk assessment, as set out in Appendix 1, and reports relevant findings for HDC consideration.
Graduations	Coordinates the practical arrangements for conferral at a graduation ceremony, including ceremony scheduling and academic regalia.

6 Calling for and receiving nominations

6.1 The University Secretariat may conduct one or more nomination rounds each year and must ensure that current nomination forms, award criteria and submission guidance are available.

6.2 A nomination may be submitted outside a nomination round, consistent with the Policy.

6.3 A nomination must be submitted to the Academic Secretary using the relevant nomination form and must include:

(a) a statement addressing the criteria for the proposed award and explaining the nominee's strategic connection or relevance to the University;
(b) sufficient background information about the nominee, including qualifications and career history where relevant;
(c) a draft citation setting out the achievements or contributions proposed to be recognised;
(d) the proposer's details and any endorsement or seconding information required by the relevant nomination form; and
(e) any other supporting information specified in the call for nominations or nomination form.

6.4 The nominee must not be consulted or informed of the nomination. A nomination does not become invalid solely because the nominee becomes aware that it has been made.

6.5 Nomination material must be handled in confidence.

7 Eligibility to nominate and nomination requirements

7.1 A nomination for an Honorary Doctorate may be submitted by:

(a) a member of Senate;
(b) a member of Convocation Council;
(c) a member of Academic Board;
(d) a member of HDC; or
(e) a member of the University's Professoriate at Level E.

7.2 A nomination for the Chancellor's Medal or Chancellor's Laureate may be submitted by any person associated with the University.

7.3 A person proposing or seconding a nomination must disclose any actual, potential or perceived conflict of interest relevant to the nomination.

8 Initial validation

8.1 On receipt of a nomination, the University Secretariat must:

(a) acknowledge receipt;
(b) confirm that the correct nomination form has been used;
(c) check that the nominee and, where applicable, the nominator are eligible under the Policy and nomination requirements;
(d) confirm that the required information and supporting material have been provided; and
(e) identify any apparent conflict of interest or confidentiality issue requiring management.

8.2 The University Secretariat may seek clarification or further information from the nominator without consulting the nominee.

8.3 A materially incomplete or ineligible nomination must not proceed to HDC unless the deficiency is remedied or HDC determines that exceptional circumstances justify its consideration.

8.4 A nomination received after a published closing date may be deferred to a later round unless exceptional or compelling circumstances support earlier consideration.

9 Candidate pipeline and nomination development

9.1 HDC may consider nominations received from time to time and candidates recorded on an approved prospective candidates list.

9.2 Development and Alumni Relations may assist in identifying potential nominees and preparing material for consideration, but a candidate must not be approached unless authorised through the approved process.

9.3 Any nomination developed through this process remains subject to the same eligibility, documentation, due diligence and approval requirements as other nominations.

10 Due diligence and risk assessment

10.1 Following initial validation and before HDC consideration, the University Secretariat must refer the nomination to Development and Alumni Relations for due diligence, as set out in Appendix 1.

10.2 Due diligence must address potential reputational, probity, legal, compliance or other relevant risks associated with conferring the proposed award.

10.3 Development and Alumni Relations must provide the outcome of the due diligence to the University Secretariat for confidential inclusion in the material provided to HDC.

10.4 Any risk flags must be clearly identified for HDC consideration. Due diligence information must be stored and circulated only to persons who require it for the administration or determination of the nomination.

10.5 Further or updated due diligence may be undertaken before Senate consideration, before an offer is made or before conferral if new information becomes available or circumstances materially change.

11 HDC assessment and recommendation

11.1 The University Secretariat must prepare the agenda and papers necessary for HDC to assess each eligible nomination against the Policy criteria and consider the due diligence outcome.

11.2 Where a nomination relies materially on the nominee's academic reputation or standing, HDC may obtain relevant disciplinary or academic advice before making a recommendation.

11.3 A person who nominated or seconded a candidate, or who otherwise has a material conflict of interest, must declare the conflict and must not participate in the assessment or decision concerning that candidate.

11.4 HDC may resolve to:

(a) recommend the nomination to Senate;
(b) defer consideration pending further information or for a later conferral opportunity;
(c) consider whether another category of honorary award is more appropriate, subject to the nominee satisfying the applicable criteria; or
(d) not support the nomination.

11.5 There is no requirement to recommend an honorary award merely because a nomination has been received or a nomination round has been conducted.

12 Senate approval

12.1 In accordance with the Policy and the University's governing legislation, only Senate may approve the conferral of an honorary award.

12.2 The University Secretariat must prepare a Senate paper setting out HDC's recommendation and any information necessary for Senate's decision.

12.3 Senate may approve or reject a recommendation or refer it to HDC for further consideration.

13 Offers and notification of outcomes

13.1 Following Senate approval, the University Secretariat must prepare the confidential offer documentation for the Chancellor.

13.2 The Chancellor makes the offer to the successful nominee. The offer must request written acceptance and obtain the information required to plan the conferral, including the nominee's preferred graduation ceremony where applicable.

13.3 The University Secretariat must notify Graduations when an offer is accepted and provide the information required to commence conferral planning.

13.4 The University Secretariat must advise the nominator of the outcome:
(a) after HDC has determined not to recommend a nomination;
(b) after Senate has not approved a recommendation; or
(c) where Senate has approved an award, at or after the time the Chancellor's offer is made, having regard to confidentiality.

13.5 The University must not publicly announce an award before the offer has been accepted and the timing of any announcement has been authorised.

14 Conferral planning and delivery

14.1 Unless Senate determines otherwise, an honorary award is conferred at a graduation ceremony and is not conferred in absentia.

14.2 After acceptance, Graduations coordinates the practical arrangements for conferral in consultation with the University Secretariat and relevant University areas. These arrangements may include:
(a) confirming the ceremony date and participation requirements;
(b) preparing the approved citation and ceremony script;
(c) arranging academic regalia for an Honorary Doctorate recipient;
(d) arranging the production and engraving of a Chancellor's Medal or Chancellor's Laureate, where applicable;
(e) coordinating presentation, seating, guest and protocol requirements; and
(f) confirming publication and recordkeeping arrangements after conferral.

14.3 Academic regalia for an Honorary Doctorate must be consistent with the University's requirements for academic dress and is provided for use at the graduation ceremony.

14.4 A request to confer an award in absentia or otherwise outside a graduation ceremony must be

submitted to Senate with the reasons for the exception.

15 Travel and other support

15.1 For an awardee residing outside the Perth metropolitan area, the University Secretariat may arrange reasonable support connected with attendance at the conferral ceremony, in accordance with the Policy, approved University requirements and the circumstances of the individual case.

15.2 The nature and level of support must be approved before commitments are made and communicated to the awardee in writing.

15.3 Reimbursement requires appropriate evidence of expenditure and must be processed in accordance with applicable University financial and travel requirements.

16 Use of titles and postnominals

16.1 An Honorary Doctorate is not a qualification under the Australian Qualifications Framework and does not confer a general entitlement to use “Doctor” or “Dr”.

16.2 A recipient may use the designation “Honorary Doctor” or “Hon Dr”, or the official abbreviation for the honorary degree, provided the honorary nature of the award is clearly indicated. Any use must be consistent with the terms communicated with the award.

16.3 The approved postnominals are:
(a) Chancellor’s Medal: HonCM; and
(b) Chancellor’s Laureate: HonCL.

17 Publication and records

17.1 After conferral, the University Secretariat must ensure that authorised award information is published on the University website.

17.2 Honorary Doctorates must also be entered in the University’s register of awards and, where applicable, the Award Verification Service.

17.3 The University Secretariat must ensure that the following are retained in the University’s approved records management system:
(a) the nomination and supporting material;
(b) due diligence and risk assessment material, with appropriate access restrictions;
(c) HDC and Senate papers, minutes and resolutions;
(d) the offer, acceptance and relevant correspondence;
(e) the approved citation; and
(f) conferral, publication and any subsequent revocation records.

18 Ongoing engagement

18.1 Following acceptance or conferral, relevant University areas may identify appropriate opportunities for an awardee to remain connected with the University, including through public lectures, student engagement, alumni activities, mentoring, research or community engagement.

18.2 Participation in ongoing engagement is voluntary and must be agreed with the awardee. It must not affect the assessment or approval of the award.

19 Revocation process

19.1 A matter that may warrant revocation of an honorary award under the Policy, the University’s governing legislation or the University Statute must be referred confidentially to the Academic Secretary.

19.2 The University Secretariat must coordinate any fact-finding, updated due diligence, risk assessment or

legal advice required before the matter is referred to HDC or Senate, as appropriate.

19.3 Where revocation is being considered, the recipient must be given procedural fairness before Senate makes its decision, unless a different process is required by law.

19.4 Only Senate may determine whether an honorary award is to be revoked.

19.5 Following a decision to revoke an award, the University Secretariat must coordinate notification, amendment of relevant registers and publications, management of award records and implementation of any other action directed by Senate.

20 Confidentiality and information handling

20.1 All persons involved in a nomination, due diligence, deliberation, approval, offer or revocation process must preserve confidentiality and use the information only for an authorised purpose.

20.2 Nomination and due diligence material may only be disclosed where required to administer this Procedure, authorised by Senate or required by law.

21 Process summary

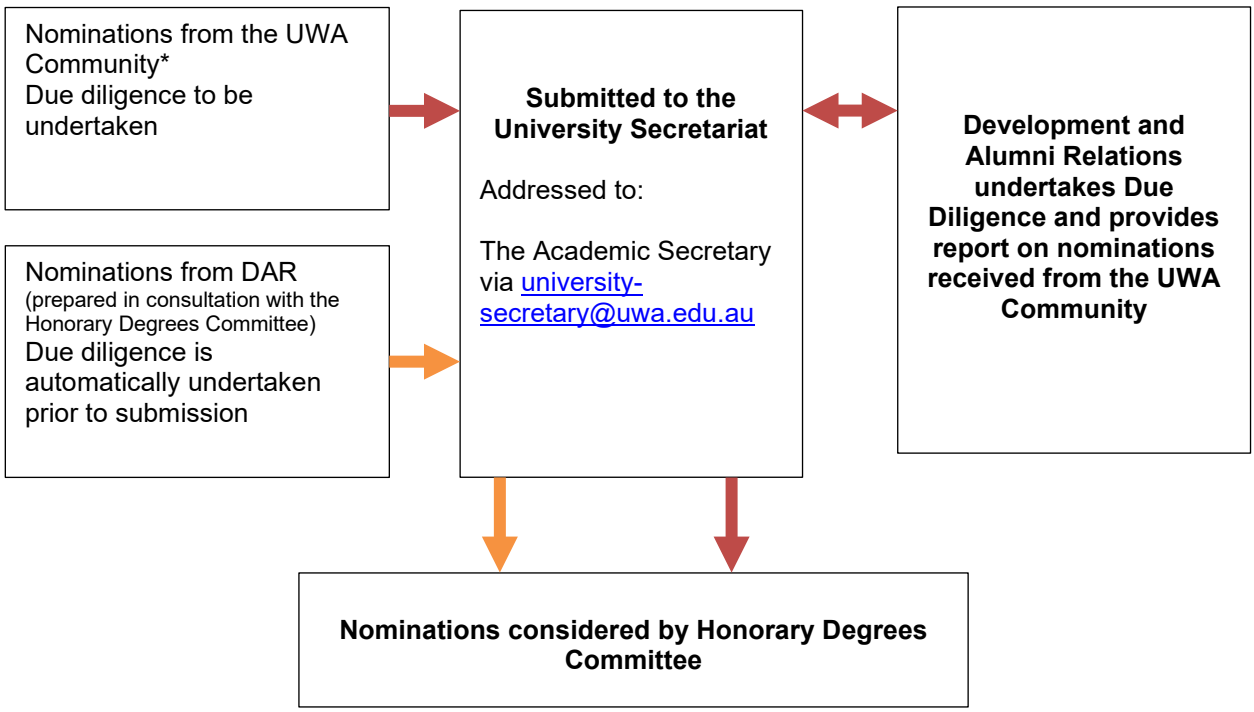
Step	Stage	Primary responsibility
1	Call for nominations and guidance	University Secretariat
2	Receipt and initial validation	University Secretariat
3	Due diligence and risk assessment	Development and Alumni Relations
4	Preparation of HDC material	University Secretariat
5	Assessment and recommendation	HDC
6	Approval	Senate
7	Offer and acceptance	Chancellor / University Secretariat
8	Conferral planning and delivery	Graduations / University Secretariat
9	Publication, records and engagement	University Secretariat / relevant areas

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA), *section 29(1)(c)*
University of Western Australia Statute (2020), Chapter 9
Honours and Distinctions Policy UP21/1
Honours and Distinctions Committee Constitution
applicable nomination forms and guidance
due diligence guidelines
University academic dress requirements
applicable records management, finance and travel requirements

End

Appendix 1: Due Diligence Process
The following shows how due diligence is carried out by the Development and Alumni Relations (DAR).



***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. For the award of a Chancellor's Medal and Chancellor's Laureate: Any person associated with the University may submit a nomination.