

Frequently Asked Questions about Honorary Awards

University of Waikato honorary awards recognise people who have made special and significant contributions to the University in terms that are closely aligned with its goals.

Who can make a nomination for an honorary award?

Any member of the University of Waikato staff may prepare a nomination, provided that they obtain the support of the appropriate signatories, as specified in the 'Criteria and Procedures for Honorary Awards'.

Is the nominee consulted about the nomination?

No. The nomination must be strictly confidential to those involved in preparing and signing the nomination, and without any reference to the person nominated. This is particularly important in order to save any embarrassment, either for the person concerned or the University, should the nomination not proceed.

Who makes the decision about nominations?

Nominations are considered by the Honours Committee in the first instance. The Honours Committee may

- reject the nomination
- seek further information (i.e. a resubmitted nomination), or
- recommend the nomination to Council for approval.

The authority to decide an honorary awards rests with Council.

How is the nominee advised about the outcome?

If Council approves an award, the nominee is notified by the Secretary to the Honours Committee in writing. It remains strictly confidential until this point. The nominee is required to confirm in writing whether he or she is willing to accept the award.

How is the award publicised?

A public announcement is made only after the nominee has confirmed acceptance. Public announcements may be made via a press release, through the University circular or website, etc.

What is a citation?

A citation is a formal statement of the University's reasons for making the award. The citation is delivered by the Vice-Chancellor or nominee as a speech at the award ceremony. The award recipient receives a copy of the citation, and it is kept on file as the formal record. In the case of recipients who are Māori, a copy of the citation will also be provided in te reo Māori.

Where is the award made?

Honorary Doctorates, as the highest honorary award of the University, are usually conferred at University graduation ceremonies. Alternative arrangements are subject to the approval of the Vice-Chancellor.

University of Waikato Medals are usually awarded at afternoon functions, subject to the approval of the Vice-Chancellor.

Distinguished Alumni Awards are usually presented at an annual dinner event.

Who pays for award ceremonies?

Ceremonial occasions for bestowing honorary awards are important formal occasions, and are catered for accordingly. All reasonable costs will be met by Events on behalf of the Vice-Chancellor.

Proposals for larger or more elaborate functions would be considered by the Vice-Chancellor in the light of relevant factors, including:

- the public profile of the recipient and VIP guests
- benefits to stakeholder relations
- the potential to share costs with other relevant cost centres.

What is the tikanga in respect of honorary awards to Māori?

Ceremonial arrangements will be made on a case-by-case basis, in consultation with the Deputy Vice-Chancellor Māori and the Dean of the Faculty of Māori and Indigenous Studies. The University will arrange for the citation to be translated into te reo Māori.

How are invitation lists determined?

The number of guest tickets for formal ceremonies will be determined in consultation with Events, with every effort made to accommodate the award recipient's wishes.

Guest lists for private functions include:

- members of Council
- members of the Honours Committee
- members of the University Leadership Group
- the nominators of the award
- other people as requested by the award recipient.

Secretary to the Honours Committee

1 December 2020