



Honorary Doctorate Degree Nomination Form

Thank you for completing this form nominating an individual for an honorary doctorate degree from the **Open Christian University**.

Section 1 – Nominee details

Please type in the space after each question.

Name of nominee:

Title:

Qualifications:

Current position:

Past position:

Contact address, email and telephone number:

Nominee's current relationship with the University:

Weblink for a public biography of the nominee:

Suggested degree:

Please see the guidance notes in Section 7 for a list of all possible degrees. If left blank, the Committee will decide on the most appropriate degree to offer.

Contact email and telephone number for 2 external referees

Referees will only be contacted should the Committee require further information to assist with their decision.

Referee 1:

Referee 2:

Title:

University staff/student *[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 before completing this section. These give clear guidelines regarding the criteria and additional evidence to support your nomination.

Honorary Doctorate Degree Criteria

- a) Honorary Doctorate Degrees are an academic award celebrating excellence in thought-leadership and the resulting impact, in a field that is recognised nationally or internationally.
- b) Persons nominated should be active in an area of activity that is highly relevant to the **Open Christian University**.
- c) Awards should reflect the values of the Open Christian University.
- d) Awards should recognise the importance of Equality, Diversity and Inclusivity.

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

Please type in the space, below.

2) In one or two sentences, summarise one key change that the nominee has made and how/why their achievement is important and relevant to the Open Christian University.

Please type in the space, below.

3) Please give further information to support your nomination and the mutual value of such an award to both the recipient and the University. It is helpful to the Committee's discussions if you include with the case an up-to-date biographic summary or resumé of the nominee.

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 our August award ceremony. The choice of occasion should be guided by the basis on which the nomination was made. Please indicate below preferences for scheduling and whether you are aware of a suitable event that is linked with the recipient.

Please type in the space, below.

Section 5 – Future relationship with the nominee

Please indicate whether a relationship between the University and the nominee might be developed in future years. (Please note: this does not influence the Committee's decision to recommend an award.)

Please type in the space, below.

Section 6 – The honorary degree process and strict confidentiality

All nominations will be considered by the **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 nomination 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, a recommendation will go forward to the University Senate. If 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. 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 for Honorary Degrees Committee papers which is currently: *the current academic year + 3 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 1

Suggested degree

Here is a full list of degrees for honorary doctorate degree conferment:

- Doctor of Arts (DArts)
- Doctor of Business Administration (DBA)
- Doctor of Education (EdD)
- Doctor of Engineering (DEng)
- Doctor of Laws (LLD)
- Doctor of Letters (DLitt)
- Doctor of Music (DMus)
- Doctor of Policy Research and Practice (DPRP)
- Doctor of Science (DSc)
- Doctor of the University (DUniv)

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 Doctorate Degree, with reference to the above criteria.**

The current criteria for the award of Honorary Degrees are set out in Section 3. Further guidance regarding each criterion follows:

- a. Honorary Doctorate Degrees are an academic award celebrating excellence in thought-leadership and the resulting impact, in a field that is recognised nationally or internationally.**

What is thought leadership? Thought leaders:

- are recognised authorities in their field of expertise who have advanced their field through their work, and/or,
- have demonstrated important impact from their ideas and thinking.

The Committee is looking for evidence of innovative ideas and impact.

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

- **Honorary Master's Degrees** are academic awards celebrating University staff who have made exceptional and direct contributions to the life of the University community, as perceived by its community.
- **President's Awards** honour individuals who have made an exceptional and sustained contribution to the University, the continent of Africa or the World. 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.

b. Persons nominated should be active in an area of activity that is highly relevant to the Open Christian University.

Highly relevant activities are not restricted to the University's core academic disciplinary subject areas. The University welcomes nominations for people working in an activity that is relevant to its core interests.

c. Awards should reflect the values of the Open Christian University.

1. delivering quality and excellence, whilst being quick to listen and learn
2. nurturing high aspirations, for the benefit of all
3. aspiring to the highest Christian standards of scientific, ethical, and professional integrity, whilst supporting the freedom to challenge received wisdom
4. supporting a sustainable community and adopting best environmental practice
5. fostering inclusion, equality, diversity, and accessibility where the unique value of each individual is recognised as we build a community of trust and care by treating each other with respect

d. 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.

2) In one or two sentences, summarise one key change that the nominee has made and how/why their achievement is important and relevant to the Open Christian University.

The Committee is looking for one key measurable change or achievement that has a wow factor. Some examples could be:

- The nominee is the first in the Africa/world to introduce something
- The nominee has directly impacted the lives of X number of people through their work/innovation

A clear link to the work of the [Open Christian University](#) is helpful here.

3) Please give further information to support your nomination and the mutual value of such an award to both the recipient and the University. It is helpful to the Committee's discussions if you include with the case an up-to-date biographic summary or resumé of the nominee.

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. This might, depending on the nominee, include:

- Other interests alongside the experience or expertise that provides the primary case for the award of an honorary degree e.g. public service track record (*locally, within the continent, nationally or internationally*) and to what extent this shows social consciousness.

- The qualities and/or history of the private persona that have produced such dedication, determination, sense of purpose and continued learning to achieve the distinction for which they are known.
- Achievements of the individual in the context of the University's key values, and actions taken to foster and guide the development of young people to achieve these values:
 - delivering quality and excellence
 - nurturing high aspirations
 - supporting freedom to challenge received wisdom
 - aspiring to the highest Christian standards of scientific and professional integrity
 - working responsibly and with respect for others
 - fostering equality, diversity, inclusivity and accessibility
 - adopting best environmental practice
- Whether there is a record of supporting educational causes.
- List of honours, awards and merits (*distinction or service*) already held.
- Existing connections with the University and/or positive responses to previous invitations from the University (*whether or not they have accepted*).
- As appropriate, future collaboration or facilitation of the University's core objectives: Christian education, research collaborations, national and international partnerships, recruitment, placements, new opportunities.

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