



UNIVERSITY OF PRETORIA
Department of Enrolment and Student Administration

REGULATION FOR HONORARY DEGREES, CHANCELLOR'S MEDALS AND THE MEDALS, PRIZES AND CERTIFICATES OF THE VICE-CHANCELLOR AND PRINCIPAL

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1. PURPOSE

The purpose of this regulation is to clarify and regulate the conferral of Honorary Degrees, and the awarding of the Chancellor's Medal as well as to formalise the criteria and procedure for awarding the medals, prizes and certificates of the Vice-Chancellor and Principal by the University of Pretoria in a fair and transparent manner.

2. ORGANISATIONAL SCOPE

This regulation applies to all members of the University community that can nominate and vote for a candidate to receive an honorary award or chancellor's medal, and who are responsible for identifying candidates to receive the medals, prizes and certificates of the Vice-Chancellor and Principal.

3. STATUS OF THIS REGULATION

The Higher Education Act 101 of 1997, as amended, makes provision in section 65C, for the conferral of advanced degrees, including an **Honorary Doctorate *honoris causa*** as an academic award in any faculty of a higher education institution. Honorary degrees are highly prestigious and is one of the most significant awards that any university can make.

The Chancellor's Medal is an honorary award conferred on individuals who have excelled in fields outside the purely academic sphere in recognition of their contributions.

The Medal, Prize and Certificate of the Vice-Chancellor and Principal is awarded to undergraduate candidates for outstanding academic achievement during all their years of study for any first bachelor's degree in a faculty, with the exception of the Gordon Institute of Business Science (GIBS).

4. CRITERIA FOR SELECTION

The honorary degree is conferred in recognition of outstanding intellectual contributions of high academic-scientific merit. Candidates should have distinguished themselves by having made a significant contribution in their field of expertise that is deemed to be of comparative academic value to that of a doctoral thesis. An honorary doctorate is usually associated with a specific discipline.

The award is highly prestigious and requires an outstanding level of excellence. The awarding of an honorary degree does not entitle the holder to practise a profession on the basis of such a degree

and/or

Candidates may also be considered on the basis of relevant, meritorious or outstanding public intellectual contributions. An outstanding contribution will have a national and/or international impact that signifies a creative spirit and intellect. Mere success in a career or on a social level is insufficient, there should be evidence of a contribution that is innovative, beyond the norm and characteristic of a leader in the particular field.

An international candidate should have demonstrated distinguished academic or public intellectual achievements related to the University of Pretoria's vision, mission, values, strategic goals and objectives.

The Chancellor's medal is awarded to individuals in recognition of achievements and contributions to society in fields other than those exclusively falling within the academic sphere. As such, relevant contributions will have a national and/or international impact that signifies a creative spirit and intellect. Mere success in a career or on a social level is insufficient and there should be evidence of public achievements and contributions that are related to the University of Pretoria's vision, mission, values, strategic goals and objectives.

All candidates for honorary degrees and the chancellor's medal are considered on a case-by-case basis.

The achievements of the candidate will normally be unequivocally recognised by the

- (i) conferrers of the degree,
- (ii) experts in the particular field, and
- (iii) the informed public.

Given the prestige associated with the conferral of an honorary degree, and the awarding of the chancellor's medal, when an honorary degree is proposed for reasons other than academic-scientific merit, due cognisance must be taken of the extent to which the proposed recipient is still active in the public arena and the potential risks to which such an award may expose the University, given the public profile of the individual. The risk assessment should specifically be addressed in the proposal.

Council approves the conferral of an honorary degree and the awarding of a chancellor's medal upon completion of the prescribed process [see addendum].

In the event that Council is of the opinion that a recipient of such awards from the University of Pretoria has brought the University's name into disrepute and is no longer deemed to be worthy of the award, Council may revoke such award after consultation with Senate. This procedure is prescribed in paragraph 51(9) of the Statute of the University of Pretoria.

These awards are not made to University staff and Council members in service of the University are not eligible to receive this award, although retirees may be considered.

The awarding of **the medal, prize and certificate of the Vice-Chancellor and Principal** is based on the academic performance of a student. In order to be eligible as a candidate, a student must have obtained an average of 75% or higher throughout their undergraduate

years of study. Finalists completing their first Bachelor's degrees, irrespective of the duration of study, will be considered as candidates for the award.

5. DESCRIPTION OF THE AWARDS

Honorary Award

The award consists of a silver medal (50mm) placed inside a red-lined wooden box, as well as a certificate inside a scroll. The University's ceremonial coat of arms, as well as the wording "honoris causa" appear on the one side of the medal with the name of the recipient and the date of the awarding ceremony engraved on the other side.

Chancellor's Medal

The award consists of a golden medal (63mm) placed inside a velvet box, as well as a certificate inside a scroll. The University's ceremonial coat of arms as well as the wording "Chancellor's Medal" appear on the one side of the medal with the name of the recipient and the date of the awarding ceremony engraved on the other side.

The Medal, Prize and Certificate of the Vice-Chancellor and Principal

The award consists of a sterling silver medal (50 mm) placed inside a blue-lined box, a cash prize and a certificate. The University's ceremonial coat of arms as well as the wording "Medal of the Vice-Chancellor and Principal" appear on the one side of the medal with the name of the recipient and the date of the awarding ceremony engraved on the other side, inside *Acacia caffra* branches in the form of a wreath with blossoms.

The value of the cash prize is determined annually by the Vice-Chancellor and Principal, in consultation with the Deans.

6. PROCEDURE AND PROCESSES

Honorary degrees and the Chancellor's medal

Members of the University Council, Senate, Executive or Faculty Boards may submit a written proposal to nominate a candidate to the Dean of the relevant faculty.

The Faculty Executive of the said faculty considers the nomination and indicates whether it is suitable or not, whereafter the nomination will be submitted to the Selection Committee for Honorary degrees and the Chancellor's medal.

The Selection Committee for Honorary Degrees and Chancellor's Medal considers and recommends nominees to Senate for consideration and recommendation, whereafter the nominees are recommended to Council for final approval.

A proposal for nomination that has not been discussed at a Selection Committee meeting for any reason whatsoever, cannot be carried over to a next meeting, the proposal has to be submitted again.

An Honorary degree and Chancellor's medal may not be awarded posthumously or in absentia. The award cannot be received by someone else on behalf of the recipient, nor may the audience be addressed on behalf of the absent recipient.

The Medal, Prize and Certificate of the Vice-Chancellor and Principal

The Department of Enrolment and Student Administration (DESA) generates a list of all undergraduate students who achieved the highest cumulative average per faculty.

The Dean and a committee established by the relevant Dean for this purpose of each faculty identifies and approves the candidate for this award.

A list consisting of the names and contact details of the candidates for the award should be provided annually to the Vice-Chancellor and Principal for their approval.

The approved names of the candidates, per faculty, are provided to the Coordinator: Graduation Ceremonies to prepare the process for the awarding of the medal.

7. CONFIDENTIALITY

All proceedings with regard to the proposal, voting and/or decision-making regarding the conferral of an honorary degree and Chancellor's medal are confidential and will not be communicated to members of the public or to the candidate concerned other than by the Vice-Chancellor and Principal or the Registrar and only after the final decision has been made.

8. NUMBER OF AWARDS CONFERRED EACH YEAR

No more than two honorary degrees or chancellor's medals will be conferred on or awarded to deserving candidates by each faculty annually, except in exceptional circumstances as will be decided by the Selection Committee for Honorary degrees and Chancellor's Medal.

The Vice-Chancellor and Principal decides at which graduation ceremony the honorary degree and chancellor's medal will be conferred.

The medal, prize and certificate of the Vice-Chancellor and Principal is conferred annually during the Autumn Graduation ceremonies.

9. ROLES AND RESPONSIBILITIES

The respective deans of each faculty are responsible for identifying suitable candidates for the awards and timeous submissions of the nominations to the Secretariat of Senate.

The Selection Committee for Honorary Degrees and the Chancellor's Medal will consider each nomination according to the criteria set out in this document and make a recommendation to Senate and Council, at the annual meeting of the Selection Committee for Honorary Degrees and the Chancellor's Medal.

Council approves the candidates for honorary degrees and the Chancellor's medal.

The Graduation Office communicates with the nominees after Council approval and makes all the necessary arrangements for the conferral and awarding of the honorary degree and the Chancellor's medal respectively.

10. ASSOCIATED DOCUMENTS

Statute of the University of Pretoria

The Higher Education Act 101 of 1997

11. REGULATION LIFE CYCLE

This regulation should be reviewed at least every five years to ensure the regulation remains relevant, compliant and current. The existing regulations will remain in effect until the revised regulation has been approved.

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GUIDELINES IN RESPECT OF THE FORMAT OF A PROPOSAL

A written proposal, accompanied by a curriculum vitae and a substantiation indicating how the nominee fulfils the criteria for an honorary degree or chancellor's medal, must be submitted to the Dean of the appropriate faculty.

The nomination must contain the following:

- full personal details of the nominee;
- details of such nominee's academic qualifications;
- details of the nominee's career;
- details of academic-scientific or public intellectual contributions as the case may be, including lectures, presentations etc. which are of relevance to the University of Pretoria;
- details of other acknowledgements, commendations and awards; and
- details of any other significant achievements which are of relevance to the University of Pretoria.

Note: The titles of contributions which are provided as substantiation should be attached as an annexure.

The proposed candidate's relationship with the Faculty/University must be clearly indicated and such relationship must be perceived to continue over the longer term after the award.

In addition to the above, the person nominating the candidate as a possible recipient of an honorary degree or chancellor's medal, must clearly state the nature of their relationship with the candidate.

Consideration by the Selection Committee for Honorary Degrees and the Chancellor's Medal

The Selection Committee will meet once a year, unless the Vice-Chancellor and principal should decide otherwise. The Committee is chaired by the Vice Chancellor and Principal and further constituted by the Chairperson and Vice-Chairperson of Council, the Vice-Principals, the Registrar and Deans or their representatives. The Committee considers nominations and then votes by secret ballot on their suitability for the conferral of the honorary degree and chancellor's medal. Those nominees who receive 50 plus 1 percent of the votes of those participating in the vote will be recommended to Senate.

In accordance with the Statute of the University of Pretoria an honorary degree or chancellor's medal may not be awarded posthumously.

Voting by Senate and Council

Honorary degree and Chancellor's Medal

The name/s of the recommended candidate/s, accompanied by the curriculum vitae and a substantiated proposal, must be placed on the agenda of the subsequent meeting of Senate.

The name/s of the candidate/s in whose favour the ordinary majority of the members of Senate present at the meeting voted, by way of a secret ballot, which is not preceded by any discussion of the merits of the proposals, will be put on the agenda of the subsequent meeting of Council. Members of Senate may not debate the merit of the recommendations, but may ask questions in order to receive clarification before voting.

The result of the voting during the meeting of Senate will not be disclosed directly afterwards.

The proposed honorary degree or chancellor's medal will be conferred/awarded on the candidate/s in whose favour an ordinary majority of the members of Council present at the meeting voted, by way of secret ballot, which is not preceded by any discussion. Council members may not debate the merit of the recommendations, but may ask questions in order to receive clarification before voting.