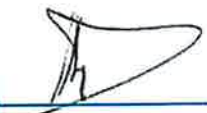
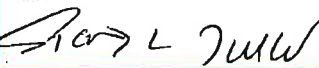







BIUST Document Control Cover Sheet

Policy Title:	Guidelines for Award of Honorary Degrees
Policy Number & URL:	
Policy Category:	Academic
Responsible Department/Directorate:	Office of the Deputy Vice Chancellor Academic Affairs
Policy Owner:	Vice Chancellor
Policy Manager(s):	Deputy Vice Chancellor Academic Affairs
Guidelines Approval Date:	26/01/2022
Effective Date:	
Policy Review Date(s):	
Related Policies, Guidelines & Regulations:	All University Academic Policies, Guidelines and Regulations

Document Sign Off:

Name	Position/ Role	Signature	Date
	Dean, Faculty of Engineering and Technology		9/8/2021
	Dean, Faculty of Sciences		11/08/2021
	Director, CBMEGE		11/08/2021
	DVC-AA		27/1/2022
	VC/Chairperson of Senate		16/2/2022

1.0 Preamble

An Honorary Doctorate is the highest honour awarded to an individual in recognition of extraordinary and lasting contribution evident in the Society or profession. In conferring honorary degrees, the University seeks to recognize extraordinary achievements and to honour individuals whose accomplishments are exemplary and inspires graduates of the University and the Society. The degree is bestowed as an honour rather than through the completion of any academic programmes and requirements.

2.0 Procedures

- 2.1 The Senate shall constitute an Honorary Degree Committee which will operate under the auspices of the Deputy Vice Chancellor, Academic Affairs.
- 2.2 An annual call for nominations will be issued to the BIUST community from the Office of the Deputy Vice Chancellor Academic Affairs.
- 2.3 Nominations may be made by any member of the University or a group of individuals, or from external nominators such as University Council Members, and BIUST alumni. Nominations will not be accepted from family members of the nominee. For purpose of this section, family shall have the same meaning as defined under section 5.10.4 of the BIUST terms and conditions of employment and shall include "spouse, sibling, child, parent, spouses' parent, grandparent, grandchild, daughter-in-law or son-in-law".
- 2.4 Self-nomination will not be accepted for consideration.
- 2.5 Nominations for honorary degrees shall be submitted to the Deputy Vice Chancellor Academic Affairs office by the deadline specified in the call for nominations.
- 2.6 Nominations submitted after the deadline in the annual call for nominations will be reviewed by the committee during the next call.
- 2.7 Nominations must be complete in accordance with section 4 of these guidelines. Incomplete submissions will be returned to nominators and may be re-submitted for consideration at the next call.
- 2.8 Nominees can be citizens or non-citizens of Botswana.

3.0 Honorary Degree Committee

- 3.1 The honorary degree committee shall consist of five (5) members, 4 elected by the Senate and the Chairperson who is a Full Professor appointed by the Vice Chancellor.
- 3.2 The University Secretary shall be the secretary to the committee.
- 3.3 The term of office of the committee shall be two years, renewable once.
- 3.4 The committee shall present its recommendations to the Senate.

4.0 Documentation

- 4.1 **Nomination Form:** The nomination form shall be accessed from the Office of the DVC AA.
- 4.2 **Citation:** The citation of approximately 300 words will be presented by the Honorary degree committee to Senate as the basis for the nomination and to inform Senate's consideration/deliberation to award the honorary degree. The citation should not be a list of positions held; awards received etc. Such information should be included in the resume/curriculum vitae. The citation should specifically summarize:
- 4.2.1 the nominee's accomplishments
 - 4.2.2 the significance of their achievements,
 - 4.2.3 the impact of such on the community.
- 4.3 **Appraisal:** A detailed appraisal should describe fully the extraordinary nature of the nominee's achievements and the related impact on their field of endeavour or the larger community. The appraisal should not be a list of activities; rather, it should provide context, explaining why the nominee's achievements are important, the real impact of their contribution and why BIUST should honour the individual.
- 4.4 **Curriculum Vitae:** The Curriculum vitae is particularly important for nominations for the honorary degree and should include the full list of positions held, awards received, and other relevant information. If the nomination is made in recognition of contributions to an academic discipline a list of publications should be provided. Where a curriculum vitae is not available, a comprehensive biography and/or other sources of information which outlines the nominee's achievements should be included with the nomination.
- 4.5 **Letters of support:** Two letters of support must be submitted from individuals knowledgeable about the nominee's accomplishments and related impact. Letters should;
- 4.5.1 Augment, rather than simply reiterate, the material contained in the other documents.
 - 4.5.2 Speak to the broader context of the nominee's achievements.
 - 4.5.3 Indicate the relationship, if any, between the letter writers and the nominee and the basis for their knowledge of the nominee's accomplishments.
- 4.6 **Evidence of Institutional Support:** It is strongly recommended that nominators consult the office of the Dean of the appropriate Faculty, or from the relevant office to obtain a letter of support and/or endorsement of the nomination. Nominations received without evidence of such consultation may be returned to the nominator or referred to the appropriate Faculty/office for review prior to being considered by the committee.

5.0 Selection

- 5.1 The Committee will meet at least once each year to consider the nominations. When the Committee deems it necessary to obtain additional information about a nominee, it may postpone a decision on the nomination to consult further with the nominators or others as the committee deems necessary.
- 5.2 The Committee will forward its recommendations to a closed session of Senate. Senate will vote on the suitability of each nominee using a ballot. Nominators will be informed of the outcome after the Senate has received and voted on the recommendations.
- 5.3 Following Senate's approval of a nomination, an offer to receive the honorary degree will be extended to the nominee through a letter from the Vice Chancellor.

6.0 Selection Criteria

- 6.1 The nominee should have made significant contribution to the community or a specific field.
- 6.2 The nominee should be of great integrity, that is, the nominee should have the qualities of honesty and strong moral principles.
- 6.3 National and/or international achievements will be considered.
- 6.4 The number of Honorary Degrees to be conferred at a convocation will be determined by Senate.

7.0 Confidentiality

- 7.1 It is extremely important that all persons involved in the submission of nominations recognize that this is a confidential process. Nominees should not be informed that they are under consideration for the award for an honorary degree of the University.
- 7.2 The Vice Chancellor shall make public the names of those offered and who have accepted the award as stipulated by the offer letter.
- 7.3 The Vice Chancellor will determine at what point a name is made public.

8.0 Exclusions

- 8.1 Honorary degrees may only be awarded in absentia under exceptional/ extraordinary and compelling circumstances to be considered by the Committee.
- 8.2 The committee shall consider each case on its own merit and make recommendations based on the circumstances prevailing at the time. These shall include but not limited to medical, legal restrictions, force majeure etc and proof of such should be filed with the Committee before the date of the scheduled event.
- 8.3 In the event of unexpected inability to appear at the scheduled time, the conferment may be postponed to the next appropriate ceremony provided that the degree is conferred within two years after being approved by Senate.
- 8.4 No monetary or property shall accompany the award.
- 8.5 The degree is not of the same standing as a substantive degree and shall bear Honoris Causa (H.C), at the end.
- 8.6 Self-nomination or nomination of immediate family members will not be accepted.

9.0 Conferment of the degrees

- 9.1 Honorary degrees shall be conferred by the Chancellor, the Chairman of the University Council or by any individual duly appointed by the Chancellor.
- 9.2 Honorary degrees will be conferred during an official graduation ceremony.
- 9.3 The recipients should be in attendance, deliver an acceptance speech and be in academic dress (Robing) subject to the exception described in section 8.1.
- 9.4 The recipient is expected to be photographed and video recorded, however, consent shall be sought for publication of such materials for public consumption on the various social media platforms.

10.0 Time Limits

- 10.1 Nominations not approved by the Committee for recommendation to Senate shall be retained by the Committee for a period of three (3) years from the time of first nomination. Nominators may be invited to add or revise the dossier each year.
- 10.2 An award letter shall be issued before conferment of the degree. The letter shall be accompanied by an acceptance letter bearing the terms and conditions of the conferment. The nominees will be expected to notify the University of their intention (to accept/decline) the offer within three (3) months from the date of the award letter.

- 10.3 Where the offer is accepted but due to circumstances outlined under Paragraph 8.3, the conferment of the degree shall be suspended and shall be conferred within two (2) years of Senate approval for the award.
- 10.4 Where the impossibility to confer the degree continues for more than two (2) years, the offer shall be deemed to have lapsed and the nomination rendered obsolete.
- 10.5 The records of such an application shall be retained by the University shall for the same period as under Paragraph 10.1.

11.0 Degrees conferred

The following are Honorary degrees conferred by the University

- 11.1 Doctor of Science (DSc) Honoris Causa
- 11.2 Doctor of Engineering (DEng) Honoris Causa

12.0 Withdrawal, suspension, or termination

- 12.1 An Honorary degree may be withdrawn, suspended, or terminated if the award was obtained fraudulently, unfairly or the honoured individual is:
 - 12.1.1 found not to be of the highest intellectual and moral values
 - 12.1.2 involved in activities that contravene the law of the country
 - 12.1.3 declared bankrupt, insolvent, or placed under judicial management
 - 12.1.4 subject of adverse media reports which attract reputational risks
- 12.2 Where the Committee resolves to suspend the award of the honorary degree, the suspension shall be for a period as determined by the Senate.
- 12.3 Withdrawal or termination of conferment of the degree shall have the same effect of disqualification.
- 12.4 A nominee who has had a degree conferred but subsequently withdrawn or terminated shall not be considered for any other conferment of any honorary degree for a period of five (5) years from the date of such withdrawal and termination.