



Honorary Degrees

Process:

1. The Call for nominations goes out to all staff members in September. Honorary Degree Committee Members and Faculty Directors of Operations are also notified separately to encourage Faculty Executive Boards to come up with ideas on people that the Faculty wish to be put forward.
2. As Secretary to the Honorary Degrees Committee, the [Head of Alumni Relations](#) receives nominations. It is recommended to have a minimum of 3-4 nominations from each faculty. There is no fixed number of honorary degrees that are awarded but the aim is usually for up to 16 each year.
3. The deadline (or closing date) for nominations is usually mid-end November.
4. If a nomination is not submitted officially by the Faculty, then the respective PVC is contacted. Anyone is allowed to nominate but the Faculty's PVC should be aware of any additional nominations that are linked to their Faculty and if need be make additions to those nominations.
5. Once the nominations deadline has passed, the research team of the Department of Development, Alumni Relations and Events (DARE) completes the [due diligence reports](#) for all nominees.
6. The Honorary Degrees Sub-Group meets to review all nominations, to ensure a consistency of nominations being put forward to the main committee meeting and to address any areas that aren't represented (such as gender, international, subject).

The meeting usually takes place by mid-December to make sure there is enough time before the main Committee meets in March to address any of the issues and arrange for extra nominations to be submitted, if required.

7. The main Honorary Degrees Committee meeting usually takes place in the 2nd week of March where it is decided which nominations are successful and should be invited to receive an Honorary Degree.
8. Once the meeting has taken place and decisions have been made, those names that the Committee believes should be awarded an Honorary Degree are sent to the Chair of

Council's Committee (3Cs) for final approval. Once the 3Cs have approved the Honorary Degrees Committee's decisions, the Head of Alumni Relations contacts the nominators, to inform them if their nominations have been successful or not. If successful, the nominator is asked not to contact the nominees until after the Chair of the Committee (Deputy Vice-Chancellor) has written and formally invited the successful candidates to receive an Honorary Degree.

9. The Head of Alumni Relations drafts the invitation letters, which are sent out from the Deputy Vice-Chancellor's Office, inviting them to receive an Honorary Degree in either January or July of the following academic year.

Deadlines and meetings info about Honorary Degrees:

1. The date for the main Honorary Degrees Committee meeting is usually finalised almost a year in advance. E.g. the date for the 2015 meeting was finalised by the end of May 2014.
2. During the summer, the nomination form is created and updated on the website with information about the criteria for nominations and deadline.
3. The Call for Nominations is usually sent out via email to all staff by the end of September.
4. The deadline for receipt of nominations is usually mid-end November.
5. Nominations go to the research team, for the [due diligence reports](#) to be produced for each nominee. These detailed reports are completed in time for the main Committee meeting which takes place in March.
6. The Honorary Degrees Sub-Group meets in mid-end December.
7. The main Honorary Degrees Committee usually meets in the 2nd week of March.
8. Successful nominees are invited to receive their Honorary Degree at either the January or July graduation ceremonies of the following year.

You can find the [Frequently Asked Questions](#) and their answers in relation to the Honorary Degrees by visiting the link.

Further details regarding the award of Honorary Degrees and the nomination criteria can be found at: www.sheffield.ac.uk/govern/committees/hondegs

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