

HONORARY DEGREES WORKING GROUP

Terms of Reference

1 Constitution and purpose	
1.1	In accordance with Statute 5, paragraphs 2 (iv), and 4 (a), the Senate has established the Honorary Degrees Working Group.
2 Remit	
2.1	The Senate delegates authority to the Honorary Degrees Working Group to:
a.	Invite members of staff and officers of Student Representative Bodies to make proposals for the award of an honorary degree;
b.	Consider all nominations for honorary degrees and on behalf of the Senate to select persons upon whom honorary degrees are to be conferred;
c.	Approach, on behalf of the Senate, all persons who are to be invited to receive honorary degrees to ascertain their willingness to accept the invitation;
d.	Present to the Senate Committee for Interim Business and Effectiveness a report giving the name of each person selected to receive an honorary degree. Each person will have confirmed his or her willingness to accept an award. The report shall include the grounds on which each candidate was selected;
e.	Identify possible University-nominated staff recipients for honours in the New Year and Queen's Official Birthday Honours listings and forward for the nomination process*.
	<i>NOTE: Posthumous Honorary Degrees will not be recommended. In awarding an Honorary Degree, the University honours the person and not his or her memory. If however, an Honorary Graduated dies after accepting a nomination but before the Congregation, the Honorary Degree will be awarded. In this circumstance the Honorary Graduated's next of kin will be invited to attend a Congregation of the University and for a member of the family or another appropriate individual to receive the award on behalf of the deceased.</i> [*this does not prevent individuals from submitting their own nomination in accordance with the prescribed process set out by the Cabinet Office]
3 Membership	
3.1	In accordance with Statute 5, paragraph 4, clause (a), the Working Group shall include at least three members of the Senate, at least one of whom shall be an ex officio member of the Senate.
3.2	The Working Group may co-opt members it considers have particular skills and experience which would assist the Working Group. The Working Group will advise and seek the approval of the Senate Committee for Interim Business and Effectiveness of its plans.

3.3 The composition of the Working Group which has been approved by the Senate is as follows:

- The Principal (as Chair) or his/her representative,
- The Provost (Dubai)
- The Provost (Malaysia)
- The Deputy Principal (Enterprise and Business)
- The Deputy Principal (Research and Impact);
- A Dean of the University;
- The Secretary of the University;
- One representative of each Primary Academic Unit nominated by the Executive Dean
- One Student representative nominated by the Presidents of the collective Student Representative Bodies.

3.4 Members are appointed to the Working Group by the Senate. The Working Group's current membership is as follows (*-denotes Senate member):

Chair:

- Professor Julian Jones, Representative of the Principal and Vice-Chancellor

Ex Officio Members:

- Professor Heather McGregor*, Provost (Dubai)
- Professor Mushtak Al-Atabi* Provost (Malaysia)
- Professor Gill Murray*, Deputy Principal (Enterprise and Business)
- Professor Steve McLaughlin*, Deputy Principal (Research and Impact)
- Daniel Hale*, Dean of the University
- Ms Ruth Moir, Secretary of the University.
- Mr Cameron Fields*, President HWUSU
- Representatives of Primary Academic Units below:

Primary Academic Unit	Representative	Date of First Appointment	Date of expiry of Appointment
Energy, Geoscience, Infrastructure & Society	Prof Theresa Fernandez	01.08.19	31.07.24**
Engineering and Physical Sciences	Prof Kenneth McKendrick	01.08.19	31.07.24**
Global College	Prof Anna Fenge	01.03.23	28.02.26
Mathematical and Computer Sciences	Prof Beatrice Pelloni	01.08.23	31.07.26
Social Sciences	Prof Alan Gow	01.08.23	28.02.26
Textiles and Design	Vacant	01.03.23	

** denotes end period of second 3-year term

- 3.5 The first period of office of a member, other than an ex officio member, is three years. Such a member shall be eligible for reappointment provided that a person shall not be a member for more than two consecutive terms of three years. The first period of office, if less than three years, shall not be reckoned in determining eligibility of a member for re-appointment.
- 3.6 The Committee will consult with and advise the Senate Committee for Interim Business and Effectiveness which, at least annually, will review the skills of the Committee's membership and approve new appointments.

4 Equality and Diversity

- 4.1 The Group will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Group. The Group will also act to promote equality of opportunity for all.

5 Quorum and voting

- 5.1. The quorum is three members, at least two of whom are members of the Senate.
- 5.2. Only members of the Working Group who are members of the Senate shall be entitled to vote on any matter which involves powers and functions delegated to the Working Group by the Senate.
- 5.3. The Chair of the Working Group shall have a deliberative and a casting vote.
- 5.4. Any person invited to attend one or more meetings of the Committee shall not be entitled to vote.

6 Committee Chair

- 6.1 The Chair of the Working Group shall be appointed by the Senate Committee for Interim Business and Effectiveness on the delegated authority of the Senate.
- 6.2 In the absence of the Chair of the Working Group, members shall elect from among the full members of the Committee who are present at the meeting a person to act as Chair for the meeting or until such time as the Chair of the Committee arrives.

7 Frequency

- 7.1 The Working Group usually meets twice a year.
- 7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair.

8 Attendance at Meetings

- 8.1 Other officers may be asked to attend when appropriate.
- 8.2 The Working Group will maintain a record of attendance at each of its meetings and will include this information in any reports to the Senate.

9 Reserved business

- 9.1 There may be occasions when a Senate Committee's business is designated reserved (confidential). With the approval of the Chair, any member of the Committee may be asked to withdraw from the meeting during consideration of a reserved item of business and may not receive relevant papers.
- 9.2 Matters which the Chair and the Working Group are satisfied should be dealt with on a reserved basis, will be recorded separately.

10	Reporting procedures
10.1	The Working Group will submit regular reports to the Senate Committee for Interim Business and Effectiveness based on the Working Group's minutes. The Chair will approve the content of reports before release, including the redaction of any information deemed necessary for reasons of confidentiality.
10.2	Confidential minutes will only be distributed to Lay Members of the Committee either by tabling them at the Working Group meeting or by distribution outside meetings.
10.3	The Chair of the Working Group will report to the Senate through the Senate Committee for Interim Business and Effectiveness on any matters which the Working Group considers ought to be brought to the attention of the Committee and on any matters requiring the approval of the Senate.
10.4	Matters requiring the approval of the Senate will be highlighted in the Committee's report.
10.5	The Working Group's records (agenda, papers, minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A with the exception of information which is deemed to be covered by a specific exemption under the Act.
10.6	Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.
11	Forward Planning
11.1	The Working Group will review its Terms of Reference and submit recommendations on these to the Senate Committee for Interim Business and Effectiveness annually for approval.
11.2	The Committee will set its meeting dates in advance, aligned to the schedule of meetings of the Senate and the Senate Committee for Interim Business and Effectiveness.

Supporting Information

Groups Feeding Into the Honorary Degrees Working Group	
N/A	
Effectiveness and Lifespan	
Lifespan ongoing. Effectiveness reviewed five-yearly as part of the Senate's review of its effectiveness.	
Actions that May be Taken by the Committee	
The Working Group may: - Note - Receive - Consider - Endorse - Approve - Recommend - Reject	
Most Appropriate Minuting Style	
Traditional/formal minutes in accordance with internal University guidance.	
Resources	
Clerk	Projects and Policies Coordinator (DAO)
Meetings	Normally at least twice per year.