

Awards Committee Policy and Procedure

Last Modified:	29 September 2022
Review Date:	29 September 2024
Business Owner:	Vice-Chancellor
Approval Authority:	Council

1 PURPOSE

The purpose of the Committee is to advise the Council on the awarding of higher doctorates *honoris causa*; the Bledisloe Medal; the Lincoln Alumni International Medal; the Ngāti Moki Trophy for Māori Leadership; the Lincoln University Global Science Medal; the Chancellor's Medal, the Lincoln Alumni Emerging Leadership Medal and the Lincoln University Medal. The Committee may also advise Council on the revocation of these awards.

2 TERMS OF REFERENCE

Having regard to the University Strategic Plan, the Committee will:

- 2.1 Advise Council on regulations, guidelines, procedures and other matters relating to awards.
- 2.2 Consider annually nominations for the awards.
- 2.3 Recommend to Council the conferral of any award.
- 2.4 Recommend to Council the revocation of any award.

The Committee may choose to recommend to Council to not confer any of the awards in any particular year.

3 NOMINATIONS

Nominations for the awards should be submitted to the Strategy and Governance Officer on the specified nomination forms that can be found on the Lincoln University Alumni Association website and the staff intranet.

The Committee will meet to consider the list of nominations including any other nominations raised at the time.

- 3.1 Nominations close on 31 August of each year.

4 PROTOCOLS FOR THE AWARD OF HONORARY DEGREE

In assessing any candidate for the award of an honorary degree, the Council shall take account of the following criteria (4.1 to 4.4) and process:

- 4.1 The candidate has achieved very high distinction in their field, whether or not that field

relates to the fields of specialisation of Lincoln University. That achievement will be considered under the following categories:

- Agriculture and Natural Resources
- Arts, Culture and Sport
- Commerce
- Environment
- Māori
- Politics
- Recreation and Tourism, and
- Science and Research.

4.2 Current Council and/or staff members are precluded from the award of an honorary degree.

4.3 The candidate has established connections with Lincoln University:

- on account of being a graduate or diplomat of Lincoln University or
- on account of being or having been a member of the Council of Lincoln University or
- on account of other connections with Lincoln University (New Zealand or Internationally) or
- on account of being a former staff member.

4.4 The candidate has the potential to:

- enhance the public profile of Lincoln University or of its areas of specialisation, and/or
- provide inspiration for the students at Lincoln University by being a role model.

4.5 Before awarding an honorary degree, the Council will be required to be satisfied that the recipient satisfies criterion in both 4.1 and 4.2 above together with at least one of the criteria in 4.3 and 4.4.

4.6 Following the Council resolution, the Vice-Chancellor will informally approach the candidate to determine if he or she is willing to receive the award and to discuss timing, etc.

4.7 Following the report of the Committee and the Vice-Chancellor, the Council will confirm its intention to confer the degree at an appropriate convocation.

5 PROTOCOLS FOR THE AWARD OF THE BLEDISLOE MEDAL AND THE LINCOLN ALUMNI INTERNATIONAL MEDAL

5.1 The Bledisloe Medal and the Lincoln Alumni International Medal are awarded to former students or past or current staff members of Lincoln University who, in the opinion of Council, have made an outstanding contribution in their careers and brought credit to Lincoln University.

5.2 The person offered the Lincoln Alumni International Medal will also be entitled to an economy airfare and accommodation so they may attend Graduation and receive the award.

5.3 In addition to 5.1 above, the person awarded the Lincoln Alumni International Medal must have achieved distinction in his/her chosen field in a country other than New Zealand.

5.4 In addition to 5.1 above, the person awarded the Bledisloe Medal must have advanced New Zealand's interests.

5.5 In assessing the merits of the nominees, the Committee will consider:

- a) the achievements of each nominee in his/her career
- b) the value to economic, scientific, cultural or technological interests of the work of each nominee
- c) the extent of the connection between the work of each nominee and the strategy of Lincoln University
- d) the extent to which each nominee's achievements reflect on or have the potential to reflect on the University's reputation
- e) Bledisloe Medal – the extent to which the candidate's achievements have advanced New Zealand's interests.
- f) Lincoln University Alumni International Medal – the extent to which the candidate's distinctions were the result of work in a country other than New Zealand.

In considering nominations, the Committee will require an outstanding applicant under both a) and b) above and either c) or d) above.

6 PROTOCOLS FOR THE AWARD OF THE NGĀTI MOKI TROPHY FOR MĀORI LEADERSHIP

- 6.1 The Ngāti Moki Trophy is awarded to a person who has shown considerable leadership and commitment to Māori development and advancement at Lincoln University.
- 6.2 A recipient of the Trophy can be a student, graduate, alum, staff member or associate of Lincoln University.
- 6.3 Ahumairaki will make a recommendation on the recipient to the Awards Committee for incorporation within the annual awards recommendations submitted to Council.
- 6.4 In assessing the merits of each nominee, Ahumairaki will consider:
 - a) how the nominee made an outstanding contribution and/or brought credit to Lincoln University.
 - b) the extent of the nominee's demonstrated leadership and commitment to Māori development and advancement at Lincoln University.

7 PROTOCOLS FOR THE AWARD OF THE LINCOLN UNIVERSITY GLOBAL SCIENCE MEDAL

- 7.1 The Lincoln University Global Science Medal is awarded to a former student, current or former staff member or associate of Lincoln University who, in the opinion of the Lincoln University Council, has made an outstanding contribution to his or her chosen field in science and brought credit to Lincoln University through the past, present or future global impact of their achievements.
- 7.2 The nominee will be assessed on the following criteria:
 - a) They are a former student, past or current staff member, or an associate of Lincoln University who has made an outstanding contribution in his or her chosen field in science and brought credit to Lincoln University through the.
 - Scientific, technological or innovative value of their work.
 - Current or future global impacts of their career achievements.
 - Extent of the connection between their work and the aims/interests of Lincoln University; and
 - Extent to which their achievements reflect on, or have the potential to reflect on, the University's reputation.

8 PROTOCOLS FOR THE AWARD OF THE LINCOLN UNIVERSITY CHANCELLOR'S MEDAL

8.1 The Chancellor's Medal is awarded to a current or former staff member or student at Lincoln University who, in the opinion of the Lincoln University Council, has provided significant and meritorious service that has brought credit to Lincoln University.

8.2 The nominee will be assessed on the following criteria:

a) The nominee is a former or current staff member, or student at Lincoln University that has provided significant and meritorious contribution to the University and in doing so has brought credit to Lincoln University

9 PROTOCOLS FOR THE AWARD OF THE LINCOLN UNIVERSITY MEDAL

9.1 The Lincoln University Medal is normally awarded to anyone who provided long-term meritorious voluntary service and support to the fabric or reputation of Lincoln University.

9.2 A recipient of the Medal can be a staff or community member or a Lincoln University graduate.

9.3 In assessing the merits of each nominee, the Committee will consider the quality and quantity of time and/or resources volunteered by the nominee and the effect of the volunteered work on the furthering of the interests of Lincoln University.

10 PROTOCOLS FOR THE AWARD OF THE LINCOLN ALUMNI EMERGING LEADERSHIP MEDAL

10.1 The Lincoln Alumni Emerging Leadership Medal is awarded to former students or past or current staff members of Lincoln University who, in the opinion of Council, have made an outstanding contribution in their careers and brought credit to Lincoln University.

10.2 The person shall normally only be awarded the Lincoln Alumni Emerging Leadership Medal within ten years of them last attending Lincoln University.

10.3 The person offered the Lincoln Alumni Emerging Leadership Medal will be entitled to an economy airfare and accommodation so they may attend Graduation and receive the award.

10.4 In assessing the merits of the nominees, the Committee will consider:

- a) the achievements of each nominee in his/her career.
- b) the value to economic, scientific, cultural or technological interests of the work of each nominee.
- c) the extent of the connection between the work of each nominee and the strategy of Lincoln University; and/or
- d) the extent to which each nominee's achievements reflect on or have the potential to reflect on the University's reputation.

11. PROTOCOLS FOR REVOCATION OF AWARDS

In assessing any cases where the actions of a holder of an award bring into question whether the holder should be allowed to retain the award, the Council shall take account of the following guideline criteria (10.1 to 10.4) and process:

11.1 The holder has been found guilty in the courts of a criminal offence and sentenced to a term of imprisonment of more than three months; or

11.2 The holder has been censured by a relevant regulatory authority or professional body for actions or failures to act which are directly relevant to the granting of the award; or

11.3 The holder has acted in a manner clearly contrary to the values of Lincoln University; or

- 11.4 The holder has acted in a manner damaging to the public profile and reputation of Lincoln University.
- 11.5 Before revoking an award, the Council will be required to consider one or more of the guideline criteria in 10.1 to 10.4 above and form a judgement as to whether revocation is justified.
- 11.6 The Committee will make its recommendation to Council at the earliest opportunity.
- 11.7 Following a recommendation from the Committee that an award be revoked, the Council will determine whether to revoke the award.
- 11.8 Following a Council resolution to revoke an award, the Vice-Chancellor shall notify the holder of the decision and request the return of the award.

12. MEMBERSHIP

- 12.1 Ex Officio:
 - a) Chancellor (Convenor)
 - b) Pro-Chancellor
 - c) Vice-Chancellor
- 12.2 The Chair of the Academic Board.
- 12.3 One other member of the Academic Board (term of appointment two years).
- 12.4 The Council member appointed in consultation with Te Rūnanga o Ngāi Tahu.
- 12.5 One of the Council members elected by staff.
- 12.6 The Council member elected by the students.
- 12.7 The President of the Lincoln University Alumni Association, or nominee
- 12.8 The Secretary of the Lincoln University Alumni Association or a nominee of the Alumni and Development office.

The Committee will be legally constituted when a majority of the total membership is present.

13. MEETING FREQUENCY

Normally one meeting annually to make recommendations to Council on the awards.