



PROTOCOL FOR THE AWARD OF HONORARY DEGREE

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Protocol Prepared by:	Sonia Dowding
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	President and Chairman of Academic Board
	VP Academic Affairs
Date Approved by the Board of Directors:	
Authorized by:	
	Pro-Chancellor and Chairman of the Board
	Chairman of the Sub-Committee
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ACCEPTED	



CHANGE HISTORY

DATE OF CHANGE	NATURE OF CHANGE	REVIEWER(S)
Oct. 2014	Version 01 accepted	S. Dowding
Sep. 2019	Edit	S. Dowding

For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at themico.edu.jm/policies.



PROTOCOL FOR THE AWARD OF HONORARY DEGREE

Preamble

The award of an honorary degree is one of the Mico University College's most significant accolades. The award of the institution's honorary degrees is on a selective basis to distinguished individuals who merit special recognition for genuine achievement and distinction in a field or activity in accordance with the mission of the University College.

Only the Board of Directors may authorize the award of an honorary degree.

Criteria

- A. An honorary degree may be awarded to a person who satisfies the following criteria:
- Eminence, in the course of a career, in some field of scholarship, in public service, or in an artistic, literary, governmental, religious, financial, or other endeavour; and
 - An individual with whom the University College would want to establish an association or relationship.
- B. In recognition of the University College's commitment to gender equality and social, economic, national, racial, and cultural diversity, the Board of Directors is committed to the award of honorary degrees to recipients who reflect the diversity of interests, backgrounds, and concerns reflected in the University College's community and the society.

Restrictions on the award

- Honorary Degrees may not be conferred in absentia.
- Honorary degrees ordinarily will not be conferred to any faculty or staff member currently employed on a full-time basis at the University College or has left the employment of the institution within the last five (5) years.
- Declared candidates running for public office are not appropriate nominees for Honorary Degrees.



Titles of Honorary Degrees Available for Conferral

Doctor of Education (EdD)

- In Teaching
- In Leadership

Procedure

1. The following constituencies of the University College are authorized to nominate candidates to receive honorary degrees:
 - The Office of the President
 - The Office of any Vice President
 - The Graduate School
 - The School of Continuing Studies
 - The Faculty Board from any of the three faculties (Education, Humanities and Liberal Arts, and Science and Technology)
 - MOSA
2. If the nomination originates outside of the Office of the President, the nominations must be submitted to the President for scrutiny, then to the Academic Committee before being taken to the Academic Board.
3. The Academic Committee, shall consist of :
 - The President, who shall be the Committee Chairman
 - The Vice President, Academic Affairs
 - The Deans
 - The Director of ITER
 - The Registrar
 - A member nominated from the Academic Board
4. The Academic Committee shall review and consider all nominees and shall forward its recommendations to the Academic Board.



5. The Academic Board shall consider the recommendations of the Academic Committee and if the recommendations are endorsed shall submit the recommendation with its comments to the Board of Directors at its September meeting.
6. The Board of Directors shall approve the recommendations of the Academic Board as it sees fit. The Board of Directors shall not award an honorary degree to any nominee who is not the subject of an affirmative recommendation by the Academic Board.
7. Once the Board of Directors approves the recommendations of the Academic Board, it shall be referred to the Chancellor, who shall issue an invitation to the Nominee to accept the award of the honorary degree. (Letter of invitation attached at Appendix I)
8. The Honorary Graduand shall be robed, provided with a hood and donned with the cap at the ceremony, at which time he/she will receive a canister with the degree certificate. After the ceremony the Honorary Graduand shall receive a commemorative bag with
 - The citation in a folder
 - The Cap and Hood
 - Programme

At all stages of the process, confidentiality shall be paramount.

Accepted at the Academic Board meeting of October 8, 2014



Appendix I – Outline of Letter of Invitation

<Date>

<Title> <Firstname> <Lastname>

<Address1>

<Address2>

Dear <Title> <Lastname>:

It is with pleasure that I advise that the Board of Directors for the Mico University College, acting on the recommendation of the Academic Board, has decided to award you the <Name of degree> (honoris causa) at its Graduation Exercise to be held on <Day, Date and Time of ceremony> on the campus.

We will be calling on you to deliver the address to our graduates, which should number in excess of <State number>. The graduates to be presented at the ceremony will include persons completing their Bachelors and Masters Degrees. As there will be a constraint with time, we ask that you limit your address to be no longer than 15 minutes.

We would like to invite persons interested in seeing you conferred with this honour and hence will provide you with a number of invitations to the ceremony for your guests, some of whom will be seated in the front row, and the others in reserved section. Please indicate the number of your guests to be seated in front and the number to be seated in the reserved section.

Kindly indicate your acceptance of the award and your willingness to deliver the graduation address, as soon as possible.

We look forward to your positive response.

Sincerely,

Chancellor

Copy: President
Pro-Chancellor