

De Montfort University

**Ordinances and
Regulations for Degrees and other Academic Awards, and
Honorary Awards of the University**

March 2022

1 Degrees, Diplomas, Certificates and other Academic Awards

The degrees and other academic awards which may be awarded by the university are :

Higher Doctorates

[Doctor of Education \(DEd\)](#)

[Doctor of Laws \(LLD\)](#)

[Doctor of Letters \(DLitt\)](#)

[Doctor of Science \(DSc\)](#)

[Doctor of Technology \(DTech\)](#)

Research Degrees

[Doctor of Philosophy \(PhD\)](#)

[PhD by Concurrent Publication \(PhDCP\)](#)

[PhD by Published Works \(PPW\)](#)

[Doctor of Philosophy by Extended Professional Experience \(PhDePe\)](#)

[Master of Philosophy \(MPhil\)](#)

[Master of Arts \(MA\)](#)

[Master of Science \(MSc\)](#)

Professional Doctorates

[Doctor of Business Administration \(DBA\)](#)

[Doctor of Health Science \(DHSci\)](#)

[Juris Doctor \(JD\)](#)

Taught Masters Degrees

[Master of Arts \(MA\)](#)

[Master of Business Administration \(MBA\)](#)

[Master of Fine Arts \(MFA\)](#)

[Master of Laws \(LLM\)](#)

[Executive Master of Public Administration \(MPA\)](#)

[Master of Research \(MRes\)](#)

[Master of Science \(MSc\)](#)

[Master of...](#)

Other Postgraduate Awards

[Postgraduate Diploma \(PGDip\)](#)

[Postgraduate Certificate \(PGCert\)](#)

[Postgraduate Diploma in Management Studies \(DMS\)](#)

[Postgraduate Certificate in Management Studies \(CMS\)](#)

[Professional Postgraduate Diploma in Housing](#)

Integrated (undergraduate) Master's Degrees

[Master of Accounting and Finance \(MAccFin\)](#)

[Master of Business \(MBus\)](#)

[Master of Computing \(MComp\)](#)

[Master of Design \(MDes\)](#)

[Master of Engineering \(MEng\)](#)

[Master of Pharmacy \(MPharm\)](#)

[Master of Physics \(MPhys\)](#)

[Master in Science \(MSci\)](#)

Master of Architecture

[Master of Architecture](#)

Bachelor Degrees

[Bachelor of Arts \(BA\)](#)

[Bachelor of Arts and Sciences \(BASc\)](#)

[Bachelor of Engineering \(BEng\)](#)

[Bachelor of Laws \(LLB\)](#)

[Graduate Bachelor of Laws \(Grad LLB\)](#)

[Bachelor in Management \(BMgt\)](#)

[Bachelor of Medical Sciences \(BMedSci\)](#)

[Bachelor of Science \(BSc\)](#)

[Bachelor in...](#)

Foundation Degrees

[Foundation Degree in Arts \(FdA\)](#)

[Foundation Degree in Science \(FdSc\)](#)

Undergraduate Diplomas

[Diploma of Higher Education \(DipHE\)](#)

[Graduate Diploma \(Grad Dip\)](#)

[Higher National Diploma \(HND\)](#)

[Advanced Diploma of Higher Education in Nursing/Midwifery](#)

[Professional Diploma in Housing \(Prof Dip\)](#)

[University Diploma in Education and Training](#)

[University Subject Specialist Diploma in English](#)

Undergraduate Certificates

[Certificate of Higher Education \(CertHE\)](#)

[Graduate Certificate \(Grad Cert\)](#)

[Higher National Certificate \(HNC\)](#)

[Professional Graduate Certificate in Education and Training \(PGCE\)](#)

[Foundation Certificate for Admission to Higher Education \(Foundation Cert\)](#)

[Certificate in English Law \(LLCert\)](#)

[Certificate in Work-Based Learning](#)

[University Certificate of Professional Development \(UCPD\)](#)

[Post-Qualifying Certificate in Applied Community Care](#)

[Graduate Certificate in Architectural Studies](#)

[Advanced Graduate Certificate in Architectural Studies](#)

Further education (FE) awards

[Level 3 award in E-Learning and Digital Technology in Education and Training](#)

2 Definitions of Academic Awards

Minimum and maximum periods of registration for students are as defined in university regulations. Credits and levels of study are as defined in [university regulations](#).

2.1 Higher Doctorates

Higher Doctorates (DEd, LLD, DLitt, DSc, DTech)

The award of Higher Doctorate is awarded to a candidate who is the holder of at least seven years standing of a first degree or holder of at least four years standing of a master's or higher degree, who is a leading authority in the field of study concerned and has made an original sustained and substantial contribution of high distinction to the advancement or application of knowledge in that field.

To be eligible to submit for a Higher Doctorate an applicant must be a graduate of the university, or a graduate or diplomate of the former Leicester Polytechnic or a member or former member of the academic staff of the university. Graduates of the university may submit seven years after having had conferred the degree of Bachelor, or four years after having had conferred the degree of Doctor of Philosophy. Academic staff must have been in post seven years.

2.2 Research Degrees

Doctor of Philosophy (PhD)

The PhD is awarded to a candidate with an Honours degree or equivalent who has successfully completed, under such conditions as are prescribed by regulations, a supervised programme of individual research, the results of which have been satisfactorily embodied in a thesis (or other presentation as defined by the regulations) which demonstrates an understanding of research methods appropriate to the field of study, demonstrates critical investigation and evaluation of the topic of research, constitutes an independent and original contribution to knowledge and demonstrates the candidate's ability to undertake further work without supervision.

PhD by Concurrent Publication (PhDCP)

The **PhDCP** is awarded to a candidate with an Honours degree or equivalent who has successfully completed, under such conditions as are prescribed by regulations, a supervised programme of individual research, the results of which have been satisfactorily embodied in a thesis (or other presentation as defined by the regulations) which demonstrates an understanding of research methods appropriate to the field of study, demonstrates critical investigation and evaluation of the topic of research, constitutes an independent and original contribution to knowledge and demonstrates the candidate's ability to undertake further work without supervision.

The award would be primarily concerned with individual forming a thesis which presents journal articles published, or in publishable form, written during the course of a supervised programme of research. The papers are submitted for examination together with a coherent critical narrative drawing together the content of the papers.

PhD by Published Works (PPW)

The **PPW** is awarded to a candidate (who must be a member of staff) with an Honours degree or equivalent who has successfully completed, under such conditions as are prescribed by regulations, a supervised programme of individual research, the results of which have been embodied into a thesis (or other presentation as defined by the regulations) which demonstrates an understanding of research methods appropriate to the field of study, demonstrates critical investigation and evaluation of the topic of

research, constitutes an independent and original contribution to knowledge and demonstrates the candidate's ability to undertake further work without supervision.

The thesis will include the candidates previously published works alongside an exposition and analysis of the works creating a substantial, continuous and coherent body of work.

PhD through Extended Professional Experience (PhDePe)

The **PhDePe** is awarded to a candidate with an Honours degree or equivalent who has successfully completed, under such conditions as are prescribed by regulations, a supervised programme of individual research, the results of which have been satisfactorily embodied in a thesis (or other presentation as defined by the regulations). The award would be primarily concerned with the individual contextualising and critiquing their own contributions and deriving further learning from the knowledge outcomes they have achieved within their professional practice. It will also demonstrate an understanding of research methods appropriate to the field of study, demonstrates critical investigation and evaluation of the topic of research, constitutes an independent and original contribution to knowledge and demonstrates the candidate's ability to undertake further work without supervision.

Master of Philosophy (MPhil)

The MPhil is awarded to a candidate with an Honours degree or equivalent who has successfully completed under such conditions as are prescribed by regulations, a supervised programme of individual research, development or design, the results of which have been satisfactorily embodied in a thesis (or other presentation as defined by regulations), which demonstrates an understanding of research methods appropriate to the field of study and demonstrates critical investigation and evaluation of the topic of research.

2.3 Professional Doctorates

Doctor of Business Administration (DBA)

The DBA is awarded to a candidate with an Honours degree or equivalent who has achieved doctoral level outcomes following an agreed programme of enquiry in the general area of Business and/or Management.

Doctor of Health Science (DHSci)

The DHSci is awarded to a candidate with an Honours degree or equivalent who has successfully completed an agreed programme of enquiry comprising both taught and research elements. The research element will be a professional thesis equivalent in level and outcome to a PhD. The programme will require a minimum of 5400 hours of learning and 540 credits of which a minimum 3600 hours of learning and 360 credits will comprise a supervised programme of individual research.

Juris Doctor (JD)

The JD is awarded to a candidate with an Honours degree or equivalent who has achieved doctoral level outcomes following an agreed programme of enquiry in the vocational and academic study of law.

2.4 Taught Master's Degrees (MA, MBA, LL.M, MPA, MRes, MSc)

The taught Master's Degree is awarded to a candidate with an Honours degree or equivalent who has successfully completed a supervised programme of study at Master's level (level 7) as defined by university regulations, and which includes a compulsory

element of advanced independent work. The programme will require a minimum of 1800 hours of learning and 180 credits.

The title **Master of Arts (MA)** is used in the arts, education, humanities or social or business studies and in other areas of study where a more specialised title is inappropriate.

The title **Master of Business Administration (MBA)** is used for programmes which are focused in the general principles and functions of management and the development of management skills.

The title **Master of Fine Arts (MFA)** is awarded to a student with an honours degree or equivalent who has successfully completed a programme of study in an arts-based subject at Master's level (level 7). The programme will require a minimum of 2400 hours of learning and 240 level 7 credits.

The title **Master of Laws (LLM)** is used for programmes of specialised study in law.

The title **Executive Master of Public Administration (MPA)** is used for programmes of specialised study in public administration.

The title **Master of Research (MRes)** is used for programmes which have as a primary purpose the provision of training in research methodology.

The title **Master of Science (MSc)** is used where studies are based on the sciences, mathematics, engineering or technology and their applications.

Master of ...

The Master of ... is awarded to a student who meets the criteria specified on the Programmes Specification for the programme who has successfully completed a programme of study, requiring at least 1800 learning hours at degree level 7 as defined in university regulations, has achieved at least 180 credits at this level and who has demonstrated the capacity for sustained independent and high quality work.

The title **Master of ...** is used for degrees which are based both within the arts and humanities, and science, and/or technology. To be used for dual degrees with Asia Pacific University of Technology and Innovation.

2.5 Other Postgraduate Awards

These awards are available to a candidate with an Honours degree or equivalent who has successfully completed a supervised programme of study at Master's level as defined by University regulations. The certificate programme will require a minimum of 600 hours of learning and 60 credits. The diploma programme will require a minimum of 1200 hours of learning and 120 credits.

Postgraduate Diploma (PGDip)

Postgraduate Certificate (PGCert)

Postgraduate Diploma in Management Studies (DMS)

The Postgraduate Diploma in Management Studies is a postgraduate diploma which is awarded to graduates (or equivalent) from a variety of disciplines.

Postgraduate Certificate in Management Studies (CMS)

The Postgraduate Certificate in Management Studies is a postgraduate certificate which is awarded to graduates (or equivalent) from a variety of disciplines.

Professional Postgraduate Diploma in Housing

The Professional Postgraduate Diploma in Housing is a postgraduate diploma for which the entrance qualification is a relevant first degree or equivalent qualification.

2.6 Integrated (undergraduate) Master's Degrees with Honours

The Integrated Master's Degree with Honours is awarded to a student with prior knowledge and skills equivalent to passes in two subjects at A level supported by five other subjects at GCSE and who has successfully completed a programme of study including 120 credits at Master's level (level 7). An Integrated Master's programme requires 4800 learning hours and 480 credits as defined by university regulations.

The title ***Master of Accounting and Finance (MAccFin)*** is awarded to a student who has successfully completed such a programme of study in the field of accounting and finance.

The title ***Master of Business (MBus)*** is awarded to a student who has successfully completed such a programme of study in the field of business.

The title ***Master of Computing (MComp)*** is awarded to a student who has successfully completed such a programme of study in the field of computing.

The title ***Master of Design (MDes)*** is awarded to a student who has successfully completed such a programme of study in the field of design

The title ***Master of Engineering (MEng)*** is awarded to a student who has successfully completed such a programme of study in the field of engineering which meets the requirements of the Engineering Council.

The title ***Master of Pharmacy (MPharm)*** is used for programmes of study in pharmacy which meet the requirements of the General Pharmaceutical Council for such degrees.

The title ***Master of Physics (MPhys)*** is awarded to a student who has successfully completed such a programme of study in the field of physics.

The title ***Master in Science (MSci)*** is awarded to a student who has successfully completed such a programme of study in a science-based subject.

2.7 Master of Architecture

The title of ***Master of Architecture (MArch)*** is awarded to a student who has successfully met the requirements for Part 2 of the accreditation/validation criteria of the Architects' Registration Board/Royal Institute of British Architects and who has successfully completed a programme of study requiring 120 credits at level 6 and 120 credits at level 7. The minimum length of the programme will be two academic years and the maximum as stipulated in the regulations.

2.8 Bachelor Degrees

Bachelor's Degree with Honours (BA, BEng, LLB, BSc, BAsC)

The Bachelor's Degree with Honours is awarded to a student with prior knowledge and skills equivalent to passes in two subjects at Advanced level in the General Certificate of Education (GCE A level) and passes in three other subjects in the General Certificate of Secondary Education (GCSE) who has successfully completed a programme of study, requiring at least 1200 learning hours at each of degree levels 4,5 and 6 as defined in university regulations, has achieved at least 120 credits at each of these levels and who has demonstrated the capacity for sustained independent and high quality work.

Non-Honours Bachelor's degree (BA, BEd, BEng, LLB, BSc)

The Bachelor's Degree without Honours is awarded to a student with prior knowledge and skills equivalent to passes in two subjects at A level, supported by passes in three other subjects at GCSE, who has successfully completed a programme of study, including at least 1200 learning hours at degree levels 4 and 5 as defined in university regulations, achieving at least 120 credits at each level and at least 600 learning hours at degree level 6, achieving at least 60 credits at level 6, as defined in university regulations.

The title ***Bachelor of Arts (BA)*** is used in the arts and humanities, combined studies in the arts and social studies and in areas of social or business studies where appropriate.

The title ***Bachelor of Arts and Sciences (BASc)*** is used for degrees which are based both within the arts and humanities, and science, mathematics, engineering and/or technology.

The title ***Bachelor of Engineering (BEng)*** is used for programmes of study in Engineering which meet the requirements of the Engineering Council for such degrees.

The title ***Bachelor of Laws (LLB)*** is used for courses of specialised study in law.

The title ***Bachelor in Management (BMgt)*** is awarded to a student who has successfully completed a programme of study in Business Studies, including at least 1200 learning hours at degree levels 4 and 5 as defined in university regulations, achieving 120 credits at each level, and at least 600 learning hours at degree level 6, achieving a minimum of 60 credits at level 6, as defined in university regulations.

The ***Graduate Bachelor of Laws without Honours*** is awarded to a student with a degree or equivalent who has successfully completed a programme of study leading to the award of the University's Graduate Diploma in Law and gained the award, and also successfully completed a programme of study leading to the award of the University's Postgraduate Diploma in Legal Practice. The degree is awarded on completion of the Legal Practice programme and is awarded in lieu of the Postgraduate Diploma.

The title ***Bachelor of Medical Sciences (BMedSci)*** is used for programmes of study in the medical sciences.

The title ***Bachelor of Science (BSc)*** is used for courses based on the sciences, mathematics, engineering or technology and their applications.

Bachelor in ...

The ***Bachelor in ...*** with Honours is awarded to a student with prior knowledge and skills equivalent to passes in two subjects at Advanced level in the General Certificate of Education (GCE A level) and passes in three other subjects in the General Certificate of Secondary Education (GCSE) who has successfully completed a programme of study, requiring at least 1200 learning hours at each of degree levels 4,5 and 6 as defined in university regulations, has achieved at least 120 credits at each of these levels and who has demonstrated the capacity for sustained independent and high quality work.

The title ***Bachelor in ...*** is used for degrees which are based both within the arts and humanities, and science, mathematics, engineering and/or technology. To be used for dual degrees with Asia Pacific University of Technology and Innovation.

2.9 Foundation Degrees

The Foundation Degree is awarded to a student with prior knowledge and skills equivalent to a pass in one subject at A level and passes in three other subjects at GCSE, who has successfully completed a programme of study, requiring at least 2400 learning hours and 240 credits at degree levels 4 and 5 as defined in university regulations.

The title ***Foundation Degree in Arts (FdA)*** is used in the arts and humanities, combined studies in the arts and social studies and in areas of social or business studies where appropriate.

The title ***Foundation Degree in Science (FdSc)*** is used for courses based on science or mathematics and their applications.

2.10 Undergraduate Diplomas

Diploma of Higher Education (DipHE)

The Diploma in Higher Education is awarded to a student with prior knowledge and skills equivalent to passes in two subjects at A level and passes in three other subjects at GCSE, who has successfully completed a programme of study requiring 1200 learning hours and 120 credits at level 4 and 1200 learning hours and 120 credits at level 5 as defined in university regulations.

Graduate Diploma (Grad Dip)

The Graduate Diploma is awarded to a student with prior knowledge and skills equivalent to a Diploma in Higher Education who has successfully completed a programme of study involving a minimum of 1200 hours of learning and 120 credits at level 6 as defined in university regulations.

Higher National Diploma (HND)

The Higher National Diploma is awarded to a student with prior knowledge and skills equivalent to passes in one subject at A level and passes in three other subjects at GCSE, who has successfully completed a programme of study requiring 1200 learning hours and 120 credits at level 4 and 1200 learning hours and 120 credits at level 5 as defined in university regulations.

Advanced Diploma in Higher Education in Nursing/Midwifery with NMC Registration

The Advanced Diploma is awarded to a student who has successfully completed 600 learning hours and 60 credits at level 6 in addition to meeting the requirements of a Diploma in Higher Education in Nursing/Midwifery with Nursing and Midwifery Council (NMC) registration recognised by the university for this purpose. The award is only available with NMC registration and therefore all professional and practice requirements of the NMC must be met.

Professional Diploma in Housing ((Prof Dip)

The Professional Diploma in Housing is awarded to a student with prior knowledge and skills equivalent to a Certificate in Higher Education who has successfully completed a

programme of study involving a minimum of 1200 hours of learning and 120 credits. All 120 credits must be at level 5 as defined in the university regulations.

University Diploma in Education and Training

The University Diploma in Education and Training is awarded to a graduate who has successfully completed the study of theory and practice of teaching and who has demonstrated practical competence in teaching and has achieved 120 credits with a minimum of 90 credits at level 5.

University Subject Specialist Diploma in English

The University Subject Specialist Diploma in English is awarded to a graduate who has successfully completed the study of theory and practice of teaching English and who has demonstrated practical competence in teaching and has achieved 60 credits at level 5.

2.11 Undergraduate Certificates

Certificate of Higher Education (CertHE)

The Certificate of Higher Education is awarded to a student with prior knowledge and skills equivalent to passes in two subjects at A level and passes in three other subjects at GCSE, who has successfully completed a programme of study requiring 1200 learning hours and 120 credits at level 4 as defined in university regulations.

Graduate Certificate (Grad Cert)

The Graduate Certificate is awarded to a student with prior knowledge and skills equivalent to a Certificate of Higher Education who has successfully completed a programme of study involving a minimum of 600 hours of learning and 60 credits at level 6 as defined in university regulations.

Higher National Certificate (HNC)

The Higher National Certificate is awarded to a student with prior knowledge and skills equivalent to passes in one subject at A level and passes in three other subjects at GCSE, who has successfully completed a programme of study requiring 900 learning hours and 90 credits at level 4 and 300 learning hours and 30 credits at level 5 as defined in university regulations.

Professional Graduate Certificate in Education and Training PGCE)

The Professional Graduate Certificate in Education and Training (PGCE) is awarded to a graduate who has successfully completed the study of theory and practice of teaching and who has demonstrated practical competence in teaching and achieved 120 credits at level 6.

Foundation Certificate for Admission to Higher Education (Foundation Cert)

The Foundation Certificate for Admission to Higher Education is awarded to a student as preparation for admission to first degree or other higher education courses. The minimum length of the programme will be ten weeks of full-time study or equivalent. Upon successful completion of this award the student will be working at level 4.

Certificate in English Law (LLCert) is awarded to a student who is registered on a recognised Law degree programme outside the United Kingdom, or a student with prior knowledge and skills equivalent to passes in two subjects at A level supported by a pass in English Language GCSE who has successfully completed a programme of study in law. The programme of study will require 1200 learning hours and 120 credits at level 4 as defined in university regulations.

Certificate in Work-Based Learning

This Certificate is awarded to a student registered for an undergraduate or postgraduate award of the University who, as part of his/her programme of studies, has successfully completed a specified and approved work-based placement of at least thirty weeks in duration in accordance with placement regulations approved for this purpose by the university.

University Certificate of Professional Development (UCPD)

The Certificate is awarded to a student who has successfully completed a programme of study involving 600 learning hours and 60 credits at level 4 or above as defined in university regulations. The programme will have a clear vocational focus on personal professional development.

Post-Qualifying Certificate in Applied Community Care

This certificate is awarded to a student who has previously achieved the university award of BA (Honours) in Applied Social Studies and who has successfully completed a programme of study requiring 120 credits at level 6 as defined in university regulations.

Graduate Certificate in Architectural Studies

This is awarded to a student as an exit award from a Master of Architecture (MArch) programme. The Graduate Certificate will require a minimum of 1200 hours of learning and 120 credits at level 6 or above.

Advanced Graduate Certificate in Architectural Studies

This is awarded to a student as an exit award from a Master of Architecture (MArch) programme. The Advanced Graduate Certificate will require a minimum of 1800 hours of learning and 180 credits across levels 6 and 7.

2.12 Further education (FE) awards

Level 3 award in E-Learning and Digital Technology in Education and Training

The level 3 award in E-Learning and Digital Technology in Education and Training is awarded to a student who has successfully completed a programme of study in E-Learning and Digital Technology in Education and Training including at least 120 learning hours at level 3 of the Regulated Qualifications Framework (RQF).¹

¹ Please note that the Regulated Qualifications Framework replaced the Qualifications and Credit Framework (QCF) in October 2015.

3 The Authority of Academic Board

3.1 By delegated authority from the Board of Governors, the Academic Board shall have sole authority and responsibility to confer degrees and other academic awards of the university.

3.2 The Academic Board shall make proposals for the establishing of academic awards for approval by the Board of Governors.

3.3 In exercising these delegated powers, the Academic Board will be responsible for :-

- (i) Ensuring that the university's degrees, and other academic awards are comparable in standard with awards granted and conferred throughout higher education in the United Kingdom;
- (ii) Approving the validation, review and maintenance of the quality and standard of all programmes offered by the university;
- (iii) Approving the terms, conditions and protocols for the conferment of all academic awards;
- (iv) Approving arrangements for the registration, supervision, assessment of persons undertaking research programmes leading to the university's higher research degrees;
- ((v) Approving regulations for application, award criteria, assessment and conferment of Higher Doctorates;
- (vi) Ensuring that no religious, racial or political test shall be imposed on any persons as a condition of pursuing an approved programme of study leading to the university's academic awards;
- (vii) approving regulations of the university in fulfilment of the academic powers delegated to it and which shall include matters relating to :-
the admission of students to approved programmes and supervised programmes of research, the assessment of students, the appointment and removal of External Examiners, the terms of reference for and conditions of appointment of External Examiners, the validation and review of programmes which shall include all aspects of Quality Assurance of approved programmes, the constitution and membership of assessment and management boards.

4 The Conferment of Degrees and other Academic Awards of the University

The Academic Board in exercising its power to confer academic awards, under delegated authority from the Board of Governors, authorises the following regulations for the conferment of academic awards associated with approved programmes of the university.

4.1 Deans or other authorised persons shall notify the Academic Board each year, during the Autumn term, the name and mode of operation of each taught programme for which it has responsibility and for which it will :

- (a) formally register students in the year of report
- (b) present candidates for intermediate and/or final awards in the year of report.

- 4.2** Deans or other authorised persons shall confirm to the Director of Student and Academic Services the eligibility status and the correctness of name of each candidate entered for assessment for an academic award.
- 4.3** Acting in accordance with approved procedures and terms of reference, it shall be the sole responsibility of assessment boards to make recommendations to the Academic Board in respect of the academic awards of the university to be conferred upon candidates who have successfully undertaken programmes for which the assessment board has approved authority.
- 4.4** The Academic Board delegates to the Vice-Chancellor or other ex-officio member of the Academic Board who may, for the time being, be Chair of the Academic Board, authority to receive recommendations for the conferment of academic awards from assessment boards and exercise the power of conferment upon the recommendations made.
- 4.5** Acting under delegated powers to confer academic awards, the Vice-Chancellor shall approve administrative arrangements for the execution of the powers of conferment of academic awards.

5 Revocation and Deprivation of Awards of De Montfort University Conferred on a Person(s)

- 5.1** The Board of Governors shall hold and execute sole authority, as is provided for under the FE and HE Act 1992, to rescind and deprive a person(s) of awards of the university as may exceptionally on occasion be deemed necessary.
- 5.2** The circumstances which pertain which cause the Board of Governors to consider and act upon the provision of 5.1 above shall be a matter of considered judgement, but would normally be those relating to an act of deception or malpractice in the obtaining or use of an award conferred by the university, or by conduct of an award holder(s) which brings the institution into disrepute by virtue of that person holding an award(s) of the university.
- 5.3** Procedures for consideration of rescinding and deprivation of an award(s) conferred on a person(s) may be brought by the Academic Board to the Board of Governors by the Vice-Chancellor and also as may be necessary, directly by the Board of Governors itself. The decision to rescind and deprive a person(s) of an award(s) of the university shall be by two-thirds majority of a full meeting of the Board of Governors.

6 The Honorary Awards Ordinance

The Board of Governors is responsible for the conferment of all honorary non-academic awards of the Companionship and the Fellowship and all honorary academic awards. The board shall delegate authority to the Academic Board for granting and conferring all honorary academic awards made to persons by the university, in accordance with approved regulations. There shall be an Ordinance of the Board of Governors on Honorary Awards which formalises the name and conditions under which the Honorary Awards may be made. There shall be regulations governing the procedure for the selection of persons to receive Honorary Awards.

6.1 The Honorary Awards Ordinance

- 6.2** In accordance with the university's Scheme of Delegation (items 4.4.5), the Board of Governors shall delegate authority to the Academic Board to grant honorary academic awards. Authority remains with the Board of Governors to grant honorary Companionships and Fellowships. The Board of Governors receives a bi-annual report of all honorary awards conferred by the university.
- 6.3** A dedicated University Conferments Committee is responsible for considering nominations and making recommendations for academic and non-academic awards to the Academic Board and Board of Governors respectively.
- 6.4** Only the Vice-Chancellor has the authority to offer an honorary award to a nominee.
- 6.5** The university may confer the Honorary non-academic awards of the Companionship and the Fellowship, in addition to the following Honorary Academic Awards:

Doctor of Arts	(Hon DArt)
Doctor of Business Administration	(Hon DBA)
Doctor of Design	(Hon DDes)
Doctor of Education	(Hon DEd)
Doctor of Engineering	(Hon DEng)
Doctor of Laws	(Hon LLD)
Doctor of Letters	(Hon DLitt)
Doctor of Music	(Hon DMus)
Doctor of Science	(Hon DSc)
Doctor of Sports	(Hon DSp)
Doctor of Technology	(Hon DTech)
Doctor of the University	(Hon DUniv)
Master of Arts	(Hon MA)
Master of Business Administration	(Hon MBA)
Master of Design	(Hon MDes)
Master of Education	(Hon MEd)
Master of Engineering	(Hon MEng)
Master of Letters	(Hon MLitt)
Master of Laws	(Hon LLM)
Master of Science	(Hon MSc)
Master of Sports	(Hon MSp)
Master of Technology	(Hon MTech)

- 6.6** The University Conferments Committee, in approving a nomination, would normally expect that the university either:
- already has a sustained relationship with the individual; or
 - would benefit in real terms, from developing or strengthening a sustained relationship through conferment of an honorary award.
- 6.7** An **Honorary Doctorate** shall be conferred on persons of the highest intellectual, cultural and/or professional distinction and for whom the award of such a degree would be a proper form of recognition by the university.
- 6.8** An **Honorary Master's degree** shall be conferred on persons of high distinction and esteem, and for whom the award of such a degree would be a proper form of recognition by the university.

6.9 The Companionship

The Companionship shall be conferred on persons who have rendered important services to the benefit of education or the cultural or economic life of the nation and who reflect credit on the university by their association with the institution. In this respect, the Companionship is significantly different from the award of an Honorary Doctorate and is bestowed only rarely.

6.10 The Honorary Fellowship

6.11 The Honorary Fellowship shall be conferred on persons who have rendered important services to the university over a sustained period and have been a member of, or closely associated with, the university. Ex-members of DMU staff could fall into this category.

6.12 The procedure and criteria for the selection of Honorary awards and recipients shall be described in regulations approved by the Board of Governors.

6.13 An Honorary Award shall not be conferred upon any person whose name has not been approved for that purpose by the Board of Governors in respect of non-academic awards and the Academic Board in respect of academic awards.

6.14 Each recipient for an Honorary Award shall normally be presented for conferment and admission to the university by Public Oration at a Graduation Ceremony of the university and it therefore follows that such awards may not be awarded in absentia unless there are extenuating circumstances, or the award is made posthumously.

6.15 The University Conferments Committee may also recommend that honorary awards be rescinded from individuals who, through their actions or inaction, in the opinion of the committee, have brought the university into disrepute or have contradicted the core values of the institution. Such occasions shall be rare and any decision should only be taken after thorough consideration of relevant evidence at a meeting of the committee, if necessary by convening an extraordinary meeting. Where it is determined that an honorary award should be rescinded, the committee shall make a recommendation to the Board of Governors, normally at its next scheduled meeting. The board shall then decide whether to rescind the award. The holder of the honorary award should be given an opportunity to respond to the university's proposed action before a final decision is made by the board. The Academic Board should also be kept appropriately updated on any decisions made.

7 Regulations Governing the Procedure for the Selection of Persons to Receive Honorary Awards

7.1 All staff members, students of the university and members of the university's Board of Governors shall be invited, twice per academic year, to submit nominations for honorary awards to the University Conferments Committee (unless there are sufficient 'banked' nominations or extenuating circumstances).

7.2 Nominations will not normally be accepted from members of the public.

7.3 Nominations may be accepted from DMU alumni, and the Head of Development and Alumni Engagement will be responsible for progressing these to the Committee Secretary for submission to the University Conferments Committee.

- 7.4** Nominations should be treated in the strictest confidence, under no circumstance should any nominee be advised that they have been nominated until the nomination has been approved and an offer made by the Vice-Chancellor.
- 7.5** The process of acceptance of nominations is not automatic. There is no obligation on the university to award a specific number of honorary awards during any academic year. The university considers honorary awards to be prestigious and, as such, all nominations must meet the criteria outlined within the Honorary Awards Ordinance.
- 7.6** Approval of nominations is subject to the decision of the University Conferments Committee, Academic Board and the Board of Governors, and is not subject to appeal.
- 7.7** Nominations previously considered and rejected by the University Conferments Committee will not normally be open to resubmission unless there has been a significant change in a nominee's success, achievement or contributions since the last submission.

Procedure for the selection of honorary awards and recipients

- 7.8** Requests for nominations shall be issued by the Committee Secretary two months prior to each meeting of the University Conferments Committee. The nominations process shall be progressed by deans and directors, and by the students' union, via their own internal processes.
- 7.9** Deans, directors, and the Chief Executive of the students' union shall be collectively responsible for ensuring the quality of nominations and making submissions to the to the Committee Secretary, no later than two calendar weeks in advance of the meeting of the University Conferments Committee. Nominations from governors shall be sent to the Committee Secretary.
- 7.10** The Committee Secretary shall make arrangements for the forms to be checked for accuracy and will seek information on any reputational and commercial considerations surrounding the nominations. The nominations forms, and any further information obtained by the Committee Secretary, shall be presented to the University Conferments Committee at its meeting.
- 7.11** The University Conferments Committee shall consider the information presented against the criteria for approving nominations, and shall make recommendations to the Academic Board for honorary academic awards, and to the Board of Governors for honorary non-academic awards.
- 7.12** The membership and terms of reference of the University Conferments Committee shall be detailed within its constitution.