



Australian Film Television
and Radio School

HONORARY DEGREE & AWARDS POLICY AND PROCEDURE

1. Purpose

This policy governs the process for nomination, selection and conferral of an AFTRS Honorary Degree as well as any awards that Council may wish to confer.

2. Scope

This policy applies to the AFTRS Master's and Doctorate Honorary Degrees.

3. Policy Statement

The AFTRS Honorary Degree is awarded on an annual basis to distinguished individuals (including industry practitioners) who meet the specified selection criteria in relation to screen and broadcast industries or education.

3.1. Creation of Honorary Degree Committee

An Honorary Degree Committee will be formed comprising jointly of two members of Council and the independent members of the Academic Board. The Chair of Council will call for the convening of this committee in accordance with the timelines below.

The committee will be formed annually to advise on the process of Honorary Degree nominations and selection.

The Honorary Degree Committee will advise on an annual call for nominations and may specify criteria in addition to those outlined below. The Honorary Degree Committee will consider and approve the specific criteria for any award prior to call for nominations. These will be in relation to areas identified below.

Committee Composition

The Honorary Degree Committee will be comprised of:

- All independent members of the Academic Board
- The Chair of Council (or delegate) and one other member as determined by the Council excluding ex-officio and staff or student representatives
- The Chair of Academic Board will act as Chair of the Honorary Degree Committee.

Secretariat functions will be provided by the Head of Governance or delegate.

Meetings will be minuted and supplied to Council.

3.2. Annual Timeline

The timeline for the process should allow for:

- Honorary Degree Committee to be convened on an annual basis, with its first meeting to be held at least two months before call for nominations open.
- A minimum of three months but not longer than four months between call for and close of nominations.
- A maximum of one month for review and consideration of nominations to be submitted to Council.
- A minimum of three months from consideration and awarding by Council to a conferral event.

3.3. Nomination

The AFTRS Chair of Council will call for nominations from AFTRS staff, Council and Council committees.

A nomination must be submitted that addresses how the nominee meets each of the selection criteria (with a maximum number of words allowed for each criteria). The nomination must include a detailed biography or C.V. including credits and published work (this information can be compiled by the Academic Board Secretariat if the nominee requests). Individuals employed by AFTRS are not eligible for nomination. Ex-staff members are eligible for consideration five years after completing their employment at AFTRS.

Nominations are to be submitted to the Secretariat of Academic Board through a specified process.

3.4. Degree & Award Types

The list of titles below represents those that may be awarded on an honorary basis, and which reflect an individual's academic or equivalent professional standing. The award types below are indicative only. The Council under advisement from the Honorary Degree Committee may determine alternate awards.

Honorary Doctorate Degree

AFTRS confers an Honorary Doctorate (*honoris causa*) to recognise a person who has made outstanding and career long contribution to the screen and broadcast industries and met at least two of the following:

- Made an outstanding and career long contribution to their chosen field in the screen and broadcast industries, resulting in academic/pedagogic eminence, sustained high artistic achievement through work that has popular acclaim and / or cultural impact, demonstrable and sustained mastery of craft skills, or development of the industry;
- Demonstrated key AFTRS values through service to the screen and broadcast industries, nationally or internationally;
- Provided service to AFTRS, worthy of particular recognition.

The degree conferred is either a Doctor of Arts, Film and Television or Doctor of Arts, Radio.

AFTRS confers an Honorary Masters of Screen and Broadcast to recognise a person who has made a significant contribution and met at least two of the following:

- Made a significant contribution to their chosen field in the screen and broadcast industries, resulting in academic/pedagogic excellence or innovation, produced a work high artistic achievement and / or popular acclaim and / or cultural impact, achieved mastery of craft skills, or led a key development in the industry;
- Demonstrated key AFTRS values through service to the screen and broadcast industries locally, nationally or internationally;
- Provided service to AFTRS, worthy of particular recognition.

Distinguished Alumni Award

AFTRS awards a Distinguished Alumni Award to a graduate to recognise that an individual has displayed outstanding leadership, artistic or craft skills; contributed to screen and broadcast industries / community at local and/or international levels; and demonstrably embodied the AFTRS Values.

Distinguished Young Alumni Award

AFTRS awards a Young Distinguished Alumni Award to a graduate who has made a significant contribution and is aged 30 years or younger in the year of award, or within five years of their graduation. The recipient will demonstrate outstanding achievements and/or community involvement likely to be an inspiration to the next generation of graduates and the community at large.

Distinguished Educator Award

AFTRS awards a Distinguished Educator, either from the AFTRS community or nationally, who has played a critical role in the advancement of teaching and learning practices for screen and broadcast industries, including but not limited to pedagogy, innovation, student support at local and/or international levels, and demonstrably embodied the AFTRS Values.

3.5. Posthumous Awards

AFTRS may posthumously bestow an award or honorary degree to a person who meets the stated criteria but who has passed away, as a gesture of the AFTRS' respect for the person's past achievements, contributions and eminence.

In the event of a posthumous award, the next-of-kin may nominate a representative to attend the graduation ceremony, hear the citation read and receive the testamur.

3.6. Entitlements

A person who has been awarded an Honorary Degree Award is entitled to wear the academic dress laid down for their degree, where it is appropriate.

A person awarded an Honorary Degree Award is entitled to use the post-nominal letters associated with their degree but is not to use the title of 'Doctor' unless they are entitled to do so as a result of their completion of a relevant doctoral academic award.

3.7. Selection Process

The Honorary Degree Committee will meet to consider nominations. The committee will consider nominations in relation to the approved and published criteria. Further, the committee will consider sufficient diversity, based on AFTRS values and policies, in the nominees.

Preference will be given to Australian citizens or permanent residents of Australia. A nominee does not need to have a higher education degree, including a degree from AFTRS, to be considered for the Honorary Degree.

The committee may need to meet several times to consider nominees and recommend a short list of nominees to Council for conferral.

The committee will submit to Council a shortlist drawn of candidates who meet selection criteria that the committee recommends Council to consider for the award of the Honorary Degree. The shortlist will be ranked (if appropriate) in order of preference. Council will consider the shortlist presented by the committee and elect to approve one or more candidates, or alternatively, approve none of the shortlisted candidates.

The AFTRS Chair of Council (or delegate) will contact approved candidates to offer the Honorary Degree and propose any required undertakings to go along with acceptance of Degree, for example the giving of keynotes, lectures and / or other events and activities in relation to the conferral.

If one or more approved candidates who have been offered the degree decline to accept, Council may at the discretion of the Chair of Council reconsider the short list of candidates as soon as practical, through an out of session meeting of Council. The Council is under no obligation to award an Honorary Degree.

3.8. Conferral

The Honorary Degree is presented to the selected recipient/s at the AFTRS annual graduation ceremony (usually April of the year following selection). The AFTRS Chair will determine the most appropriate person to present each Honorary Degree. If the nominee is not available to attend graduation, AFTRS will arrange another event to present the degree. In the case that the award is being accepted by a person such as next of kin if being awarded posthumously; the representative shall not wear the academic dress for the award but may wear any academic dress to which they are entitled.

4. Responsibilities of Honorary Degree Recipients

A recipient of an Honorary Degree recipient will not, by means of any action, association, or inaction, bring the AFTRS or the AFTRS Council into disrepute.

The Honorary Degree recipient may be required to undertake specific duties in relation their awarding of the degree – these will be detailed in the notification of selection from the AFTRS Chair of Council (or delegate).

Any required and agreed undertakings will be considered a requisite condition for the award.

5. Revocation of Degree or Award

AFTRS reserves the right to review and revoke the awarding of an Honorary Degree, even after conferral, where an individual:

- a. has engaged in behaviour that would be regarded as inconsistent with the AFTRS Charter of Conduct or Values;

- b. undertakes activities that are, or are likely to be, in direct conflict with or significantly detrimental to the interests of AFTRS;
- c. uses the title of *Doctor* to aid in the gaining of a private business opportunity or other economic benefit.

5.1. Process for Revocation

Any review of an Honorary Degree recipient can only be considered upon receipt of substantial new information which, for good reason, was not available previously. There are four parts to the procedure: 1) proposal; 2) review; 3) decision, and; 4) communication to the degree holder.

1) Proposal

- The Council will receive and consider applications directly to consider revoking an Award on recommendation from the CEO.
- Requests must be in writing to Council and outline reasons for revocation.
- The Chair will appoint a delegate from the Ex-Officio members to Council to review the matter and to prepare a report with recommendation for Council consideration.

2) Review

- A review should be completed in as timely a period as is practicable by the appointed delegate.
- In consideration of the request the situation and values of the time of award conferment are relevant considerations.
- The review report must be submitted to Council in writing.

3) Decision

The Council must determine, upon receipt of the report, whether to revoke an Honorary Degree.

4) Communication

If appropriate, and as determined by the Council, the Chair of Council (or delegate) will write to the Honorary Degree holder to the effect that the degree had been withdrawn.

6. Confidentiality

All proceedings and documentation relating to a nomination for an honorary award will be confidential. A person who is the subject of a nomination for an honorary award is not to be consulted or contacted prior to the decision of the AFTRS Council being made final. Any exception will require prior approval by the AFTRS Council.

7. Register of Honorary Degrees

The Student Centre will maintain a Register of Honorary Degrees that details degrees:

- Conferred (including posthumously)
- Awarded but declined
- Revoked (the cause or reason for the revocation will not be recorded).

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Associated Documents	Australian Film, Television and Radio School Act 1973 (AFTRS Act) AFTRS Council Terms of Reference Academic Board Terms of Reference