

Honorary Degree Policy and Procedure

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1. Purpose

- 1.1. This policy governs the process for nomination, selection, conferral and presentation of an AFTRS Honorary Degree (“a/the Degree”).
- 1.2. The policy is awarded on an annual basis to distinguished individuals, including industry practitioners, who meet the specified selection criteria in relation to the screen, broadcast or education industries.

2. Scope

- 2.1. This policy applies to those individuals permitted to submit a nomination and those eligible for nomination (as per Section 7). The policy also applies to members of the Honorary Degree Committee and Council who are involved in the shortlisting, endorsement and approval of nominees.

3. Honorary Degrees Which May Be Awarded

- 3.1. AFTRS currently offers the following Degree titles honorarily:
 - Doctor of Arts, Film and Television
 - Doctor of Arts, Radio
 - Master of Screen and Broadcast
- 3.2. AFTRS continues to honour all recipients of previously awarded honorary titles, including Creative and Indigenous Fellowships.

4. Nomination Criteria

- 4.1. The Degree may be awarded on the basis of one of more of the following nomination criteria:

Criteria 1 – Career Long Service

- 4.1.1. The nominee has a demonstrated long service in screen and broadcast production, or education, where they have worked towards and effected real and ongoing change.

Criteria 2 – Positive Impact in relation to Produced Work

- 4.1.2. The nominee has had a transformative impact on social and cultural life through the screen, audio or broadcast content they have made; this could be through working practices, improving access and opportunities in the industry, or through on-screen representation, themes and narratives.

Criteria 3 – Leadership

- 4.1.3. Through their leadership, the nominee has championed work that has led to positive change at a local, state, national and/or international levels. This change could include, but is not limited to, creative vision, advocacy, mentoring & training and involvement in government committees or reviews.

- 4.2. A focus area may also be specified each year, however this is not a requirement. A focus area is used to further attract nominations from a particular perspective that aligns either (a) AFTRS’ strategy, (b) an underrepresented group(s) or (c) in response to social or cultural events.

5. Honorary Degree Committee

- 5.1. An Honorary Degree Committee (“the Committee”) will be formed. Membership, functions and meeting responsibilities are contained within the Honorary Degree Committee Terms of Reference.
- 5.2. The Chair of the Committee will call for the annual convening of the Committee in accordance with the annual timeline outlined in Section 6.

6. Annual Timeline

- 6.1. The Governance Unit will compile an annual timeline that will give consideration to the following:
 - First Committee meeting, to be held prior to the call for nominations;
 - Call for nominations, from the Chair of Council;
 - Nominations period, being a minimum of six weeks but not longer than four months;
 - Review of nominations, by the Committee;
 - Endorsement of candidate(s), at the Academic Board meeting;
 - Approval and conferral of candidate(s), at the Council meeting; and
 - Presentation, at AFTRS graduation.
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7. Nomination and Selection Procedure

Stage 1 – Convening the Committee

- 7.1. The Committee will convene on an annual basis.
- 7.2. At its first meeting, the Committee will consider the Policy and Procedure in line with its review period, including the nomination criteria, timeline and guidelines.

Stage 2 – Nominations

- 7.3. AFTRS Chair of Council will call for nominations from AFTRS staff, Council and Council committees.
- 7.4. A nomination must be submitted that addresses how the nominee meets at least one of the nomination criteria.
- 7.5. The nomination must include a detailed biography or curriculum vitae (“CV”), including credits and published work. This information can be compiled by the Secretariat of the Committee, as required.
- 7.6. Individuals employed by AFTRS are not eligible for nomination.
- 7.7. Ex-staff members are eligible for consideration five years after completing their employment at AFTRS.
- 7.8. Nominations are to be submitted to the Governance Unit through a specified process.

Stage 3 – Shortlisting

- 7.9. The Committee will conduct its second meeting and consider all submitted nominations based on the nomination criteria (and focus area, if specified).
- 7.10. Preference will be given to Australian citizens or permanent residents of Australia.
- 7.11. A nominee does not need to have a higher education degree, including a degree from AFTRS, to be considered for a Degree.
- 7.12. The process for shortlisting will occur as follows:
 - 7.12.1. Nominations deemed not of sufficient merit, quality or length, according to the nomination criteria, will be cast aside.
 - 7.12.2. All remaining nominations will be deemed having successfully met the nomination criteria.
 - 7.12.3. Each successful nominee will be considered for shortlisting. The shortlist will usually contain three nominees, but may consist of more or less nominees as required.

7.12.4. The shortlist may be ranked in order of preference, where appropriate.

7.12.5. The shortlist will contain the agreed Degree title for each nominee, as per Section 3 - Honorary Degrees Which May Be Awarded. In considering such title, the Committee will refer to the Degree Types in Section 8 - Evaluation Matrix.

7.13. The Committee may need to meet several times to consider nominations and shortlisting.

Stage 4 – Endorsement and Approval

7.14. The Governance Unit will prepare a submission for endorsement at Academic Board and approval at the Council, based on the final decision made and on behalf of the Committee.

7.15. Council will consider the shortlist presented by the Committee to elect to approve one or more candidates, or alternatively, approve none of the shortlisted nominees.

7.16. Council is under no obligation to award an Honorary Degree.

8. Evaluation Matrix

8.1. The table of Degree types below represents an evaluation matrix of those that may be awarded on an honorary basis, reflecting an individual's academic or equivalent professional standing.

Honorary Degree Types	
Honorary Doctorate	AFTRS confers an Honorary Doctorate (honoris causa) to recognise a person who has made an outstanding and career long contribution to the screen, broadcast or education industries and met at least two of the following:
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Demonstrated key AFTRS values through service to the screen and broadcast industries, nationally or internationally
	<ul style="list-style-type: none"> Provided service to AFTRS, worthy of particular recognition.
Honorary Masters	AFTRS confers an Honorary Masters to recognise a person who has made a significant contribution and met at least two of the following:
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Demonstrated key AFTRS values through service to the screen and broadcast industries locally, nationally or internationally
	<ul style="list-style-type: none"> Provided service to AFTRS, worthy of particular recognition

Table 1 – Evaluation Matrix

9. Notification

- 9.1. The Council Chair (or delegate) will contact the approved candidate(s) to formally offer the Honorary Degree and propose required undertakings to go along with the acceptance of the Degree. This may include the giving of keynotes, lectures and/or other activities at events as requested by AFTRS.
- 9.2. If one or more approved candidates who have been offered the Degree decline to accept, Council may, at the discretion of the Chair, reconsider the approved shortlist of nominees as soon as practical, through an out-of-session meeting of Council.

10. Conferral and Graduation Ceremony

- 10.1. Conferral is the administrative process by which the Degree is awarded. The conferral date will be the date on which the Degree is approved at the relevant Council meeting.
- 10.2. The recipient(s) will be recognised as having been bestowed the Degree based on the year stated in the approved resolution from the Council meeting.
- 10.3. The Degree will be presented to the selected recipient(s) at the AFTRS annual graduation ceremony.
- 10.4. The Chair of Council will determine the most appropriate person to present each Degree.
- 10.5. If the nominee is not available to attend graduation, AFTRS will arrange another event to present the Degree.
- 10.6. In the case of the Degree 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.

11. Responsibilities of Honorary Degree Recipients

- 11.1. A recipient(s) of the Degree will not, by means of any action, association, or inaction, bring AFTRS or the AFTRS Council into disrepute.
- 11.2. The recipient(s) may be required to undertake specific duties in relation to their awarding of the Degree – these will be detailed in the notification of selection from the AFTRS Chair of Council (or delegate).
- 11.3. Any required and agreed undertakings will be considered a requisite condition for the award.

12. Posthumous Awarding

- 12.1. AFTRS may posthumously bestow a 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.
- 12.2. In the event of a posthumous Degree, the next-of-kin may nominate a representative to attend the graduation ceremony, hear the citation read and receive the testamur.

13. Entitlements

- 13.1. A person who has been awarded a Degree is entitled to wear the academic dress laid down for their degree, where it is appropriate.
- 13.2. A person awarded a Degree 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 non-honorary doctoral academic award.
- 13.3. Past and present recipients of a Degree shall be primarily considered for AFTRS' Artist-In-Residence program.

14. Revocation Procedure

- 14.1. AFTRS reserves the right to review and revoke the awarding of a Degree, even after conferral, where an individual:
- 14.1.1. has engaged in behaviour that would be regarded as inconsistent with the AFTRS Chart of Conduct or AFTRS values;
 - 14.1.2. undertakes activities that are, or are likely to be, in direct conflict with or significantly detrimental to the interests of AFTRS; and/or
 - 14.1.3. uses the title of Doctor to aid in the gaining of a private business opportunity or other economic benefit.
- 14.2. Any review of the Degree recipient(s) can only be considered upon receipt of substantial new information which, for good reason, was not available previously. There are four stages to this review.

Stage 1 – Proposal

- 14.3. The Council will receive and consider applications directly to consider revoking a Degree on recommendation from the CEO.
- 14.4. Requests must be in writing to Council and outline the reasons for potential revocation.
- 14.5. The Chair will appoint a delegate from one of the independent members of Council to review the matter and to prepare a report with a recommendation for Council consideration.

Stage 2 – Review

- 14.6. A review should be completed in as timely a period as is practicable by the appointed delegate.
- 14.7. The Nomination and Selection Procedure, along with AFTRS Values, from the point of the call for nominations to the time of Degree conferral are relevant considerations.
- 14.8. The review report must be submitted to Council in writing.

Stage 3 – Decision

- 14.9. The Council must determine, upon receipt of the report, whether to revoke the Degree.

Stage 4 – Communication

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

15. Confidentiality

- 15.1. All proceedings and documentation relating to a nomination for a Degree will be confidential.
- 15.2. A person who is the subject of a nomination for a Degree 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.

16. Register of Degrees

16.1. The Office of the CEO division will maintain a register of Honorary Degrees that details:

- Conferral (including posthumously);
- Awarded at Graduation Ceremony;
- Decline to be awarded; and
- Revoked (the cause or reason for the revocation will not be recorded).

17. Responsibilities

Compliance, monitoring and review

- 17.1. The Policy and Procedure will be monitored by the Governance Unit.
- 17.2. The Head of Governance is responsible for ensuring the Policy and Procedure aligns with relevant legislation, government policy and/or AFTRS requirements, strategies and values.
- 17.3. The Policy and Procedure is implemented, monitored and reviewed in accordance with AFTRS Policy Framework.
- 17.4. The Policy and Procedure will be reviewed every three years from the effective date or earlier or later depending on external factors such as legislative reform.
- 17.5. At the time of review, the Policy and Procedure will be evaluated for its continuing effectiveness and revised to reflect the changing policy environment and to address emerging issues identified.
- 17.6. Reference in the document to positions and their authority (or delegated authority) to make decisions on specific matters must align with the AFTRS Delegations.

Reporting

- 17.7. No additional reporting is required.

Records management

- 17.8. The Policy and Procedure is considered a corporate document and required to be registered in the AFTRS Policy Register.
- 17.9. All records relevant to administering the Policy and Procedure will be maintained by the Policy and Governance Officer.

18. Definitions

AQF: Australian Qualifications Framework.

Honoris causa: a degree awarded without examination, as a mark of esteem.

Honorary: conferred as an honour, without the usual requirements or functions.

19. Related Legislation and Documents

- AQF Qualifications Issuance Policy
- Australian Film, Television and Radio School Act 1973 (AFTRS Act)
- Council Terms of Reference
- Higher Education Standards Framework (Threshold Standards) 2021
- Honorary Degree Committee Terms of Reference

20. Approval and Review Details

Approval and Review	Details
Approval Authority	Council
Responsible Officer	Head of Governance
Contact Officer	Committee Officer
Distribution	Intranet and AFTRS website Staff and Public facing
Next Review Date	03/11/2024 <i>The Policy and Procedure documents will be reviewed every three years from effective date, or earlier or later dependant on external factors such as legislative reform, unless other review schedule is required</i>

Approval and Amendment History	Details
Original Approval Authority and Date	AFTRS Council on 03/12/2021
Amendment History and Date	N/A
Notes	The Honorary Degree Policy and Procedure separates out the Honorary Degree process from other awards process; and replaces the Honorary Degree & Awards Policy and Procedure_v1.0_11 September 2020. The new policy therefore has been given a new v1.0 version number with approval date(note from Policy and Governance Officer [MM])
Minor Amendment Approval and History	N/A <i>[If adding a minor amendment do not amend Original Approval Authority and Date]</i>

AFTRS acknowledges its reference to the University of Melbourne's Guidelines for Drafting Policy (June 2013) in developing this template.