**BIRMINGHAM CITY UNIVERSITY: HONORARY AWARDS**

**NOMINATION FORM**

Each year we make a number of honorary awards to distinguished individuals. These are awarded in recognition of outstanding service to the University, to the City of Birmingham or the local community, or to public/professional life nationally or internationally.

Honorary degrees are conferred at our award ceremonies in January and July, where we celebrate the achievements of our recent graduates and formally confer their degrees. Honorary award holders provide positive role models whose achievements we hope our graduates will be keen to emulate in their own careers.

Conferment of honorary awards can both recognise an existing relationship between the individual and the University, or signal the potential for a future relationship.

We welcome nominations for honorary degrees from any member of staff, students, members of the Board of Governors, and the general public. As part of our equality and diversity mission, we particularly welcome nominations for candidates from backgrounds or groups who are currently under-represented in civil life.

The University is also particularly keen to honour individuals who have rendered services to the University and/or local community, culturally, socially or economically, and particularly those who have made a voluntary contribution to the City of Birmingham or the surrounding region.

Please read the criteria below before completing the Nomination Form. Eligible nominations will be copied to members of the Honorary Awards Committee, which is responsible to the Board of Governors and to Academic Board for decisions on honorary awards.

**Nominations must be submitted via the Nomination Form to ensure that the Honorary Awards Committee receives and considers nominations consistently.**

**Please note that all sections of the form must be completed by the Proposer to be eligible for consideration. No further due diligence will be undertaken and the decision of the Committee will be based solely upon the information provided within the form.**

**Proposals must remain strictly confidential and the Nominee must not be notified.**

Please send completed Nomination Forms via email to:

[rachel.king@bcu.ac.uk](mailto:rachel.king@bcu.ac.uk)

Rachel King, Honorary Awards Committee Secretary (+44 (0) 121 331 6546)

Criteria

Honorary Doctorates of the University are conferred in accordance with the following criteria:

1. Candidates should have a demonstrable track record of at least one of the following:

* outstanding contributions to public or professional life nationally/internationally, and who command national/international recognition in their field;
* distinguished service to the City of Birmingham or its locality;
* outstanding contribution to the work or interests of the University, particularly in a voluntary capacity.

2. Current staff, students and governors of the University are not eligible for nomination;

1. Candidates should not normally be serving politicians;
2. Candidates should not normally be former members of University staff, nor current staff of its academic partner institutions. Where such individuals are honoured, this will be on the grounds of achievements made outside of their association with the University;

5. An individual may not nominate themselves for an honorary degree, nor submit a nomination for a member of their own family.

Honorary Fellowships of Royal Birmingham Conservatoire

The Royal Birmingham Conservatoire have a long and established tradition of awarding Honorary Fellowships. Should you have any queries in relation to these awards, please contact:

Dr Shirley Thompson – Principal, Royal Birmingham Conservatoire

+44 (0) 121 331 5910

**CONFIDENTIAL**

BIRMINGHAM CITY UNIVERSITY: HONORARY AWARDS NOMINATION FORM

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| --- |
| **Name of Proposer:**  **Email Address:**  **Telephone Number:** |

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| --- | --- | --- |
| **Full Name of Nominee** |  | |
| **Contact Details for Nominee**  *Details must be provided.*  *Please provide as much*  *information as possible –*  *address, email, phone number.* |  | |
| **Reason for nomination**  *Please put a cross next to those that apply* |  | Outstanding contribution to public or professional life |
|  | Exceptional service to the City of Birmingham or its locality |
|  | Outstanding contribution to the work or interests of the University |
| **Statement in support of Nominee**  **(up to 400 words)**  *Please provide full details of the reasons for your nomination, using the criteria outlined above.* |  | |
| **Biographical Information**  *Please include relevant background details/up-to-date biographical information.* |  | |
| **Relationship with the University**  *Please indicate the nature of any existing relationship with the University and how this might be developed, or the potential for the development of a future relationship.* |  | |
| **Details of Existing Honorary Awards**  *(if known)* |  | |
| **Do you have a personal or professional connection with the Nominee?**  *If so, please outline the nature of the relationship.* |  | |

Data Protection Statement

The University is committed to safeguarding your personal data. Whenever you provide such information we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information including the UK General Data Protection Regulation and the Data Protection Act 2018.

Personal data provided on this form will only be processed and held for the purpose of considering the nomination and for processing any award offers to successful nominees.

Details contained in this form may be shared with the Honorary Awards Committee together with other staff of the University associated with the selection process and or its administration.  The University may receive requests from the nominee or from a third party requesting the nominator’s name and or details of the proposal; we will normally provide these details to ensure transparency of the process, however, personal contact information (email and phone number) will not be disclosed.

A full copy of our privacy policy and details of your wider data protection rights are available at: [www.bcu.ac.uk/privacy](http://www.bcu.ac.uk/privacy)

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| **Please indicate whether you consent to your name being disclosed to a third party** (delete as appropriate)**:** | ***I do consent / I do not consent*** |
| **Please indicate whether you consent to your name being disclosed to the Nominee** (delete as appropriate)**:** | ***I do consent / I do not consent*** |
| **Date consent provided:** |  |

You can amend your consent decision at any time by using the contact details noted below.

Contacting us about how we use your information

If you have any questions, comments or concerns about how we use or handle your information please contact the Data Protection Officer at: Data Protection Officer, Information Management Team, Birmingham City University, 3rd Floor Joseph Priestly Building, 6 Cardigan Street, Birmingham, B4 7BD - [informationmanagement@bcu.ac.uk](mailto:informationmanagement@bcu.ac.uk).

If you are not content with how we handle your information, please contact our Data Protection Officer at the details noted above. However, you do also have the right to complain to the Information Commissioner at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Information about the Information Commissioner is available at: <https://ico.org.uk>

Declaration

By submitting this form, I confirm that:

* The information I have provided in this form is correct to the best of my knowledge and belief;
* I have read and understood the Data Protection Statement and that my personal data will be processed for the purpose of considering my nomination.

Please send completed Nomination Forms via email to:

[rachel.king@bcu.ac.uk](mailto:rachel.king@bcu.ac.uk)

Rachel King, Honorary Awards Committee Secretary (+44 (0) 121 331 6546)