



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

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POLICY AND RULES FOR THE AWARDING OF THE CHANCELLOR'S MEDAL

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Procedures in terms of this policy	None – addendum 1 contains the cover sheet for the nomination
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POLICY AND RULES FOR THE AWARDING OF THE CHANCELLOR'S MEDAL

1 Preamble

As a pre-eminent university in Africa, driven by the pursuit of knowledge and innovation, with an institutional culture based on the values the University espouses, the North-West University adopted this policy and rules for the awarding of the Chancellor's Medal on 20 November 2015 to ensure a fair and transparent process according to which suitable candidates are to be nominated and awarded by the University.

2 Policy statement

While the honouring of individuals who have made a significant contribution to society is significant to any university, it is the policy of the North-West University to provide a consistent and transparent set of guidelines to recognise distinguished individuals for outstanding achievement.

3 Scope of application

Council authorises the award of the Chancellor's Medal upon completion of a prescribed process.

4 Policy for the nomination and award of an individual to receive the Chancellor's Medal

- 4.1 The Chancellor's Medal may be awarded to a person outside the University who has shown exceptional merit in regard of any of the following matters:
 - 4.1.1 Exceptional services or achievement of a non-academic nature.
 - 4.1.2 Exceptional contributions in any sphere of life that is compatible with the vision and mission of the North-West University.
- 4.2 The merit of the recipient who receives the award, must honour the University.
- 4.3 The relationship between the recipient and the University must be conceived as continuing over a longer term after the award.

5 Rules for the nomination and award of the Chancellor's Medal

- 5.1 The Chancellor's Medal can be awarded posthumously in exceptional cases.
- 5.2 The following categories of persons are not eligible for the Chancellor's Medal of the North-West University:
 - 5.2.1 Active members of staff.
 - 5.2.2 Donors, in cases where the impression might be created that the honorary award is aimed at securing further financial reward for the University.
- 5.3 The service of the candidate to the North-West University itself, or outside the University, must be of exceptional quality in all respects. In all respects, the candidate must be worthy of being awarded a Chancellor's Medal.
- 5.4 Chancellor's Medals will normally be limited to a maximum of two per campus annually, to be awarded at the respective campus graduation ceremonies. Given the requirement of exceptional merit, there may be years in which no award is made.
- 5.5 Bearing in mind the high symbolic value of such awards, and to protect the privacy and dignity of candidates, strict confidentiality and proper discretion must be observed in the processes of compiling

and considering any proposal for the award of a Chancellor's Medal, up to the final approval thereof by Council.

- 5.6 The final decision and accountability concerning the award of a Chancellor's Medal reside with Council.

6 Procedures for the nomination and award of a Chancellor's Medal¹

- 6.1 Taking into consideration the mix of faculties of the North-West University, any member of the University community may submit a nomination for a candidate to the appropriate faculty board or executive committee of the faculty. Cognate faculties or disciplines from different campuses have to consult about nominations, in order to ensure that, from year to year, different groups of disciplines have opportunities to secure awards.
- 6.2 Nominations should be accompanied by a motivation (of not more than two pages, indicating how the nominee fulfils the criteria for the Chancellor's Medal).
- 6.3 The faculty board or faculty executive committee is expected to consider the nomination and to pronounce on the suitability of the nomination. The office of the executive dean should see to forwarding the nomination directly to an appropriate campus management committee, which after due consideration and campus recommendation, would see to sending the nomination directly to the office of the institutional registrar via the office of the campus registrar. The institutional registrar would see to the inclusion of such a nomination on the agenda of the meeting of the selection committee, i.e. the Honorary Awards Committee of Council.
- 6.4 The committee for the conferment of the Chancellor's Medal (Honorary Awards Committee) consists of the following standing persons:
- 6.4.1. The vice-chancellor who is the chairperson of the committee (in the absence of the vice-chancellor, the vice-principal officiates as chairperson);
- 6.4.2 The chairperson of Council;
- 6.4.3 Two members of Council;
- 6.4.4 Three members of Senate, designated by Senate;
- 6.4.5 The deans of faculties from which nominations were received in an advisory capacity.
- 6.4.6 Over and above the members of the selection committee, specialists in the relevant fields as per the nominations received at a particular committee meeting, may be co-opted. The recommendation is made that for any given case, the institutional registrar needs to be advised by the respective dean where the nomination originated from, whether independent specialists from the field in which an award is under consideration, are to be involved to provide input into the said nomination that is to be considered by the selection-committee.
- 6.5 Members of the committee are allowed to nominate candidates, but have to recuse themselves from the discussions of their nominees by the committee.
- 6.6 Where any doubt exists, it is preferable that the committee errs on the strict side rather than be too lenient in selecting a candidate for a Chancellor's Medal.
- 6.7 Once the committee is satisfied that the proposed candidate(s) would clearly meet the criteria, it recommends the name(s) of the candidate(s) together with motivations to Senate for consideration. These documents have to be included in the agenda of the meeting of Senate.
- Members of Senate may not debate the merit of the recommendations, but may ask questions on receiving clarification on the proposal before the matter is decided upon by secret ballot. This procedure is to be dealt with *in camera*.
- The recommendation needs to be approved by a majority of the members of Senate.
- 6.8 The nominations for the Chancellor's Medal are referred to the Selection Committee who refers the selected candidates to the Senate. Upon completion of the process by Senate, this body makes a recommendation to Council on the selected candidates.
- 6.9 Council members may not debate the merit of the recommendations by Senate but may ask questions on receiving clarification on the proposal before the matter is decided upon by secret ballot. This procedure is to be dealt with *in camera*.

¹ Please find the cover page for the submission of a nomination for the Chancellor's Medal attached hereto as Addendum 1.

The recommendation needs to be approved by a majority of the members of Council.

- 6.10 Upon final approval by Council, the institutional registrar informs the recipients as well as the respective campus management committees of the decision by Council
- 6.11 The office of the executive dean from the faculty who has nominated the person for Chancellor's Medal, in consultation with the office of the respective campus registrar then embarks on a process to take care of the logistical arrangements towards the award of the Chancellor's Medal at a campus degree ceremony.

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Current details: Amanda van der Merwe(10935746) SHARE \Beleide\1P-1.3.1.8A-honorary doctorates_e.doc 27 October 2011
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COVER PAGE OF A NOMINATION FOR THE AWARDING OF THE NWU CHANCELLOR'S MEDAL²

1.	Name and contact details)of the candidate who is nominated for the Chancellor's Medal: Name: _____ Telephone number: _____ E-mail address: _____ Postal address: _____
2.	A two-page CV is attached hereto.
3.	The individual has rendered exceptional services or achievement of a non-academic nature that can be substantiated as follows in brief terms:
4.	This merit will honour the NWU in the following way:
5.	The relationship with this individual will continue in the following way after the award:
6.	This award will be first/second (<i>underline the applicable term</i>) nomination for the Chancellor's Medal from Mafikeng/Potchefstroom/Vaal Triangle Campus for this year (<i>underline the applicable term</i>).
7.	Process followed to finalise this nomination 7.1 Name the faculty with which liaison took place: _____ 7.2 Faculty board/executive committee decision was taken on _____ 7.3 Campus management committee decision was taken on _____
8.	Nomination placed on the agenda of the Honorary Awards Committee that will take place on: _____
9.	Names of external specialists to be involved to provide external advice: 1. _____ 2. _____

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² To be completed by the office of the executive faculty dean from whose faculty the nomination was made.