



NORTH-WEST UNIVERSITY[®]
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NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

Policy and Rules for Honorary Naming

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Procedures in terms of the Policy	1Pr/1.3.1.8C (attached as an addendum to the policy)



Policy and Rules for Honorary Naming

1 Preamble

As a pre-eminent university in Africa, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values the University espouses, the North-West University has adopted this policy and rules for Honorary Naming on 15 June 2012.

2 Objectives

This policy establishes criteria and standard procedures for the consideration of honorary naming opportunities at the North-West University that reflect the University's values and have the potential to affect the NWU's public image.

Factors that make it desirable to have a policy on honorary naming include:

- The need to provide a protocol for establishing permanent recognition for those whom the University deems fit;
- The need to promote consistency in the tributes paid by the University;
- The need to ensure appropriate utilisation of the limited number of honorary naming opportunities at the NWU; and
- The need to provide guidelines for those involved in discussions about these matters.

3 Scope of application

This policy applies to all NWU staff members and students and is to be exercised by the Honorary Awards Committee as part of the mandate of the Committee.

4 Policy

It is the policy of the North-West University to acknowledge nominated individuals and organisations by naming certain University assets in their honour. The University will do so sparingly and carefully to honour unique contributions and to acknowledge a clear association of those honoured with the values and history that the University holds dear. Extending such honour in the case of living individuals or where financial benefaction is concerned, will be approached particularly carefully. This honorary naming includes the erection of statues on university property. This honorary naming will be done according to the Rules set out herein and in accordance with the procedures prescribed herein.

The basic point of departure is that the University follows a system of numbering for buildings, which is adequate and functional for identification purposes, and that the only justification and need for naming would be an extraordinary and compelling need to honour an individual or organisation.

5 Rules

- 5.1 Naming is an honour that forges a close link between the honouree and the University. As such, it is critically important that the integrity, history, behaviour, and reputation of the named honouree be consistent with the mission, vision and values of the University. The honorary naming should further promote the brand of the NWU, have relevance to the NWU and highlight the purpose of education.

- 5.2 An honorary naming should promote unity; accordingly, the University shall ensure that the naming preserve the values, culture and prestige of the University.
- 5.3 Namings as part of sponsorship agreements shall be consistent with the University's reputation and core values and the highest standards of business and financial integrity. The process of commercial naming of entities will normally be delegated by Council to the Vice-Chancellor.
- 5.4 The University shall maintain a consistent, coordinated and transparent approach to naming that reflects the University's consultative and collaborative decision-making process, ensures the proper review and approval of all naming proposals, and preserves confidentiality consistent with applicable legislation.
- 5.5 Entities that can be considered for honorary naming include:
- 5.5.1 Physical entities (to include the erection of statues)
- Entire buildings
 - Blocks of buildings
 - Lecture halls
 - Seminar rooms
 - Laboratories
 - Libraries
 - Boardrooms
 - Reception areas, atriums, foyers
 - Sports fields
- 5.5.2 External entities
- Courtyards
 - Lawns
 - Gardens
 - Walkways
 - Roads
 - Pavilions
 - Gates and entrances
 - Benches, plaques, statues to be erected
- 5.6 The naming and renaming of entities would be based on philanthropy (gifts, grants, sponsorships and donations), honouring (individuals who have made an outstanding and significant contribution to the University as a whole, the community, the South African society or the international community), functionality (activity and purpose), geography and creative naming (e.g. in the case of hostels).
- 5.7 Taking the above into account, entities will not be named after individuals who are currently serving the NWU or after politicians currently in service. Only in exceptional circumstances may an entity be named after a living individual.

5.8 Renaming will be considered when the nominator can show just cause why the entity should be renamed. Just cause will include any of the factors named in paragraph 5.1 and 5.2 above. Consideration of renaming will be done in cooperation with Physical Infrastructure and Planning, who will look into the cost and infrastructure implications of such a renaming (including signage and building maintenance).

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Procedures for Honorary Naming in terms of the Policy and Rules for Honorary Naming (1Pr/1.3.1.8C)

1. Any member of the University community (staff, current students, alumni, sponsors and donors proposed by Stakeholder Relations and Fundraising and stakeholder structures as identified by the Statute) may submit a nomination for an honorary naming upon announcement for nominations by the Institutional Registrar of the NWU. Any nomination for honorary naming/renaming shall:
 - adhere to the criteria as set out above.
 - be properly motivated.
 - be submitted to the Institutional Registrar as a written request in letter format.
2. A nomination for naming from a campus stakeholder will first be considered and approved by the Campus Management Committee. A nomination for naming from an institutional office stakeholder will be considered by the Institutional Management Committee.
3. All nominations (from campuses, the institutional office and stakeholder structures as per the Statute) for honorary naming and renaming will be forwarded to the Honorary Awards Committee for consideration and for making recommendations to Council.
4. The Institutional Registrar will drive the process and will ensure that the Honorary Awards Committee make the relevant recommendations to Council.
5. Council will decide on the honorary naming of entities upon recommendation from the Honorary Awards Committee.
6. The Vice-Chancellor will advise the university community of the decision of Council on the honorary naming.
7. The corporate identity and brand of the NWU shall be taken into consideration in the design and physical display of the honorary naming, and Physical Infrastructure and Planning shall be informed about the honorary naming in order to make arrangements for signage, etc.

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