
Terms of Reference: Honorary Degrees, Academic Awards and Titles Committee (HDAATC)

Date of Approval:	June 2013, Academic Council
Last Reviewed:	Mar 2017
Date for Review:	Mar 2019
Version Number:	V2.0
Chair:	Principal & Chief Executive
Secretary:	Executive Assistant

Terms of Reference

The Honorary Degrees, Academic Awards and Titles Committee (HDAATC) shall be accountable to University College of Osteopathy's (UCO's) Academic Council for:

1. Recommending proposals of persons worthy of the conferment of an appropriate University of Bedfordshire honorary degree to Academic Council for agreement, prior to approval by the University of Bedfordshire.
2. Recommending proposals of persons worthy of the conferment of a University College of Osteopathy honorary academic award and/or title to Academic Council for approval.
3. Recommending proposals of persons worthy of the conferment of a University College of Osteopathy academic award and/or title to Academic Council for approval.
4. Recommending to Academic Council any revisions to the UCO's procedures for submission and consideration of proposals and subsequent awards. These must align with the University of Bedfordshire's procedures in respect of University of Bedfordshire honorary degrees.

Membership

- Principal & Chief Executive (**Chair**)
- 1 member of Academic Council, elected by Academic Council
- 1 member of an external Higher Education Institution, elected by Academic Council
- 1 member of the Board of Directors, elected by the Board of Directors
- The Students' Union President

Note that the committee should usually include at least one member who holds an academic award and/or title which is at least equivalent to the level being considered for the nominee(s). Additional advisors may also be invited to contribute to the committee's recommendations to Academic Council.

Term of office

Members serve for a maximum of two 2-year terms.

Frequency of meetings

As a minimum, one meeting is held a year to align with the University of Bedfordshire's honorary degrees timescale.

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Quoracy

The HDAATC will be quorate when 50% of members contribute, to include the Chair and one representative of each group of members. Meetings may take place electronically if required.

Reporting lines

The HDAATC reports to the Academic Council.

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair