

We welcome nominations for Honorary Degrees from current staff, current students, alumni and Governors. We particularly welcome nominations for candidates from backgrounds or groups which may be currently under-represented. Awards are made without bias in relation to gender, race, religion, disability, or sexual orientation.

Please complete the form below, avoiding abbreviations as far as possible and giving as much detail as possible. Self-nominations (i.e. where you are nominating yourself) are not permitted. Completed forms should be returned to the University Secretary’s Office: uso@londonmet.ac.uk

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| **SECTION 1a – YOUR DETAILS** |
| **Your name:** |  |
| **Contact phone number:** |  |
| **Contact email address:** |  |
| **You are:** *(delete as appropriate)* |  |

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| **SECTION 1b – STAFF ONLY** |
| **Your School / Department:** |  |
| **Have you discussed this nomination with the Dean / Head of School?:** *(delete as appropriate)* |  |

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| **SECTION 2 – NOMINEE’S DETAILS** |
| **Nominee’s full name:***(including title, eg Mr, Sir, Professor and suffix, eg CBE, OBE)* |  |
| **Nominee’s contact details:***(please provide any address, email and/or contact number, if known)* |  |

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| **SECTION 3 – CRITERIA FOR YOUR NOMINATION** |
| *Honorary Degrees are conferred in accordance with the* [*Conferment Policy and Procedure,*](http://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/university-secretarys-office/governance/honorary-awards/16-17-Hon-awards---conferment-policy-and-procedure.pdf) *which you are advised to read before submitting your nomination. Nominations must meet the following criteria:** *Nominees must demonstrate the very highest national or international distinction in their chosen field in academic and/or public life;*
* *There must be clear potential for them to develop a lasting relationship with the University;*
* *Their achievements must relate in some way to the work and/or values of the University;*
* *The nominee must not hold or be seeking to hold political office (whether elected or unelected),*
* *International nominees must be of merit in their own right other than simply providing an international link.*
* *Nominees should not be currently employed by the University; although individuals who have given exceptional service to the University over an extended period of time may be considered.*
* *Self-nominations will not be accepted.*
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| **In your opinion, which criteria does your nominee best meet?:***(Please check all the boxes which apply)* | [ ]  An individual who demonstrates the very highest national or international distinction in their chosen field, in either academic and/or public life.[ ]  An individual who has potential for developing a lasting relationship with the University.[ ]  An individual whose achievements relate to the work and/or values of the University.[ ]  An individual who has given exceptional service to the University over an extended period of time. |
| **I would like to nominate this candidate because...***(Please give your reasons for nominating this individual. Indicate any contact you have with the individual, for example whether you have a professional or personal relationship, giving full details, to help the Governance Committee with its discussion and recommendations to the Board of Governors. Also set out who will be the lead contact with the nominee and how you plan to develop the University’s relationship with the nominee.)* |  |

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| **SECTION 4 – SUPPORTING INFORMATION** |
| *Please provide in the space below any additional background information, for example an up-to-date biographical summary; the nominee’s CV (a full academic CV is strongly advised when nominating an academic for an honorary award); the nominee’s entry in Who's Who or Wikipedia; or weblinks where further information can be found (for example a LinkedIn profile or company webpage). Additional documentation (such as CVs) can be sent separately with your completed form to* uso@londonmet.ac.uk |
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| **CONFIDENTIALITY** |
| * *Nominations will be treated as strictly confidential and will only be circulated to members of the Governance Committee and others who are involved in the approval process.*
* *We will not disclose your nomination without your permission, unless we are required to do so by law.*
* *Nominations which do not provide sufficient detail will be returned to you for additional information.*
* *You will be kept up to date with the progress of your nomination by the University Secretary’s Office.*
* ***Please do not disclose your nomination to the nominee or others until the nomination has been approved by the Board of Governors and accepted by the nominee.***
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Please email your completed nomination form to uso@londonmet.ac.uk