

# UNIVERSITY OF NIGERIA NSUKKA



## GUIDELINES

*FOR*

## HONOURS AWARDS

VICE-CHANCELLOR'S OFFICE

UNIVERSITY OF NIGERIA ADVANCEMENT CENTRE

## PREFACE

The University of Nigeria is the first full-fledged indigenous and first autonomous university in Nigeria,<sup>[5]</sup> and it is modelled after the American educational system. It is the first [land-grant university](#) in Africa and one of the five most reputed universities in Nigeria. The University of Nigeria, Nsukka will be 64 years in October, 2024. It has been over six decades of service and manpower development for the Nigerian nation, the challenges notwithstanding.

Over its 64 years of existence, the university has produced functional and excellent manpower for the Nigerian nation and the world in general, some of whom have been holding sway in business, politics, industry, agriculture, literary arts and academics, among others. Many of them have also dedicated their lives to serving the university and have been honoured with varying awards such as Professor Emeriti, Honorary Doctorate Degree (Honoris Causa), among others.

Good as these developments have been, the university does NOT have a unified guideline or policy document for the award of these honours, except that of Professor Emeritus which has patches of it hidden in the YELLOW BOOK meant for the promotion of academic staff. Fortunately, for the first time in the history of the University, an alumnus, Professor Charles Arizechukwu Igwe, is on the mantle of leadership as the 15th Vice-Chancellor and would want to use the opportunity to streamline a few things, including a documented guideline on already existing awards being given in the university as well as instituting new ones such as the Distinguished Alumnus Award, and a Hall of Fame to honour deserving alumni who have excelled in various endeavours of life (business, politics, sports and religions etc), and to make them consistently identify with their Alma Mata in bringing developments to the institution. With this laudable objective in mind, the University thought it wise to have a policy document or guidelines on the course(s) of action of the university in this regard. This is how the idea of this **GUIDELINESS FOR HONOURS AWARD** was born!

The document prepared by the University Advancement Centre, outlines the awards available in the university and their various criteria, including nomination and selection processes.

- Professor Emeritus
- Honourary Degree (Honoris Causa)
- Distinguished Alumnus award
- Appointment into the University of Nigeria Hall of Fame
- University of Nigeria Achiever's Award and;
- Friends of the University Award

It is expected to provide the basis for which the choice of nominees for these awards is made by the university administration from now on.

**Prof. Charles Arizechuku Igwe**  
**Vice Chancellor**

## CHAPTER ONE

### CRITERIA FOR APPOINTMENT OF PROFESSOR EMERITUS

(Lifted from UNN Yellow Book with slight modifications)

#### (a) Qualification

The title of Professor Emeritus is an honour which the university may confer on her deserving Professors who:

- (i) have retired from the service of the University at an age not earlier than 70 years. However, in exceptional circumstances, those who retire between the age of 65 and 70 may be considered;
- (ii) have served as a professor for a period of at least 15 years, in this University;
- (iii) have rendered distinguished academic service to the University attested through:
  - (a) proven extensive research, both before and during the period of Professorship;
  - (b) effective teaching, evaluated over the years;
  - (c) manifest interest in postgraduate work and the supervision of postgraduate students;
  - (d) ability for continued attraction of local and international research fund for sustenance of research and postgraduate training;
  - (e) the person must be internationally visible as a scholar.
- (iv) have played a demonstrated administrative leadership role while in the service of the University either as Dean, Director of institute/Centre or Chairman of Committee etc.
- (v) may be recipient of national and/or international awards and honours
- (vi) may be a Nigerian or Non Nigerian, provided a Professor of University of Nigeria as shown in (i) and (ii) above.
- (vii) must have delivered his inaugural lecture as professor

**(b) Methods of Appointment:**

Department(s) shall nominate prospective candidate(s) for appointment as Professor Emeritus and forward to Faculty Appraisals/Assessment Committee for consideration. The Faculty Appraisals/Assessment Committee shall scrutinize the credentials of the candidate(s) and make recommendation(s) to the Faculty Board.

Name(s) of successful candidate(s) shall be forwarded to Senate Committee on Honorary Degrees for consideration and necessary recommendation(s) to Senate. Senate shall, in turn, consider the recommendation(s) from its Committee on Honorary degrees and make its own recommendation(s) to the Governing Council.

**(c) Responsibilities**

Normally, no ordinary responsibilities shall be assigned to the Professor Emeritus. He is also not a member of Departmental and Faculty boards nor the senate.

**(d) Benefits**

- i. No salary shall be attached to the post of Professor Emeritus.
- ii. The Professor Emeritus shall have full access to the libraries, office and other facilities of the University.

**(e) Listing:**

The Professor Emeritus shall be listed on the convocation brochure and shall be presented to the University Community at a convocation ceremony

**(f) Number**

The university may not appoint more than five Professor Emeriti in a year, except in very special circumstances as may be determined by the Committee.

## CHAPTER TWO

### AWARD OF HONORARY DEGREE (HONORIS CAUSA)

An honorary degree is a degree for which the university has waived all of the usual **requirements**, such as matriculation, attendance to lectures, course credits, a dissertation, and the passing of comprehensive examinations like in academic degree. Honorary Degrees are awarded by the University of Nigeria as a mark of recognition of distinguished contributions by reputed experts in their fields and sets the standards for others to follow. Honorary degree (be it Bachelors Honorary degree/ Masters Honorary degree/ Doctoral Honorary degree/ Post doctoral Honorary degree/ any other) are seen as 'honoris causa'.

The award of honorary doctorate or honorary degree to a 'respected person' by University of Nigeria brings a lot of moral responsibilities, dignity, responsible citizen, inspiration and ethics in addition to world level prestige, hence the university has very strict criteria for the award.

#### **(a) Qualifications**

- Nigerians and non Nigerians
- Of sane and sound mind
- Is Not an ethnic bigot in a multi-ethnic nation like Nigeria
- Has at least a recognized first degree or its equivalent in any field of study (for the Doctorate only)
- Has at least 25 years post-qualification experience from his/her first degree if the honour is for a Masters or a Doctorate
- Need NOT necessarily be University of Nigeria alumnus
- Has made a mark in life in a given field of human endeavour, for example, in Business Management, Literary works or scientific breakthroughs etc.
- Award may be in an area/field where he/she has made his mark , for example, in Businesses Management whereas, he/she may have acquired a degree in Law
- Award need Not be in an area where he/she has earlier on acquired a certificate
- Must have contributed to the growth of the University of Nigeria through
- Infrastructural development OR
- Cash donations OR
- Linkages and promoting the interest of the University OR
- Goodwill

- Is overtly proud to be associated with the University of Nigeria
- Has no criminal record (have Not been indicted by any panel of enquiry or court of law either in Nigeria or elsewhere)

### **(b) Nominations**

Nominations are to be made by Senate Committee on Honorary Award (A- 5 man Committee appointed by the Vice Chancellor made up the Senate Ceremonials Committee Chairman, The Director of University Advancement Centre and three other outstanding Professors). The Committee does the search and reports to the Vice Chancellor who subsequently presents same to the Senate for ratification). Senate shall, in turn, consider the recommendation(s) from its Committee on Honorary degrees and make its own recommendation(s) to the Governing Council.

- All aspects of the nomination process are confidential.
- Nominations may be submitted by any person or organization to the Committee.
- Each nomination must be accompanied by a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored, and supporting documents such as:
  1. Full legal name of candidate
  2. Postal address of candidate
  3. Telephone, fax and email of candidate
  4. Website address (if any)
  5. Date and place of birth
  6. What additional educational credentials did the candidate acquire?
  7. What licenses, certifications and professional credentials have been acquired?
  8. What is the candidate' present place of employment, profession or position?
  9. What are the primary directions of the candidate toward the betterment of the society?

10. Are there any personal and voluntary contributions made by the candidate toward the betterment of the community?
11. List additional awards the candidate has received.
12. References

**(C) Responsibilities**

Normally, no ordinary responsibilities shall be assigned to the holder of Honoris Causa degree. He is also not a member of Departmental and Faculty boards or the Senate.

**(d) Benefits**

No salary shall be attached to the post of Honoris Causa.

**(e) Listing:**

The holder of the degree of Honoris Causa shall be listed on the convocation brochure and shall be presented to the University Community at a convocation ceremony

**(f) Number**

The university may not appoint more than **three Honoris Causa Degree (at any level)** holders in a year in order to preserve the integrity and sanctity of the institution, except in very special circumstances as may be determined by the University Administration.



## CHAPTER THREE

### DISTINGUISHED ALUMNUS AWARD

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The Distinguished Alumnus Award shall be presented to an alumnus who is outstanding in society either by achieving success and recognition or being the pride of the faculty, students, or alumni of the University in his/her performance. The recipient shall be a reputable scholar, lawyer, writer, actor/actress, artist, musician, entertainer, executive, politician, leader or person of comparable stature, who clearly exemplifies the quality of excellence to which the University is so deeply committed.

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(a) **Nomination Criteria** may include, but not limited to:

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- Outstanding contribution to science, medicine, the arts, politics, governance or other fields.
  - Exceptional personal reputation and history of service to community.
  - Recipient must be a graduate of the University or former student.
  - Nominee must have at least 20 years post graduation experience from the University of Nigeria.
  - Is NOT less than 40 years of age.
  - Shown exemplary leadership in public sector governance or private sector establishment.
  - Attains managerial position/Chief Executive officer in a personal business or employed company (NOT necessarily quoted in the Stock Exchange Market).
  - Shown commitment through cash donations, buildings and linkages that further the advancement of the university.
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- NOMINEE'S INFORMATION
- Name
- Maiden Name (if applicable)

- Job Title/Employer

- Nominee's Graduation/Attendance Date(s)

- Address

Street Address      Address Line 2      City      State / Province /  
Region      Postal / Zip  
Code  
Country

- Phone      -####      -####      #####

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- **NOMINEE'S ACCOMPLISHMENTS**

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In the space provided below, please write a brief history of the nominee and his/her accomplishments and why you think he or she deserves the award.

[Empty text box for nominee history and accomplishments]

- Evidence of a national or international reputation in the alumnus' field:

[Empty text box for evidence of national or international reputation]

- Evidence of a an outstanding contribution to science, medicine, the arts, or other fields:

[Empty text box for evidence of outstanding contribution]

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- Evidence of selection for national or international awards:



- Evidence of an exceptional personal reputation and history of service to community:
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**(b) Nomination Process**

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Nominations are to be received by a five-man Committee appointed by the Vice Chancellor made up of the Deputy Vice-Chancellor (Administration), Senate Ceremonials Committee Chairman, Director of University Advancement Centre and two outstanding alumni of the university. The Committee does the search and reports to the Vice-Chancellor.

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**(c) AWARD CEREMONY**

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**The award is usually made as part of the ceremony for Founders’ Day Celebrations of the university. Both certificates and plaques are presented to the awardees.**

**(d) Responsibilities**

Normally, no ordinary responsibilities shall be assigned to the holder of Distinguished Alumnus.

**(e) Benefits**

No salary shall be attached to the post of Distinguished Alumnus.

**(f) Listing:**

The holder of the Award for Distinguished Alumnus shall be presented to the University Community during the Founders’ Day Celebrations.

(g) **Number**

The university may not appoint more than **four** in a year in order to preserve the integrity and sanctity of the institution, except in very special circumstances as may be determined by the University Administration.

## **CHAPTER FOUR**

### **APPOINTMENT INTO UNN HALL OF FAME**

**There shall be UNN Hall of Fame where pictures or paintings of individuals appointed into the Hall shall be displayed.** The Hall of Fame shall be open to individuals who have made outstanding contributions in one of the following areas:

- Sports
- A teacher with a distinguished record (Academics)
- A person who has made a long-term, exemplary contribution to the University
- Governance and Leadership
- Invention
- Science and Research
- Literary Work
- Law, etc

#### **Specific Criteria**

- The candidate, who must be an alumnus, should be of good character and reputation.
- Nominee must have had significant impact in his / her chosen field.
- Community involvement and citizenship.
- Additional consideration will be given for continued contributions to society through community activities, performance in chosen fields which brings credit and distinction to the University of Nigeria.
- Have made an excellent record in some branch or branches of their field with NOT less than 10 years post qualification experience.

#### **Nomination Process**

Nominations must contain the information that follows:

- Name of nominee
- Graduation class year
- Nominee's field of accomplishment
- Nominee's address, e-mail address and phone number
- List special honors, facts, figures, anecdotes, or other material that may be of assistance to the Selection committee
- Name of person submitting nomination with contact information (phone, e-mail, address, etc.)
- Only nominations submitted through the committee chair to the committee by any interested party shall be considered at the annual selection meeting.

- A nomination shall be accompanied by evidence of the nominee's eligibility for appointment and shall specifically describe how the nominee meets the eligibility criteria.
- No restrictions on who may submit a nomination, but an individual must be nominated by someone other than himself or herself

### **The Hall of Fame Committee**

The Hall of Fame Committee shall be composed of five members consisting of the Deputy Vice-Chancellor (Administration), Senate Ceremonials Committee Chairman, Director of University Advancement Centre and two outstanding alumni of the university. The Committee scrutinizes nominations made to it and reports to the Vice-Chancellor.

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#### **(a) Award Ceremony**

- **The award is usually made as part of the ceremony for Founders' Day Celebrations of the university with a dinner to honour the awardees. Both certificates and plaques are presented to the awardees.** A prospective inductee shall be notified of his or her selection by the Chairperson of the Selection Committee via formal communication specifying the date and time of the induction ceremony.
- Each inductee shall receive a Hall of Fame plaque
- A plaque shall be displayed on a specific corner within the Hall of Fame.

#### **(b) Responsibilities**

Normally, no ordinary responsibilities shall be assigned to the awardees.

#### **(c) Benefits**

No salary shall be attached to the awardees.

#### **(d) Listing:**

The holder or the Awardees shall be presented to the University Community during the Founders' Day Celebrations.

#### **(e) Number**

The university may not appoint more than **three** in a year in order to preserve the integrity and sanctity of the institution, except in very special circumstance as may be determined by the University Administration.

## **CHAPTER FIVE**

### **UNIVERSITY OF NIGERIA ACHIEVER'S AWARD**

University of Nigeria Achievers Award is aimed at honouring great Alumni of the university, the everyday heroes who quietly go about making the world a better place for all of us. They are political or religious leadership, community builders and captains of industries across the globe.

#### **Specific Criteria**

- The candidate, who need not be an alumnus, must be of good character and reputation.
- Nominee must have had significant impact in his / her chosen field.
- Community involvement and citizenship.
- Individuals who must have been associated with the university in a positive fashion.
- Additional consideration will be given for continued contributions to society through community activities, performance in chosen fields which bring credit and distinction to the University of Nigeria.
- Have made an excellent record in some branch or branches of their field with NOT less than 10 experiences working in their field.
- Candidate need not have acquired an academic degree.

#### **Nomination Process**

Nominations must contain the information that follows:

- Name of nominee
- Nominee's field of accomplishment
- Nominee's address, e-mail address and phone number
- List special honors, facts, figures, anecdotes, or other material that may be of assistance to the Selection committee.
- Name of person submitting nomination with contact information (phone, e-mail, address, etc.)
- Nominations may be submitted to the committee chair at any time, by any interested party, however, only the nominations received by the committee chair shall be considered at the annual selection meeting.
- A nomination shall be accompanied evidence of the nominee's eligibility for appointment and shall specifically describe how the nominee meets the eligibility criteria.
- No restrictions on who may submit a nomination, but an individual must be nominated by someone other than himself or herself

### **Selection Committee**

The committee shall be composed of five members consisting of the Deputy Vice-Chancellor (Administration), Senate Ceremonials Committee Chairman, Director of University Advancement Centre and two outstanding members of the university community. The Committee scrutinizes nominations made to it and reports to the Vice-Chancellor.

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### **(f) Award Ceremony**

- **The award is usually made as part of the ceremony for Founders' Day Celebrations of the university with a dinner to honour the awardees. Both certificates and plaques are presented to the awardees.** A prospective inductee shall be notified of his or her selection by the Chairperson of the Selection Committee via formal communication specifying the date and time of the induction ceremony.
- Each inductee shall receive a Achiever's plaque

### **(g) Responsibilities**

Normally, no ordinary responsibilities shall be assigned to the awardees.

### **(h) Benefits**

No salary shall be attached to the awardees.

### **(i) Listing:**

The holder or the Awardees shall be presented to the University Community during the Founders' Day Celebrations.

### **(j) Number**

The university may not appoint more than **four** in a year in order to preserve the integrity and sanctity of the institution, except in very special circumstance as may be determined by the University Administration.



## **CHAPTER SIX**

### **FRIENDS OF THE UNIVERSITY AWARD**

Friends of the university of Nigeria Award is targeted at rewarding non alumni members of the university who have consistently identified with the University in terms of project funding, cash donations and linkages but do not qualify for the honorary degree category.

#### **(a) Qualifications**

- Nigerians and non Nigerians
- Of sane and sound mind
- Has some level of education that can enable him read and write
- NOT University of Nigeria alumnus
- Has made a mark in life in a given field of human endeavour, for example, in Business Management, Law, religion etc.
- Must have contributed to the growth of the University of Nigeria through
  - Infrastructural development OR
  - Cash donations OR
  - Linkages and promotes the growth of the University.
- Is overtly proud to be associated with the University of Nigeria.
- Has no criminal record (have Not been indicted by any panel of enquiry or court of law either in Nigeria or elsewhere).

#### **(b) Nominations**

Nominations are to be made by a five-man man Committee appointed by the Vice Chancellor, including the Senate Ceremonials Committee Chairman, Director of University Advancement Centre, Director, university of Nigeria Business Development Centre and two other outstanding members of the university Community. The Committee does the search and reports to the Vice Chancellor who subsequently takes disposal action..

- All aspects of the nomination process are confidential.
- Nominations may be submitted by any person or organization to the Committee.
- Each nomination must be accompanied by a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored, and

supporting documents such as:

3. Full legal name of candidate
4. Postal address of candidate
5. Telephone, fax and email of candidate
6. Website address (if any)
7. Date and place of birth
8. Type of business
9. What is the candidate' present place of employment, profession or position?
10. What are the primary career/professional achievements of the candidate toward the betterment of the Community?
11. Are there any personal and voluntary contributions made by the candidate toward the betterment of the University?

**(C) Responsibilities**

Normally, no ordinary responsibilities shall be assigned to an awardee of the Friends of the University.

**(d) Benefits**

No salary shall be attached to the post

**(e) Listing:**

Names of awardees shall be compiled with their citations and published in a yearly brochure titled "Friends of the University of Nigeria" and shall be presented to the University Community during Founders' Day ceremony

**(f) Number**

The university may not appoint more than **ten friends of the University of Nigeria** in a year in order to preserve the integrity and sanctity of the institution, except in very special circumstance as may be determined by the University Administration

**APPENDICES:**

- B- Detailed Curriculum Vitae for the appointment of Professor Emeritus
- C- Detailed form for the award of Honorary Degree (Honoris Causa)
- D- Detailed Form for the Distinguished Alumnus Award
- E- Detailed form for the appointment of awardees into the Hall of Fame
- F- Detailed form for the appointment of University of Nigeria Achiever's award
- G- Detailed form for the appointment of Friends of university of Nigeria award