



Honorary Degrees Committee Terms of Reference

1. Role

- 1.1 The role of the Honorary Degrees Committee (**Committee**) is to consider:
 - 1.1.1 the award and revocation of honorary degrees in accordance with the Monash University (Council) Regulations; and
 - 1.1.2 the award and revocation of Monash fellowships.

2. Authority

- 2.1 The Committee is a standing committee of Council, established pursuant to Schedule 1, Clause 15(1) of the *Monash University Act 2009 (Vic)* (**the Act**), and is accountable to Council.
- 2.2 Council has delegated to the Committee the functions and powers set out in these Terms of Reference in accordance with section 18(1)(b) of the Act.
- 2.3 The Committee must not delegate any function or power delegated to it by Council.

3. Membership

- 3.1 Council will appoint and remove the members of the Committee (other than the members appointed by the Academic Board) and, with the assistance of the Governance and Nominations Committee, will review the composition of the Committee periodically.
- 3.2 The Committee will include at least three members, at least two of whom will be independent members of Council.
- 3.3 Unless Council determines otherwise, the Committee will comprise:

Category	Alternate
Chancellor (ex officio)	A Deputy Chancellor
Vice-Chancellor & President (ex officio)	Provost or a Deputy Vice-Chancellor & President
President of Academic Board (ex officio)	A Vice-President of Academic Board
At least three other members of Council	

Category	Alternate
At least three professors appointed by the Academic Board and who are members of the Academic Board	

3.4 The Chair of the Committee is the Chancellor. If the Chair is unable to attend (for any reason) at the appointed time for the commencement of a meeting, a Deputy Chancellor or, in the absence of a Deputy Chancellor, an appointed Council member elected by the Committee members in attendance will preside as Chair.

3.5 The University Secretary (or delegate) will be the Secretary of the Committee.

3.6 The Committee may not co-opt members.

4. Responsibilities

The Committee has delegated responsibility to:

4.1 To receive and consider proposals for the award of an Honorary Degree from any two members of the three categories of nominators as follows:

- (a) Members of Council
- (b) Senior executive staff
- (c) Professors of the University

and to approve the award of an Honorary Degree.

4.2 To receive and consider proposals for the award of Monash Fellow or Monash Honorary Fellow, and to approve the award of Monash Fellow or Monash Honorary Fellow (as the case may be).

4.3 To recommend to Council the revocation of an Honorary Degree in accordance with the Monash University (Council) Regulations or the revocation of a Monash Fellowship.

5. Meetings

5.1 The Committee will meet sufficiently regularly to perform its role effectively. Meetings may be convened with approval of the Chair or, where the Chair has a conflict of interest, any three other members.

5.2 Meetings may be held face to face or using any technology which enables members to participate in a discussion. Members located at another physical location are deemed to be present at the meeting, if they are connected by such technology.

- 5.3 Unless otherwise determined by Council, the quorum for a Committee meeting is the Chancellor, Vice-Chancellor, and President of Academic Board (or their respective alternate), and at least two of the Council appointed members and two of the Academic Board appointed members. Meetings of the Committee shall not proceed if a quorum is not present within half an hour after the appointed commencement time of the meeting.
- 5.4 A decision of the Committee is deemed to have been made at a meeting if a special majority (75%) of members present and entitled to vote support the recommendation.
- 5.5 A member of staff, professional advisor or other person may be invited to attend meetings as an attendee or observer at the discretion of the Chair. The Chair may determine that a person is to be a standing attendee. Non-members will not participate in the deliberations of the Committee unless invited by the Chair.
- 5.6 The Chair may ask any person to withdraw from any part of a meeting where there is an actual, potential or perceived conflict of interest.

6. Conflict of Interest

- 6.1 Members of the Committee must comply with the conflict of interest requirements set out in the Council Charter. For that purpose, references in the Council Charter to the Council are taken to include the Committee and references to a Council member are taken to include a member of the Committee, with any other necessary modifications.

7. Written resolutions

- 7.1 The Committee may deal with matters requiring a decision by way of written resolution sent to all members, with prior approval from the Chair. A written resolution will be deemed to have been passed once a majority of members entitled to vote has approved it by signing, email confirmation or other electronic means, and will be effective on the date the last member constituting the majority approves.

8. Reporting to Council

- 8.1 The names of recipients of Honorary Degrees and of Monash Fellows and Monash Honorary Fellows are confidential and may be provided to Council and Academic Board via an oral report.

9. Performance Evaluation

- 9.1 The Committee will conduct an annual assessment of its activities under these Terms of Reference, and report any conclusions and recommendations to the Governance and Nominations Committee.

10. Review of Terms of Reference

- 10.1 The Governance and Nominations Committee shall review the Terms of Reference periodically, in consultation with the Chair, and recommend any proposed changes to Council for approval.

Effective date: 29 June 2026