



**Policy & Procedure:  
Honorary Membership of NUML  
to  
Principals of Renowned  
Colleges & Notables**

**Year 2024**

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## Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Statutes of National University of Modern Languages, the following expressions shall have the meanings as follows:

- 1.1 **Academic staff** - staff members employed at an academic post.
- 1.2 **Admin staff** - staff members employed at an administrative post.
- 1.3 **Approval** - the process whereby policies must be approved by the relevant committee or board.
- 1.4 **Civil society** - a community of citizens linked by common interests and collective activity.
- 1.5 **Honorary membership** - is given to someone without their needing to have the necessary qualifications, usually because of their public achievements.
- 1.6 **Policy** - a written statement that clearly indicates the position and values of the University on a given subject.
- 1.7 **Procedure** - a series of interrelated steps or step by step instructions to implement the policy.
- 1.8 **Review Committee** - group of senior fellows of the University to review nominations and determine which, if any, of the nominees meet the criteria for awarding of an Honorary Membership.

## Section-2. Policy

### 1 Purpose:

This policy lays out the requirements for nominating and granting Principals of renowned colleges and notables honorary membership in NUML.

Honorary membership is bestowed with many goals in mind: to acknowledge noteworthy achievements, to raise the University's profile, to motivate students, to promote student enrolment, and to preserve the University's core principles.

### 2 Scope:

The policy applies to all University Campuses in different cities and the important educational institutes falling in their geographical locations.

### 3 Policy Statement:

Principals of renowned colleges and notable individuals who have sustained excellence in scholarly or scientific work, made a noteworthy contribution to civil society or engaged in significant philanthropic activity, or accomplished notable creative or cultural achievements may be granted an Honorary Membership. They will therefore help the University expand in the future.

### 4 The Procedure:

**4.1** Rector, Pro-Rectors, Deans, Directors, HoDs, academic and admin staff members can nominate Principals of renowned colleges and notables.

**4.2** Nominations must include supporting documents like letters of recommendation and a curriculum vitae detailing the candidate's accomplishments and contributions.

**4.3** All the nominations will be presented to the Review Committee.

**4.3.1** Following are the members of the Committee:

Rector	Chairman
Pro-Rector Resources Division	Member
Pro-Rector R&SI Division	Member
Pro-Rector Academic Division	Member
All Deans	Members

**4.4** Membership should be granted to those of exceptional merit who bring honour to both the University and themselves.

**4.5** The Committee's proceedings are entirely confidential.

**4.6** The Committee has responsibility for:

**4.6.1** Evaluating and selecting candidates to be awarded an honorary membership.

**4.6.2** Granting honorary membership.

**4.6.3** Making changes to or terminating an honorary membership.

**4.6.4** Submitting suggestions to the Chairman of the Committee.

**4.6.5** The Honorary Membership nominations will be approved by the Committee Chairman.

### 5 Length of Award:

A maximum of three years should be allowed for the awarding of Honorary Membership, with the option to extend for further years as needed.

## **6 Honorary Membership Withdrawal:**

**6.1** The Committee has the authority to change or revoke an honorary membership upon the Rector's recommendation.

**6.2** In accordance with 6.1, the University maintains the authority, at its sole discretion, to modify or revoke an Honorary Membership in cases where it is found that extraordinary circumstances have occurred.

These are a few instances of extraordinary situations, however there are more as well:

**6.2.1** A significant criminal offence has resulted in the recipient's conviction.

**6.2.2** A recipient's reputation has been damaged, and the University's reputation could be harmed by their continued affiliation.

**6.2.3** The University's reputation is harmed by the membership or could be harmed.

**6.2.4** It is later discovered that information submitted in favour of a nomination was incomplete or inaccurate.

## **7 Rights and Obligations:**

**7.1** NUML access to the respective Institutes for various actions:

- i. Admission Drive
- ii. Recruitment
- iii. Exhibitions
- iv. Student Development
- v. Projects of NUML

**7.2** The person who received an honorary membership:

**7.2.1** Is not eligible for compensation because the job is honorary.

**7.2.2** Is not permitted to carry out any teaching or administrative responsibilities at the University.

**7.2.3** Must not represent or act as the University's agent, employee, or partner, and cannot directly or indirectly bind the University.

**7.2.4** Must follow the University's regulations and policies as they apply to their activities.

To be clear, this policy does *not* create an employment relationship between the University and an honorary member recipient.

## Appendix

### National University of Modern Languages (NUML)

#### Honorary Membership Nomination Form

<b>1. Nominee's Details</b>
Name and Address <i>[in full]</i>
Email Address
Cell #:
University Degrees/Honorary Degrees and/or other Professional Qualifications held:

<b>2. Alignment of Nominee with University criteria for awarding Honorary Membership</b> <i>[Please attach supporting information if appropriate]</i>
Please ensure that you include all the relevant information using the Guidelines below. <i>A case of 500-750 words should be put forward.</i>

Proposed by: .....

Signed: .....

Date.....

**Evaluation Guidelines**

The following will be used to assist the Review Committee in its consideration of nominations for an Honorary Membership.

**The Committee will consider all nominations without discrimination based on race, gender, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status.**

1. Academic or professional achievement in an area of particular significance to the University.
2. Outstanding contribution to his/her organization/institution.
3. Outstanding support/service to the area in which he/she resides.
4. Significant charitable contribution to society.
5. It is not essential that nominees satisfy all of the guidelines stated above.

\* Keep in perspective, the *policy* statement.