UNIVERSITY OF MANITOBA
POLICY

<table>
<thead>
<tr>
<th>Policy:</th>
<th>SPECIAL CONVOCATIONS</th>
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<tbody>
<tr>
<td>Effective Date:</td>
<td>July 7, 1970</td>
</tr>
<tr>
<td>Revised Date:</td>
<td>November 1, 2013</td>
</tr>
<tr>
<td>Review Date:</td>
<td>November 1, 2023</td>
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<tr>
<td>Approving Body:</td>
<td>Senate</td>
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<tr>
<td>Authority:</td>
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<tr>
<td>Responsible Executive Officer:</td>
<td>President</td>
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<tr>
<td>Delegate:</td>
<td>University Secretary</td>
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<td>Contact:</td>
<td>University Secretary</td>
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<tr>
<td>Application:</td>
<td>All Staff</td>
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Part I
Reason for Policy

Rationale for Special Convocations

1.1 Suggestions for holding a special convocation may be based on the following reasons:

(a) The presence in the City of a distinguished visitor, normally someone of national or international stature;

(b) In recognition of an International Symposium or Congress scheduled to be held; and

(c) Such other special event of significance to the Province, City, University or special groups of citizenry.
Part II
Policy Content

Guidelines for Requesting a Special Convocation

2.1 The application for holding a special convocation made by either community individuals or bodies or those within the University should contain the following information:

(a) The name of the individual or body on whose behalf the request is being made;
(b) The reason for requesting a special convocation;
(c) Is it intended that the special convocation be held in conjunction with another event;
(d) Is a request for the awarding of an honorary degree(s) being in relation to the special convocation being made;
(e) The proposed date, time and location of the special convocation; and
(f) Other information which may be pertinent to the request.

2.2 Applications or recommendations for a special convocation should be submitted to:

The Secretary  
Committee on Honorary Degrees  
Office of the University Secretary  
Room 312 Administration Building  
University of Manitoba

Approval for Special Convocations

2.3 The Committee on Honorary Degrees shall advise the President on the appropriateness of holding a special convocation based on the information received in the application or request.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.

3.3 All staff is responsible for complying with this Policy.

**Part IV**

**Authority to Approve Procedures**

4.1 The President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V**

**Review**

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 1, 2023.

5.2 In the interim, this Policy may be revised or repealed if:

   (a) the President or the Approving Body deems it necessary or desirable to do so;

   (b) the Policy is no longer legislatively or statutorily compliant; and/or

   (c) the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

   (a) comply with the revised Policy; or

   (b) are in turn repealed.

**Part VI**

**Effect on Previous Statements**

6.1 This Policy supersedes all of the following:

   (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

   (b) all previous Administration Governing Documents on the subject matter contained herein.
7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) none