

GUIDELINES ON THE REVOCATION OF AWARDS AND OTHER TYPES OF RECOGNITION

In accordance with the *Policy on Revocation of Awards and Other Types of Recognition* ([SG-15](#))
December 16, 2021

PURPOSE

These Guidelines outline the process to follow for the revocation or removal of awards and other types of Recognition as set out in the *Policy on the Revocation of Awards and Other Types of Recognition* ([SG-15](#)).

DEFINITION

For the purposes of these Guidelines, the following definition shall apply:

“Member of the University Community” means any student and any full-time, part-time and temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires, interns and volunteers. Member(s) can also include governors and donors.

All other terms that are capitalized shall have the same meaning as those terms defined in the *Policy on Revocation of Awards and Other Types of Recognition* ([SG-15](#)).

GUIDELINES

1. The Revocation Committee may consider the revocation or removal of a Recognition of its own accord or upon receiving a written request from a Member of the University Community. Such requests should be addressed to the Provost and Vice-President, Academic (the “Provost”).
2. A request for revocation or removal should be accompanied by the relevant documentation and includes:
 - the name of the Recipient and of the Recognition; and
 - the reasons for requesting the revocation or removal.
3. The Provost may, at their discretion, request additional documentation or a detailed written description of the alleged behaviour so that an evaluation of the request for revocation or removal can be conducted.
4. The Provost or their delegate may elect not to strike a Revocation Committee if a request is vague, incomplete or spurious.
5. The Revocation Committee may choose to inform the Recipient that a revocation or removal of their Recognition is under consideration. In such circumstances, and if

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relevant, the Revocation Committee may give the Recipient the opportunity to provide pertinent information or documents.

6. In the event that the Recipient is deceased, the Revocation Committee may choose to inform the Recipient's family that a revocation or removal of the Recognition is under consideration. In such circumstances, and if relevant, the Committee may give the Recipient's family the opportunity to provide pertinent information or documents.
7. The Revocation Committee may obtain or request information, documents or testimony from any person, group or institution.
8. The Revocation Committee may mandate a third party to collect relevant information, documents or testimony.
9. The Revocation Committee may inform the Recipient, or anyone involved in the revocation or removal process, of its recommendation and/or reasoning.

Approved by the Secretary-General on December 16, 2021.