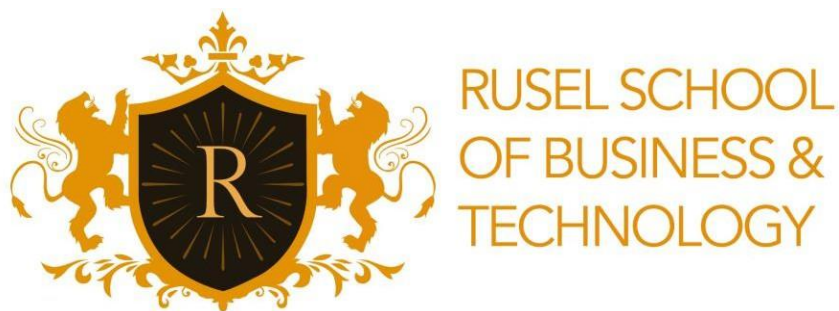




HONORARY DOCTORATE

Candidate Portfolio Requirements

Thank you for your interest in candidature for an Honorary Doctorate conferred by Rusel School of Business & Technology. This document sets out the full portfolio of materials required to support your nomination. An Honorary Doctorate recognises sustained distinction, leadership, and meaningful contribution to society, and the portfolio you submit allows our review committee to evaluate the depth and impact of your professional journey.

Please review each requirement carefully, prepare the supporting evidence indicated, and organise your submission in the recommended order. A complete, well-structured portfolio significantly strengthens your candidature.

CANDIDATE DETAILS

Please complete the fields below before submitting your portfolio.

Candidate Name	
Proposed Honorary Degree	
Submission Date	

PORTFOLIO REQUIREMENTS CHECKLIST

Please ensure that your portfolio is complete and that all documents are clearly organised. Tick each item (✓) before submission. Items marked “If Applicable” or “If Available” should be included only where relevant to your profile.

No.	Requirement	Status	✓ / X
1	Completed Candidate Information Form	Required	
2	Copy of Passport or National Identity Card	Required	
3	Recent Professional Photograph (high resolution)	Required	
4	Comprehensive Curriculum Vitae (CV)	Required	
5	Executive Biography (500–1,000 words)	Required	
6	Personal Statement outlining your professional journey and contributions (1,500–2,500 words)	Required	

No.	Requirement	Status	✓ / X
7	Career Timeline highlighting significant appointments and achievements	Required	
8	Evidence of Leadership Roles (appointment letters, organisational charts, etc.)	Required	
9	Portfolio of Major Professional Achievements	Required	
10	Evidence of National Contributions	If Applicable	
11	Evidence of International Contributions	If Applicable	
12	Evidence of Contributions to Education, Industry, Business, Government, Healthcare, Arts, or Public Service	Required	
13	Community Service and Humanitarian Activities	Required	
14	Research Publications, Books, Articles, Reports, or Intellectual Contributions	If Applicable	
15	Evidence of Innovation, Entrepreneurship, or Institutional Development	If Applicable	
16	Awards, Honours, and Professional Recognitions (copies of certificates)	Required	
17	Professional Memberships and Fellowships	If Applicable	
18	Conference Presentations, Keynote Speeches, or Guest Lectures	If Applicable	
19	Media Coverage, Interviews, or Press Features	If Applicable	
20	Professional Licences and Certifications	If Applicable	
21	Three to Five Letters of Recommendation from senior professionals or recognised leaders	Required	
22	Testimonials or Letters of Appreciation	If Available	
23	Supporting Documentary Evidence (reports, strategic plans, project summaries, appointment letters, etc.)	Required	
24	Impact Statement demonstrating measurable outcomes of your work	Required	
25	Professional Photographs from conferences, ceremonies, leadership activities, or community engagement	If Available	
26	Links to Professional Profiles (LinkedIn, ORCID, Google Scholar, ResearchGate, professional website, etc.)	If Applicable	
27	Signed Declaration confirming the authenticity of all submitted information	Required	

RECOMMENDED PORTFOLIO ORDER

Kindly organise your portfolio in the following order:

1. Cover Page
2. Table of Contents
3. Executive Biography
4. Curriculum Vitae
5. Personal Statement

6. Career Timeline
7. Leadership and Professional Achievements
8. National and International Contributions
9. Community Service
10. Research and Publications
11. Awards and Honours
12. Professional Memberships
13. Speaking Engagements
14. Media Recognition
15. Letters of Recommendation
16. Supporting Evidence
17. Appendices

SUBMISSION REQUIREMENTS

- Submit a single, searchable PDF file wherever possible.
- Clearly label each section and every supporting document.
- Number all pages consecutively.
- Include a Table of Contents with page references.
- Where documents are not in English, include certified English translations.
- Maximum recommended portfolio size: 120 pages (excluding optional appendices).

CANDIDATE DECLARATION

I certify that all information and supporting documentation submitted in this portfolio are true, accurate, and complete to the best of my knowledge. I understand that submission of this portfolio does not guarantee the conferment of an Honorary Doctorate, and that the decision of the awarding institution is final.

Candidate Signature

Date

SUBMITTING YOUR PORTFOLIO

Once you have completed the Candidate Information Form and compiled all required documents, please email your complete portfolio to admissions@rsbt.co.uk. Our Admissions Office will acknowledge receipt and guide you through the next steps of the review process.