

POSTHUMOUS AWARDS POLICY: UNDERGRADUATE

1. Posthumous awards are permitted for all degree programmes and exit awards. The classification for such awards is based on past performance and is recommended to the University Examination Board for approval
2. The Head of School/Department in which the deceased student was registered should make a recommendation to the appropriate Final School/Department Exam Board on each case, which must then be sent to the University Examination Board.
3. The recommendation shall include:
 - a. the name of the deceased student;
 - b. the year of registration of the student;
 - c. the name of the degree programme on which the student was registered;
 - d. the stage of the programme of study reached by the student at the time of death;
 - e. the date of death;
 - f. any examination or assessment marks obtained by the student prior to death;
 - g. the level and number of credits obtained by the student prior to death;
 - h. details of any outstanding academic requirements according to the University's degree regulations.
4. The following guidelines apply to Examination Boards in their consideration of the award of a posthumous degree:
 - a. Boards can award an unclassified Honours degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out is greater than the amount normally associated with the Diploma of Higher Education.
 - b. Boards can also consider the recommendation of an exit award than that for which the student was registered, including the Associate of Arts.
5. In cases where there are outstanding academic requirements, the following options are available to the Examination Board:
 - a. The outstanding requirements of the degree can be waived.
 - b. Approval can be given by the Examination Board to take any further action necessary to complete the outstanding requirements and permit the award of the qualification (for example, typing up of draft assignments).
 - c. A lower award than that for which the deceased student was registered can be recommended, if this would be the most appropriate option.

- d. In cases where the deceased student owes fees to the University, the School/Department can recommend to the Finance Department to disregard and clear the debt.
- 6. Posthumous degrees will be awarded in the name of the deceased student and may be announced at the next relevant graduation ceremony, if the next of kin so desires. The degree certificate may be presented to the student's next of kin as part of a private meeting by the Head of School/Department or alternative, or sent by post as soon as possible, if this is the wish of the next of kin.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Updated Job titles	August 2022	01 Sept 2022
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	