

# **PROTOCOL FOR AWARDING POSTHUMOUS QUALIFICATIONS**

## Introduction

1. This protocol relates to the award of a posthumous qualification in the event of the death of a student prior to the completion of their qualification. This procedure should be read in conjunction with the “Death of a Student Protocol”.
2. In the unfortunate event of a student death, the University will consider whether a posthumous qualification may be awarded. Posthumous qualifications should have the support of the deceased student’s family or next of kin prior to consideration of the award.
3. The decision to award a posthumous qualification will be made by the Deputy Vice Chancellor Academic, along with the Academic Registrar and either the Deputy Vice Chancellor (Law) or the Pro Vice Chancellor (Business and Science).

## Procedures

4. The National Programme Director or Head of Department/Programmes in which the student was registered should formally make a request that the award of a posthumous qualification be made to the student in question.
5. The request should be made in writing to the Deputy Vice Chancellor Academic, who will liaise with the Academic Registrar and either the Deputy Vice Chancellor (Law) or the Pro Vice Chancellor (Business and Science) in reaching a final decision. Details of the student’s name, programme, campus, date of death, as well as the stage in the programme reached by the student at the time of their death and any relevant assessment marks and credits achieved, should be provided in the request.
6. A posthumous qualification will normally be the next named award for which a deceased student would have been eligible to receive, based on the level of the programme they had entered and the number of credits they had accumulated at the time of their death. In these situations, the University will agree to waive any outstanding academic requirements.
7. Posthumous qualifications are unclassified unless the death of a student occurs after they have already met all the requirements for the full award on which they were enrolled.
8. If appropriate, then a lower award than that for which the deceased student was enrolled can be recommended.
9. In situations where the deceased student owes outstanding fees to the University, the University can choose to disregard and clear the debt.

10. If the student's family or next of kin chooses not to claim a posthumous award immediately, the offer will be held open for five years, after which the student's file will be closed.
11. The name of the deceased student may be announced at the next relevant graduation ceremony, to which the student's family or next of kin may also be invited to attend, if they so desire.

<b>Version</b>	<b>Amended by</b>	<b>Revision summary</b>	<b>Date</b>
V1.0	Head of Awards Integrity & Standards Assurance	Initial version	May 2023
V1.1	Head of Awards Integrity & Standards Assurance	Minor comments from Academic Regulation & Policy Sub-Committee incorporated	June 2023