

# Conferring Awards Posthumously Coursework Procedures

## Section 1 - Overview

(1) These procedures are for the guidance of the staff of the University of New England in the implementation of the [Conferring Awards Posthumously — Coursework Policy](#) and must be read in conjunction with that policy.

## Section 2 - Scope

(2) These procedures are to be followed in the implementation of the [Conferring Awards Posthumously — Coursework Policy](#).

(3) They apply to all undergraduate or postgraduate coursework students enrolled in UNE courses at the time of their death. They operate in addition to the [Conferring Awards Posthumously: Higher Degree Research Policy](#).

## Section 3 - Procedures

(4) To avoid the possibility of giving the family concerned unreasonable expectations as to the eventual outcome, the number of different staff contacting the family must be kept to a minimum. The family will be consulted as to the outcome prior to any action, beyond that stated below, being undertaken by the University.

(5) Upon notification of a student's death, Student Success will undertake a progression check of the course in which the student was enrolled in order to determine whether the student is:

- a. eligible for conferral of a posthumous coursework award under Section 4(a) or 4(c) of the policy, or
- b. may be considered as eligible under Section 4(b) of the policy.

(6) Where a student is deemed eligible under Sections 4(a) and 4(c) of the policy, Student Success will inform the Pro Vice-Chancellor (Academic Innovation) of the student's eligibility for conferral of a posthumous coursework award.

(7) Where a student may be eligible under Section 4 (b), Student Success will inform the Pro Vice-Chancellor (Academic Innovation) of the student's potential eligibility. In deciding whether the student would clearly have met the requirements of the course were it not for their death, the Pro Vice-Chancellor (Academic Innovation) will consider whether the student:

- a. was enrolled in the units required for completion of the course and had completed a sufficient proportion of each of those units to allow a judgment to be made about their performance and progress in those units, or
- b. would have been expected to have satisfactorily completed a sufficient proportion of the course requirements at the time of their death (or the illness or accident leading to their death) to justify the award.

(8) In the case of Section 4 (b), the Pro Vice-Chancellor (Academic Innovation) will seek advice from the relevant Course Coordinator as to whether to authorise the Director Student Success to certify that the conditions for the award

of the degree or diploma have been met.

(9) For all situations, once the Director Student Success has certified a student's eligibility for conferral of the award, they will notify the Pro Vice-Chancellor (Academic Innovation), who will recommend to the Academic Board that the award be granted.

(10) The Chair Academic Board will assess whether the eligibility criteria have been met.

(11) If the recommendation is approved by the Academic Board, the Pro Vice-Chancellor (Academic Innovation) will write to the student's next of kin to inform them of the approval for the conferral of the award posthumously and to ask whether they wish:

- a. the degree to be awarded in absentia;
- b. the degree to be awarded at a graduation ceremony at which a selected person represents the deceased student, or
- c. a representative of the University presents the testamur to the family on a private occasion that is mutually convenient.

## **Issues and Complaints**

(12) An Issues log will be kept by the Pro Vice-Chancellor (Academic Innovation) to track concerns with the implementation of these procedures and related policy.

(13) Complaints concerning the implementation of these procedures and the related policy should be directed to the Pro Vice-Chancellor (Academic Innovation) .

(14) The Pro Vice-Chancellor (Academic Innovation) is responsible for monitoring implementation and compliance with these procedures and related policy, and advising the Academic Board Teaching and Learning Committee accordingly.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	27th July 2015
<b>Review Date</b>	11th November 2018
<b>Approval Authority</b>	Pro Vice-Chancellor (Academic Innovation)
<b>Approval Date</b>	11th November 2013
<b>Expiry Date</b>	17th September 2018
<b>Unit Head</b>	Richard Dobek Executive Principal Student Experience
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