

Monash University Procedure

Procedure Title	Posthumous Completion and Conferral of Awards Procedures
Parent Policy	Posthumous Completion and Conferral of Awards Policy
Date Effective	01-June-2011
Review Date	01-June-2014
Procedure Owner	Chair, Education Policy Committee and PVC (Research & Research Training)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Education Policy Unit
Scope	Any person enrolled in a Monash award at or near to the time of their death.
Purpose	To provide for the posthumous conferral of awards while ensuring that the standards of the University are maintained with regard to an appropriate level of academic performance having been achieved.
PROCEDURE STATEMENT	

These requirements must be complied with by faculties in consultation with the Manager, Graduations and the Enrolments Unit.

- At all times interactions with the student's family must be dealt with sensitively and with discretion, avoiding the possibility of giving the family unreasonable or incorrect expectations as to the eventual outcome. The number of Monash staff contacting the family must be kept to a minimum. Typically the faculty contact would be the faculty manager or head of student services. Conferral should take account the wishes of the immediate family.

Responsibility

Faculty
MRGS
Graduations

- When the faculty, or in the case of doctoral and MPhil degrees- the RGSC is advised of a student's death, it will assess the student's eligibility for a posthumous award against university policy, following the procedures in Steps 3 or 4 below.

Responsibility

Faculty
RGSC

3. Coursework Awards

If it is not possible to confer the full award in which the student had been enrolled, the faculty will consider whether the student had fully qualified for an alternative exit award. In this case, the Associate Dean (Education) will recommend to the Dean that the student receive the alternative qualification as an exit award.

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For a double degree, it is the responsibility of each faculty to assess the eligibility of the deceased student for an award.

Responsibility

Faculty

4. Research Awards

Preliminary review

Two assessors, one of whom may have been the supervisor and one who may be external to the university, will review the available work in order to determine whether the primary requirement has been met. Both assessors cannot have been supervisors or associate supervisors for the student. Unanimous agreement must be reached in order to proceed.

Supervisor's role

The supervisor may be requested to provide a brief document outlining the research project to facilitate the examiners' understanding of the candidate's research contribution.

Examination

The 'thesis' should then be submitted for examination. Both examiners must give an unequivocal 'yes' or 'no' as to whether evidence exists to indicate that had the student lived, in the normal course of events requirements for the degree would have been satisfied.

Responsibility

MRGS
RGSC
Faculty

5. If the faculty determines that the student is eligible for the posthumous conferral of a coursework award or research masters, the Dean will recommend this action to University Council.

If on the advice of the relevant faculty the RGSC determines that the student is eligible for the posthumous conferral of a doctoral or MPhil award, the Pro Vice-Chancellor (Research and Research Training) will recommend this action to University Council.

The Secretary to Council must be notified in writing by the [submission due date](#).

Responsibility

Dean
PVC (Research and Research Training)
Faculty
RGSC

6. Once the award has been conferred by Council, the relevant extract of the Council minutes will be sent both to the faculty, to MRGS, if appropriate, and to the Manager Graduations.

Responsibility

Executive Services

7. Following Council conferral, the deceased student's course record will be course completed. The date entered for course completion on Callista will be the date of the relevant council meeting:
- If the student was enrolled in a single degree, the managing faculty will enter the student as 'completed'.
 - If the student is eligible to receive both awards in a double degree, the managing faculty will enter the student as 'completed'.
 - If the student is eligible to receive only one award from a double degree, the managing faculty will record the student as having taken an alternative course exit.

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Responsibility

Faculty

MRGS

8. The faculty, or MRGS, as appropriate, will contact the family to ascertain their wishes in terms of the deceased student's graduation. The options are:
- graduating in absentia and posting out the testamur;
 - graduating in attendance with a family member representing the deceased student; or
 - a faculty representative presenting the testamur to the family on a private occasion.
 - It is solely the family's choice as to the method of graduation. All requests for posthumous graduation must be submitted at least one month before the graduation ceremony.

Responsibility

Faculty

MRGS

9. The faculty, or MRGS, as appropriate, should then inform the Manager, Graduations of the family's wishes regarding graduation. The Manager will then make all the appropriate arrangements regarding conferral and will handle the preparations for the ceremony.

Responsibility

Faculty

MRGS

Manager, Graduations

Responsibility for implementation	Deputy Vice Chancellor (Education) Pro Vice-Chancellor (Research and Research Training) Secretary to Council Manager Graduations Deans Associate Deans (Education) Associate Deans (Research) Associate Deans (Research Degrees) Faculty Managers/Registrars
Status	Revised
Approval Body	Name: Academic Board Meeting: 3/2011 Date: 01-June-2011 Agenda item: 16.5
Definitions	
Legislation Mandating Compliance	

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Related Policies	
Related Documents	