

POSTHUMOUS AWARDS PROCEDURE

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1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will manage the posthumous conferring of awards.

2 SCOPE

- 2.1 This procedure applies to students who were enrolled at CQUniversity at the time of their death.

3 PROCEDURE

- 3.1 The University may confer an award posthumously where a student had either successfully completed a course or had made substantial progress towards completion of the course, at the time of death. Depending on the stage of completion of the course, the University may confer a lesser award, where the student had completed the necessary requirements for that award.
- 3.2 A member of the deceased's family or their agent, or a University employee liaising with the family, will submit a formal written request for the posthumous conferring of an award to the Vice-President (Academic), or the Vice-President (Research) for a research higher degree student. Family members/next of kin who cannot communicate in English may nominate an agent to act on their behalf, using the [Posthumous Award – Nomination of Agent Form](#). This form can also be used by family members/next of kin who wish to nominate the executor of the estate as their agent to act on their behalf. This form will be accessed by the employee working with the family and provided to them for completion.
- 3.3 The Vice-President (Academic) or Vice-President (Research) will consider requests on an individual basis. For an award to be conferred posthumously, the Vice-President (Academic) or Vice-President (Research) must be able to confirm that the student was capable of successfully completing the qualification.
- 3.4 Where a student was in the process of completing a vocational education and training (VET) or coursework course, the Vice-President (Academic) will make a recommendation for posthumous conferral to Academic Board and attach a copy of the student's academic transcript. Academic Board may determine to relax the rules governing course completion to allow the award to be conferred posthumously.
- 3.5 Where a student was in the process of completing a research higher degree, the Vice-President (Research) will make a recommendation for posthumous conferral to Academic Board and attach a copy of the candidate's academic transcript and other relevant material to evidence progression of the research and thesis component. Academic Board may determine to relax the rules governing course completion to allow the award to be conferred posthumously. Where the candidate is studying a research higher degree, and

successfully completes either the Confirmation of Candidature or Thesis Proposal milestones, the Graduate Certificate in Research may be considered as an appropriate posthumous award.

- 3.6 Following approval by Academic Board, the requester is responsible for arranging the issuing and collection of the testamur and official transcript.
- 3.7 If the family member or their agent does not wish to receive the testamur and official transcript in person at a graduation ceremony, the documents will be forwarded by mail. The testamur will not reflect that the award has been conferred posthumously.
- 3.8 If the family member or their agent wishes to attend a graduation ceremony, the award shall be presented at the conclusion of the graduate presentations, with the ceremonial wording reflecting that the award is being presented posthumously. The Graduation Book will not reflect that the award has been conferred posthumously.
- 3.9 The person receiving the award on behalf of the recipient will not be permitted to wear any academic dress.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Governance is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Doctor of Philosophy \(Industry\) Course Rules](#)

[Doctor of Philosophy by Portfolio Course Rules](#)

[Posthumous Award – Nomination of Agent Form](#)

[Research Higher Degrees Course Rules](#)

[Research Higher Degree \(Offshore\) Course Rules](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Required Consultation	N/A
Administrator	Director Governance
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Notes	