

# POSTHUMOUS AWARDS PROCEDURE



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## 1 PURPOSE

- 1.1 The University may confer an award posthumously where a student had either successfully completed a program or had made substantial progress towards completion of the program, at the time of death. Depending on the stage of completion of the program, the University may confer a lesser award, where the student had completed the necessary requirements for that award.

## 2 SCOPE

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

## 3 PROCEDURE

- 3.1 A member of the deceased's family or their agent, or a University staff member liaising with the family, should submit a formal written request for the posthumous conferring of an award to the Provost. Family members/next of kin who cannot communicate in English may nominate an agent to act on their behalf, using the Nomination Form in the Appendix. 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.
- 3.2 The Provost, or nominee, shall consider requests on an individual basis. For an award to be conferred posthumously, the Provost must be able to confirm that the student was capable of successfully completing the qualification.
- 3.3 The Provost shall 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 program completion to allow the award to be conferred posthumously.
- 3.4 Following approval by Academic Board, the Director, Governance, or nominee, shall formally advise the requester of the outcome and make arrangements for the collection of the testamur and official transcript.
- 3.5 If the family member or their agent does not wish to receive the testamur and official transcript in person, the testamur and official transcript will be forwarded by mail. The testamur will not reflect that the award has been conferred posthumously.
- 3.6 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.

- 3.7 The person receiving the award on behalf of the recipient shall not be permitted to wear any academic dress.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Provost and Director, Governance are responsible for ensuring these procedures are followed.
- 4.2 The Director, Governance will ensure that these procedures are reviewed and updated as required.

### Reporting

- 4.3 No additional reporting is required.

### Records management

- 4.4 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system

## 5 DEFINITIONS

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

## 6 RELATED LEGISLATION AND DOCUMENTS

Nil.

## 7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing [policy@cgu.edu.au](mailto:policy@cgu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Director, Governance
Next Review Date	26/09/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 26/11/2003
Amendment Authority and Date	Academic Board 26/07/2007; Academic Registrar 27/05/2010; Academic Board 21/08/2013; Academic Board 26/11/2014; Academic Board 26/09/2016.
Notes	Nil.

**9 APPENDIX**

**POSTHUMOUS AWARD – NOMINATION OF AGENT**

The University may confer an award posthumously where a student had either successfully completed a program or had made substantial progress towards completion of the program, at the time of death. Depending on the stage of completion of the program, the University may confer a lesser award, where the student had completed the necessary requirements for that award.

As provided in the Posthumous Awards Procedures, the family may choose to receive the testamur by mail or by attendance at a Graduation Ceremony.

**Nomination of Agent (Authority to act on behalf of)**

I / We hereby authorise \_\_\_\_\_  
(name of nominated representative)

to act on behalf of \_\_\_\_\_  
(name of family member/s / next of kin)

regarding order and/or collection of the testamur and official academic transcript for

\_\_\_\_\_  
(name of deceased student)

**Parent/s or Next of Kin**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**Witness**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_