

Posthumous and Aegrotat Awards Procedure

Section 1 - Purpose

(1) This Procedure sets out the approval process for conferral of a university award if a student passes away or sustains an incapacitating injury or illness that prevents their completion of a course of study at the University of Canberra (the University).

Section 2 - Scope

(2) The Procedure applies to coursework and higher degree by research students enrolled in a University or University of Canberra College (UCC) course leading to an award at the time of their death or total and permanent incapacitation.

Section 3 - Policy

(3) This Procedure supports the [Posthumous and Aegrotat Awards Policy](#).

Section 4 - Procedure

Eligibility - Academic requirements met

(4) Where a student has satisfied the academic requirements of their course prior to their death or total and permanent incapacitation, the award will be conferred on them in accordance with the usual process set out in the [University of Canberra \(Conferring of Awards\) Rules 2022](#).

Eligibility - Academic requirements not met

Coursework students

(5) Where a coursework student has died or become totally and permanently incapacitated before meeting the academic requirements of the course, the relevant Executive Dean may recommend to the Deputy Vice-Chancellor (DVC) the conferral of an award either posthumously or due to total and permanent incapacitation (per medical documentation) under the following conditions:

- a. the student was within one teaching period of completion of an award of two years (or full-time equivalent) or more in duration;
- b. the student would likely have completed all requirements of the award were it not for their death or incapacitation; or
- c. the student met all requirements for an exit pathway award.

Higher degree by research students

(6) Where a candidate in a Higher Degree Research course has died or become totally and permanently incapacitated before meeting the academic requirements of the course, the Dean, Graduate Research School may recommend to

the DVC, research an Enterprise the conferral an award either posthumously or due to total and permanent incapacitation (per medical documentation) under the following conditions:

- a. the student was sufficiently advanced in their research to have completed the literature review and data collection (or equivalent) components, and had drafted more than 50% of their thesis; and
- b. two assessors (only one of whom may have been the supervisor or associate supervisor) review the available work and form the view that the research requirement has been met substantially; then
- c. permission must be sought from the student's legal representative for the student's thesis or other written work to be submitted for examination. Following this, the examiners must unanimously agree that there exists a reasonable expectation that the student would have satisfactorily completed the requirements of the award.

(7) In assessing a student's eligibility, the Dean, Graduate Research School may request the supervisor to provide an outline of the research project to facilitate the examiners' understanding of the candidate's research contribution.

(8) The Graduate Research School will liaise with the Director, Student Life (or nominee) to manage all stages of the process relating to conferral of an award either posthumously or in aegrotat.

Recommendation

(9) The DVC will make a recommendation to Academic Board that an award be conferred either posthumously or aegrotat where the relevant criteria are met.

(10) Academic Board will review the recommendation and, if in agreement with the DVC, will certify by resolution that an award be made either posthumously or aegrotat and recommend to University Council to admit the student to the award.

(11) The University Council will review the Academic Board's recommendation and, if in agreement, the Chancellor, or such other member of the Council or the University as the Council determines, will posthumously or aegrotat confer an award on the student on behalf of the University.

Outcome

(12) The Director, Student Life (or nominee) will arrange appropriate notification of the outcome of the request for conferring an award either posthumously or aegrotat to the student themselves where possible or to the representative of the student.

Conferral of award

(13) Following approval of the Council, the award may be conferred either posthumously or aegrotat at a graduation ceremony where the award may be presented to a family member or representative of the deceased student, or in absentia.

(14) A student who has been totally and permanently incapacitated may choose to attend the ceremony to receive their award. The Director, Student Life (or nominee) will liaise with the Director, Student Connect (or nominee) regarding the method of conferral.

(15) Wherever possible, conferral of awards either posthumously or aegrotat will take place within two years of the passing of the student or a medical practitioner's statement of total and permanent incapacitation. This is to ensure the currency of the conferred award.

Evidence

(16) In the case of a student's death, the University must receive medical evidence indicating the date of death.

(17) In the case of total and permanent incapacitation, the University must receive medical documentation providing evidence of the total and permanent incapacitation of the student. The evidence must include medical substantiation that the student will not regain the capacity to complete their education or utilise the award conferred in a professional setting.

Records

(18) The granting of an award either posthumously or aegrotat will be recorded in the student management system.

Section 5 - Roles and responsibilities

WHO	RESPONSIBILITIES
Academic Board	<ul style="list-style-type: none"> • Certifying a student is awarded an award either posthumously or in aegrotat (due to total and permanent incapacitation).
Council	<ul style="list-style-type: none"> • Admitting a student to an award either posthumously or aegrotat (due to total and permanent incapacitation).
Dean, Graduate Research School	<ul style="list-style-type: none"> • Assessing eligibility for an award either posthumously or aegrotat for higher degree by research students.
Deputy Vice-Chancellor (DVC)	<ul style="list-style-type: none"> • Recommending posthumous and aegrotat awards to the Academic Board.
Director, Student Connect (or nominee)	<ul style="list-style-type: none"> • Arranging for the conferral of the award as appropriate. • Arranging to record the conferral of an award either posthumously or aegrotat in the student management system.
Director, Student Life (or nominee)	<ul style="list-style-type: none"> • Managing the liaison between the student/family and the relevant Dean. • Making recommendations to the relevant Faculty. • Seeking the support of the Executive Dean or Dean, Graduate Research School to grant an award either posthumously or aegrotat. • Overseeing the progress of an application to award either posthumously or aegrotat. • Arranging appropriate notification of the outcome of the request for the conferral an award either posthumously or aegrotat to the student themselves or the representative of the student. • Acting as the contact for all requests for the conferral of an award either posthumously or aegrotat • Undertaking necessary consultations with University Dean and managing all stages of the approval process.
Executive Dean	<ul style="list-style-type: none"> • Assessing eligibility for award either posthumously or aegrotat for coursework students. • Confirming Faculty support to offer an award either posthumously or aegrotat. • Confirming the recommendation to grant award either posthumously or aegrotat.

Section 6 - Definitions

TERM	DEFINITION
Aegrotat	An award conferred upon a student who has sustained an incapacitating injury or illness that precludes completion of the course of study. This is based on Law Insider's definition.
Award	As defined in the University of Canberra Conferring of Awards Rules 2022 .
Conferral	The act of granting an award.
In absentia	Conferral of an award while not being present at the graduation ceremony.
Posthumous award	An award granted after the death of the student.
Total and permanent incapacitation	Where, in the opinion of the student's treating medical practitioner, the student's ability to pursue their education and to benefit from the Award, has been permanently affected by physical limitations or cognitive challenges with the effect that the student will not regain the capacity to complete their education or utilise any Award conferred in a professional setting.

Status and Details

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Custodian	Michelle Lincoln Deputy Vice-Chancellor
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