

POSTHUMOUS CONFERRAL PROCEDURE

SCOPE

This procedure applies to any student enrolled in a Monash University award course at or near to the time of their death.

PROCEDURE STATEMENT

This procedure describes the criteria for posthumous conferral of an award.

1. Determining eligibility for posthumous conferral

- 1.1 When the University is advised of a student's death, the dean (for coursework students) or the Chair of the Graduate Research Committee (GRC) (for graduate research students) will assess the student's eligibility for a posthumous award
- 1.2 The dean of the faculty or the Chair of GRC must nominate a senior staff member to be the sole contact person for communicating with the deceased student's family about posthumous conferral. If the student was enrolled at an offshore location, the nominated staff contact will liaise with the head of school (or equivalent) about communicating with the family.
- 1.3 Decisions about conferral should take into account the wishes of the family. Interactions with the family must be conducted sensitively and must avoid giving the family unreasonable expectations about the student's eligibility to graduate.

Coursework awards

- 1.4 The dean will recommend posthumous conferral to Council if the student had 24 credit points or less remaining to complete the award. The dean may also recommend conferral for a student who had more than 24 credit points remaining.
- 1.5 If the student is not eligible to be conferred the award in which they had been enrolled, the dean will assess whether the student had fully qualified for an alternative exit award.
- 1.6 For a double degree, the dean of each faculty will assess and recommend the eligibility of the student for the respective awards to the Monash University Council.

Graduate research awards

- 1.7 The Chair of GRC will appoint two assessors, at least one of whom will be external to the University. The assessors will review and determine if the student completed sufficient work during their enrolment to proceed for examination.
- 1.8 Where the assessors appointed under 1.7 agree that the work is sufficient to proceed for thesis examination, Monash Graduate Research Office (MGRO) will submit the student's work for examination by two examiners appointed by the GRC (or delegate).
- 1.9 Where both examiners find that there is sufficient evidence indicating that the degree requirements would have been satisfied had the student lived, and they indicate 'pass' in their examiners' report, the Chair of GRC will recommend posthumous conferral.

2. Eligibility for conferral

- 2.1 If the dean or the Chair of GRC determines that the student is eligible for posthumous conferral of an award, they will recommend conferral to Council in writing.
- 2.2 If the dean or the Chair of GRC determines that the student is not eligible for posthumous conferral of an award, the nominated staff contact will advise the family and the University will issue the transcript of academic record in accordance with the family's wishes.
- 2.3 In the case of joint awards, the dean or the Chair of GRC may recommend that Council confer a Monash-only award instead of a jointly issued award.

3. Conferral

- 3.1 When Council has conferred the award, the secretary will send an extract of the Council minutes to the faculty, MGRO (if applicable) and the Manager, Career Connect and Graduations.
- 3.2 The date of Council conferral will be entered in the student management system as the date of conferral. For coursework awards, the same date will also be entered as the date of course completion. For graduate research degrees, the date when the Chair of GRC recommended conferral under 1.9 is deemed to be the date of course completion.

4. Issuance of academic statements

- 4.1 The nominated staff contact will ascertain the family's wishes in relation to the provision of academic statements. The family may choose one of the following options:
- postage of the academic statements to the address nominated by the family;
 - attendance at a graduation ceremony with a family member representing the deceased student; or
 - presentation of the academic statements to the family at a private event organised by the faculty.
- 4.2 Where the family wishes to attend the graduation ceremony, the contact person nominated under 1.2 must inform the Manager, Career Connect and Graduations, at least one month before the ceremony.

DEFINITIONS

Academic statement	An official document issued by Monash University as a record of a student's academic performance and/or achievements.
Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
Conferral	The act of Council to confer a degree or grant an award.
Coursework	A method of learning and teaching that leads to the acquisition of knowledge and skills, undertaken by enrolled students through scheduled activities, directed learning and independent study. In contrast, see 'graduate research'.
Degree faculty	The faculty specified in the Handbook as being responsible for a course and ensuring that the requirements for the award have been met. For double degrees there may be two degree faculties.
Graduate research	A formal course of postgraduate study that leads to the acquisition of advanced skills, techniques and knowledge in the conduct of research, and requires the production of a substantial original research output, such as a thesis. In contrast, see 'coursework'.
Posthumous	Occurring after death.
Transcript	An official statement of a student's academic record at Monash University.

GOVERNANCE

Parent policy	Academic Statements Policy
Supporting procedures	Australian Higher Education Graduation Statements (AHEGS) Procedure Testamur Procedure Transcript of Academic Record Procedure
Supporting schedules	Not applicable
Associated procedures	Not applicable
Related legislation	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) Higher Education Standards Framework (Threshold Standards) 2021
Category	Academic



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