

POSTHUMOUS CONFERRAL PROCEDURE

SCOPE

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

PROCEDURE STATEMENT

1. Determining eligibility for posthumous conferral

- 1.1 When Monash is advised of a student's death, the dean (coursework) or Graduate Research Committee (GRC) (graduate research) 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.

Graduate research awards

1.7 Preliminary review

GRC will appoint two assessors, only one of whom may have been the supervisor or associate supervisor and one other who may be external to Monash. The assessors will review the available work to determine whether, at the time of death, the student had completed sufficient work to indicate that in the normal course of events they would have satisfied the requirements for the award. Sufficient work may be demonstrated by tangible laboratory work, papers and publications, literature reviews or other evidence. Both assessors must agree that the work is sufficient for examination to proceed.

- 1.8 If necessary, GRC will ask the supervisor to provide a brief outline of the research project to aid the examiners' understanding of the student's research contribution.

1.9 Examination

Monash Graduate Research Office (MGRO) will submit the student's work for examination. Both examiners must state an unequivocal 'yes' or 'no' as to whether evidence exists to indicate that, had the student lived, in the normal course of events the requirements for the award would have been satisfied. GRC will consider the examiners' reports when determining eligibility for conferral.

Eligibility for conferral

- 1.10 If the dean or GRC determines that the student is eligible for posthumous conferral of an award, they will recommend conferral to Council, in writing to the secretary.
- 1.11 If the dean or GRC determines that the student is not eligible for posthumous conferral of an award, the nominated staff contact will advise the family and Monash will issue the transcript of academic record in accordance with the family's wishes.
- 1.12 In the case of collaborative courses, the dean or GRC may recommend that Council confer a Monash-only award.

2. Conferral

- 2.1 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, Graduations.
- 2.2 The date of Council conferral will be entered in the student management system as the date of course completion and the date of conferral.

3. Issuance of academic statements

- 3.1 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
 - presentation of the academic statements to the family at a private event organised by the faculty or MGRO.
- 3.2 Where the family wishes to attend the graduation ceremony, the faculty or MGRO must inform the Manager, Graduations, at least one month before the ceremony.

DEFINITIONS

Academic statement	An official document issued by Monash 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.
Council	The governing body of Monash University.
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.
Posthumous	Occurring after death.
Transcript	An official statement of a student's academic record at Monash.

GOVERNANCE

Parent policy	Academic Statements Policy	
Supporting schedules	Not applicable	
Associated procedures	Australian Higher Education Graduation Statement (AHEGS) Procedure Testamur Procedure Transcript of Academic Record Procedure	
Legislation mandating compliance	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2015	
Category	Academic	
Approval	Coursework Admissions and Programs Committee 24 October 2018 Meeting 7/2018, item 7.1	Graduate Research Committee 18 October 2018 Meeting 7/2018, item 10.1
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