National Academy of Professional Studies (NAPS) Conferring Posthumous Awards Policy

Related Documents	P005 Critical Incident Policy SS013 Student Progression and Exclusion Policy SS014 Student Progression and Exclusion Procedure
HE Standards Framework 2015	1. Student Participation and Attainment 2.3 Wellbeing and Safety 5.2 Academic and Research Integrity 6. Governance

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1. Policy Rationale

The National Academy of Professional Studies (NAPS) recognises that under certain circumstances it may be appropriate to award a degree, diploma or certificate to a student who dies while studying at NAPS. In conferring the award, NAPS acknowledges the expectation that the student would have met course requirements if not for their death.

The purpose of this policy is to outline the principles relating to the conferral of posthumous awards and to provide details regarding the procedures involved in the application and approval process.

2. Overview and Application

This policy applies to all administrative and academic staff. It also applies to the family and friends of a student who was enrolled in NAPS at the time of the student's death.

3. Definitions

Award is a degree, diploma or certificate which may be granted by the NAPS.

Conferral is the act of granting an award to a student after completion of course requirements.

In absentia refers to the conferral of a degree without the student or student representative being present at the award ceremony.

Testamur is a certificate certified by NAPS that is conferred to a student.

4. Procedure

Eligibility

- Students, both undergraduate and postgraduate (Course), who were enrolled in the NAPS courses at the time of their death may be eligible for posthumous awards.

- Where a student had met all requirements of the award at the time of their death, conferral of the award should be automatic and no application is necessary.

- Where a student died before completing the final stages of their course, a formal application must be made and considered according to the principles and processes outlined below.

Principles

NAPS will only consider and decide whether or not to confer an award posthumously if a formal application is submitted.

In general, the required criteria for a posthumous award are:

- the student had successfully completed at least 2/3rds of the units required to complete the course at the time of their death; and

- after consultation with academic staff, the Academic Board is able to confirm beyond doubt, that the student, on the basis of past performance, would have satisfied all course requirements if they had been able to complete their course.

Any application will be considered on an individual basis. After considering the Academic Board's recommendation, the NAPS Council may, after considering all circumstances, approve the award even if all general criteria have not been met.

All situations throughout the entire application process must be handled with the utmost sensitivity and discretion and at no time should the deceased student's family and loved ones be given undue expectations of the eventual outcome.

Applications

Applications for conferral of a posthumous award may be made by:

- the executor of the student's estate;
- the student's family, including spouse or partner;
- a close friend on behalf of the family; or
- by a NAPS Dean or other member of the Senior Executive in the case of a deceased staff member of NAPS.

Applications should be made in writing addressed to the Chair of the Academic Board. The following details should be included in the application:

- full name of the student,
- date of birth,
- student number,
- name of the award; and
- contact details of next-of-kin.

Consideration of Applications

Applications will be considered by the Academic Board, in consultation with the Dean and relevant academic staff. The Academic Board will make a recommendation to the NAPS' Council.

The Academic Board's recommendation should include a clear 'yes' or 'no' response as to whether there is sufficient evidence to indicate a reasonable expectation that the student, if they had lived, would have satisfied course requirements. The recommendation should include the rationale for the decision, including whether or not general criteria have been met and all relevant evidence. The NAPS' Council has the responsibility for making the final decision regarding the conferral of a posthumous award.

Following the decision, the Senior Academic Manager should communicate the decision to the student's family as soon as practicable. Relevant graduation procedures will be followed as applicable. The testamur will have the name of the award as well as the word 'posthumous'.

Conferring Awards

In conferring an award, the wishes of the next-of-kin will dictate whether:

- the award is conferred in absentia;

- the award is conferred at a formal graduation ceremony at which a nominated person represents the deceased student; or

- a representative of NAPS presents the testamur to the family on a private occasion that is mutually convenient.

5. Policy Review

NAPS may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to NAPS' Human Resources Office.

6. Further Assistance

Any staff member or NAPS student who has questions about or requires more details about any part of this policy should consult their supervisor. If further advice is required, then the staff member or NAPS student should contact NAPS' Human Resources Office.

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