

Policy on Posthumous Awards

The University acknowledges the importance to the student's family of providing a posthumous award. At the same time, the award of a posthumous qualification can only be justified in cases where either the student has satisfied all of the award requirements or has completed coursework, exams, other assessments or research work at the appropriate standard to merit the award. The University's Regulations for Awards are detailed in <https://www.hw.ac.uk/uk/about/profile/governance/ordinances-regulations.htm>

Undergraduate, Graduate and Postgraduate Taught Awards

The Award Board may recommend to the Senate that an award be conferred posthumously for an undergraduate, graduate or taught postgraduate programme. Recommendations for the posthumous award of a taught qualification can be made within the following conditions:

- (a) The student has completed the programme of study, including the required assessments, and has satisfied the requirements of the award.
- (b) The student has not completed the programme of study and not all of the required assessments have been taken.

In making a recommendation for a posthumous award in this case, the Award Board shall consider the candidate's performance in any assessments completed or any coursework submitted. The Award Board must be of the opinion that if the student had been able to complete the programme, they would have satisfied the requirements of the award being recommended.

Undergraduate

- i. In the case of undergraduate awards, the student must normally have completed at least 60 credits of the stage with which the recommended award is associated. If the student has completed less than 60 credits, the award associated with the previous stage should normally be recommended. In the case of an Honours degree, the Award Board may recommend the award of a classified degree or the award of a degree with honours.

Graduate and Postgraduate

- ii. The Award Board may make a recommendation of either Postgraduate/Graduate Certificate or Postgraduate/Graduate Diploma as appropriate if the student has obtained at least half of the credits required for the award recommended.
- iii. In the case of Masters degrees by taught provision alone, the Award Board may make a recommendation of award at Masters level if the student has obtained at least half of the credits required for the award recommended.
- iv. In the case of Masters degrees by taught provision and by dissertation, if the student has completed all of the taught component and has embarked upon, but has not submitted, the dissertation, the Award Board may recommend the award of Masters. In such cases, the Board shall consider the research work completed by the student. The student's supervisor shall submit a report to the Board, detailing the work completed and outlining a case in support of the award of Masters. The research work completed must demonstrate the student's ability to write a dissertation of the required standard.

Research Awards

The Examiners for a Research Degree may recommend to the Research Degrees Committee that the Senate confer a research degree award posthumously. Recommendations for the posthumous award of a research degree can be made within the following conditions:

- (a) The student has submitted the thesis for examination, but a viva has not been held.

In such cases, the thesis shall be examined according to the procedure specified in the appropriate Regulation. The Examiners shall consider the thesis together with reports supporting the recommendation

of award, as provided by the supervisor and the Director of Research in the School. If the Examiners are satisfied that the thesis meets the conditions specified in the appropriate Regulation, a recommendation for award can be made.

In the case of a thesis submitted for the degree of PhD, if the Examiners are agreed that an award should be made, then they shall make one of two recommendations as follows:

- If no or minor modifications have been identified, a recommendation for the award of PhD should be made; any such minor modifications should be undertaken by the supervisor.
- If major modifications are required, a recommendation for the award of MPhil should be made, although no modifications should be made to the thesis.
- A copy of the thesis as submitted should be sent to the student's family and to the School.

(b) The student has not submitted the thesis for examination.

In such cases, there must be available evidence of the research work. This evidence should include progress reports from the supervisor on the student's work, and written material produced by the student in the form of draft chapters, published work, work prepared for publication, presentations to conferences and progress reports to the supervisor.

The work produced by the student shall be of sufficient standard to indicate that the thesis conditions specified in the appropriate Regulation would have been met by the student. The progress reports produced by the supervisor during the student's period of study shall also demonstrate that the student would have been able to meet the thesis conditions.

In addition to the written evidence described above, a report supporting the recommendation of award shall be provided by the supervisor and the Director of Research in the School. The supervisor may be required to provide supplementary or explanatory material to facilitate the Examiners' understanding of the student's research contribution. The supervisor shall also provide a statement indicating the work which they have undertaken on the student's behalf.

The collected work together with the supporting statements, supplementary material and any other information required by the Examiners shall be examined according to the procedure specified in the appropriate Regulation. If the Examiners are satisfied that the available evidence meets the thesis conditions specified in the appropriate Regulation, a recommendation for the award of MPhil can be made. In exceptional circumstances, the Examiners may recommend the award of PhD, subject to the approval of the Research Degrees Committee.

Communication with the Student's Family

Any person within the University who is contacting the family of a deceased student should discuss the application for a posthumous award with considerable sensitivity and discretion and should avoid giving the family any expectations as to the eventual outcome.

Acceptance of Posthumous Awards

The Executive Dean of the School or nominee should offer the student's family the opportunity to attend a Graduation Ceremony of the University and for a member of the family or another appropriate individual to receive the award on behalf of the student.

If the student's family prefers not to attend a Graduation Ceremony, the certificate of award shall be posted to the family together with a letter from the Executive Dean of the School.

The Executive Dean of the School or nominee should discuss with the student's family whether the student's name is to be listed in a Graduation programme and in other associated publications such as newspapers, and must ensure that the family's decision is relayed to the Global Director of Student Experience & Academic Registrar.