

Awards Regulations - Conferral of Aegrotat and Posthumous Awards Procedure

Section 1 - Summary

(1) This Procedure sets the process for the granting and conferral of Victoria University Aegrotat and Posthumous Awards.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice President, Students, Infrastructure and Digital Technologies
Responsible Officer	Director, Student Administration

Section 3 - Scope

(2) This Procedure applies in the event that a student has been prevented from completing his/her studies, or has completed studies but not yet graduated, due to an incapacitating illness, missing status, injury and or death.

(3) Posthumous awards, granted under Part 3 of the [Awards Regulations 2017](#), are given to students who have completed all the requirements for the award, but have died before conferral has occurred. It is also appropriate in a situation where a student has sustained an incapacitating injury that precludes the completion of an award course.

Section 4 - Definitions

(4) Nil

Section 5 - Policy/Regulation

(5) See [Awards Regulations 2017](#).

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibility
College Responsible for the coordination of the course	. Initiate the process for consideration of the award. . Seek endorsement from Dean.
Research Student Supervisor	. Initiate the process for consideration of the award. . Seek endorsement from Dean.
Manager, Assessments and Completions	. Review submission. . Prepare memo to be sent to Academic Registrar for referral.
Dean	. Endorse, or otherwise, the granting of the posthumous or aegrotat awards (including granting in aegrotat).
Director, Student Administration	. Approve, or otherwise, recommendation for posthumous awards or aegrotat awards.

Part B - Procedures

(6) The responsible college or supervisor will recommend the conferral of a posthumous award where the student:

- a. has completed all the requirements for the degree; but
- b. has died before the degree has been conferred.

(7) The responsible college or supervisor will recommend the conferral of an aegrotat award where the student:

- a. has died or sustained a permanent incapacitating injury or illness that precludes the completion of an award course;
- b. had satisfactorily completed at least half of the course leading to the award in question;
- c. had in aggregate been enrolled at the University for at least one academic year;
- d. received results whilst studying at the University that would lead to the reasonable conclusion that the student would have successfully completed the course and qualified for the award in question.

(8) In both cases, it should be confirmed that the conferral of an award will not cause offense or undue distress to the relatives of the deceased, the incapacitated student or to others within the University or the community.

(9) The responsible college or supervisor will seek endorsement by the relevant Dean.

(10) The responsible college or supervisor will submit a letter to request the granting of aegrotat and/or posthumous award and Application for Graduation to the Manager, Assessments and Completions.

- a. An exception to this case is where a student has applied to graduate, but has died subsequent to the Application for Graduation.

(11) The Manager, Assessments and Completions will review the submission to determine if it meets the criteria in the [Awards Regulations 2017](#) and has the endorsement of the Dean.

(12) The Manager, Assessments and Completions will prepare a memo/letter to be sent to the Director, Student Administration with a recommendation to grant aegrotat or posthumous award. The Director, Student Administration forwards the request to the ACR with a recommendation that it be approved.

(13) The Vice President, Students, Infrastructure and Digital Technologies approves, or otherwise, the award.

(14) The relatives of the (deceased) student should be invited to receive the award either In Absentia or as a presentation at the appropriate graduation ceremony. In the case of an aegrotat award to a living person, the student should be invited to participate as fully as practicable in the appropriate graduation.

(15) Wherever possible, posthumous and aegrotat awards should be conferred at the point in time when the student might otherwise have expected to graduate, providing this is within two years of the death of the student. This provides for the sharing of the experience of grief and support between surviving relatives, friends and peers.

(16) In the case of the missing students, the [Deceased Student or Missing Person Arrangements Procedure](#) should be referred to, with individual cases being assessed by the Director, Student Administration.

Section 7 - Guidelines

(17) Nil

Status and Details

Status	Historic
Effective Date	10th May 2018
Review Date	10th May 2021
Approval Authority	Vice-President (Infrastructure and Students)
Approval Date	19th April 2018
Expiry Date	18th June 2018
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Darrel Caulfield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078