**This form should be used to make a recommendation for a posthumous award under section 2.2 of** [**PPL 30.50.11 Awards Policy**](https://ppl.app.uq.edu.au/content/3.50.11-awards#Policy) **and section 2.2 of PPL 30.50.11 Awards Procedure, where a student has not completed all program requirements.**

1. **Please carefully read the guidelines on page 2 before completing the form.**
2. **Please send the completed form to** **studentprogression@uq.edu.au**

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| **Section A: Student details** |
| **Student ID number:** | **Title:** |
| **Family name:** | **First name:** |
| **Nominating Faculty or Graduate School:** | **Form completed by:**  |
| **Section B: Award details** |
| **Current program enrolment:** | **Name of award to be conferred:** |
| **Honours class (if applicable):** | **Plan to be conferred (if applicable):** |
| **Units required to complete the program of study:** | **Units completed:** |
| **Has the student substantially completed the requirements of the award i.e., at least 75% of the program?***If the student has not completed 75%, but you believe that there are compelling and/or compassionate circumstances that would warrant a waiver of the ‘substantially completed’ requirement, please complete Section C below.* | **Yes/No:****Please provide details:** |
| **If the student has not completed at least 75% of their program, is a request being made for:**1. **an early exit award under Program Requirements; or**
2. **approval from the Academic Registrar for conferral in a program with no enrolment?**
 | **Yes/No:****Please provide details:** |
| **Section C: Compassionate and/or compelling circumstances**  |
| **Please provide details of any compassionate and/or compelling circumstances that may warrant a waiver under section 2.2(2) of** [**PPL 30.50.11 Awards Policy**](https://ppl.app.uq.edu.au/content/3.50.11-awards#Policy)**:** |
| **Section D: Family / Next of Kin** |
| **Family name:** | **First name:** |
| **Relationship to student:** | **Contact number:** |
| **Has the family initiated this request?** | **Yes/No:** |

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| **Section E: Executive Dean / Dean of the Graduate School Endorsement** |
| **Recommendation endorsed by [Name],****Executive Dean of [Faculty] / Dean of the Graduate School** | **Yes/No:** |
| **Signature:** | **Dated:** |
| **Section F: Academic Registrar Endorsement- *ASD only*** |
| **Recommendation endorsed by Mark Erickson,****Academic Registrar** | **Yes/No:** |
| **Signature** | **Dated:** |

**Guidelines**

Posthumous awards are awarded to students who have died while studying at the University, or who are at end of life, in accordance with the [**PPL 30.50.11 Awards Policy**](https://ppl.app.uq.edu.au/content/3.50.11-awards#Policy)**.**

The decision to bestow a posthumous award should consider the wishes of the immediate family and the student in end-of-life cases, if appropriate. Such interactions must be undertaken sensitively and with discretion, avoiding the possibility of unreasonable or incorrect expectations as to the eventual outcome.

Unless the family has contacted the Nominating Faculty or Graduate School in the first instance, all communications should be via Student Services.

**Posthumous Award Recommendation process**

*Step 1*

Complete the Posthumous Award Recommendation form and have it endorsed by the Executive Dean of the Nominating Faculty or Dean of the Graduate School.

*Step 2*

Send the completed form via email to studentprogression@uq.edu.au.

*Step 3*

Student Progression will liaise with the Office of the Academic Registrar to obtain endorsement of the recommendation. Student Progression will also seek any further information required from the Nominating Faculty.

*Step 4*

If the recommendation is endorsed by the Academic Registrar, Student Progression will send a memorandum to Senate to request approval to grant a posthumous award.

*Step 5*

Student Progression will notify the Nominating Faculty or Graduate School of the decision from Senate. Student Progression will also notify Advancement and Community Engagement if the recommendation is approved.

*Step 6*

Advancement and Community Engagement will liaise with the Office of the Vice Chancellor for a letter to be sent to the family requesting if they wish to accept the award on behalf of the student.

The following options are available to the family for the conferral of the award:

1. Graduation ceremony - a family member representing the student is presented with the award by the Chancellor or their representative as part of a graduation ceremony;
2. In absentia - the award is issued directly to the family; or
3. Private occasion – in end-of-life cases, the student is presented with the award by the Chancellor or their representative.

The family should have the discretion as to how the posthumous award is conferred.

If the family does not wish to accept the award on behalf of the student, Student Progression will process the conferral of award but will not issue any testamur to the family.

*Step 8*

Student Progression will facilitate the conferral of award according to the family or student’s wishes. Advancement and Community Engagement will liaise with the family regarding any attendance at an upcoming graduation ceremony or private occasion.

**Compelling and/or compassionate circumstances**

Under section 2.2(1) of the Awards Policy, a posthumous award should be granted to a student who has died, or a student at end of life, where they have substantially completed the requirements of the award i.e., they have completed at least 75% of their program.

Section 2.2(2) of the Awards Policy provides for the ‘substantially completed’ requirement to be waived where particularly compassionate and/or circumstances exist for the student.