

## ATTACHMENT 6

### GUIDELINES: RECOMMENDATIONS FOR AEGROTAT AND POSTHUMOUS AWARDS

#### AEGROTAT

1. Where a candidate has been prevented by illness or other sufficient cause from taking or completing the final stage assessment or where his/her result was in the opinion of the Board affected by illness or other sufficient cause, the Board may:
  - (a) deem the candidate to have passed and recommend an Aegrotat award, or
  - (b) permit the candidate to complete, take or repeat the assessment.
2. An Aegrotat award should be recommended only if the Board is satisfied that the candidate would have qualified for the award had it not been for illness or other sufficient cause.
3. In order to reach its decision a Board may assess the candidate by whatever means it considers appropriate.
4. Before an Aegrotat is recommended a candidate must have signified in writing that he/she is willing to accept such an award. Where he/she is not willing to do so the Board shall recommend that he/she be permitted to complete, take or repeat the examination in one or more course components by an approved subsequent date.
5. The Teaching and Learning Committee at its meeting on 20 October 2004 agreed that the parchment for Honours degree students receiving Aegrotat awards reflect the level of the award by using the words "With Honours".
6. Boards should note that the relevant professional body may refuse to accept an Aegrotat award as conferring eligibility upon the candidate to practise in the profession; that, where necessary, candidates should be made aware of this possibility.

#### POSTHUMOUS

1. In deciding to recommend a posthumous award, the Board must have sufficient evidence that, had the student survived and completed the course, he or she would have been eligible for the award.
2. Where the student's death precedes the meeting of the Board, and the Board recommends that the award be conferred, "posthumously" should be included in brackets after the student's name on the course results sheet; if the student's death occurs after the result is published on the Web but before submission to Senate for approval, "posthumously" should be added retrospectively.
3. The Senate Award List should include the student's name with "posthumously" in brackets.
4. The award parchment should state "posthumously" immediately after the title of the award.
5. A member of the Faculty who has been in contact with the family should discuss with the family whether:
  - (a) they wish to attend the graduation ceremony and to receive the parchment from the Provost (failing whom, the Dean) in a suitable quiet location at the end of the ceremony. If the family wish, the Provost should refer to the award in his or her closing remarks;
  - (b) they would wish to attend the graduation ceremony and for a member of the family to process onto the stage to receive the parchment from the Chancellor/Vice-Chancellor on behalf of the deceased student;
  - (c) they would prefer not to attend, but to receive the parchment by post, with a letter signed by the Provost.
6. In the event that a member of the family of the deceased student wishes to attend to receive the award in person, the following, or similar, wording should be inserted at the appropriate point into the Dean's script:

"Chancellor/Vice-Chancellor, sadly one of our students, (name of student), died earlier in the academic year. Today we are awarding the degree of (degree) posthumously in recognition of (student's first name'(s)) academic achievements. He/she loved being a student and contributed much to the life of the University and the Faculty while he/she was a student here. I invite (first name of student'(s) wife/husband/brother/sister etc (person's name) to receive the award on behalf of his/her wife/husband/brother/sister etc."