Student Administration Policy - Posthumous Awards Procedure

Section 1 - Purpose and Context

(1) This procedure operationalises the Student Administration Policy with respect to posthumous awards.

Section 2 - Definitions

(2) Definitions that apply can be found in the Policy DDS Glossary and the Student Administration Policy, in addition to the following:

a. Posthumous Award means an award granted after a student has died.

Section 3 - Policy Statement

(3) Refer to the Student Administration Policy.

Section 4 - Procedures

Coursework Posthumous Awards

(4) The University may award a coursework degree posthumously if, at the time of the student's death, they had:

a. successfully completed at least 50% of the credit points for the award; and
b. completed a minimum of one term of study at the University.

(5) The percent of successful completion is calculated by dividing the number of credit points achieved, (including the credit points awarded for Credit for Prior Learning) by the number of credit points still necessary for completing the degree, at the time of death, and expressing this as a percentage. If the student died with unfinalised grades, these should be completed using usual processes.

(6) Applications for consideration of Posthumous Coursework Award can be made by the executor of the student's estate, their immediate family, or by the Faculty to Student Administration.

(7) Student Administration will review all applications and refer these to the relevant Executive Dean (or nominee) for review.

(8) The Executive Dean (or nominee) will review the application and make a recommendation to the Chair, Academic Senate on whether a posthumous award should be conferred on the student.

(9) In exceptional circumstances, the Executive Dean (or nominee) may recommend the conferral to the Chair, Academic Senate of a posthumous award on a student who has completed less than 50% of the credit points for the

award.

(10) The Chair, Academic Senate will approve the conferral of a posthumous award on the recommendation of the Executive Dean (or nominee).

(11) Academic Senate will be notified of the decision to confer a posthumous coursework award.

(12) The Deputy Vice-Chancellor, Indigenous Leadership will be notified prior to the conferral of a posthumous coursework award for an Indigenous student.

Higher Degree by Research Posthumous Awards

(13) The University may award a research higher degree posthumous award if, at the time of the student's death they had:

a. successfully completed the confirmation of candidature; and
b. undertaken sufficient work in such a form that when reviewed a reasonable person would conclude that the student would have successfully completed the degree had the death not occurred.

(14) Applications for consideration of a Posthumous Higher Degree Research Award can be made by the executor of the student’s estate, by their immediate family, or by the Faculty or Research Institute to Student Administration.

(15) Student Administration will review all applications and refer these to the relevant Executive Dean(or nominee), or Research Institute Director for review.

(16) The Executive Dean (or nominee) or Research Institute Director will review the application and make a recommendation to the Chair, Academic Senate on whether a posthumous award should be conferred on the student.

(17) In exceptional circumstances, the Executive Dean (or nominee) or Research Institute Director may recommend the conferral of a posthumous award on a student who has completed less than 50% of the credit points for the award.

(18) The Chair, Academic Senate will approve the conferral of a posthumous award on the recommendation of the Executive Dean.

(19) Academic Senate will be notified of the decision to confer a posthumous higher degree by research award.

(20) The Deputy Vice-Chancellor, Indigenous Leadership will be notified prior to the conferral of a posthumous higher degree by research award for an Indigenous student.

(21) If a Higher Degree by Research degree is awarded, the material on which the award was based may be developed and disseminated by the supervisory panel with appropriate attribution and intellectual property rights to the student (or their estate) and the panel which developed it within the requirements of the University Intellectual Property Policy in operation at the time of death. Where the candidate is also of Indigenous Australian descent and/or the research relates to Indigenous Australian research, the Intellectual Property must also be treated in accordance with the relevant Indigenous code of ethics, such as AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research or the NHMRC - Ethical Conduct in Research with Aboriginal and Torres Strait Islander Peoples and Communities.

Testamurs for Posthumous Awards

(22) The testamur will have the name of the award as well as the word "posthumous".

Section 5 - Guidelines

(23) Assessment Policy

Status and Details

Status	Current
Effective Date	22nd July 2026
Review Date	22nd July 2029
Approval Authority	General Counsel and University Secretary
Approval Date	2nd July 2026
Expiry Date	Not Applicable
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