



University of
St Andrews

Award of posthumous qualifications

Document type	Policy
Scope (applies to)	All students
Applicability date	31/03/2016
Review / Expiry date	31/07/2026
Approved date	31/07/2023
Approver	Senate Policies
Document owner	Administrative Officer
School / unit	Education and Student Experience
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Academic policies/Assessment, examination and award/Posthumous qualification
Purpose	This policy relates to the award of a posthumous qualification in the event of a student's death.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
01	Changes to titles/contact details to reflect decanal restructuring	Updated	-	February 2021

UNIVERSITY OF ST ANDREWS

POLICY ON THE AWARD OF POSTHUMOUS QUALIFICATIONS

1. This policy should be read in conjunction with the regularly-updated procedural Guidelines entitled "When a Student Dies...". If in doubt, members of staff should contact the Chaplaincy or the Proctor's Office.
2. In the unfortunate event of a student death, the University will investigate whether a posthumous qualification may be awarded. It will be for the student's next of kin to decide whether to claim such an award. Academic Schools may **not** enter into any communications with bereaved families about the possibilities relating to posthumous awards but must refer the matter to the Assistant Vice-Principal (Dean of Learning & Teaching).
3. For undergraduate and taught postgraduate students, the usual rules will be applied, including years of study, number of credits, student's academic performance, credit weighting, the potential for S-Coding and the Assistant Vice-Principal's (Dean of Learning & Teaching) authority to waive certain minor requirements. For research postgraduate students, if the thesis has been submitted then it may be assessed in the usual way with the examiners making a recommendation whether or not an award should be made. Where the thesis has not been submitted but work has been completed, the Head of School may recommend to the Assistant Vice-Principal (Provost) that an award be considered at a level commensurate with the amount and quality of work available for examination.
4. A student who is on Leave of Absence at the time of death will be considered under this Posthumous Qualifications policy.
5. The student will be awarded the highest qualification that can be approved in the circumstances (Certificate or Diploma of Higher Education, General or Honours Degree, MLitt, MSc, MPhil, PhD etc). Only an award that has genuinely been earned and can be considered under the University's usual rules will be made.
6. The final arbiter of any award will be the Assistant Vice-Principal (Dean of Learning & Teaching). The AVP will be advised by Registry and the relevant academic School, which may be required to hold a module board or examination committee as part of this process.
7. At Honours level, the default award will be a classified Degree as calculated by the Honours algorithm. In exceptional circumstances however, the Assistant Vice-Principal (Dean of Learning & Teaching) may decide to approve an Honours Degree without classification: this award is available as a posthumous qualification only. If AVP so decides, the student's family will be offered this award as an alternative to a classified Degree and may choose their preference.
8. Degrees that can normally be awarded 'With Distinction' may also be so qualified as posthumous awards. If appropriate, a student may be posthumously included in the Dean's List but may not normally be nominated for other prizes and awards.
9. If a family chooses not to claim a posthumous award, the offer will be held open for five years, after which the student's file will be closed.

10. A posthumous Certificate, Diploma or Degree will be awarded in the usual way including, where relevant, at the next appropriate June or St Andrews Day Graduation Ceremonies.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date