

Faculty of Education

Guideline: Posthumous Awards

Purpose:

To provide a clear, fair, and consistent approach to recognising students who have passed away while pursuing a qualification. This guideline is based on NWU General Academic Rule 1.22 (*notwithstanding any other provision, the Senate may, at the recommendation of an Executive Dean, award a degree, diploma, or certificate posthumously if the deceased student complied with all the requirements of the relevant qualification before passing away, or if the Senate deems that they would most likely have passed the final examinations or other assessments required for completion of the relevant qualification*). The guideline aims to assist the Faculty and Senate in implementing posthumous awards.

Step-by-Step Process

1. Notification of Death

- The faculty/department receives official notification of the student's death.
- Verify the student's academic record and standing.
- Identify the family or nominated representative for communication.

2. Eligibility Assessment

- Determine the percentage of the qualification completed (guideline: **≥70–75%** of the requirements **or within 1–2 semesters of completing the qualification**) - **Assigned Function Programme Manager.**
- Confirm the student's academic record.
- **If below the threshold**, consider exceptional circumstances for Senate discretion.

3. Department Recommendation

- Submit the recommendation to the TLC/RPSC for approval.

- Submit a formal recommendation to the **Executive Dean / Faculty Board** including:
 - Academic record and percentage completed.
 - Likelihood of passing remaining assessments.
 - Any special circumstances.

4. Final Review (FB)

- Review the recommendation and supporting documents.
- Include the formal recommendation in the report to the Senate, along with the suggested form of recognition (degree or diploma).

5. Senate Approval

- The Senate considers the recommendation and approves the posthumous award.
- Record the decision in the official minutes and update the student record with **“Awarded Posthumously”** notation.

6. Family Communication

- Inform the family/nominated representative of the Executive Dean’s Office’s approval.
- The family will be contacted by the Graduation and Ceremonies Department.