



Cardiff
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University

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REGULATIONS FOR POSTHUMOUS AWARDS

CARDIFF METROPOLITAN UNIVERSITY

Regulations for Posthumous Awards

These Regulations apply in circumstances in which a Posthumous Award is to be made. The making of a Posthumous Award should not be confused with the making of an award posthumously (i.e. to a candidate who has died after qualifying for, but before admission to, the award). In the latter case, the award made will not be distinguished in any way from those given to other graduates.

Cardiff Metropolitan University (or University of Wales certificates) issued under the Regulations for Posthumous Awards will include the words "has been admitted to the posthumous degree of". No distinguishing wording is included on certificates issued to graduands who, having completed the usual requirements and having qualified for the award, die before admission to their award.

1. General

- 1.1 An Examination Board should consider the specific regulations below for the award in question before recommending the award of a posthumous degree, diploma or certificate, and should take into consideration any other evidence to support a posthumous award, including the possible impact of mitigating circumstances, the candidate's level of commitment and participation and the quality of work submitted by the candidate prior to death.
- 1.2 Where it is not possible to award a posthumous degree, diploma or certificate for which the candidate was enrolled, because the candidate has not fulfilled the minimum requirements for that award, an alternative lower level award should be considered as described in the paragraphs below, irrespective of whether that lower level award had been approved at validation for the programme in question. Wherever possible, the title of any alternative award should reflect the title of the programme on which the candidate was enrolled.
- 1.3 In the event that it is not permitted by an external validating or professional body to award posthumously the qualification, or one of its exit awards, for which the candidate was enrolled, an Examination Board may consider an alternative award.

2. Initial Degrees

- 2.1 An Examination Board may recommend that a posthumous degree be awarded, provided that the candidate has, prior to death, achieved no fewer than two-thirds of the credits required at the appropriate levels, subject to the following:

- Not fewer than 60 credits at Level 6 (HE Level 3) must have been completed in the final year by candidates on full-time Honours Degree programmes.
- Not fewer than 20 credits at Level 6 (HE Level 3) must have been completed in the final year by candidates on full-time Ordinary Degree programmes.

22 An Examination Board may consider recommending the award of a Certificate or Diploma of Higher Education, even if these awards have not been approved at validation for the programme in question, where it is not possible to award the degree under the criteria in 2.1 above.

3. Certificates and Diplomas of Higher Education

31 An Examination Board may recommend that a posthumous Certificate or Diploma of Higher Education be awarded, provided that the candidate has, prior to death, achieved no fewer than two-thirds of the credits required at the appropriate levels, subject to the following:

- Not fewer than 60 credits at Level 5 (HE Level 2) must have been completed in the final year by candidates on a Diploma programme.

32 An Examination Board may consider recommending the award of a Certificate of Higher Education, even if this award has not been approved at validation for the programme in question, where it is not possible to award the Diploma under the criteria in 3.1 above.

4. Foundation Degrees

41 An Examination Board may recommend that a posthumous Foundation Degree be awarded, provided that the candidate has, prior to death, achieved no fewer than two-thirds of the credits required at the appropriate levels, subject to the following:

- Not fewer than 60 credits at Level 5 (HE Level 2) must have been completed in the final year by candidates on a Foundation Degree programme.

42 An Examination Board may consider recommending the award of a Certificate of Higher Education, even if this award has not been approved at validation for the programme in question, where it is not possible to award the Foundation Degree under the criteria in 4.1 above.

5. HNC and HND

51 An Examination Board may recommend that a posthumous Higher National Certificate (HNC) or Higher National Diploma (HND) be

awarded, provided that the candidate has, prior to death, achieved no fewer than two-thirds of the credits required at the appropriate levels.

- 52 An Examination Board may consider recommending the award of a Certificate of Higher Education, even if this award has not been approved at validation for the programme in question, where it is not possible to award the HND.

6. Postgraduate Certificates and Diplomas

- 61 An Examination Board may recommend that a posthumous Postgraduate Certificate or Diploma be awarded, provided that the candidate has, prior to death, achieved no fewer than two-thirds of the credits required.

- 62 An Examination Board may consider recommending the award of a Postgraduate Certificate, even if this award has not been approved at validation for the programme in question, where it is not possible to award the Postgraduate Diploma.

- 63 An Examination Board may use discretion in deciding whether to recommend the award a Postgraduate Diploma with either Merit or Distinction.

7. Modular Masters Degrees by Examination and Dissertation

- 7.1 An Examination Board may recommend the award of a posthumous Postgraduate Diploma to a candidate on a taught Master's programme, who has died:

- (i) before successful completion of Part One, but after having achieved no fewer than two-thirds of the credits required to complete successfully Part One (the Examination Board may use discretion in deciding whether to award a Postgraduate Diploma with either Merit or Distinction);
- (ii) before commencing Part Two, but after successful completion of Part One.

- 72 An Examination Board may recommend that a Posthumous Master's Degree be awarded to a candidate on Part Two of a Master's programme, who has died prior to the submission of a dissertation, provided that the following criteria are satisfied:

- (i) enough of the research project must have been completed to allow a proper assessment to be made of the scope of the dissertation;
- (ii) the standard of the research work completed must be of that standard normally required for the award of the Master's degree

in question, and must demonstrate the candidate's grasp of the subject;

- (iii) any written work available (e.g. draft chapters, work published or prepared for publication, presentations, progress reports) must demonstrate the candidate's ability to write a dissertation of the required standard.

The Examination Board must be provided by the candidate's supervisor with evidence of the research work completed, draft chapters etc. The supervisor shall also submit a report for consideration by the examiners, and the Dean of the School concerned shall also submit an argued recommendation regarding the award of the degree.

- 7.3 An Examination Board may use discretion in deciding whether to recommend the award the grade of either Merit or Distinction on the dissertation and whether to award the Master's degree overall with Merit or Distinction.

8. Postgraduate Research Degrees

- 8.1 An Examination Board may recommend that a posthumous research degree be awarded where a candidate has died after the thesis has been examined, or submitted for examination, but before the oral examination (where required), provided the examiners are satisfied by means of receipt of reports from the supervisor(s) and Dean of the School that the work is the candidate's own.

- 8.2 An Examination Board may recommend that a posthumous research degree be awarded where a candidate has died before submitting the thesis, provided that the following criteria are satisfied:

- (i) enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis;
- (ii) the standard of the research work completed must be of that standard normally required for the award of the research degree in question, and must demonstrate the candidate's grasp of the subject;
- (iii) any written work available (e.g. draft chapters, work published or prepared for publication, presentations, progress reports) must demonstrate the candidate's ability to write a thesis of the required standard.

The Examination Board must be provided by the candidate's supervisor with evidence of the research work completed, draft chapters etc. The supervisor shall also submit a report for consideration by the

examiners, and the Dean of the School concerned shall also submit an argued recommendation regarding the award of the degree.

9. All Other Awards at Cardiff Metropolitan University

An Examination Board may recommend a posthumous award where a candidate dies before completing a programme on which they are enrolled, provided that the candidate has completed the equivalent of two thirds of the credits required for the award.

10. Procedures for Approval of Posthumous Awards

10.1 The Examination Board shall make a recommendation for a Posthumous Award to the Special Cases Committee (or to the Research Degrees Committee in the case of a research degree) on the Special Cases Request Form (Volume 1, Section 05.3), attaching copies of all relevant evidence.

10.2 The Special Cases Committee (or Research Degrees Committee, where appropriate) shall approve or not approve the Posthumous Award. The decision shall be conveyed in writing to the family of the deceased and to the School concerned.

11. Reporting and Monitoring

The Special Cases Committee shall submit annually a report to the Academic Quality and Standards Committee on all posthumous awards.