

Appendix XXXIII – Policy for Issue of Awards Posthumously



Policy & Procedure Title:

South East Technological University Carlow Policy for the Issue of Awards Posthumously

Effective Date	1 st December 2018	Version	3.0
Approved By	Academic Council Governing Body	Date Approved	26 th November 2018 29 th November 2018

Form(s)	Responsibilities/ Owner
	Vice President for Academic Affairs & Registrar Head of Faculty Head of Learner Support & Student Services Head of Academic Administration & Student Affairs
Superseded or Obsolete Procedures	
Version 02 – November 2017 - Policy reviewed to reflect requirements under GDPR	
Version 01 – October 2010 – Reviewed to reflect changes to title of Faculty	

Introduction

A posthumous award may be awarded where a learner dies prior to completion of their programme of study and may be presented at a conferring or other appropriate ceremony.

Policy

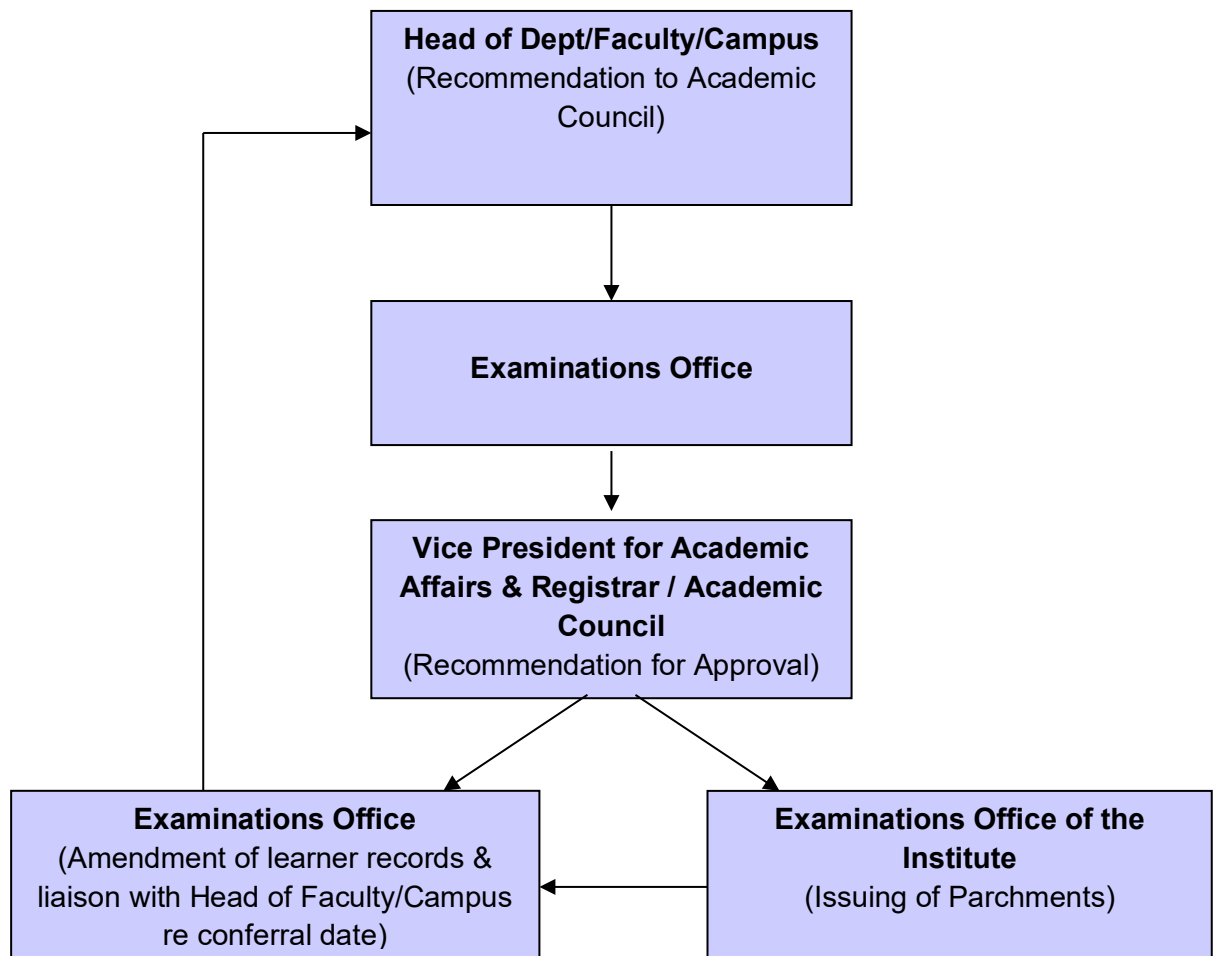
A posthumous award may be awarded to a learner who dies prior to completion of their programme of study or prior to conferring. This posthumous award details the credit gained by the learner in relation to the programme of study to which they were registered, where the volume of credit is not sufficient for the award of a recognised Exit award of South East Technological University Carlow.

Where a learner has accumulated sufficient credit to gain an Exit award of South East Technological University Carlow (Certificate or Ordinary Degree) this shall be indicated on the Posthumous parchment.

Procedure

1. When formulating a proposal to award a posthumous award, the Head of Faculty / Campus shall consult with the Vice President for Academic Affairs & Registrar
2. Completed application forms for Posthumous Awards (Appendix 1) to be submitted to the Examinations office by the 20th September of the respective conferring year.
3. Where Academic Council recommends the approval of Posthumous Awards they may be presented at a conferring or other appropriate ceremony

Process flow diagram



Appendix 1



POSTHUMOUS AWARD

Proposal for the award to be made posthumously

Learner Details	
Candidate Name	
Learner Number	
Programme	
Stage	
Faculty / Campus	

Reason for Proposal (Please Include Additional Comments for the Information of the Vice President for Academic Affairs & Registrar)

Degree Award Details	
Qualification to be Awarded (<i>Programme Title, Degree / Ordinary Degree / Certificate</i>)	
Conferral Date, if known	

Representative of Deceased	
Name(s) (<i>If applicable</i>)	
Address	

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Authorisation	
Head of Faculty / Campus (signature)	Approval Date
Academic Council (signature)	Approval Date