

Policy on Posthumous Awards for Postgraduate Research Students

This policy and guidance was approved by ULTSEC on 15 July 2015.

Scope

- 1.1 This policy applies in cases where a postgraduate research degree candidate dies prior to the award of the degree for which they were registered.
- 1.2 This policy does not normally apply where a candidate's ability to submit and be examined for a research degree are precluded by other circumstances such as terminal illness or other life changing events. Existing concession arrangements would apply in these cases.

Process for initiating a request for a posthumous award

- 2.1 Requests for the award of a posthumous research degree should be made by the Academic Supervisor. To initiate a request for a posthumous award, the Academic Supervisor should provide a statement to the relevant Dean of Postgraduate Studies outlining why the deceased candidate should be considered for the posthumous degree.
- 2.2 Requests should normally have the support of the deceased candidate's family and should be endorsed by the Head of Academic Unit (or nominee) in which the candidate was registered.
- 2.3 In all cases, the student must have completed a significant body of work. This is necessary to demonstrate that the student would have met the appropriate standard for the award.

If the Doctoral or Master of Philosophy thesis has been submitted but no examination has taken place

- 3.1 If the thesis has been submitted but has not yet been examined (or re-examined where death occurred whilst the candidate was making corrections), then the thesis should be examined as outlined in the Examination Conventions for the research degree programme. The examiners should consider the thesis and the statement provided by the Academic Supervisor in order to determine their recommendation.
- 3.2 For Doctoral submissions, if the examiners are of the opinion that one of the following recommendations can be made, then a posthumous award (Doctoral level award or MPhil) will be made. The normal corrections and revisions will not be required.
 - That the candidate be admitted immediately to the degree of Doctor of Philosophy
 - That the candidate be admitted to the degree of Doctor of Philosophy subject to minor corrections
 - That the candidate be admitted to the degree of Doctor of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis
 - That the candidate be admitted to the degree of Master of Philosophy

- That the candidate be admitted to the degree of Master of Philosophy subject to minor corrections
- That the candidate be admitted to the degree of Master of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis

3.3 For Master of Philosophy submissions, if the examiners are of the opinion one of the following recommendations can be made, then a posthumous award (MPhil) will be made. The normal corrections and revisions will not be required.

- That the candidate be admitted to the degree of Master of Philosophy
- That the candidate be admitted to the degree of Master of Philosophy subject to minor corrections
- That the candidate be admitted to the degree of Master of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis

If the Doctoral or Master of Philosophy thesis has not been submitted but the candidate has completed the minimum candidature for their programme of study

4.1 If the candidate has completed the minimum candidature but has not submitted the thesis at the time of death, then the Academic Supervisor should collate material produced by the candidate, which demonstrates their performance at the level appropriate for the degree. This material will normally include thesis chapters, progress reports, conference papers, work prepared for publications, and publications. The Academic Supervisor's statement will need to explain the nature of the submission, outlining where the material produced by the deceased candidate fits into the planned programme of work, and how any omissions would have been filled.

4.2 On receipt of the Academic Supervisor's statement and the supporting portfolio of evidence, the Dean of Postgraduate Studies will appoint an 'Independent Reviewer' who is a specialist in the subject area of the research to determine whether the submission should be sent to examiners for consideration.

- a. If the decision is to proceed to examination, internal and external examiners will be appointed. The examiners will be made aware of the circumstances surrounding the submission. The examiners will consider the portfolio of work submitted, along with the supporting statement from the Academic Supervisor.
- b. For Doctoral submissions, if the examiners are of the opinion that one of the following recommendations can be made, then a posthumous award (Doctoral level award or MPhil) will be made. The normal corrections and revisions will not be required.
 - That the candidate be admitted immediately to the degree of Doctor of Philosophy
 - That the candidate be admitted to the degree of Doctor of Philosophy subject to minor corrections
 - That the candidate be admitted to the degree of Doctor of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis
 - That the candidate be admitted to the degree of Master of Philosophy

- That the candidate be admitted to the degree of Master of Philosophy subject to minor corrections
 - That the candidate be admitted to the degree of Master of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis
- c. For Master of Philosophy submissions, if the examiners are of the opinion that one of the following recommendations can be made, then a posthumous award (MPhil) will be made. The normal corrections and revisions will not be required.
- That the candidate be admitted to the degree of Master of Philosophy
 - That the candidate be admitted to the degree of Master of Philosophy subject to minor corrections
 - That the candidate be admitted to the degree of Master of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis

If the Doctoral thesis has not been submitted and candidate has not completed minimum candidature for the Doctoral award

- 5.1 If a Doctoral candidate has not completed the minimum candidature and has not submitted the Doctoral thesis at the time of death, the award of an MPhil degree will be considered. The Academic Supervisor should collate material produced by the candidate, which demonstrates their performance at the level appropriate for the MPhil degree. This material will normally include thesis chapters, if any, progress reports, conference papers, work prepared for publications, and publications. The Academic Supervisor's statement will need to explain the nature of the submission, outlining where the material produced by the deceased candidate fits into the planned programme of work, and how any omissions would have been filled.
- 5.2 On receipt of the Academic Supervisor's statement and the supporting portfolio of evidence, the Dean of Postgraduate Studies will appoint an 'Independent Reviewer' who is a specialist in the subject area of the research to determine whether the submission should be sent to examiners for consideration.
- a. If the decision is to proceed to examination, internal and external examiners will be appointed. The examiners will be made aware of the circumstances surrounding the submission. The examiners will consider the portfolio of work submitted, along with the supporting statement from the Academic Supervisor.
 - b. If the examiners are of the opinion that one of the following recommendations can be made, then a posthumous award (MPhil) will be made. The normal corrections and revisions will not be required.
 - That the candidate be admitted to the degree of Master of Philosophy
 - That the candidate be admitted to the degree of Master of Philosophy subject to minor corrections
 - That the candidate be admitted to the degree of Master of Philosophy subject to minor revisions of a more substantial nature but not involving a major revision of the thesis

Other Information

- 6.1 Where an award (Doctoral or MPhil) is made, it will be clear on all documentation that the degree has been awarded posthumously.
- 6.2 Where an award (Doctoral or MPhil) has been made, an explanatory note will be added to the thesis specifying that the award was posthumous and that, as a result, some errors might exist in the thesis.
- 6.3 An electronic copy of the thesis will not be required upon submission of the hard-bound thesis.

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