**Deceased Student Procedure and Posthumous Awards**

When the University is notified about a student passing the Deputy Director, Academic and Student Administration (Registry) normally liaises with the Wellbeing Team and Chaplaincy to communicate the news to Faculty colleagues and the Research Degrees Team.

The Research Degrees Team will make the necessary adjustments to the Student Record including:

1. Make the current address, phone number and email address inactive and add a ‘No Correspondence’ flag to the record;
2. record the end date of the programme and add the leaving reason as ‘deceased’;
3. Inactivate the advisors so that they do not receive automated system messages about the student;
4. provide details of the emergency contact listed on the system to the Chaplain.

The Research Degree Policy and Procedures Handbook states the following with regard to posthumous awards:

**16.1.7** The degree of MPhil or PhD may be awarded posthumously on the basis of a thesis completed by a candidate, which is ready for submission for examination. In such cases the Research Degree Committee shall seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.

The Research Degrees Team will meet with the Chair of the Research Degrees Committee, the Chair of the relevant Subject Sub-Committee (S&T or HESS) to review whether a student can be awarded posthumously.

Each individual case will be reviewed and if it is deemed that an award can be made this will be formally approved by the Chair of the relevant Sub-Committee and a certificate will be issued and sent to the student’s next of kin along with a letter from the Vice Chancellor.

Faculty members can liaise with the Chaplain, Next of Kin and the Graduation Team if they would like the award presented at the Graduation ceremony.