



Posthumous / In Memoriam Awards Policy and Procedure

Version 1.0

Policy Author	Angelique Grech	Designation	Senior Manager WIL	Dept.	WIL Dept.
Policy Reviewer	Academic Board	Designation	N/A	Dept.	N/A
Policy Approver	Academic Board	Effective Date	12/07/2021		

1 Purpose

1.1 The Institute for Education (IfE) seeks to extend sympathy and compassion to families of deceased course participants. This policy is related to the award of a possible certification in the unfortunate event of a deceased course participant.

2 Definitions

2.1 Posthumous Awards

- The candidate should normally have completed over 60% of their ECTS for the programme and have completed a significant enough body of work to demonstrate that they would have met the appropriate standard for the awarding of qualification;
- The candidate should have been in good standing, both academically and with respect to conduct;
- References are to be provided by the lecturing staff of the IfE.

2.2 Postgraduate programmes

- The candidate should normally have completed over 60% of their ECTS for programme and have completed a significant enough body of work to demonstrate that they would have met the appropriate standard for the award;
- The candidate should have been in good standing, both academically and with respect to conduct;
- References are to be provided by the lecturing staff of the IfE.

2.3 Exit Awards awarded Posthumously

- Candidates who do not meet the 60% requirements stipulated above, may be conferred the highest exit point in accordance to the achieved number of ECTS, posthumously. Therefore, a lower award than that for which the deceased

candidate was registered can be recommended, if this would be the most appropriate option;

- All certificates conferred as per clauses 2.1 – 2.3 above, are to be included in the official count of degrees.

2.4 Certificate in Memoriam

- A Certificate in Memoriam is issued in recognition of a deceased candidate's progress toward the degree and to honour the course participant's memory as a member of the IfE's community;
- The Certificate in Memoriam is conferred to deceased candidates who do not meet the requirements for a Posthumous Award,
- The certificate in memoriam is not included in the official count of degrees.

3 Procedure

3.1 The Admissions Department shall contact the candidate's relatives to seek whether they endorse the proposition to the Academic Board for a posthumous award. The Admissions Department must ensure that there are valid grounds for a posthumous award prior to contacting the relatives.

3.2 The following details shall be compiled for the consideration of the Academic Board:

- The name and ID of the deceased course participant;
- The name and reference of the qualification programme on which the course participant was registered;
- The year of the programme of study reached by the course participant at the time of demise;
- The date of demise;
- Any examination or assessment marks obtained by the course participant prior to death (both published and unpublished grades);
- The number of credits obtained by the course participant prior to death
- Any reference from tutors / lecturers.

3.3 The Academic Board is guided by the following guidelines for the consideration of conferring a posthumous award or a certificate in memoriam:

- The criteria as in article 2.1, 2.2 and 2.3, thus the candidate would have met the requirements stipulated within this policy;
- The conferment of a certificate in memoriam, if this would be the most appropriate option;
- In cases where the deceased course participant owes fees to the IfE, the Academic Board can decide to waiver and clear the debt;
- Final approval for awarding of any posthumous degrees and certificates in memoriam shall rest with the Academic Board.

4 Awarding of posthumous degrees or the award of a certificate in memoriam

4.1 The relatives of the deceased will be asked to provide their consent.

4.2 The relatives shall indicate whether the degree is to be picked up from the IfE or receive the certification at the next relevant graduation ceremony.

4.3 Posthumous degrees will be awarded in the name of the deceased course participant and may be announced at the next relevant graduation ceremony, upon relatives' consent.

5 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	12/07/2021	Initial Release