

Procedure for the award of a posthumous postgraduate research degree

1. PURPOSE

This SOP outlines the correct procedure to be followed when making an application to Academic Board for consideration for the award of a posthumous degree in relation to a postgraduate research degree.

2. INTRODUCTION AND SCOPE

This SOP applies to postgraduate research degrees only. For information regarding the procedure on taught masters or undergraduate programmes, please refer to the procedure for the award of a posthumous degree-taught masters and undergraduate awards.

3. PROCEDURE

A School/Department may recommend to Academic Board that the award of a posthumous postgraduate research degree be made, provided that sufficient evidence of the research completed by the candidate is available.

1. All available evidence should be submitted by the Head of School/Department to the Dean of Graduate Studies. Normally, evidence will be supplied by the candidate's supervisors and can include items such as: draft chapters, published work, work prepared for publication, presentations to conferences/seminars and annual progress reports.
2. The Dean of Graduate Studies will review the evidence submitted and decide whether there is a sufficient and meritorious body of work at an adequate level of completion to allow the thesis to be finalised by the supervisors and Head of School/Department.
3. If this standard is deemed to have been met, the supervisors will be responsible for the submission of the thesis for examination, examiners will be appointed in the normal way and the examiners' report will subsequently be submitted to the Academic Council Graduate Studies Committee (ACGSC).
4. ACGSC will submit the recommended award to Academic Board for approval.
5. The supervisors are responsible for any amendments to the thesis that are required.
6. The supervisors are responsible for the submission of the final thesis to CORA including decision on access rights.

7. The outcome of the application will be communicated by the Office of Academic Affairs and Governance to the requesting Head of School/Department, the Graduate Studies Office and the Student Records and Examinations Office.
8. The requesting Head of School/Department will discuss with the next of kin if they wish to attend the appropriate conferring ceremony and advise the Office of Marketing and Communications accordingly.

Revised Academic Board December 2020. Originally approved Academic Board December 2018.