

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 5: Student-centred teaching, learning and assessment			
Policy and Procedure Title:	<i>CCTP513: Posthumous Award Policy</i>	Policy No: CCTP513	Version: 1.1
<p>Policy Statement</p> <p>A posthumous award may be recommended for CCT students on programmes leading to a QQI award in either of the following circumstances:</p> <ol style="list-style-type: none"> When a student dies having completed their studies but prior to the conferral of the award, or When a student dies prior to the completion of their studies. <p>The recommendation for a posthumous award must be proposed to the Academic Council to determine the recommendation to QQI. When a student dies having completed their studies but prior to the conferral of the award the recommendation for award will be reflective of the student's performance and includes the potential for a classified award.</p> <p>When a student dies prior to the completion of their studies, the recommendation for an award will be determined by</p> <ul style="list-style-type: none"> The stage of the programme the student was most recently undertaking. The number of credits completed. The performance of the student in the credits completed and any additional evidence that demonstrates that, but for their death, the student would have attained the standard required for the award. <p>Where the requirements for an award have not been attained prior to death of the student, the award recommended shall be unclassified. To be eligible for the full award, the student will normally have been registered in the award stage of the programme and have completed the majority of the programme (normally not less than 70% of the programme, with a minimum of 50% of credit attained). Where the student was not registered in the award stage or where the proportion of the programme completed is less than that required to be eligible for the full award, a validated exit award will be recommended. This includes instances where a student had attained the requirements for the exit award and progressed but had not progressed sufficiently to satisfy the requirement to be recommended for the full award. In such cases the award classification will be determined by the learner's actual attainment. Where no validated exit award option is available a CCT Certificate of Attainment will be recommended.</p> <p>In all instances a posthumous award recommendation will be progressed in consultation with the next-of-kin and only with their agreement. Posthumous awards may be presented to the next-of-kin or nominee at the conferral ceremony for the cohort the student was registered in, in a private presentation at the request of the next-of-kin, or in absentia.</p> <p>The recommendation to propose a deceased student for an award will originate from the Chair of the Board of Examiners who will contact the Dean of Academic Affairs to determine satisfaction of criteria for an award and inform the proposal to Academic Council. Consultation with the next-of-kin will be undertaken by, or on behalf of, the College President.</p> <p>Where a post-humous award is made this will be recorded on the student record.</p>			
<p>Definitions: Full award – the major award upon which the learner is registered Exit award – an embedded award, major or minor, that is validated within a major award.</p>			
<p>Staff Involved: Board of Examiners, Chair of the Board of Examiners, Dean of Academic Affairs, College President, Academic Council, Faculty Office, QA Office</p>			

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>Consideration of Attainment In the event of a student death, the Board of Examiners will consider the student’s attainment as per approved practice. The Faculty Office will withhold the student’s results following the Board.</p> <p>Recommendation for A Posthumous Award The Chair of the Board of Examiners will contact the Dean of Academic Affairs to determine the eligibility for a posthumous award (full, exit, or CCT Certificate). The Chair of the Board of Examiners will draft the proposal for consideration by the Academic Council. The proposal must detail:</p> <ul style="list-style-type: none"> ● The full award and programme title on which the student is registered. ● The stage of the programme the student is currently registered on. ● The number of credits attained in the current stage. ● The number of credits attained in previous stages or if an advanced entry student, that fact should be stated. ● The percentage point average for any exit award requirements satisfied by the student. ● Evidence demonstrating the student’s potential to have completed the award (grades attained in the incomplete stage) ● The proposed posthumous award being recommended. <p>The proposal should be submitted to the QA Office for consideration by Academic Council only once this has been discussed and agreed by the Executive Leadership Team. The Academic Council will consider the proposal and determine the award to be recommended to QQI / the requirement for a CCT Certificate. The Dean of Academic Affairs will liaise with QQI Certification Services for the award to be made, advising of the recommendation from Academic Council. The Faculty Office / QA Office will note the award on the learner record.</p> <p>Consultation with Next-of-Kin The College President will consult with the next-of-kin to determine their preference in respect of a posthumous award being made. Circumstances may result in the award recommendation being submitted to QQI prior to consultation with next-of-kin</p>	<p>Board of Examiners Faculty Office</p> <p>Dean of Academic Affairs Chair of BoE</p> <p>Chair of BoE QA Office Academic Council</p> <p>Dean of Academic Affairs Faculty Office / QA Office</p>	<p>Broadsheet of results</p> <p>Proposal</p> <p>Minutes of Academic Council meeting</p> <p>Learner record</p>

POLICY CONTROL SHEET

Policy Title	Posthumous Award Policy
Responsible Officer(s)	Chair of Board of Examiners, Dean of Academic Affairs
Issuance Date	June 2025
Effective Date	June 2025
Last Review Date	July 2021
Supersedes	1.0
Next Review Date	August 2024
Designated Reviewer(s)	Dean of Academic Affairs
Scope	Boards of Examiners, ELT, President, Academic Council, Dean of Academic Affairs, QA Office, Faculty Office

Revision History

Version	Approval Date	Revision Description	Originator	Approved By
1.0	July 1 st 2021	First formal recording of posthumous award policy	ELT	Academic Council
1.1	June 2025	Renumbered, was CCTP16, now CCTP13	Dean of Academic Affairs	Academic Council

References upon which the Policy section is based.

CCT Policy area	Student centred teaching, learning, and assessment.
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards
Related CCT Policies / Forms	CCTP507: Board of Examiners Policy