

Awards *in Absentia* Procedures

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The normal process for awarding degrees is that the Manager, Enrolment and Progression/Research Degrees and Scholarships Officer notify the Student Centre's Customer Services Unit of those people to be awarded degrees by Council at Graduation.

Therefore, the appropriate procedure for award *in absentia* is:

- The Enrolment and progression staff/Research Degrees and Scholarships Officer assesses the request and verifies the eligibility of the applicant.
- The Manager, Enrolment and Progression/Research Degrees and Scholarships Officer sends the request for award *in absentia*, with a copy of the academic transcript, and a reason, provided by the student for seeking such an award, to the Customer Services Manager.
- The Customer Services Manager sends the request, with the reason, to the Secretary to Council for Council's approval of the award.
- In the case of requests for award of PhDs *in absentia*, the Secretary to Council will not put the request forward unless the award has been first approved by Academic Board.
- The Customer Services Manager produces the testamur and sends out the award; and
- The Customer Services Manager notifies the Manager, Enrolment and progression/Research Degrees and Scholarships Officer that this has been done.