



# Posthumous/Aegrotat Application for Award

**REMEMBER: FILL BEFORE PRINTING**

This form is to be completed on behalf of the student by a member of the student's family, the Dean/Director of the Academic Unit responsible for the program or by an Administrative Officer responsible for processing the award.

## Student Details

Student ID Number:	Date of Birth:
Title:	Is the award for an International Student? :
Family Name:	
Given Names:	

## Preferred Contact Details

Contact Person:	
Preferred Mailing Address:	
Telephone:	Mobile Number:
Email Address:	

## Award Details

Course Code:
Full title of Course (e.g. Bachelor of Business):
Major Studies:
Minor Studies:

## Graduation Options

1. If applying for multiple awards, please submit one application for each award.
2. Only Certificate IV and above, apprenticeships and all Higher Education students can attend a graduation ceremony.

Please select from the following options:

- A. Attend a graduation ceremony and accept the award on behalf of the student.
- B. Please mail the certificate to me.

Mail out of the certificates will occur approximately 2 weeks after the graduation ceremony. The certificate will be posted to the preferred mailing address as stated in the "Preferred Contact Details" section above.

## Submissions

### SUBMITTING THE APPLICATION FORM

Applications should be handed to, or be completed by, the Academic Unit. The Academic Unit should then forwarded the application along with a statement of the student's eligibility to the Graduation section and ask for a recommendation to be put forward to the University Council to have the award conferred as aegrotat or posthumous.

## Important Points

### IMPORTANT POINTS TO NOTE BEFORE SUBMITTING THIS FORM

- The student must normally have no more than the equivalent of one semester of full-time study remaining to complete the award.
- The student's results whilst studying at the University were such as to lead the Academic Unit to a reasonable conclusion that the student would have successfully completed the requirements of the course and qualified for the award in question.
- All debts to the University must have been cleared.



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Acknowledgement			
Signed:		Date:	
Position or Relationship to Student:			
Privacy Statement			
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Office Use Only			
Finance & SOP:	<input type="checkbox"/> Debt checked	<input type="checkbox"/> Address checked	<input type="checkbox"/> Enrolment checked      Initials:
Award Database:	<input type="checkbox"/> Majors/Minors checked	<input type="checkbox"/> Ceremony checked	<input type="checkbox"/> Disability Assistance checked      Initials: