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 Name:	

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

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at http://www.swinburne.edu.my/privacy/ . Enquiries relating to this form should be directed to the Student Central.

Office Use Only

Finance & SOP:	☐ Debt checked	☐ Address checked	☐ Enrolment checked	Initials:
Award Database:	☐ Majors/Minors checked	☐ Ceremony checked	☐ Disability Assistance checked	Initials: