The University
of Manchester

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Campus Solutions
Student System Office – User Guide

Posthumous Awards

Student System Office
The University of Manchester
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Version: 2.0

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Introduction

This User Guide focuses on the Campus Solutions procedures required to award a student with a Posthumous Award in the event of their death prior to the completion of their studies.

This guidance looks at the Campus Solutions process alone and does not document any School/Faculty procedures.

Please refer to the Teaching and Learning Support Office Guidelines for UG and PGT students and the Research Office Graduate Education Team Policy for PGR students to assist you with your internal procedures.

University Documentation

Teaching and Learning Support Office Guidelines

Posthumous Awards Guidance for UG & PGT Degrees
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9549

Research Office Graduate Education Team Policy

Posthumous Award of Postgraduate Research Degrees Policy (2014)
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8481

Recording the Death of a Student

This SSO User Guide must be used in conjunction with the IT Services Training Student Records Maintenance Training Guide (page 113 - 117) for guidance on how to record the death of a student in the Student System: http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226

ⓘ The process of recording a death of a student detailed in the above IT Services Training Guide MUST be completed to ensure that a student's record is updated correctly, decadent data is recorded for HESA, reporting and tuition fee purposes as well as to remove all contact details preventing any communication being sent to the student's next of kin etc……

Recording a Posthumous Award

A posthumous award can be awarded to a student at any point, as long as they meet the internal guidelines or policy detailed in official university documentation (see above).

This guide will detail how to award a posthumous award to a student at the time of recording their death in the system and retrospectively.

Recording a Posthumous Award
When Recording the Death of a Student

Follow the instructions for recording a death of a student detailed in the IT Services Student Records Maintenance Training Guide (page 113 - 117) f http://documents.manchester.ac.uk/protected/display.aspx?DocID=11226

On page 114 the instructions are to 'Administratively Withdraw' the student as 'Deceased'. When awarding a posthumous award steps 1 and 2 of the 'Administratively Withdraw' process are replaced by:

Navigate To: Records and Enrolment > Career and Program Information > Student Program/Plan.

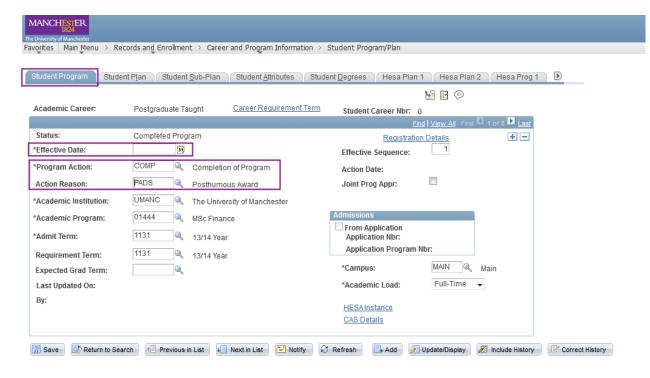1) Enter the ID of the student, ensure that the 'Include History' box is checked and click **Search**.

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Academic Institution:	begins with ▼	🔍
ID:	begins with ▼	
Academic Career:	= ▼	▼
Student Career Nbr:	= ▼	
Academic Program:	begins with ▼	🔍
Academic Plan:	begins with ▼	🔍
Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

☐ Include History   ☐ Correct History   ☐ Case Sensitive

| Search | Clear | Basic Search   💾 Save Search Criteria

2) Within 'Student Program' tab add a new row:

- Change the **Effective Date** to the date of death.
- Select a **Program Action** of COMP and the **Action Reason** of PADS.

3) Within 'Student Plan' tab, enter the 'Calculated Classification Mark' the 'Predicted Degree Classification' should set to 'POS' - Posthumous and select the Predicated Award using the look up functionality.

4) Within the 'Student Degrees' tab enter the 'Completion Term' and 'Degree GPA' and press the 'Update Degrees' button and Save changes.

ⓘ The Degree GPA should be entered for all UG students, and students in other Careers who obtain a single overall degree mark at the end of their program, as well as a Classification.

5) Continue with the remaining steps for recording a death of a student in the Student Records Maintenance IT Services Training Guide: Follow the instructions for recording a death of a student detailed in the IT Services Student Records Maintenance Training Guide (page 113 - 117) fhttp://documents.manchester.ac.uk/protected/display.aspx?DocID=11226

Recording a Posthumous Award Retrospectively

If a posthumous award is awarded retrospectively, this will be an amendment to the student's record as they would have been originally withdrawn as deceased in accordance with the 'Recording a Death of a Student' procedure outlines in the Student Records Maintenance IT Services Training Guide: (page 113 - 117) fhttp://documents.manchester.ac.uk/protected/display.aspx?DocID=11226

ⓘ Staff will need to have correct history capabilities within Student Program/Plan to update the student's record.

Navigate To: Records and Enrolment > Career and Program Information > Student Program/Plan.

1) Enter the ID of the student, ensure that the 'Include History' and 'Correct History' boxes are checked and click **Search**.
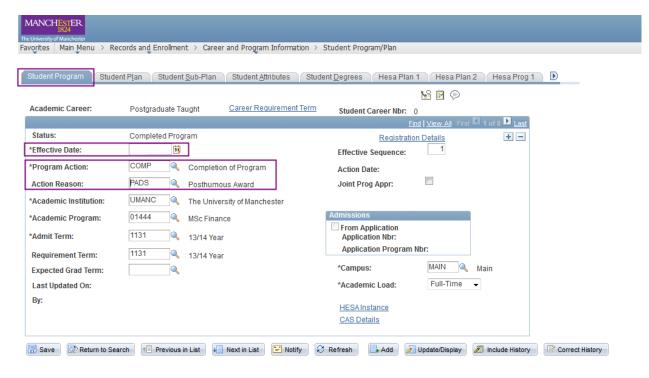

2) Within 'Student Program' tab delete the existing WADM (Administrative Withdrawal)/DECD (Deceased) data row using the minus button. Taking a note of the effective date as this should be the date of death.

3) Save changes.

4) Add a new row:

- Change the **Effective Date** to the date of death.
- Select a **Program Action** of COMP and the **Action Reason** of PADS.

5) Within 'Student Plan' tab, enter the 'Calculated Classification Mark' the 'Predicted Degree Classification' should set to 'POS' - Posthumous and select the Predicated Award using the look up functionality.

6) Within the 'Student Degrees' tab enter the 'Completion Term' and 'Degree GPA' and press the 'Update Degrees' button and Save changes.

ⓘ The Degree GPA should be entered for all UG students, and students in other Careers who obtain a single overall degree mark at the end of their program, as well as a Classification.

Campus Solutions Training Materials

All of the Campus Solutions IT Services Training Materials can be downloaded from the IT Services Training website: http://www.staffnet.manchester.ac.uk/employment/training/course-guides/

User Guides and Job Aids in support/addition of the IT Services Training Materials can be downloaded/viewed on the Student System Office Website: http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ops_support/guidance/index.html

Campus Solutions Help/Support

For assistance with any Campus Solutions process, please contact the Student System Office's Operational Support Helpdesk for staff:

Tel Extension: x65444
eMail: cs.records@manchester.ac.uk