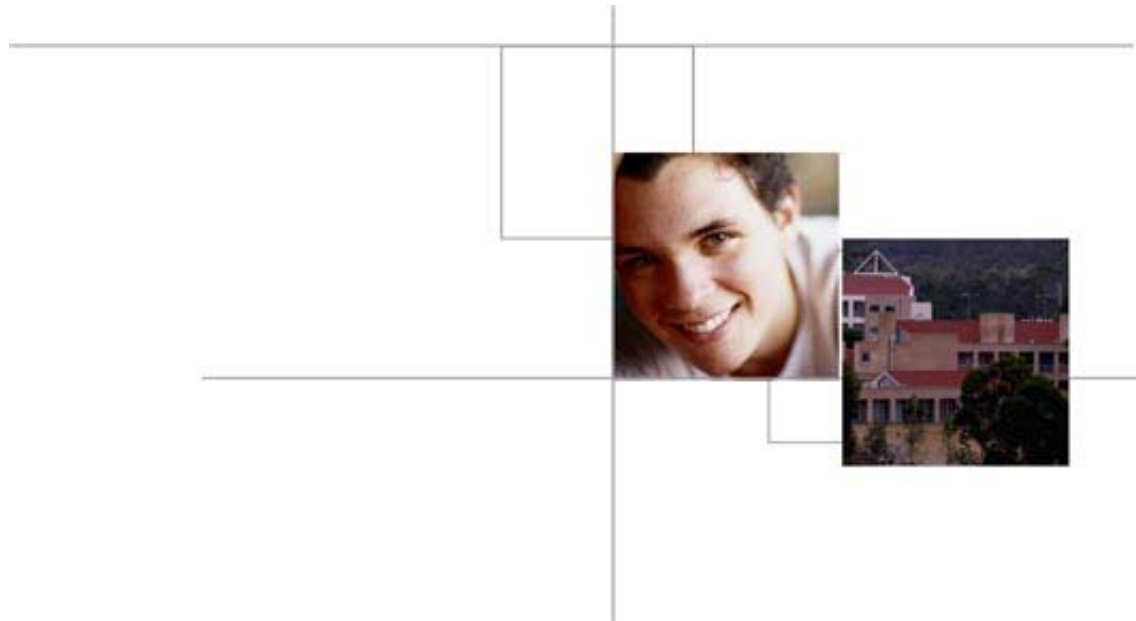




# Student Death Response Plan





# Student Death Response Plan

---

The Student Death Response Plan (SDRP) is based on the findings of a working party established by Senate.

The Plan has recently been approved by both the Senate and the Vice Chancellor.



# Student Death Response Coordinators

---

There are three designated Student Death Response Coordinators (SDRCs) for the whole of the University.

- |                             |   |             |
|-----------------------------|---|-------------|
| College of Arts             | - | Judy Crabb  |
| College of Business         | - | Jan Ryan    |
| College of Health & Science | - | Debra Plumb |



# Notification

---

No matter how a student death is notified, the person receiving the information immediately notifies the relevant College's SDRC.



# Student Death Response Plan

The main reason for appointing an SDRC is to coordinate contact with the next-of-kin so as to avoid undue stress on the grieving family – it gives the family one point of contact with the University.

The SDRC ensures that all the internal processes are addressed with a minimum of fuss.



# Protocol Implemented

---

Upon notification of a death the SDRC immediately advises the following people of the **unverified** student death:

Vice Chancellor

Executive Dean

Academic Registrar

DVCs

PVCs

Director, Office of Media & Communication

Head of School

School Administrative Coordinator

Director, Student Support Services

International Office (if relevant)

Manager, Residential Colleges (if relevant)

Campus Provost



# 'B' List Notified

---

When the death has been **verified** the SDRC advises those areas previously notified and also contacts:

- Enrolments & Student Finance Coordinator
- College Associate Deans (Academic or Research)
- Relevant School or Research Centre Staff
- Dean of Indigenous Students (if relevant)
- OH&S Unit
- Student Association President
- University Librarian (to suspend fines)
- Information Technology Manager (suspend & archive account)
- Finance
- Student Administration (funds protection, tuition refund)
- Alumni office



# Student Death Response Plan

---

In the case of a death on-campus the Crisis Management or Emergency Management Procedures

<http://www.uws.edu.au/about/adminorg/corpserv/ohr/occupationalhealthsafetyandwelfare/emergncymangmnt>

are activated and the SDRC is kept informed. After the emergency the SDRP is implemented.

That is, the SDRC manages the institutional response to the death not the crisis.





# Verification

---

The SDRC liaises with the Police where appropriate.

**The Police are required to notify the next-of-kin** if this has not already taken place.

The SDRC makes appropriate enquiries to elicit written verification of death.



# Condolences

---

The SDRC prepares a letter for the Executive Dean to send to the next-of-kin to offer condolence and advise of the SDRC role and support.

In the case of an international student, the International Office is advised and a contact nominated. This person then helps with details relating to visas and property despatch.

In the case of an Indigenous student, the Dean, Indigenous Education is advised and a contact nominated.



# Deceased Flag on Callista

---

The SDRC contacts the Enrolments Coordinator to request a “Deceased flag” be immediately placed on student’s record to block outgoing mail to the family.

All actions are noted on the student’s Callista record and the verification of death filed in TRIM.



# Posthumous Information Pack

---

The SDRC organises a Posthumous information pack to be sent to the family. The pack includes:

- A pre-completed Personal details form for the next-of-kin to check and verify
- Information about Posthumous Awards if the student is eligible
- Information about options for receiving the award or certificate of recognition



# Posthumous Information Pack

---

- Support services information (including Counselling and Chaplaincy)
- Information on refunds of fees and other charges refunds and how to apply
- Information on UWS Giving program including bequests
- Insurance information if it was an accidental death
- Pre-paid return envelope



# Posthumous Award Request

---

If a Posthumous award is likely the following people (as applicable) are notified:

Graduations Manager

Head of Program

Chair of School Assessment Committee

Chair of College Education Assessment and Progression  
Committee

Chair, College Research Committee

Chair, Research Studies Committee

Dean of Research Students



# Posthumous Awards and Aegrotat Grades Policy

---

Another outcome of the working party was the establishment of a Posthumous Award Policy and this can be found on the web at <http://policies.uws.edu.au/view.current.php?id=00201>

The policy outlines the criteria for a Posthumous Award and the awarding of grades for units which cannot be completed because of a permanent disability or incapacity of a catastrophic nature.



# Minimum Credit Points

---

*In part, the policy says:*

“ (6) The University may award an undergraduate or postgraduate coursework degree posthumously if, at the time of the student's death, he/she had successfully completed a minimum of 50% of the credit points for the award, having studied a minimum of one session (summer, quarter or semester) at UWS.”





# The Process

---

The SDRC facilitates the documentation relating to an award or a certificate of recognition following the support of the School Assessment Committee.

The School Assessment Committee makes a recommendation to the relevant graduation committee who then considers and recommends the award for Senate approval.



# SDRC Follow-Up

---

The SDRC initiates the actions requested by the next-of-kin as per the returned information. They also:

- Monitor progress and note actions on Callista.
- Send out a follow up letter summarising the actions taken by the university.

Note: determinations regarding awards are notified by the SDRC. Evidence of approval by the Chair of the relevant senate committee is sent to Graduations for the issue of the award.



# SDRC Follow-Up

---

- Options for receipt of the Posthumous award are discussed with the School and the family. In some instances the Head of School may wish to host a tour of student's home campus and provide a morning/afternoon tea. This is especially relevant for the families of international students.
- ensure TRIM file is kept up-to-date and close the file at the completion of the process.



# Student Death Response Plan

---

This plan is being piloted in 2007 and we would appreciate your input.