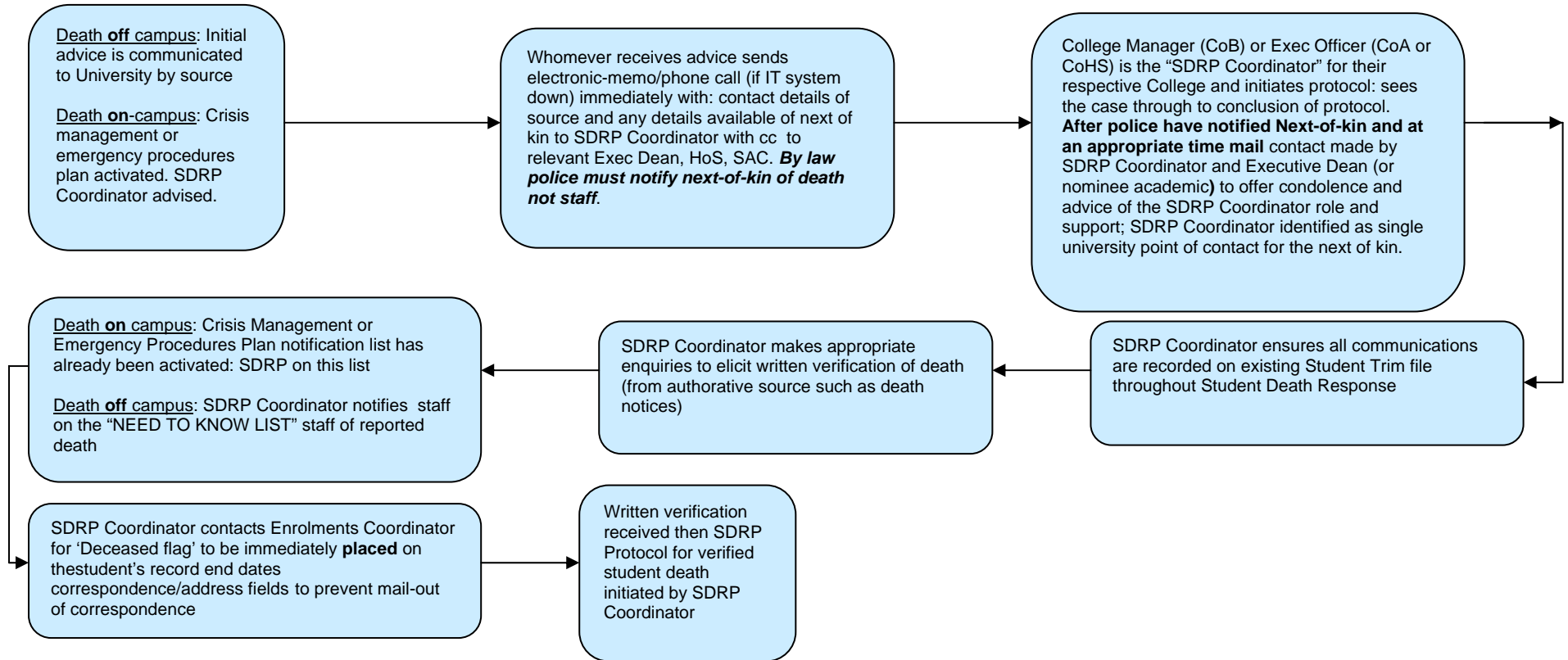
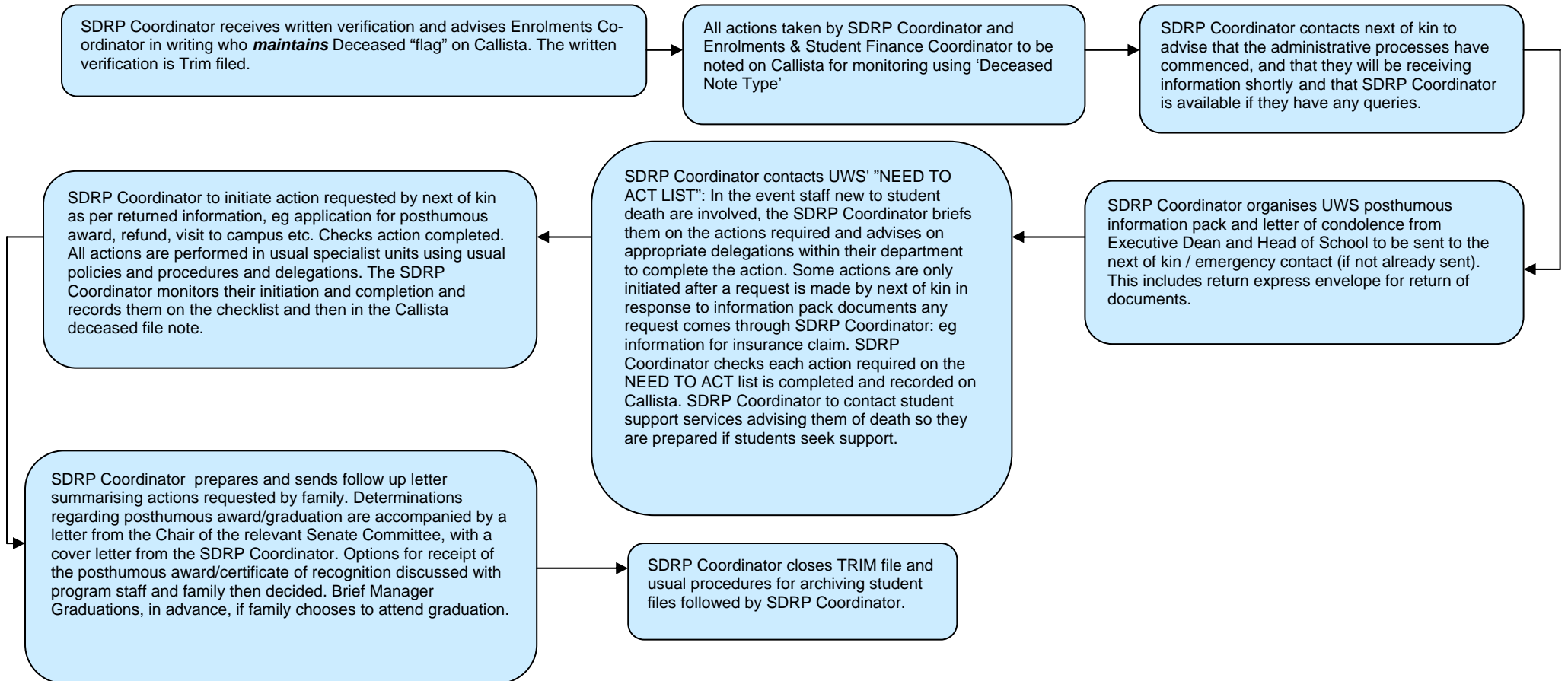


**UWS Student Death Response Plan (SDRP)**  
**INITIAL NOTIFICATION - UNVERIFIED DEATH RESPONSE**



## UWS Student Death Response Plan (SDRP) VERIFIED STUDENT DEATH - RESPONSE



## NOTIFICATION OF UNCONFIRMED DEATH - UWS SDRP “NEED TO KNOW” LIST

It is recognised that each of these areas will/may have a death response protocol relevant to their particular area of specialisation. The overarching UWS Death Response Plan assumes local student death protocols will be triggered when notification/ verification has been received.

- Vice Chancellor (**through executive assistant: for noting.** VC may choose to send condolence communication depending on case)
- Executive Dean (for required condolence communication initiated by SDRP Coordinator; also alert Associate Deans Research and Academic who chair relevant college committees)
- Registrar (who has responsibility for some support services and all student administrative services: for noting in the first instance and when death is verified, for directing the Office of Academic Registrar staff to action local death protocols in graduation, administration, student finance etc)
- DVC (Academic and Services) (**for noting:** DVCAS has responsibility for some support services and needs to know; division and unit managers will carry out actions once death is verified)
- DVC (International and Development) (**for noting:** DVCID has responsibility for some support services and administrative work associated with government regulation and international students; division and unit managers will carry out actions once death is verified; DVCID’s office to advise on cultural matters if required)
- Head of School
- School Administrative Coordinator (for noting and provision of student academic record information to Head of School and School Assessment Committee once death verified)
- Head of Program (for noting and action once death verified: HoP action relates to informing relevant staff and students on need-to-know basis)
- Residential colleges manager (**if relevant:** action relates to securing property and privacy; liaising with emergency/crisis management plan officers)
- Director International office (**if relevant**) (alert consulate of potential death; liaison with DIMA and consulates)
- Director Student Services (who acts as SDRP network leader and peer-support leader for the SDRP Coordinators) (will also alert Counseling, Chaplaincy in the event services are sought by self referrals)
- Dean Indigenous Education (**if relevant** liaise with relevant communities; provide on-call advice to “need to know list” regarding culturally appropriate responses)
- Campus Provost (**to also** liaise with SDRP Coordinator regarding any campus-wide memorial response once death confirmed)
- PVC Research/ PVC Teaching and Learning/ Dean of Research Studies who chair or lead various committees relating to student policies, operations and decisions (**for noting:** no action until death verified and applications made to the various committees)
- Chair of Academic Senate
- Audit and Risk

**ONCE DEATH HAS BEEN VERIFIED - UWS SDRP Coordinator “NEED TO ACT” LIST**

- Resend notification as verified to **ALL of NEED TO KNOW** list: personnel commence their required local protocols/ actions **PLUS** →
- Enrolments & Student Finance Coordinator (Office of Academic Registrar: for Student record actions; funds protection; tuition refund: legal guardians /estate only)
- Graduations Manager (if posthumous award)
- College Associate Deans (for noting until relevant applications for awards etc come to their committees)
- University Librarian (suspend fines)
- Information Technology Helpdesk – Request to suspend but not delete account in event of coronial enquiry.
- Finance (Insurance) (if relevant: accidental death or other death situation covered by policy)
- Alumni office
- Chair of School Assessment Committee if an application for posthumous award has been received. Approvals occur at College Education Assessment and Progressions Committee for UG/PG coursework and at Research Studies Committee for Research awards. If approved then Graduations Manager will liaise with SDRP Coordinator regarding presentation of award to family/next of kin. If award not approved then a suitable certificate of recognition for UWS participation should be prepared by Executive Dean’s office and options for presentation to family/next of kin made through the SDRP Coordinator and Executive Dean’s office.
- Executive Dean/ Head of School and SDRP Coordinator consider and act on family/staff/student requests for campus visit and memorial functions using local delegations and budget lines.
- Police Liaison (if relevant via Audit and Risk for example if there are investigations for coroner or courts)

## Posthumous information Pack Guide

This pack is developed, monitored and provided by the SDRP Coordinator. The contents of the pack guide are reviewed biannually by the SDRP Coordinator network with input from the International Office, Research Office, Equity and Diversity Unit, Dean of Indigenous Education, the Office of Academic Registrar, and Student Services; each information pack is collated for each instance by the SDRP Coordinator using the most up-to-date information and resources available. SDRP Coordinators may send out the information pack items as a single “pack” or may send out items in smaller mailings if the communications with the family indicate that a staged information process is more appropriate. Families will often “set the pace” and guide what amount of information they want when. The main role of the SDRP Coordinator is to ensure that all next of kin have received relevant information and have had an opportunity to act on it before the TRIM file is closed.

- Letter/s of condolence (double checked for wording, accuracy of student name and detailed, and personal signature from the Dean. If the Executive Dean is unavailable, the most senior academic officer available in the College/School is required)
- List of pack contents and what will happen / indicative timeframe (in the instance where all pack information is sent out at once)
- Information about posthumous award **only if** the student is eligible as per policy and only if the recommendation for posthumous award is underway by the Associate Dean Academic and Chair of the School Assessment Committee. If the student is **not** eligible for a posthumous award under the policy, then a certificate of recognition or attainment can be offered in its place; Proforma letter for signature by next-of kin indicating if they would like to proceed with a posthumous award or certificate of recognition should be sent.
- Information about options for receiving the posthumous award or certificate of recognition. The former may include presentation at the graduation ceremony. The latter would need to be a function arranged in the School or College that is not at a graduation ceremony.
- Pre-paid return envelope
- Information on UWS Giving Program, Foundation and Commemorative gifts.
- Information on refunds of fees and other charges refunds and how to apply
- If death accidental – insurance information

International students: Liaison with government departments and consulates should be through the International Office. Dedicated contact person in International Office to be named Case Manager, preferably an officer who knew the student and who can deal with enquiries relating to visa, property dispatch and other issues. Appropriate

information regarding contacts for funeral arrangements that may be easily accessed from overseas should be sought. The Deputy Director, UWS International will identify the Case Manager, who will be one of the International Student Advisors.