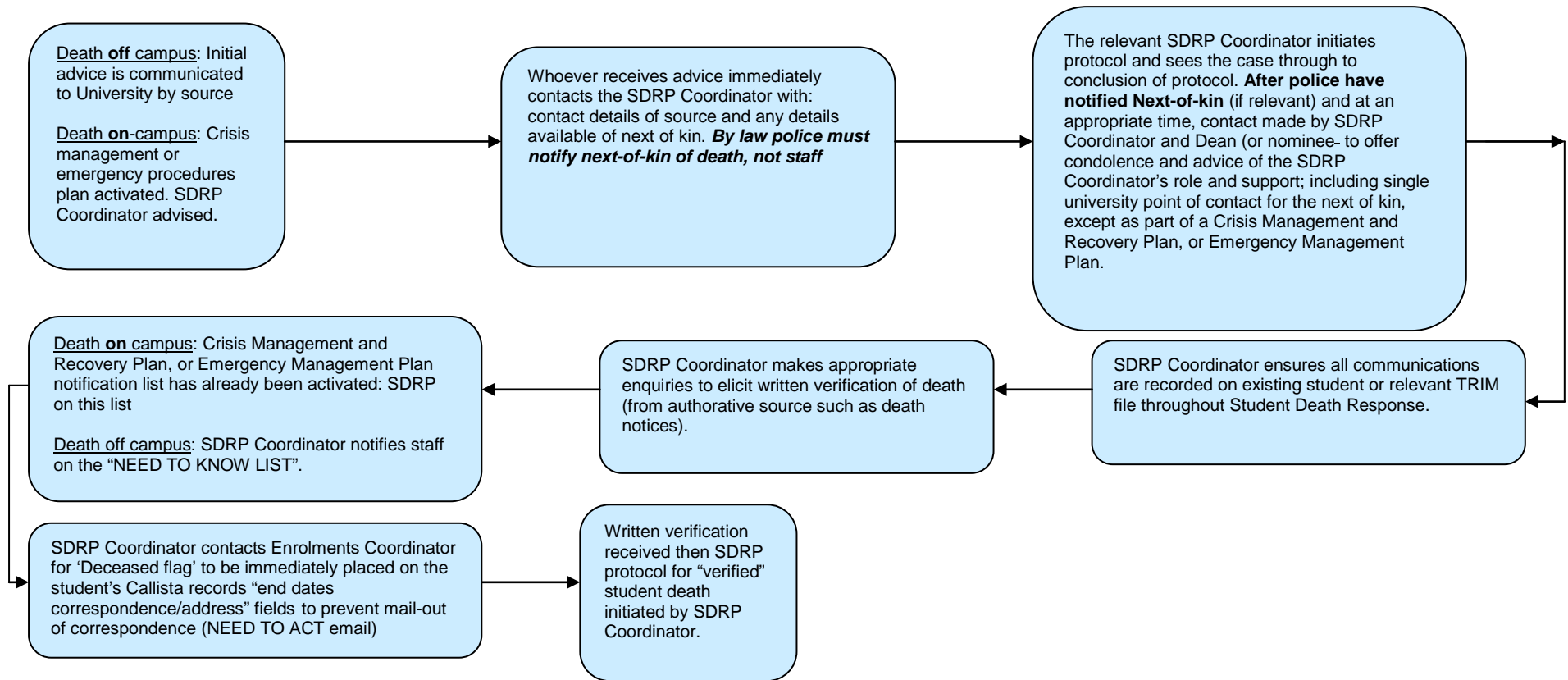


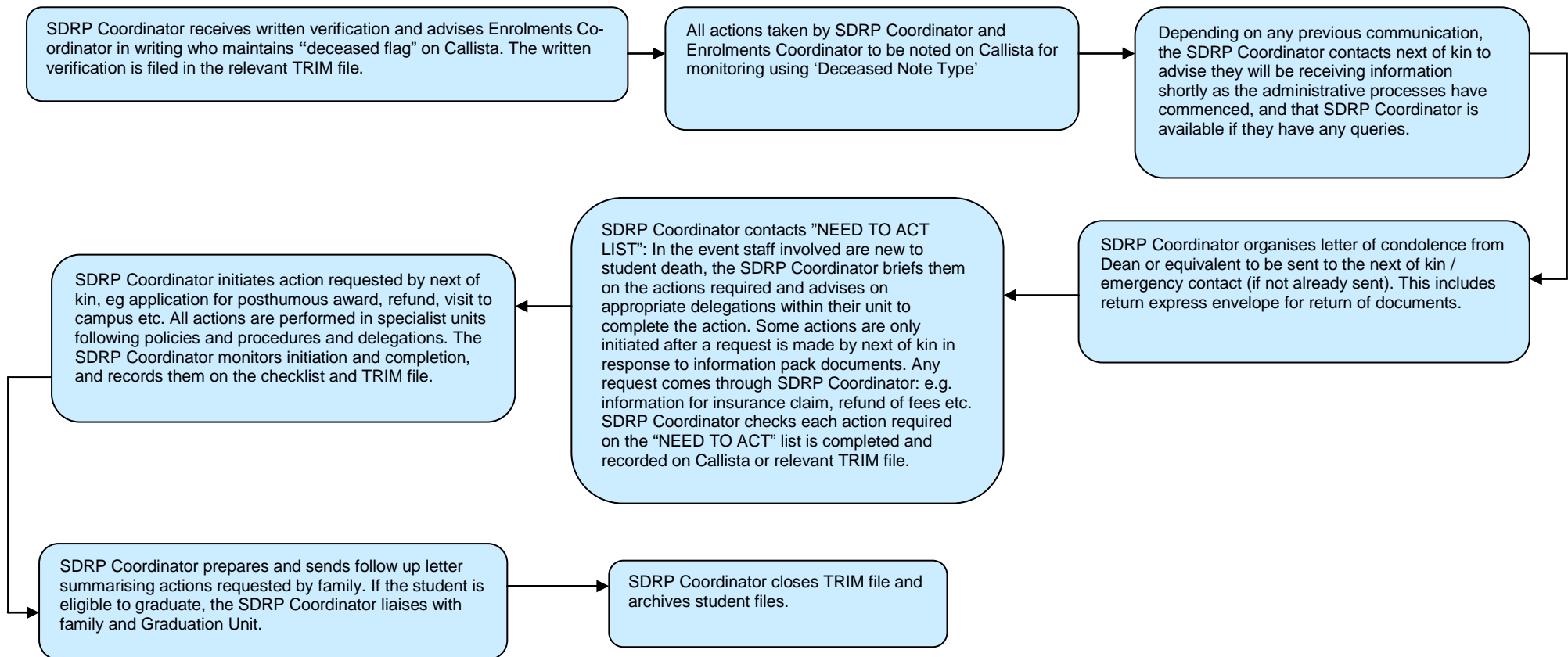
UWS Student Death Response Plan (SDRP)

INITIAL NOTIFICATION - **UNVERIFIED DEATH** RESPONSE



UWS Student Death Response Plan (SDRP)

VERIFIED STUDENT DEATH - RESPONSE



UWS SDRP Coordinator “NEED TO KNOW” LIST - NOTIFICATION OF UNVERIFIED DEATH

Contact	Reason/Action	Actioned
Vice-Chancellor	For noting.	
Vice-President (People and Advancement)	For noting	
Dean or equivalent	For required condolence communication initiated by SDRP Coordinator Dean to alert relevant Deputy Deans	
Academic Registrar	For noting. Upon verification, Registrar to direct heads of relevant areas to action local protocols.	
Deputy Vice Chancellor and Vice-President (Academic)	For noting student death only Upon verification, DVC and VP (A) to direct heads of relevant areas to action local protocols (<i>particularly in relation to Aboriginal and Torres Strait Islander (ATSI) students</i>).	
Deputy Vice Chancellor and Vice-President (Academic)	For noting. Upon verification, DVC and VP (A) to direct heads of relevant areas to action local protocols.	
PVC (Students)	For noting	
School Manager or equivalent	For noting Upon verification, may need to provide student academic record information if student is recommended for posthumous graduation	
Director, Academic Program	For noting Upon verification, DAP to informing relevant staff and students on need-to-know basis	
University Librarian	For noting To ensure any correspondence to student is ceased.	
Director, Audit and Risk Assessment	For noting	
Senior Manager, Commercial Operations and Assets (as liaison between UWS & Campus Living Village) (if relevant)	<u>Residential students only</u> To coordinate securing student's property and privacy To liaise with emergency management/crisis management and recovery plan officers if relevant	
Deputy Dean UWS College/College Registrar	<u>For UWS College students only</u>	
Associate Pro Vice-Chancellor (International) (if relevant)	To alert consulate of potential death Upon verification, to liaise with DIMAC and consulates	
Director, Student Support Services	To alert Counseling, Chaplaincy in the event services are sought by self referrals	

Director, Office of Research Services	For noting Upon verification, if posthumous award recommended may oversee as Chair of Research Studies Committee	
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UWS SDRP Coordinator “**NEED TO ACT**” LIST - **ONCE DEATH HAS BEEN VERIFIED**

Contact	Reason/Action	Actioned
All of “NEED TO KNOW” list	Send notification to confirm that death is verified and that units should commence their required local protocols/ actions	
Enrolments Coordinator/Student Finance Coordinator	For Student record actions; funds protection; tuition refund: legal guardians /estate only	
Graduations Manager (if relevant)	Where the student is awarded a posthumous award, or where the student is a graduand and was due to attend graduation.	
School Deputy Deans or equivalents	For noting if an application for a posthumous award is submitted to the relevant College committee	
University Librarian	To suspend fines	
Information Technology Service Desk	To request to suspend but not delete account (in the event of coronial enquiry).	
Finance Office (Insurance and Tax Accountant) (if relevant)	If an accidental death or other death situation covered by insurance policy	
Alumni Relations Unit (if relevant)	For graduates or graduands to suspend contact.	
Chair of School Assessment Committee (if relevant)	Only if an application for posthumous award has been received.	
Police liaison (if relevant)	Via Campus Safety and Security (e.g. if there are investigations for coroner or courts)	
Dean/Campus Provost/Director, Development and Alumni (as relevant)	Depending on requests from family/staff/students (e.g. campus visits, erection of a memorial)	

LETTER OF CONDOLANCE

The SDRP Coordinator is to ensure that next of kin have received relevant information and have had an opportunity to act on it. For each instance the SDRP Coordinator will send a letter of condolence signed by the relevant senior staff member. At the same time, the SDRP Coordinator may send other information based on communications with the next of kin (if any). In such cases the SDRP Coordinator will seek the information from the relevant units. Information may be sent as a single “pack” or in smaller mailings if the communications with the next of kin indicate that a staged information process is more appropriate. Families will often “set the pace” and guide what amount of information they want and when.

- Letter/s of condolence (double checked for wording, accuracy of student name and details, and personal signature from the Dean. If the Dean is unavailable, the most senior academic officer available in the School is required).
- List of contents attached to the condolence letter (if any) and what will happen / indicative timeframe.
- 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 Deputy Dean and Chair of the School Assessment Committee.
- Pre-paid return envelope
- Information on refunds of fees and other charges refunds and how to apply
- If death accidental – insurance information
- For International students - liaison with government departments and consulates should be through the Associate Pro Vice-Chancellor (International). The Associate Pro Vice-Chancellor (International) should liaise with the relevant SDRP Coordinator.