



## POLICY ON THE MANAGEMENT OF DECEASED STUDENTS AND EMPLOYEES

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### Related documents

UJ documents	Other
<ul style="list-style-type: none"> <li>• UJ Statute;</li> <li>• UJ Vision and Mission;</li> <li>• UJ Strategic Thrusts;</li> <li>• UJ Operational Plan;</li> <li>• Conditions of service for UJ Employees</li> <li>• Occupational Health Policy</li> <li>• Policy for the Management of</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Education Act (Act 101 of 1997);</li> <li>• Occupational Health and safety Act (No 85 of 1993)</li> <li>• Disaster Management Act (No 57 of 2002)</li> </ul>

<p><b>Students and Patients who are exposed to Infectious Agents</b></p> <ul style="list-style-type: none"> <li>• <b>Policy on the Protection, Management and Commercial Exploitation of Intellectual property</b></li> <li>• <b>Emergency Operations Plan</b></li> <li>• <b>Events Risk Management Plan</b></li> <li>• <b>Event Safety and Security Standard Operating Procedure</b></li> <li>• <b>Reporting of Incident Procedures</b></li> <li>• <b>Human Resources Resourcing Policy</b></li> <li>• <b>Interim Policy for Student Funerals</b></li> <li>• <b>Internationalisation Risk Management Plan</b></li> <li>• <b>Draft International Staff Policy</b></li> </ul>	
<p><b>Stakeholders affected by this document (units and divisions who should be familiar with it):</b></p>	<ul style="list-style-type: none"> <li>• <b>Council;</b></li> <li>• <b>Senate;</b></li> <li>• <b>Management Executive Council;</b></li> <li>• <b>Subcommittees of Senate;</b></li> <li>• <b>Executive Deans and Deputy/Vice-Deans;</b></li> <li>• <b>Executive Directors and Directors;</b></li> <li>• <b>Heads of Departments and Heads of Schools;</b></li> <li>• <b>Institutional Forum;</b></li> <li>• <b>Student Representative Council;</b></li> <li>• <b>Employees</b></li> <li>• <b>Students</b></li> </ul>
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# POLICY ON THE MANAGEMENT OF DECEASED STUDENTS AND EMPLOYEES

## 1. PREAMBLE

The death of a student or an employee represents a loss for the University community as well as for the family and friends of the deceased. The University's response to such a death will vary based on the nature of the deceased's affiliation with the University.

## 2. PURPOSE

The purpose of this policy is to provide direction in terms of process and procedures to be followed, including roles and responsibilities of faculties, divisions and departments in the event of a death of a student or an employee. It is imperative to coordinate such actions expeditiously and sensitively with regard to the feelings of the family, relatives, friends and colleagues of the deceased. Coordination of the immediate professional response actions of the HR Division, Campus Security, PsyCaD, Campus Health, the Division for Internationalisation or other University emergency response personnel in the event of a campus death, or situations which may result in a death, fall outside of the scope of these guidelines.

## 3. SCOPE

This policy has institution-wide application.

## 4. PRINCIPLES AND VALUES

In the development and review of this policy, the following apply:

- 4.1 the policy is aligned with the University's mission, vision, values and strategic thrusts;
- 4.2 the policy complies with the relevant legal provisions, as well as the requirements set by Government policy and regulations on higher education;
- 4.3 national and international trends that may affect this policy are taken into account and are aligned with these trends in so far as such alignment positively influences activities;
- 4.4 this policy is directional with respect to high standards and effectiveness;
- 4.5 this policy promotes a common point of departure, as well as coherence and interdependence between policies;
- 4.6 sound risk management, as well as the setting of any parameters that may be required.

## 5. DEFINITIONS

For the purpose of this policy, the following definitions apply:

- 5.1 **A UJ Student** is a student who is registered in an academic programme at any of the UJ campuses at the time of death, or one who has completed the immediately preceding academic year and is eligible for re-registration,

- in the event the death occurs in the recess period between semesters or summer vacation.
- 5.2 **An international student** is a UJ student who is **not a South African citizen** and holds a study permit, a diplomatic permit, a refugee permit, an asylum seeker permit, visitors or an exchange permit.
- 5.3 **A UJ employee** is defined as anyone who at the time of death was receiving or was entitled to receive a payroll disbursement, or was on leave without pay for any reason; or an active academic employee including visiting professors, research associates, researchers and Postdoctoral Fellows, but excluding external assessors and UJ students appointed on a temporary basis;
- 5.4 **An international employee is a UJ employee who is not a South African citizen and** holds a work permit or a permanent resident permit.
- 5.5 **UJ Death** refers to the death of a UJ student or **a UJ employee** as defined above

## 6 PROCEDURE

The institutional response to a UJ Death entails a series of administrative actions to notify the University community, to resolve benefit issues, settle accounts, and close academic and other UJ records. The particular notifications required depend on the nature of the affiliation of the deceased.

### 6.1 South African Citizens

#### 6.1.1 UJ Employees

To ensure that the appropriate offices are notified of actions that need to be taken, responsibilities are coordinated as follows:

- (a) The relevant Executive Dean or Executive Director informs the Vice-Chancellor, the Registrar and the Executive Director: Human Resources (HR) of the death and the circumstances of the death as soon as possible;
- (b) the Executive Director: HR informs the family (if notice did not originate from the family in the first instance) and coordinates all communication with the family of the deceased;
- (c) the HR Division informs the University community of the death of the staff member by means of a circular;
- (d) the HR Division informs the University community of funeral arrangements and may facilitate the organisation of a memorial service;
- (e) depending on the deceased's affiliation with the University, the Vice-Chancellor directs the lowering of the UJ flag to half-mast, may pay a visit to the deceased's next of kin, may prepare a letter of condolence, and/or may prepare an obituary notice;
- (f) the Executive Director: HR obtains a death certificate and related documents;
- (g) the HR Division coordinates the placement in abeyance of all records of the deceased and other related activities;
- (h) in case of death while on official duty, the HR Division compiles and files a detailed report in accordance with the relevant legislation;

- (i) UJ offers counselling/debriefing by PsyCaD via the Executive Director: HR.

### **6.1.2 UJ Students**

To ensure that the appropriate offices are notified of actions that need to be taken, responsibilities are coordinated as follows:

- (a) The relevant Executive Dean informs the Vice-Chancellor, the Registrar and the Executive Director: Student Affairs of the death and the circumstances of the death as soon as possible;
- (b) the Executive Director: Student Affairs contacts the family or recorded next-of-kin to inform them of the death (if notice did not originate from the family in the first instance) or to pass condolences (if the family is already aware of the death) and to advise them of the processes underway at the University in regards the death and where possible, meet with the family;
- (c) the Executive Director: Student Affairs coordinates all University communication with the family;
- (d) the Executive Director: Student affairs informs the University community of the death of the student by means of a circular;
- (e) the Executive Director: Student affairs informs the University community of funeral arrangements and may facilitate the organisation of a memorial service;
- (f) the Executive Director: Student Affairs obtains a death certificate and related documents;
- (g) the Registrar initiates the de-registration of the deceased student in accordance with due academic and administration governance processes; and informs Student Finance accordingly;
- (h) Student Finance coordinates the closing of the deceased's financial accounts and, if applicable, further arrangements in this regard;
- (i) the Executive Director: Student Affairs evokes the Interim Policy for Student Funerals;
- (j) UJ offers counselling/debriefing by PsyCaD via the Executive Director: Student Affairs.

## **6.2 International employees and students (Appendix 1)**

### **6.2.1 International employees (Appendix 2)**

To ensure that the appropriate offices are notified of actions that need to be taken, responsibilities are coordinated as follows:

- (a) The relevant Executive Dean or Executive Director informs the Vice-Chancellor, the Registrar, the Executive Director: Human Resources (HR) and the Executive Director: Internationalisation of the death and the circumstances of the death as soon as possible;
- (b) the Executive Director: Internationalisation informs the family (if notice did not originate from the family in the first instance) and coordinates all communication with the family of the deceased;

- (c) the HR Division, in consultation with the Executive Director: Internationalisation, informs the University community of the death of the staff member by means of a circular;
- (d) the HR Division, in consultation with the Executive Director: Internationalisation, informs the University community of funeral arrangements and may facilitate the organisation of a memorial service;
- (e) the Executive Director: Internationalisation assists with repatriation of mortal remains if required;
- (f) depending on the deceased's affiliation with the University, the Vice-Chancellor directs the lowering of the UJ flag to half-mast, may pay a visit to the deceased's next of kin, may prepare a letter of condolence, and/or may prepare an obituary notice;
- (g) the Executive Director: Internationalisation obtains a death certificate and related documents and submits the documents to the HR Division;
- (h) the HR Division coordinates the placement in abeyance of all records of the deceased and other related activities;
- (i) the Office of the Executive Director: Internationalisation submits a report on the death to the Vice-Chancellor, the Registrar, the Executive Dean or Executive Director concerned and the Executive Director: HR;
- (j) in case of death while on official duty, the HR Division compiles and files a detailed report in accordance with the relevant legislation;
- (k) UJ offers counselling/debriefing by PsyCaD via the Executive Director: HR.

### **6.2.2 International students (Appendix 3 and 4)**

To ensure that the appropriate offices are notified of actions that need to be taken, responsibilities are coordinated as follows:

- (a) The relevant Executive Dean informs the Vice-Chancellor, the Registrar, the Executive Director: Student Affairs and the Executive Director: Internationalisation of the death and the circumstances of the death as soon as possible;
- (b) the Executive Director: Internationalisation contacts the family or recorded next-of-kin to inform them of the death (if notice did not originate from the family in the first instance) or to pass condolences (if the family is already aware of the death) and to advise them of the processes underway at the University in regards the death and where possible, meet with the family;
- (c) the Executive Director: Internationalisation, in cooperation with the Executive Director: Student affairs, coordinates all communication with the family;
- (d) the Executive Director: Internationalisation informs the University of Johannesburg International Student Society (UJISS);

- (e) the Executive Director: Internationalisation obtains a death certificate and related documents;
- (f) the Executive Director: Internationalisation assists with repatriation of mortal remains if required;
- (g) the Registrar initiates the de-registration of the deceased student in accordance with due academic and administration governance processes and informs Student Finance accordingly;
- (h) Student Finance, in cooperation with the Executive Director: Internationalisation, coordinates the closing of the deceased's financial accounts and, if applicable, further arrangements in this regard;
- (i) the Office of the Executive Director: Internationalisation submits a report on the death to the Vice-Chancellor, the Registrar, the Executive Dean concerned, the Executive Director: Student Affairs, and any other unit as deemed necessary;
- (j) UJ offers counselling/debriefing by PsyCaD via the Executive Director: Internationalisation;
- (k) After the funeral of an international student, a meeting may be called by the Executive Director: Student Affairs and the Executive Director: Internationalisation with the relevant Executive Dean, PsyCaD, Occupational Health, Security Services, UJISS and other relevant parties to ensure that all appropriate measures have been taken in response to the student's death.

## **7. REVIEW OF THE POLICY**

This policy is reviewed every five years or earlier if an urgent need arises.

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