



**THE UNIVERSITY OF THE WEST INDIES  
ST AUGUSTINE**

# **STUDENT DEATH POLICY**

**A Policy on the Management of the Death of a UWI Student**

**March 2019**

Submitted by: Director Division of Student Services and Development

# Table of Contents

Introduction.....	4
Policy Statement.....	5
Key Definitions.....	6
Guiding Values .....	8
<b>Procedures</b>	
Student fatality on Halls of Residence .....	9
Student fatality On-Campus premises other than Halls of Residence.....	14
Student fatality Off-Campus .....	19
Student fatality while on Study Abroad/Study Visit.....	23
Conclusion.....	26
<b>Appendices</b>	
I. Student Death Notification Form.....	27
II. Repatriation .....	28

## **LIST OF ACRONYMS**

CAPS – Counselling & Psychological Services

CLL – Centre for Language Learning

DSSD – Division of Student Services & Development

HSU – Health Services Unit

M&C - Marketing & Communications

OIAI – Office for Institutional Advancement and Internationalization

OHSE – Occupational Health, Safety and Environment

SDRT – Student Death Response Team

SLDD – Student Life and Development

TTPS – Trinidad & Tobago Police Service

The UWI – The University of the West Indies

## **Introduction**

The University of the West Indies, St Augustine Campus (“The UWI”) aims to provide a high quality student experience. In doing so, students’ safety and well-being are paramount. However, incidents will occur, sometimes resulting in fatality. In such instances, The UWI has a responsibility to operate and respond in an organized, sensitive manner displaying high levels of professionalism and compassion. This *Student Death Policy* (“this Policy”) therefore serves as a guide as to how The UWI personnel should respond, in instances where there is loss of life of a registered UWI Student.

## **Purpose**

This *Student Death Policy* seeks to ensure that The UWI, St Augustine Campus, as a university community responds appropriately in the event of the unfortunate loss of a student’s life by:

- ensuring that the University provides an official response to the incident;
- highlighting the responsibilities of various Departments/Units/Offices; and professionals on Campus;
- facilitating rapid and effective communication;
- ensuring that follow-through occurs; and
- coordinating such actions expeditiously and sensitively.

## **Policy Statement**

A student's death can have a significant impact on a university community. To ensure this impact is managed in a sensitive, well-planned way, this policy will assure:

- 1) that the appropriate persons both internal and external to The UWI are informed of the death of a student;
- 2) that The UWI has an appropriate, organized, sensitive response to managing the death of the student;
- 3) that confidence in The UWI's response to the death is maintained and that all necessary actions are completed.

Given that the death of a student is sensitive and can be unpredictable, no policy or protocol can provide in complete details all the steps that must be taken. The implementation of this policy should focus on the essential communication needs, which are required in these situations.

### **Scope**

#### **Inclusions**

This policy addresses procedures relating to instances of fatality of a registered UWI student. While the application and implementation of this Policy is guided mainly by procedures at the main campus site of The UWI, St. Augustine Campus, this Policy will apply as appropriate to satellite sites and campuses of The UWI, St. Augustine Campus, subject to any specific emergency response procedures in place at such satellite sites or campuses.

#### **Exclusions**

This Policy does not address procedures relating to instances of fatality of a person who is a registered UWI student who is also a UWI member of staff and if the fatality occurs in the course of employment then emergency response procedures relative to UWI staff will apply. This Policy also does not apply to prospective or past students, or students of other institutions (not under an approved exchange or study abroad programme) or third party/visitors who are visiting The UWI's premises to conduct business or attend events, in which case emergency response procedures relative to visitors will apply.

## **Key definitions under this policy**

### ***First Contact:***

The first UWI personnel who become(s) aware – whether by seeing or being told – of a student’s death on campus and informs the relevant UWI administrators.

### ***Informer:***

A person(s) who become(s) aware of the death of a UWI student off-campus and informs the relevant UWI personnel.

### ***UWI Premises:***

Satellite sites and campuses of The UWI, St. Augustine Campus.

### ***On-Campus:***

Any University premises that belong to or are under the care, custody and/or control of The UWI, for example, in a classroom, on the greens, or at a satellite Campus site including UWI Field Stations, Orange Grove lands, the Cocoa Genebank and other such properties.

### ***Off-Campus:***

Premises that do not belong to or are not under the care, custody and/or control of The UWI.

### ***Student Fatality – UWI Halls of Residence:***

The death of a UWI Student or a student who is on approved exchange or study abroad programme at The UWI, St. Augustine Campus, occurring on any of the five (5) existing Halls of Residence – Canada Hall, Freedom Hall, Trinity Hall, Joyce Gibson Inniss Hall, and Sir Arthur Lewis Hall or any future Hall(s) of Residence to be established.

### ***Student Fatality - On-Campus:***

Any fatality involving a UWI Student or a student who is on approved exchange or study abroad programme at The UWI, St. Augustine Campus, occurring on any University premises that belong to or are under the care, custody and/or control of The UWI, for example, in a classroom, on the greens, or at a satellite Campus site.

### ***Student Fatality - Off-Campus:***

Any fatality involving a UWI Student or a student who is on approved exchange or study abroad programme at The UWI, St. Augustine Campus, occurring on premises that do not belong to or are not under the care, custody and/or control of The UWI.

### ***Student Death Response Team (SDRT):***

A team comprising key stakeholders who will ensure the efficient management of the death of a UWI Student. The relevant SDRT shall be constituted by the Deputy Principal to ensure effective implementation of this Policy.

***UWI Student or Student:***

A UWI Student is one who is enrolled at The UWI, St. Augustine Campus (full time or part time) in a certificate, diploma, undergraduate or graduate programme, whether they reside on or off-Campus. In the case of semester breaks, a UWI Student will be defined as one who is eligible for re-entry at the beginning of the next semester or the new academic year. In the event that an individual has completed his or her course of study and has not yet graduated, this individual will also be considered a UWI Student for the purpose of this Policy. The term “Student” and “Students” shall include UWI Students and students who are on an approved exchange or study abroad programme at The UWI, St. Augustine Campus, including its satellite campuses.

## Guiding Values

The UWI is committed to responding to the death of its students in a respectful, sensitive and compassionate manner. As such, this Policy will be guided by the following principles:

- (a) *Respect, sensitivity and compassion* – The UWI shall act and respond in a caring, respectful and sensitive manner. Appropriate compassion, respect and care shall be extended to the next-of-kin or family, fellow students most closely associated with the student, faculty and staff members most closely associated with the student, prior to the student's death and individuals who may have been present with the student when the death occurred.
- (b) *Privacy* – Faculty, staff and other students shall not freely use, access and disclose information related to the student and the student's death. Any information that has to be disclosed must be verified by M&C for accuracy and considered carefully before being conveyed to any party. Unauthorised photographs and images taken of the deceased student shall not be disclosed or published on social media platforms or print media or disseminated without consideration for the student's family or next-of-kin.
- (c) *Cooperation and Communication* – The *Student Death Response Team* members shall work together to ensure appropriate and effective communication to the student's family and relevant stakeholders in accordance with this Policy and to obtain administrative closure in an efficient manner.



## Procedures

### 1. Student fatality on Halls of Residence

#### **Actions to be taken within the first 24 hours of the fatality being reported**

- (a) In the case of a student fatality at a UWI Hall of Residence, the **First Contact** may be one of the following: the Resident Assistant (RA), Campus Security, Hall of Residence Supervisor/Office staff or the Hall of Residence Manager.
- (b) In the event that the RA is the First Contact, he/she shall be responsible for immediately informing the Campus Security and the Hall of Residence Supervisor/ Office Staff/ Manager during working hours or the Hall of Residence Supervisor/Manager after working hours. Campus Security shall be responsible for immediately informing the Campus Medical Officer and the Trinidad and Tobago Police Service (TTPS). TTPS shall be responsible for informing the District Medical Officer. Campus Security must also take appropriate steps to cordon off the area, preserve the scene and evidence and conduct initial enquiries of the circumstances of the student's death. Upon being notified of such fatality the Hall of Residence Manager shall be responsible for informing Campus Registrar.
- (c) In the event that Campus Security is the First Contact, they shall be responsible for immediately informing the Campus Medical Officer, TTPS, and the Hall of Residence Manager/Supervisor. Campus Security must also take appropriate steps to cordon off the area, preserve the scene and evidence and conduct initial enquiries of the circumstances of the student's death. Upon being notified of such fatality, the TTPS shall be responsible for informing the District Medical Officer, while the Hall of Residence Manager shall be responsible for informing Campus Registrar.
- (d) In the event that the Hall of Residence Supervisor/Office staff is the First Contact, they shall be responsible for informing Campus Security and the Hall of Residence Manager. Campus Security shall be responsible for immediately informing the Campus Medical Officer and the TTPS. TTPS shall be responsible for informing the District Medical Officer. Campus Security must also take appropriate steps to cordon off the area, preserve the scene and evidence and conduct initial enquiries of the circumstances of the student's death. Upon being notified of such fatality, the Hall of Residence Manager shall be responsible for informing Campus Registrar.
- (e) In the event that the Hall of Residence Manager is the First Contact, he/she shall be responsible for informing Campus Security and Campus Registrar. Campus Security shall be responsible for immediately informing the Campus Medical Officer and the TTPS. TTPS shall be responsible for informing the District Medical Officer. Campus

Security must also take appropriate steps to cordon off the area, preserve the scene and evidence and conduct initial enquiries of the circumstances of the student's death.

- (f) Upon being informed of such fatality, the **Campus Registrar** shall be responsible for informing:
- Campus Principal
  - Deputy Principal
  - Deputy Campus Registrar
  - Director M&C
  - Manager OHSE
  - Campus Legal Officer
  - Director School of Graduate Studies and Research (in the event it is a graduate student)
  - Director of the Office of Institutional Advancement & Internationalisation (in the event it is an exchange/visiting student from a foreign university)
  - Director Centre Language Learning (if necessary)

Campus Registrar shall also be responsible for verifying and obtaining the following information:

- i. The student's registration status
- ii. Student's ID number
- iii. Nationality
- iv. Faculty and Department
- v. Next-of-kin/family contact information

Upon verifying and obtaining this information the **Campus Registrar** must then inform the Deputy Principal of the student's next-of-kin's/family contact information as well as the Faculty he/she belongs to.

- (g) Upon being informed of such fatality, the **Deputy Principal** shall be responsible for:
- Informing/engaging the deceased student's next-of-kin/family
  - Informing the Dean of the Faculty to which the student belongs
  - Informing Director Division of Student Services and Development
- (h) Upon being informed of such fatality, the **Dean of the Faculty** shall be responsible for informing the Head of Department and Faculty staff.
- (i) In the case where the student is an exchange/ visiting student from a foreign university, upon being informed of such fatality, the **Director of the Office of Institutional Advancement & Internationalisation** shall be responsible for informing student's home university.

- (j) Upon being informed of such fatality, the **Director Division of Student Services and Development** shall be responsible for informing:
- Manager Student Life and Development (in the case of a regional student)
  - Coordinator Counselling and Psychological Services
  - Manager Guild Administrative Office
  - President Guild of Students
- (k) In the event that the deceased student had a roommate and he/she was not present at the time of the discovery, the **Hall of Residence Manager/Hall Supervisor** shall attempt to locate the roommate and inform him/her of the Student's death. When possible, that is, if death of the student occurs during the week, the **Coordinator Counselling and Psychological Services** should be notified and be present when the roommate is being informed of the Student's death. If the roommate cannot be immediately contacted the Hall of Residence Manager/Hall Supervisor shall make all efforts to be present when he/she returns and make arrangements for the roommate to be moved to another room. The roommate should be monitored for such period deemed appropriate on the advice of Counselling and Psychological Services.

#### **Actions to be taken within 2 to 5 days of the fatality being reported**

- (a) The Deputy Principal shall appoint an appropriate **SDRT** that will coordinate the University's administrative response to the death of the student.
- (b) The **SDRT** in this circumstance should include the following persons (or their designate) but not limited to:
- Deputy Campus Registrar (Chair)
  - Hall of Residence Manager/ Supervisor
  - Director M&C
  - Director Office of Institutional Advancement and Internationalisation (if the student is an exchange/visiting student from a foreign university)
  - Director Division of Student Services and Development
  - Coordinator Counselling and Psychological Services
  - Campus Legal Officer (if necessary)
  - Campus Medical Officer
  - President Guild of Students
- (c) This **SDRT** will then liaise and engage with the following persons (if necessary) to coordinate the University's administrative response to the death of a student:
- Deputy Principal
  - Campus Registrar
  - Head Security Services

- Relevant Dean and/or Head of Department
  - Senior Assistant Registrar, Student Affairs (Admissions)
  - Manager OHSE
  - Manager Student Life and Development
  - Manager Financial Advisory Services
  - Manager Student Accounts
- (d) The **Chair** of the **SDRT** shall ensure the following steps are taken:
- The provision of guidance and support by the Deputy Campus Registrar's Office to Departments/Units/Offices with regard to performance of their responsibility under the policy.
  - The development and dissemination of a statement by M&C informing the University community of the student's death.
  - The identification of someone from M&C who will act as the liaison between the University and other external stakeholders such as the police, hospital and the media. The content of the M&C communique to external stakeholders will be a collaborative effort between Campus Legal Office and Health Service Unit (HSU).
  - The management of the collection and dissemination of information to the media by M&C
  - The identification of someone from Division of Student Services and Development/Centre for Language Learning who will act as the liaison between the University and the family of the deceased student.
  - The completion and filing of a Student Death Registration form (see Appendix I) by the Deputy Campus Registrar's Office.
  - The registration of the student's death by the Campus Registrar's Office if the student does not have any family in Trinidad and Tobago.
  - The clarification of the student's insurance or other financial benefits by the Division of Student Services and Development and the advisement of such to the next-of-kin/family if necessary.
  - Where applicable, the notification of the student's death to their scholarship donor(s) by Division of Student Services and Development.
  - The advisement of the student's death by the Director Office of Institutional Advancement and Internationalisation/Director Centre for Language Learning to the appropriate foreign mission in Trinidad and Tobago if the student is an international student.
  - The provision of guidance on the repatriation process by the Director Office of Institutional Advancement and Internationalisation to the family of the deceased student (if the student does not reside in Trinidad and Tobago) if the family wishes to repatriate the remains. The Student's family should be advised to allow a funeral agency to undertake the repatriation as the process is fairly complex

(see Appendix II). The Director will also act as a liaison between the family of the deceased student and the funeral home.

- The provision of counselling and psychological services to students and staff from affected Hall(s) of Residence, Faculty and Departments and Campus friends of the deceased who may be affected.
  - The communication of the student's death to the Registry, Bursary and Campus IT Services led by the Deputy Campus Registrar's Office so that appropriate adjustments in relation to the student's registration status and relevant accounts can be made.
  - The preparation of a condolence letter by the Campus Principal for the next-of-kin/family of the deceased student.
  - The organization of a group of persons led by the Director Division of Student Services and Development/Director Centre Language Learning to represent The UWI at the burial ceremony of the deceased student as long as the service is held in Trinidad and Tobago.
  - Where possible, the determination of whether a graduation certificate should be awarded posthumously to the deceased student led by the Deputy Principal.
  - Where advisable, the organization of a floral arrangement by the Director Division of Student Services and Development/ Director Centre Language Learning to be sent to the next-of-kin/family on The UWI's behalf.
  - The preparation of a comprehensive report/incident review led by the Deputy Campus Registrar of all the relevant circumstances surrounding the incident for submission to the Campus Registrar and copied to the Deputy Principal.
- (e) The removal of the deceased student's possessions from their room by Hall of Residence personnel and next-of-kin/family.
- (f) The provision of support to Faculties, Departments, Halls of Residence and the Guild of Students if they wish to arrange memorial activities for the deceased student led by the Director, Division of Student Services and Development.

## 2. Student fatality on Campus premises other than Halls of Residence

### Actions to be taken within the first 24 hours of the fatality being reported

- (a) In the case of a student fatality on Campus, the **First Contact** shall be responsible for immediately informing HSU or Campus Security.
- (b) In the event that HSU is informed first, they shall be responsible for immediately informing Campus Security. Campus Security shall be responsible for immediately informing TTPS and Campus Registrar. TTPS shall be responsible for informing the District Medical Officer. Campus Security must also take appropriate steps to cordon off the area, preserve the scene and evidence and conduct initial enquiries of the circumstances of the student's death.
- (c) In the event that Campus Security is informed first, they shall be responsible for immediately informing Campus Medical Officer, TTPS and Campus Registrar. TTPS shall be responsible for informing the District Medical Officer. Campus Security must also take appropriate steps to cordon off the area, preserve the scene and evidence and conduct initial enquiries of the circumstances of the student's death. Upon being informed of such fatality, the Campus Medical Officer coordinates with the District Medical Officer to determine cause of death.
- (d) Upon being informed of such fatality, **Campus Registrar** shall be responsible for informing:
- Campus Principal
  - Deputy Principal
  - Campus Deputy Registrar
  - Director M&C
  - Manager OHSE
  - Campus Legal Officer
  - Director School of Graduate Studies and Research (if the student is a graduate student)
  - Director of the Office of Institutional Advancement & Internationalisation (if the student is an exchange/ visiting student from a foreign university)
  - Director Centre Language Learning (if necessary)

Campus Registrar shall also be responsible for verifying and obtaining the following information:

- i. The student's registration status

- ii. Student's ID number
- iii. Nationality
- iv. Faculty and Department
- v. Next-of-kin/family contact information

Upon verifying and obtaining this information the **Campus Registrar** must then inform the Deputy Principal of the student's and next-of-kin's/family's contact information as well as the Faculty he/she belongs to.

- (e) Upon being informed of such fatality, the **Deputy Principal** shall be responsible for informing:
  - Informing/engaging the deceased student's next-of-kin/family
  - Informing the Dean of the Faculty to which the student belongs
  - Informing the Director of the Division of Student Services and Development
- (f) Upon being informed of such fatality, the **Dean of the Faculty** shall be responsible for informing the Head of Department and Faculty staff.
- (g) In the case where the student is an exchange/ visiting student from a foreign university, upon being informed of such fatality, the **Director of the Office of Institutional Advancement and Internationalization** shall be responsible for informing student's home university.
- (h) Upon being informed of such fatality, the **Director Division of Student Services and Development** shall be responsible for informing the following:
  - Manager Student Life and Development (in the case of a regional student)
  - Hall of Residence Manager (if necessary)
  - Counselling and Psychological Services
  - Manager Guild Administrative Office
  - President Guild of Students

#### **Actions to be taken within 2 to 5 days of the fatality being reported**

- (i) The Deputy Principal shall appoint an appropriate **SDRT** that will coordinate the University's administrative response to the death of the student.
- (a) The **SDRT** in this circumstance should include the following persons (or their designate) but not limited to:
  - Deputy Campus Registrar (Chair)
  - Director M&C
  - Director Office of Institutional Advancement and Internationalisation (if the student is an exchange/ visiting student from a foreign university)
  - Director Division of Student Services and Development

- Coordinator Counselling and Psychological Services
  - Campus Legal Officer (if necessary)
  - Hall of Residence Manager (if necessary)
  - Campus Medical Officer
  - President Guild of Students
- (j) This **SDRT** will then liaise and engage with the following persons (if necessary) to coordinate the University's administrative response to the death of a student:
- Deputy Principal
  - Campus Registrar
  - Head Security Services
  - Relevant Dean and/or Head of Department
  - Senior Assistant Registrar, Student Affairs (Admissions)
  - Campus Medical Officer
  - Manager OHSE
  - Manager Student Life and Development
  - Manager Financial Advisory Services
  - Manager Student Accounts
- (k) The **Chair** of the **SDRT** shall ensure the following steps are taken:
- The provision of guidance and support by the Deputy Campus Registrar's Office to Departments/Units/Offices with regard to performance of their responsibility under the policy.
  - The development and dissemination of a statement by M&C informing the University community of the student's death.
  - The identification of someone from M&C who will act as the liaison between the University and other external stakeholders such as the police, hospital and the media. The content of the M&C communique to external stakeholders will be a collaborative effort between Campus Legal Office and HSU.
  - The management of the collection and dissemination of information to the media by M&C.
  - The identification of someone from Division of Student Services and Development/Centre for Language Learning who will act as the liaison between the University and the family of the deceased student.
  - The completion and filing of a Student Death Registration form (see Appendix I) by the Deputy Campus Registrar's Office.
  - The registration of the student's death by the Campus Registrar's Office if the student does not have any family in Trinidad and Tobago.



- The clarification of the student's insurance or other financial benefits by the Division of Student Services and Development and the advisement of such to the next-of-kin/family if necessary.
  - Where applicable, the notification of the student's death to their scholarship donor(s) by Division of Student Services and Development.
  - The advisement of the student's death by the Director Office of Institutional Advancement and Internationalisation/Director Centre for Language Learning to the appropriate foreign mission in Trinidad and Tobago if the student is an international student.
  - The provision of guidance on the repatriation process by the Director Office of Institutional Advancement and Internationalisation to the family of the deceased student (if the student does not reside in Trinidad and Tobago) if the family wishes to repatriate the remains. The Student's family should be advised to allow a funeral agency to undertake the repatriation as the process is fairly complex (see Appendix II). The Director will also act as a liaison between the family of the deceased student and the funeral home.
  - The provision of counselling and psychological services to students and staff from affected Hall(s) of Residence, Faculty and Departments and Campus friends of the deceased who may be affected.
  - The communication of the student's death to the Registry, Bursary and Campus IT Services led by the Deputy Campus Registrar's Office so that appropriate adjustments in relation to the student's registration status and relevant accounts can be made.
  - The preparation of a condolence letter by the Campus Principal for the next-of-kin/family of the deceased student.
  - The organization of a group of persons led by the Director Division of Student Services and Development/Director Centre Language Learning to represent The UWI at the funeral service of the deceased student as long as the service is held in Trinidad and Tobago.
  - Where possible, the determination of whether a graduation certificate should be awarded posthumously to the deceased student led by the Deputy Principal.
  - Where advisable, the organization of a floral arrangement by the Director Division of Student Services and Development/ Director Centre Language Learning to be sent to the next-of-kin/family on The UWI's behalf.
  - The preparation of a comprehensive report/incident review led by the Deputy Campus Registrar of all the relevant circumstances surrounding the incident for submission to the Deputy Principal.
- (l) The removal of the deceased student's possessions from their room by Halls of Residence personnel (if necessary).

- (m) The provision of support to Faculties, Departments, Halls of Residence and the Guild of Students if they wish to arrange memorial activities for the deceased student led by the Director Division of Student Services and Development.

### 3. Student fatality off-Campus

#### Actions to be taken within the first 24 hours of the fatality being reported

- (a) In the case of a student fatality off-campus any UWI personnel who becomes aware of such fatality shall be responsible for immediately informing the **Campus Registrar**.
- (b) Upon being informed of such fatality, the **Campus Registrar** shall be responsible for verifying and obtaining the following information:
  - i. The student's registration status
  - ii. Student's ID number
  - iii. Nationality
  - iv. Faculty and Department
  - v. Next-of-kin/Family contact information
- (c) Upon being informed of such fatality, the **Campus Registrar** shall be responsible for informing:
  - Campus Principal
  - Deputy Principal
  - Campus Deputy Registrar
  - Director M&C
  - Campus Legal Officer
  - Director School of Graduate Studies and Research (if the student is a graduate student)
  - Director of the Office of Institutional Advancement & Internationalisation (if the student is an exchange/ visiting student from a foreign university)
  - Director Centre Language Learning (if necessary)
- (d) Upon being informed of such fatality, the **Deputy Principal** shall be responsible for:
  - Informing/engaging with the deceased student's next-of-kin/family
  - Informing the Dean of the Faculty to which the student belongs
  - Informing Campus Medical Officer
  - Informing the Director of the Division of Student Services and Development
- (e) Upon being informed of such fatality, the **Dean of the Faculty** shall be responsible for informing the Head of Department and Faculty staff.
- (f) In the case where the student is an exchange/ visiting student from a foreign university, upon being informed of such fatality, the **Director of the Office of Institutional Advancement & Internationalisation** shall be responsible for informing student's home university.

- (g) Upon being notified of such fatality, the **Director Division of Student Services and Development** shall be responsible for informing:
- Manager Student Life and Development (in the case of a regional student)
  - Residence Manager (if necessary)
  - Counselling and Psychological Services
  - Manager Guild Administrative Office
  - President of the Guild

**Actions to be taken within 2 to 5 days of the fatality being reported**

- (i) The Deputy Principal shall appoint an appropriate **SDRT** that will coordinate the University's administrative response to the death of the student.
- (b) The **SDRT** in this circumstance should include the following persons (or their designate) but not limited to:
- Deputy Campus Registrar (Chair)
  - Director M&C
  - Director Office of Institutional Advancement and Internationalisation (if the student is an exchange/ visiting student from a foreign university)
  - Director Division of Student Services and Development
  - Coordinator Counselling and Psychological Services
  - Campus Legal Officer (if necessary)
  - Residence Manager (if necessary)
  - President Guild of Students
  - Campus Medical Officer
- (j) This **SDRT** will then liaise and engage with the following persons (if necessary) to coordinate the University's administrative response to the death of a student:
- Deputy Principal
  - Campus Registrar
  - Head Security Services
  - Relevant Dean and/or Head of Department
  - Senior Assistant Registrar, Student Affairs (Admissions)
  - Manager OHSE
  - Manager Student Life and Development
  - Manager Financial Advisory Services
  - Manager Student Accounts

- (k) The **Chair** of the **SDRT** shall ensure the following steps are taken:
- The provision of guidance and support by the Deputy Campus Registrar's Office to Departments/Units/Offices with regard to performance of their responsibility under the policy.
  - The development and dissemination of a statement by M&C informing the University community of the student's death.
  - The identification of someone from M&C who will act as the liaison between the University and other external stakeholders such as the police, hospital and the media. The content of the M&C communique to external stakeholders will be a collaborative effort between Campus Legal Office and HSU.
  - The management of the collection and dissemination of information to the media by M&C.
  - The identification of someone from Division of Student Services and Development/Centre for Language Learning who will act as the liaison between the University and the family of the deceased student.
  - The completion and filing of a Student Death Registration form (see Appendix I) by the Deputy Campus Registrar's Office.
  - The registration of the student's death by the Campus Registrar's Office if the student does not have any family in Trinidad and Tobago.
  - The clarification of the student's insurance or other financial benefits by the Division of Student Services and Development and the advisement of such to the next-of-kin/family if necessary.
  - Where applicable, the notification of the student's death to their scholarship donor(s) by Division of Student Services and Development.
  - The advisement of the student's death by the Director Office of Institutional Advancement and Internationalisation/Director Centre for Language Learning to the appropriate foreign mission in Trinidad and Tobago if the student is an international student.
  - The provision of guidance on the repatriation process by the Director Office of Institutional Advancement and Internationalisation to the family of the deceased student (if the student does not reside in Trinidad and Tobago) if the family wishes to repatriate the remains. The Student's family should be advised to allow a funeral agency to undertake the repatriation as the process is fairly complex (see Appendix II). The Director will also act as a liaison between the family of the deceased student and the funeral home.
  - The provision of counselling and psychological services to students and staff from affected Hall(s) of Residence, Faculty and Departments and Campus friends of the deceased who may be affected.
  - The communication of the student's death to the Registry, Bursary and Campus IT Services led by the Deputy Campus Registrar's Office so that appropriate

adjustments in relation to the student's registration status and relevant accounts can be made.

- The preparation of a condolence letter by the Campus Principal for the next-of-kin/family of the deceased student.
  - The organization of a group of persons led by the Director Division of Student Services and Development/Director Centre Language Learning to represent The UWI at the funeral service of the deceased student as long as the service is held in Trinidad and Tobago.
  - Where possible, the determination of whether a graduation certificate should be awarded posthumously to the deceased student led by the Deputy Principal.
  - Where advisable, the organization of a floral arrangement by the Director Division of Student Services and Development/ Director Centre Language Learning to be sent to the next-of-kin/family on The UWI's behalf.
  - The preparation of a comprehensive report/incident review led by the Deputy Campus Registrar of all the relevant circumstances surrounding the incident for submission to the Deputy Principal.
- (l) The removal of the deceased student's possessions from their room by Halls of Residence personnel (if necessary).
- (c) The provision of support to Faculties, Departments, Halls of Residence and the Guild of Students if they wish to arrange memorial activities for the deceased student led by the Director Division of Student Services and Development.

### 3. Student fatality while on approved study aboard/ visit programme

#### Actions to be taken within the first 24 hours of the fatality being reported

- (a) In the case of a student fatality off-campus while on approved study abroad, the **Informer** notifies the Director Office of Institutional Advancement and Internationalisation.
- (b) Upon being informed of such fatality, the **Director Office of Institutional Advancement and Internationalisation** shall be responsible for informing:
- Campus Principal
  - Deputy Principal
  - Campus Registrar
  - Director M&C
- (c) Upon being informed of such fatality, the **Campus Registrar** shall be responsible for informing:
- Deputy Campus Registrar
  - Director School of Graduate Studies and Research (if the student is a graduate student)
  - Campus Leda Officer
  - Campus Medical Officer

Campus Registrar shall also be responsible for verifying and obtaining the following information:

- i. The student's registration status
- ii. Student's ID number
- iii. Nationality
- iv. Faculty and Department
- v. Next-of-kin/family contact information

Upon verifying and obtaining this information the **Campus Registrar** must then inform the Deputy Principal of the student's and next-of-kin's contact information as well as the Faculty he/she belongs to.

- (d) Upon being informed of such fatality, the **Deputy Principal** shall be responsible for:
- Informing/engaging with the deceased student's next-of-kin/family
  - Informing the Dean of the Faculty to which the student belongs
  - Informing the Director Division Student Services and Development
- (e) Upon being informed of such fatality, the **Dean of the Faculty** shall be responsible for informing the Head of Department and Faculty staff.

- (h) Upon being notified of such fatality, the **Director Division of Student Services and Development** shall be responsible for informing:
- Manager Student Life and Development (in the case of a regional student)
  - Counselling and Psychological Services
  - Manager Guild Administrative Office
  - President Guild of Students

**Actions to be taken within 2 to 5 days of the fatality being reported**

- (i) The Deputy Principal shall appoint an appropriate **SDRT** that will coordinate the University's administrative response to the death of the student.
- (d) The **SDRT** in this circumstance should include the following persons (or their designate) but not limited to:
- Deputy Campus Registrar (Chair)
  - Director M&C
  - Director Office of Institutional Advancement and Internationalisation
  - Manager Student Life and Development (if the student is a regional student)
  - Director Division of Student Services and Development
  - Coordinator Counselling and Psychological Services
  - Campus Legal Officer (if necessary)
  - President Guild of Students
- (j) This **SDRT** will then liaise and engage with the following persons (if necessary) to coordinate the University's administrative response to the death of a student:
- Deputy Principal
  - Campus Registrar
  - Head Security Services
  - Relevant Dean and/or Head of Department
  - Senior Assistant Registrar, Student Affairs (Admissions)
  - Campus Medical Officer
  - Manager OHSE
  - Manager Student Life and Development
  - Manager Financial Advisory Services
  - Campus Bursar
- (j) The **Chair** of the **SDRT** shall ensure the following steps are taken:



- The provision of guidance and support by the Deputy Campus Registrar's Office to Departments/Units/Offices with regard to performance of their responsibility under the policy.
- The development and dissemination of a statement by M&C informing the University community of the student's death.
- The identification of someone from M&C who will act as the liaison between the University and other external stakeholders such as the police, hospital and the media. The content of the M&C communique to external stakeholders will be a collaborative effort between Campus Legal Office and HSU.
- The management of the collection and dissemination of information to the media by M&C.
- The identification of someone from Division of Student Services and Development/Centre for Language Learning who will act as the liaison between the University and the family of the deceased student.
- The completion and filing of a Student Death Registration form (see Appendix I) by the Deputy Campus Registrar's Office.
- The registration of the student's death by the Campus Registrar's Office if the student does not have any family in Trinidad and Tobago.
- The clarification of the student's insurance or other financial benefits by the Division of Student Services and Development and the advisement of such to the next-of-kin/family if necessary.
- Where applicable, the notification of the student's death to their scholarship donor(s) by Division of Student Services and Development.
- The confirmation of the pertinent details/circumstances surrounding the death of the student by Director Office of Institutional Advancement and Internationalisation.
- The submission of an official report from the foreign institution or other foreign officials to Deputy Principal.
- The advisement of the student's death by the Director Office of Institutional Advancement and Internationalisation/Director Centre for Language Learning to the appropriate foreign mission in Trinidad and Tobago if the student is an international student.
- The provision of guidance on the repatriation process by the Director Office of Institutional Advancement and Internationalisation to the family of the deceased student (if the student does not reside in Trinidad and Tobago) if the family wishes to repatriate the remains. This involves liaising with, and advising the Student's family to allow a funeral agency to undertake the repatriation as the process is fairly complex (see Appendix II). The Director will also act as a liaison between the family of the deceased student and the funeral home.

- The provision of counselling and psychological services to students and staff from affected Hall(s) of Residence, Faculty and Departments and Campus friends of the deceased who may be affected.
  - The communication of the student's death to the Registry, Bursary and Campus IT Services led by the Deputy Campus Registrar's Office so that appropriate adjustments in relation to the student's registration status and relevant accounts can be made.
  - The preparation of a condolence letter by the Campus Principal for the next-of-kin/family of the deceased student.
  - The organization of a group of persons led by the Director Division of Student Services and Development/Director Centre Language Learning to represent The UWI at the funeral service of the deceased student as long as the service is held in Trinidad and Tobago.
  - Where possible, the determination of whether a graduation certificate should be awarded posthumously to the deceased student led by the Deputy Principal.
  - Where advisable, the organization of a floral arrangement by the Director Division of Student Services and Development/ Director Centre Language Learning to be sent to the next-of-kin/family on The UWI's behalf.
  - The preparation of a comprehensive report/incident review led by the Deputy Campus Registrar of all the relevant circumstances surrounding the incident for submission to the Deputy Principal.
- (k) The provision of support to Faculties, Departments, Halls of Residence and the Guild of Students if they wish to arrange memorial activities for the deceased student led by the Director Division of Student Services and Development.

## **CONCLUSION**

This Student Death Policy is meant to act as a guide in the event of the untimely death of a UWI student. It is important to note that circumstances surrounding each fatality may require a different approach and that the response procedure may have to be adjusted to fit the situation. Reporting and responding mechanisms will be reviewed periodically at the discretion of the Campus Registrar who will be responsible for Policy changes.





## **APPENDIX II**

### **REPATRIATION OF THE REMAINS**

This process is complicated to perform therefore it is best to be managed by a local funeral agency who will then liaise with a funeral agency in the country where the body has to be repatriated. In order for the process to be completed, the Student's family must identify a funeral agency in the country where the body has to be repatriated. The family member(s) will then provide the name, address, telephone number, fax number and email of the receiving agency.

Upon completion of the registration of the death of the Student and the provision of the death certificate to the local funeral agency, the latter will be responsible for procuring the necessary written permissions from the Ministry of Health and the Ministry of National Security.