



## **STUDENT DEATH AND FUNERAL POLICY AND PROCEDURES**

## **Table of Contents**

GENERAL POLICY INFORMATION .....	3
1.0 DEFINITION OF TERMS .....	3
2.0 POLICY STATEMENT .....	4
3.0 PURPOSE AND OBJECTIVES .....	4
4.0 SCOPE .....	4
5.0 GUIDING PRINCIPLES .....	4
6.0 ROLES AND RESPONSIBILITIES .....	5
6.1 Senate .....	5
6.2 University Management .....	5
6.3 Dean of Students .....	5
6.4 Staff .....	6
6.6 Students .....	6
6.7 Family/Next of Kin .....	6
7.0 MANAGEMENT OF STUDENT DEATHS AND FUNERALS .....	6
7.1 On-Campus Death and Funerals .....	6
7.2 Off-Campus Death and Funerals .....	7
7.3 Funeral Fund .....	7
7.4 Grief Counseling .....	7
7.5 Academic Support .....	8
7.6 Procedure on Reporting the Death of a Student .....	8
8.0 IMPLEMENTATION AND MONITORING .....	9
8.1 Implementation .....	9
8.2 Reporting .....	9
9.0 REVIEW PERIOD .....	9

## GENERAL POLICY INFORMATION

Policy Name	Student Death and Funeral Policy and Procedures
Policy Number	ZCASU/25/05
Adopted	28 <sup>th</sup> March 2025
Version	1
Revised	Nil
Next Review	28 <sup>th</sup> March 2028
Owner	Dean of Students/Student Welfare Officer

### 1.0 DEFINITION OF TERMS

1.1 In the context of this Policy, unless otherwise stated, the following definitions shall apply:

- 1.1.1 **Break** refers to a designated period in the ZCAS University academic calendar when student learning activities are officially suspended, either due to a semester break or a study break.
- 1.1.2 **Campus means:** Refers to any physical premises of the University or its affiliated buildings.
- 1.1.3 **On-Campus Death:** The death of a student that occurs while the University is in session provided that:
- a) death that takes place on the physical premises of the university or its affiliated buildings.
  - b) death takes place during university approved events (subject to 1.1.4 below).
- 1.1.4 **Off-Campus Death:** The death of a student that occurs when the University is on break and does not take place on the physical premises of the University or its affiliated buildings. However, any death that occurs during a University-approved event, regardless of whether the university is on break, shall be regarded and treated as an on-campus death (as outlined in 1.1.3 above).
- 1.1.5 **Student:** This refers to any person who is currently enrolled for a course of study at ZCAS University.

## **2.0 POLICY STATEMENT**

ZCAS University acknowledges the profound impact that the death of a student has on the entire university community. The University is committed to providing compassionate and appropriate support to the family, friends, and the broader community in the event of a student's death. This policy outlines the University's approach to managing such incidents with the utmost respect, sensitivity, and care, ensuring that both immediate and extended support is provided. At the same time, the University will work to maintain the integrity of its operations and academic programmes.

## **3.0 PURPOSE AND OBJECTIVES**

The purpose of this policy is to establish a framework for how the university will support and manage the handling of students' deaths and funerals, which occur on or off campus. The specific objectives of this Policy are as follows:

- i. To specify the responsibilities of university officials during student deaths and funerals.
- ii. To outline the guidelines for handling on-campus student deaths and funerals.
- iii. To describe the universities responsibilities for off-campus student deaths and funerals.
- iv. To outline the university's financial and emotional support towards the student death and funerals
- v. To provide for procedures for reporting student deaths.

## **4.0 SCOPE**

This Policy applies to all registered students of ZCAS University regardless of the mode of study. It outlines the guidelines for managing student deaths and funerals that occur on and off-campus.

## **5.0 GUIDING PRINCIPLES**

- 5.1 The following principles shall underpin the management of student deaths and funerals:
  - 5.1.1 **Respect and Dignity:** The university will ensure that all actions and communications related to a student's death are handled with the utmost respect and dignity for the deceased and their family. This includes maintaining privacy throughout the process.

- 5.1.2 **Compassion and Sensitivity:** The university will approach all aspects of the policy with compassion, recognizing the emotional impact of a student's death on family, friends, and the university community. This includes maintaining sensitivity and offering support and resources that address the emotional and practical needs of those affected.
- 5.1.1 **Clear Communication:** The university will maintain transparent and effective communication with the student's family and the university community. The university will also ensure that all relevant information about the policy and available support is clearly conveyed and that responses to inquiries are timely and considerate.
- 5.1.1 **Comprehensive Support:** The university will provide a holistic approach to support, addressing both immediate and long-term needs. This includes assisting with funeral arrangements, offering counselling services, and making necessary adjustments to academic and administrative responsibilities.
- 5.1.3 **Non-discrimination:** The university will provide funeral support to all students and their families equally, without discrimination based on personal characteristics such as race, gender, or religion. Assistance will be offered inclusively and uniformly, ensuring that no one is treated unfairly or separated into different categories.

## **6.0 ROLES AND RESPONSIBILITIES**

### **6.1 The University Senate**

- i. The University Senate shall approve the Policy and oversee its implementation through quarterly reports.
- ii. The University Senate through the Standard and Curriculum Development Committee shall review the Policy.

### **6.2 University Management**

The University Management shall be responsible for the following:

- i. Allocate resources to ensure the effective implementation of the Policy.
- ii. Facilitate ongoing training and professional development opportunities for Staff involved in the implementation of the Policy.

### **6.3 Dean of Students**

The Dean of Students shall be responsible for the following:

- i. Facilitate implementation of this Policy and provide leadership.
- ii. Submit quarterly reports to the University Management on the progress and implementation of this policy.
- iii. Inform management and the university community about students' death and funerals.
- iv. Collaborate with the family of the deceased during the death and funeral of the student.
- v. Collaborates with internal and state security officers in case of investigations for cause of death.

#### **6.4 Staff**

Staff under the office of Dean of Students shall

- i. i. Provide grief counselling to students, next of kin and the University community.
- ii. Provide feedback through submission of periodic reports.
- iii. Support the implementation of this Policy.

#### **6.6 Students/ Students Union**

- i. Report the death of the student to the University through the Dean of Students.
- ii. Represent the student populace during the funeral.
- iii. Comply with the provisions of this Policy.
- iv. Support the implementation of this Policy.

#### **6.7 Family/Next of Kin**

- i. Inform the University through the Dean of Students in case of an Off-campus death.
- ii. Make decisions regarding funeral arrangements.
- iii. Collaborate with University during the funeral and death of the student.
- iv. Communicate their wishes to the University through the Dean of Students.

### **7.0 MANAGEMENT OF STUDENT DEATHS AND FUNERALS**

#### **7.1 On-Campus Death and Funerals**

7.1.1 When an On-Campus Death occurs, the University shall:

- a) Arrange for the deposition of the deceased's body in collaboration with the deceased's family and relevant stakeholders, depending on the circumstances of the death.
- b) Offer monetary support towards the funeral expenses through the Student Union as shall be determined by Management from time to time.
- c) Provide transport for selected students to attend the burial within the district where the campus is located.
- d) Provide transport and applicable allowances for the Dean of Students (or their assignee) and a school representative to attend the burial for funerals within Zambia.

7.1.2 It is policy of the University to restrict funeral gatherings in its campuses. However, students through the Student Union may be permitted by Management to hold an evening candlelight.

## **7.2 Off-Campus Death and Funerals**

7.1.1 For Off-Campus death and funerals, the University shall:

- a) Offer Contribute monetary support towards the funeral expenses through the Student Union as shall be determined by Management from time to time.
- b) Provide transport for students to attend the burial within the district where the campus is located.
- c) Provide transport and applicable allowances for the Dean of Students (or assignee) and a school representative to attend the burial for funerals within Zambia.

## **7.3 Funeral Fund**

In collaboration with the Student Union, the University shall establish a Funeral Fund for the purpose of management of students' death and funeral. The Fund shall be managed by the Dean of Students on behalf of the University.

## **7.4 Grief Counseling**

- 7.4.1 **Individual Counseling Sessions.** The University will offer one-on-one grief counseling sessions for students who are struggling to cope with the death of colleagues in accordance with the Student Welfare Policy.
- 7.4.2 **Group Counseling and Support Groups.** The University will facilitate group counseling sessions where individuals who have experienced similar losses can come together to share their experiences, receive mutual support, and engage in guided

discussions. These sessions will be conducted in accordance with the Student Welfare Policy.

- 7.4.3 Ongoing Mental Health Support.** Beyond initial counseling, the University will provide ongoing mental health support for those affected by a student's death. This may include follow-up sessions, access to crisis intervention services, or referrals to external mental health professionals, ensuring that long-term emotional well-being is addressed in accordance with the Student Welfare Policy.

## **7.5 Academic Support**

- 7.5.1 Academic Advising and Support.** The University will provide academic advising services to students affected by death of a fellow student to help them navigate the academic adjustments available to them. The Dean of Students' office in collaboration with the relevant schools will work with the student to develop a manageable academic plan, taking into consideration their emotional state and ensuring that they receive the necessary academic and psychological support during this difficult time.

## **7.6 Procedure on Reporting the Death of a Student**

In all cases, when a member of the University community learns of a student's death, he/she should contact the Dean of Students. If possible, the following information should be provided:

- i. Name of deceased student.
- ii. Student's Programme of Study and ID number (if known).
- iii. Date and time of death.
- iv. Circumstances surrounding the death.
- v. Source of notification of the student's death (friend, call from family, etc.).
- vi. Whether the deceased student was a resident on campus.
- vii. Whether the death occurred on Campus.

These details will help the Dean of Students' office to communicate effectively to the family of the deceased and coordinate funeral arrangements in an orderly manner.



## **8.0 IMPLEMENTATION AND MONITORING**

### **8.1 Implementation**

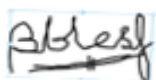
- 8.1.1 The Dean of Student will coordinate implementation of the policy under the supervision of the Vice Chancellor. The University Senate will oversee the implementation of the policy through regular reports.
- 8.1.2 Training of staff responsible for the implementation of the policy shall be supported to ensure effective implementation.
- 8.1.3 Counsellors will ensure that the classmates, roommates and friends affected by the death of a fellow student are counselled.
- 8.1.4 The policy shall be communicated to stakeholders to ensure awareness through various platforms including the student portal, website and orientation programmes.

### **8.2 Reporting**

The Dean of Students' reports shall be submitted on quarterly basis to the Vice Chancellor, highlighting the progress achieved in the implementation of the policy.

## **9.0 REVIEW PERIOD**

This Policy shall be reviewed every three (3) years, or as soon as practicable should there be a material change in any provisions.



---

**Prof. Edwin Bbenkele**  
**Acting VICE CHANCELLOR**

**28<sup>th</sup> March 2025**

---

**Date**