

Regulation in the event of death

This regulation outlines the guidelines in the event of the death of persons who have a (special) relationship with EUR, whereby a distinction is made into four categories:

- a. students
- b. members of staff with an active position
- c. holders of honorary doctorates/holders of the Erasmus medal/former members of staff (incl. emeriti)
- d. EUR dignitaries.

Depending on the specific situation, the organisational units could deviate from this guideline so that an appropriate approach may be taken to the death of the relations referred to under a to d inclusive.

A) Students

By students, we also include course participants and external students who are enrolled at EUR at the time of their death.

1. The director of Education & Student Affairs (E&S) will be informed as soon as possible about the death of a student.
2. The director E&S will immediately notify:
 - a. the secretary of the Executive Board and the secretariat of the Executive Board;
 - b. the dean of the faculty/institute concerned who, in consultation with the Rector Magnificus, will decide whether to cancel lectures on the day of the funeral or cremation. The dean may also decide to post an obituary.
 - c. the director of operations of the faculty concerned and the contact person at the faculty who will:
 - make an announcement in "Erasmus Magazine";
 - coordinate the posting of an "in memoriam" in Erasmus Magazine;
 - d. the director of Real Estate & Facilities (REF), who will:
 - lower the EUR flag to half-mast at the entrance to the Woudestein complex on the day of the funeral. If this concerns a student at Erasmus MC/FGG, the flag will also fly at half-mast in the Hoboken complex. If this concerns an ISS student, the flag will also fly at half-mast at the ISS. If this concerns a student at EUC, the flag will fly at half-mast at the EUC.
 - stop the ringing of the bells (including automatic playing) and the music on the day of the funeral (Woudestein complex);
 - e. the counsellor;
 - f. the Student Administration;
 - g. the press spokesperson and the organiser of the Opening of the Academic Year.
 - h. the director of Marketing & Communications for the possible posting of an obituary notice on EUR channels and/or issuing any information to the media. If necessary, Marketing & Communications coordinates with the Communications department of the faculty/organisational unit concerned;
3. Contact will be sought with the immediate family or representative via the director E&S. After approval by the family of the student concerned, the director E&S will:
 - a. send or arrange a funeral bouquet;
 - b. organise representation from EUR at the funeral;
 - c. organise a speaker on behalf of EUR during the funeral;

- d. send a letter of condolence to relatives, to be signed by the President of the Executive Board.
4. Students who are enrolled at EUR (incl. ISS) at the time of their death will be remembered at the next Opening of the Academic Year.

International Students

In the event of the death of an international student at EUR (or a NL student during a study-related stay abroad), there are several deviations from and additions to the above.

1. If necessary, the director E&S will provide verification of the notification of death and ensure (if appropriate after consulting the police) that the parents/family (for international students via the embassy) are formally informed about the death of the student.
2. The dean of the faculty/institute concerned will immediately appoint a suitable case manager from the faculty/institute.
3. The director E&S will immediately appoint a suitable case manager from E&S.
4. Both case managers will coordinate and agree on the allocation of tasks and communication. In the event of the death of an international student, special points of attention are:
 - the communication with the family (interpreter, cultural differences)
 - any travel and accommodation expenses for the family
 - (costs of) repatriation
 - care for any fellow students who are also abroad

B) Members of staff with an active position

1. HR will be informed as soon as possible about the death of a member/members of staff via hrseniorsupport@eur.nl by means of an e-mail with a scan of the notice of death.
2. HR will immediately notify:
3. the Executive Board, the secretary of the Executive Board, head of BZ (Foreign Affairs) and the secretariat of the Executive Board;
 - a. the dean of the faculty/institute concerned who, in consultation with the Rector Magnificus, will decide whether to cancel lectures on the day of the funeral or cremation. The dean may also decide to post an obituary.
 - b. the director of operations of the faculty concerned or the head of the department/service/unit who will:
 - provide initial notification to the staff of the unit concerned;
 - coordinate about the posting of an "in memoriam" in Erasmus Magazine.And if the family of the member of staff does not object:
 - organise representation from EUR at the funeral;
 - organise a speaker on behalf of EUR during the funeral;
 - c. the director of Real Estate & Facilities (REF), who will:
 - lower the EUR flag to half-mast at the entrance to the Woudestein complex on the day of the funeral. If this concerns a member of staff from Erasmus MC/FGG, the flag will also fly at half-mast in the Hoboken complex. If this concerns a member of

- staff from ISS, the flag will also fly at half-mast at the ISS. If this concerns a member of staff from EUC, the flag will also fly at half-mast at the EUC;
- stop the ringing of the bells (including automatic playing) and the music on the day of the funeral (Woudestein complex);
- d. organise the HR support team and HR partner concerned, with respect to:
 - death benefit pursuant to CAO NU;
 - the financial settlement relating to the termination of employment contract;
 - informing the company doctor;
 - e. the press spokesperson and the organiser of the Opening of the Academic Year.
 - f. the director of Marketing & Communications for the possible posting of an obituary notice on EUR channels and/or issuing any information to the media.
4. Contact will be sought with the immediate family or representative via the HR partner. Unless it is known that the following actions are not appreciated by the family, HR will:
 - a. send a funeral bouquet;
 - b. inform all managers so that a general announcement is issued to the internal community;
 - c. send a letter of condolence to relatives, signed by the President of the Executive Board.
 - d. if this concerns an international member of staff; in consultation with the faculty/institute:
 - inform the family, if desirable in partnership with an international student who comes from the same country;
 - consult the family about actions to be taken, such as sending the coffin to the country of origin, possibly accompanied by an international student from the same country.
 5. Members of staff from EUR who die in active employment will be remembered during the next Opening of the Academic Year.

C. Holders of honorary doctorates/holders of the Erasmus medal/former members of staff (incl. emeriti)

1. HR will be informed as soon as possible via hrseniorsupport@eur.nl about the death of the honorary doctor/holder of the Erasmus medal/former member of staff¹ via by means of an e-mail with a scan of the notice of death.
2. As soon as the death is known, HR support will notify:
 - a. the Executive Board, the secretary of the Executive Board and the secretariat of the Executive Board;
 - b. the dean of the faculty/institute concerned;
 - c. the director of operations of the faculty concerned or the head of the department/service/unit who will:
 - post an "in memoriam" in Erasmus Magazine;And if the family of the person concerned does not object:
 - organise representation from EUR at the funeral;
 - organise a speaker on behalf of EUR during the funeral;
 - d. the director of Real Estate & Facilities (REF), who will:

¹ Actions will be taken based on the available information.

- lower the EUR flag to half-mast at the entrance to the Woudestein complex on the day of the funeral. If this concerns a student of Erasmus MC/FGG, the flag will also fly at half-mast in the Hoboken complex. If this concerns an ISS student, the flag will also fly at half-mast at the ISS. If this concerns an EUC student, the flag will also fly at half-mast at the EUC;
 - stop the ringing of the bells (including automatic playing) and the music on the day of the funeral (Woudestein complex);
 - e. the press spokesperson and the organiser of the Opening of the Academic Year.
 - f. the director of Marketing & Communications for the possible posting of an obituary notice on EUR channels and/or issuing any information to the media.
3. Contact will be sought with the immediate family or representative via the dean of the faculty/institute or the head of the department/service. Unless it is known that the following actions are not appreciated by the family, the dean or head will:
 - inform all managers so that they can make a general announcement;
 - send a funeral bouquet;
 - send a letter signed by the president of the Executive Board.
 4. Deceased holders of honorary doctorates, holders of the Erasmus medal and emeriti will be remembered during the next Opening of the Academic Year. In consultation with the President of the Executive Board, former members of staff may be remembered if they were active members of the university community (regardless of position and hours worked)².

D. EUR dignitaries

Dignitaries include all former administrators (members of the Supervisory Board, members of the Executive Board, presidents of the University Council, deans of administrator institutes, secretaries of the Executive Board, EUROPA presidents) of Erasmus University Rotterdam³.

1. HR will be informed as soon as possible about the death of a member/members of staff via hrseniorsupport@eur.nl by means of an e-mail with a scan of the notice of death.
2. As soon as the death is known, HR support will notify:
 - a. the Executive Board, the secretary of the Executive Board and the secretariat of the Executive Board;
 - b. the secretary of the Executive Board and the secretariat of the Executive Board, who will:
 - post an "in memoriam" in Erasmus Magazine;
 - And if the family of the person concerned does not object:
 - organise representation from EUR at the funeral;
 - organise a speaker on behalf of EUR during the funeral;
 - c. the director of Real Estate & Facilities (REF), who will:
 - fly the EUR flag at half-mast at the main entrance to the Woudestein complex on the day of the funeral;
 - stop the ringing of the bells (including automatic playing) and the music on the day of the funeral (Woudestein complex);

² HR will provide a list distinguishing between members of staff who are active and no longer active.

³ Actions will be taken based on the available information.

- d. the press spokesperson and the organiser of the Opening of the Academic Year.
 - e. contact the Marketing & Communications/USC unit for the possible posting of an obituary notice on the EUR channels and/or issuing any information to the media. An obituary notice will be posted on behalf of the Executive Board in consultation with the secretary of the Executive Board.
3. Contact will be sought with the immediate family or representative via the secretary of the Executive Board. Unless it is known that the following actions are not appreciated by the family, the Head of Administrative Affairs will:
 - inform all managers so that they can make a general announcement;
 - send a funeral bouquet;
 - send a letter signed by the president of the Executive Board.
 4. Dignitaries will be remembered during the next Opening of the Academic Year.