SPECTRUM INTERNATIONAL UNIVERSITY COLLEGE (SIUC)	POLICY STUDENT DEATH RESPONSE & CRITICAL INCIDENT MANAGEMENT POLICY
TECHNICAL COMMITTEE REVIEW DATE	5TH MAY 2026
SENATE APPROVAL DATE	3RD JULY 2026
INDICATIVE TIME OF REVIEW	WITHIN TWO (2) YEARS

1. PURPOSE

This Policy establishes SIUC's institutional framework and procedural response to the death of a student, whether occurring on-campus, off-campus, during university activities, or whilst enrolled at SIUC.

The Policy aims to:

a) ensure a compassionate, timely, and coordinated institutional response;
b) provide clear procedures and responsibilities for managing student death incidents;
c) support family members, students, and staff affected by the incident;
d) ensure appropriate communication with relevant authorities and collaborative partners;
e) ensure compliance with legal, regulatory, and partner-university requirements.

2. SCOPE

This Policy applies to:

a) all currently enrolled students;
b) local and international students;
c) all campuses, learning centres, online learning environments, and approved external activities;
d) all academic and professional services staff involved in student support, administration, governance, and communication.

3. GUIDING PRINCIPLES

SIUC's response shall be guided by:

a) Duty of Care

Ensuring the wellbeing of affected students, staff, and family members.

b) Compassion and Respect

Managing all communications and actions sensitively and respectfully.

c) Accuracy and Verification

Ensuring no action or communication occurs prior to official confirmation of death.

d) Confidentiality

Protecting personal information and respecting family wishes.

e) Timeliness

Responding promptly to support those affected and fulfil reporting obligations.

f) Compliance

Adhering to regulatory requirements and collaborative partnership agreements.

4. DEFINITION OF CRITICAL INCIDENT

For the purpose of this Policy, a student death shall be classified as a Critical Incident. Examples include:

a) death on campus;
b) death during university-related activities;
c) death resulting from accident, illness, crime, or natural causes;
d) death occurring overseas whilst enrolled as an SIUC student;
e) suspected death requiring verification by relevant authorities.

5. RESPONSE PROCEDURES

5.1 Death Occurring On Campus

Where a death or suspected death occurs on campus:
a) emergency services shall be contacted immediately;
b) campus security shall secure the location where appropriate;
c) Student Affairs shall be notified immediately;
d) no staff member shall make statements regarding the cause of death;
e) all information shall be documented and preserved for investigation purposes.

5.2 Death Occurring Off Campus

Where notification is received regarding the death of a student off campus:
a) information shall be referred immediately to Student Affairs;
b) verification procedures shall commence;
c) appropriate senior management shall be informed.

6. VERIFICATION PROCEDURES

Before any announcement or institutional action, SIUC shall obtain confirmation through one or more of the following:

a) police authorities;
b) hospital or medical authorities;
c) embassy or consular representatives;
d) immediate family members or legal next of kin;
e) government agencies or other authorised bodies.

No public announcement shall be made based solely on rumours, social media postings, or unverified reports.

7. INSTITUTIONAL NOTIFICATION PROCESS

Upon verification of a student's death:

7.1 Internal Notifications

The following officers shall be informed as soon as reasonably practicable:
a) Head of Student Affairs;
b) Registrar;
c) Deputy Vice Chancellor (Academic);
d) President/Vice Chancellor;
e) Programme Leader (where applicable).

7.2 Partner Institution Notification

Where the student is enrolled in a collaborative or validated programme:

a) the partner university shall be informed promptly;
b) a formal written report shall be submitted within the timeframe specified in the partnership agreement;
c) ongoing updates shall be provided where required.

8. COMMUNICATION WITH FAMILY

8.1 Designated Contact Officer

The Registrar or designated senior officer shall act as the primary institutional contact.

8.2 Family Support

SIUC may provide:
a) guidance regarding academic records;
b) assistance with administrative matters;
c) liaison with relevant departments;
d) support relating to academic status or awards where appropriate.

8.3 Family Wishes

The wishes of the family shall be respected regarding disclosure of personal information, cultural practices, and public communication.

9. COMMUNICATION WITH STUDENTS AND STAFF

Following consultation with senior management:

a) relevant students and staff may be informed on a need-to-know basis;
b) communications shall be factual, sensitive, and respectful;
c) speculation regarding the circumstances of death shall be strictly avoided;
d) support resources shall be communicated to affected parties.

10. INTERNATIONAL STUDENT CASES

Where the deceased student is an international student, SIUC shall:

a) liaise with the relevant embassy or high commission;
b) support communication with family members overseas;
c) assist with documentation requests where appropriate;
d) coordinate with immigration authorities where required;
e) provide reasonable assistance regarding repatriation arrangements.

11. STUDENT AND STAFF SUPPORT

SIUC shall provide appropriate support measures, which may include:

a) counselling services;
b) wellbeing interventions;
c) group support sessions;
d) academic flexibility measures for affected students;
e) referrals to external professional services where necessary.

12. MEDIA AND EXTERNAL COMMUNICATIONS

12.1 Authorised Communications

Only authorised officers designated by the President/Vice Chancellor may communicate with:

a) media organisations;
b) public agencies;
c) external stakeholders.

12.2 Confidentiality

Staff shall not provide comments, photographs, personal information, or opinions regarding the incident to external parties without authorisation.

13. ACADEMIC AND ADMINISTRATIVE PROCEDURES

Following confirmation of death, appropriate departments shall:

a) update student records;
b) discontinue enrolment status;
c) manage fee, scholarship, or financial matters in accordance with institutional regulations;
d) review eligibility for posthumous awards where applicable;
e) close related administrative records.

14. INCIDENTS REVIEW AND REPORTING

Following conclusion of immediate response activities:

a) Student Affairs shall prepare a Critical Incident Report;
b) the report shall be submitted to the Registrar and DVCA;
c) lessons learned and recommendations shall be documented;
d) procedural improvements shall be implemented where necessary.

15. ROLES AND RESPONSIBILITIES

Role	Key Responsibilities
Student Affairs	Incident coordination, welfare support, reporting
Campus Security	Emergency response, scene management
Counselling Unit	Psychological support and interventions
Programme Leaders	Student and academic liaison
Registrar	Administrative coordination, family liaison
DVCA	Governance, escalation, partner communication
President/Vice Chancellor	Institutional oversight and external representation
Communications Officer	Approved media and stakeholder communications

16. CONFIDENTIALITY, RECORDS AND DATA PROTECTION

a) All records relating to a student death shall be maintained securely.
b) Information shall be shared strictly on a need-to-know basis.
c) Records shall be retained in accordance with SIUC record-management requirements and applicable legislation.

17. RELATED POLICIES

This Policy should be read in conjunction with:

a) Student Safeguarding, Wellbeing & High-Risk Case Management Policy;
b) Student Discipline Regulations;
c) Student Complaint Procedures;
d) Risk Management Policy;
e) Health and Safety Procedures;

18. REVIEW & APPROVAL

This Policy is:

a) approved by Senate
b) reviewed periodically
c) updated to reflect regulatory or partner requirements.

End of Documentation