

PROCEDURE: HANDLING THE DEATH OF A STUDENT (HEAVEN FORBID)

1. General

The management of BGU attaches great importance to sensitive and respectful handling of the death of a student (Heaven forbid) during his studies at the university.

2. Object

The purpose of this procedure is to determine the way for handling the death of a student (Heaven forbid), the publication of the news, BGU representation at the funeral and relations with the student's family.

3. Definitions

Student - A student actively studying for a bachelor's degree, master's degree, doctorate degree, or teaching certificate, including students who are on vacation.

4. Content of the Procedure:

4.1 Publication of news on the student's death (Heaven forbid)

4.1.1 Upon learning of the death of the student (Heaven forbid), the news will be verified by the secretariat of the academic home department in which the student studied.

4.1.2 The secretariat of the academic department will send written notification to the faculty secretariat, the junior academic staff division - in the Human Resources Department, the library, the Dean of Students, the Student Administration, another faculty or department in which the student studied in a double-major program, the Academic Secretariat and the Student Union.

The text of the announcement is the Department of ... in the Faculty of mourns the death of the student and offers its condolences to the family."

4.1.3 News on the student's death will be posted on the department's website and on the faculty's website for one week, from the time the news was published.

4.1.4 No information on the location of the *shiva* will be published, unless requested by the grieving family.

4.2 Attendance at the Funeral and Offering Condolences:

It is the responsibility of the academic department in which the student studied:

4.2.1 To ensure that a representative of the academic department attends the funeral and places a wreath on the grave.

The purchase of a wreath of flowers or any other expenditure will be financed from the budget of the academic department in which the student studied.

4.2.2 The head of the academic department/unit or anyone acting on his behalf will give a eulogy at the cemetery, at his discretion and in coordination with the family of the deceased student.

4.2.3 Send a letter of condolence to the bereaved family.

4.3 The Faculty Secretariat will update the records at the Faculty Student Administration regarding the student's death (Heaven forbid).

4.4 It is the responsibility of the Student Administration to inform the sub-units and to update the university records regarding the student's death.

5. Responsibility

The faculty/department in which the student studied is responsible for the implementation of this procedure.

6. Application

This procedure is valid from the date of its publication and revokes any other procedure in the matter.

David Bareket,
Vice President and Director General