



MOUNTAINS OF THE MOON UNIVERSITY

STUDENT BEREAVEMENT GUIDELINES 2023

SEPTEMBER, 2023

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1 PREAMBLE

The death of a student or a close relative of a student represents a loss for the University community. The University's response to such a death will vary based on the nature of the deceased's affiliation with the University as provided for in these guidelines.

2 PURPOSE

The purpose of these guidelines is to provide direction in terms of processes and procedures to be followed, including roles and responsibilities of the various offices of the University, in the event of the death of a student or a close relative of a student. The guidelines are intended to provide action to be taken expeditiously and sensitively with regard to the feelings of the family, relatives and friends of the deceased.

3 DEFINITIONS OF KEY TERMS

- i. Close relative: means a child, mother, father, husband or wife to the student.
- ii. Child: means a biological child born by the student.
- iii. Vice Chancellor: means the Head of or Executive Director of Mountains of the Moon University.
- iv. Dean of Students: means Dean of Students of Mountains of the Moon University.
- v. Student: means a registered student of Mountains of Moon the University.
- vi. Sibling(s): means biological sister or brother to the student.

4 BEREAVEMENT LEAVE

- i. A student who has lost a child, father, mother, wife or husband shall be allowed five (5) days leave from attending lectures.

- ii. If a test or coursework or examination is administered during the five (5) days' leave, such a student will be entitled to a special test or coursework or examination.

5 DEATH OF A STUDENT

In the event of death of a student of the University, the parents or in the absence of the parents, siblings of the student shall be entitled to receive the benefits specified below in this Guideline as the University's contribution towards burial expenses.

6 Notification to the University

- (a) A student, to whom these guidelines apply, must as soon as is reasonably practical either directly or through a representative, inform the Dean of Students of the loss.
- (b) The Dean of Students will verify the authenticity of the registration of the said student.
- (c) The Dean of Students will transmit the notice to the University and immediately make arrangements to effect provisions of the guidelines in respect of the student.

7 Benefits

A student or their family to whom these guidelines apply shall be entitled to the benefit provided for as detailed in section 8 below; contribution towards the loss of a registered Student.

This shall consider:

- (a) a student who passes on while she/he is still pursuing a program as a registered student or awaiting graduation.
- (b) A student who passes on while at university, in the Hostel/ Hall of Residence, or away from the University but on a university engagement such as an Internship, School practice, co-curricular activities as well or a study trip.

8 University's obligations

- i. Cash Contribution of 500,000/ (Five Hundred shillings only)
- ii. Floral wreath of 200,000/ (Two hundred thousand shillings)
- iii. Coffin
- iv. Body treatment
- v. Transport of body to the home of the deceased.
- vi. Transport some students and staff members to attend the burial depending on the numbers and distance to the burial ground.

9 University representation

- (a) The university will be officially represented by the Vice-Chancellor or his delegate
- (b) A condolence letter containing the cash contribution will be written and signed by the Vice-Chancellor or the Dean of Students.
- (c) The rest of the university community such as the staff and students will be free to make personal or group condolence contributions depending on how they deem it necessary.

APPROVAL OF THE STUDENT BEREAVMENT GUIDELINES

The University Council of Mountains of the Moon University approved these Student Bereavment Guidelines during its.....^{8th} meeting held on 20-Oct-.....2023 Minute 114 (8th) MMU UC (Oct 23)

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Eng. Dr. Ben Manyindo
CHAIRPERSON OF COUNCIL

Dated this.....20.....of.....OCTOBER.....2023