



University of Essex

MEMORIAL AND COMMEMORATION POLICY

ESTATE MANAGEMENT

MEMORIAL AND COMMEMORATION POLICY

AIM

The University of Essex recognises the need to provide a formal way of commemorating those that have passed away with a permanent memorial at the University. This Policy will provide information on the University's memorial, its approach to commemorations, commemoration services and the formal process for requesting a commemoration.



CONTENTS

AIM	2
SECTION 1. SCOPE	4
SECTION 2. DEFINITIONS	4
SECTION 3. MEMORIAL	4
SECTION 4. COMMEMORATIONS	5
SECTION 5. COMMEMORATION SERVICES	6
SECTION 6. EXCLUSIONS AND ADHERENCE TO THE POLICY	6
SECTION 7. MEMORIAL MAINTENANCE AND REGISTER	7
SECTION 8. SUPPORT	7
SECTION 9. REVIEW	7

1. SCOPE

1.1 This Policy applies to all members of our community wishing to commemorate staff and students that have passed away.

2. DEFINITIONS

2.1 Memorial means the University's formal permanent memorial structure.

2.2 Commemoration means commemorating a student or staff member who has passed away, by way of adding a copper leaf to the memorial.

2.3 University Premises includes any land which is owned, controlled, managed, or occupied by University of Essex together with any building, construction, or facility of any kind (whether permanent or temporary) on that land and includes any other building, construction or facility which is under the control, management or occupation by University of Essex.

3. MEMORIAL

3.1 The University provides a centralised formal memorial located adjacent to the Silberrad Student Centre at the Colchester campus, allowing the commemoration of staff and students from across the University who have passed away.

3.2 The memorial feature is set within a landscaped space with sympathetic planting and seating. The main feature follows the form of a curved Corten Steel sculpture with a tree on its main face. At the end of each branch there are spaces that provide opportunities for a copper 'commemorative leaf' to be placed commemorating the individual who has passed away.

3.3 Family and friends are able to visit the memorial at any time, although it is recommended the Estate Management Helpdesk is contacted prior to visiting to ascertain if there are any University events taking place.



4. COMMEMORATIONS

4.1 Students and members of staff who have passed away can be commemorated on the University's memorial with a single copper 'commemorative leaf' at no cost. The formal process of requesting a 'commemorative leaf' on the University's memorial can be made via the [Estate Management Helpdesk](#).

4.2 Each leaf will contain the name and date of the person who has passed away and will be mounted on the memorial prior to an agreed date.





5. COMMEMORATION SERVICES

5.1 In addition to the installation of the 'commemorative leaf', commemoration services can take place to correspond with the leaf installation. Requests to hold commemoration events or services should be made to the [Estate Management Helpdesk](#) and will be subject to approval by the Head of Customer Services.

5.2 The cost of conducting a formal service (including any hire of facilities and staff) will be borne by the person requesting the service.

6. EXCLUSIONS AND ADHERENCE TO THE POLICY

6.1 The memorial is not to be used for commemorations other than those formally requested and approved through the formal request process. Commemorations in general other than those agreed through the formal request process are not permitted to take place on the University's campuses.

6.2 The Memorial will be available to commemorate both current and former students and staff who pass away after January 2022.

6.3 No human remains (including ashes) are to be used as part of a commemoration. The burying or scattering of ashes is also not permitted. Photographs are not permitted to be placed on or around the University's memorial and will be removed.

6.4 The University may in its absolute discretion decline a request for a memorial service where the service would be disruptive to the normal functioning of the University, or in the view of the University the conduct of the Service is not appropriate.

7. MEMORIAL MAINTENANCE AND REGISTER

7.1 Estate Management will maintain the memorial within the allocated memorial area. Flowers and other formal tributes that may be left within the memorial area will be removed after a respectful period, typically 72 hours after the memorial service. Any other tributes will be removed daily to minimise the safety impact to other students, staff and visitors, and to ensure no interference with surrounding maintenance.

7.2 The University will continue to maintain memorial trees planted prior to 2022. The Estate Management Section shall maintain a memorial register for new 'commemorative leaves' installed in accordance with this Policy.

7.3 When the maximum number of commemorative leaves have been added to the memorial, the University will review the provision of memorials.

8. SUPPORT

8.1 The University recognises the impact of losing a fellow member of our community. It is committed to supporting our staff and students through a number of channels.

Students

- [Help and Support for mental and emotional health](#)
- [Concerns about a friend's mental health](#)
- [Counselling](#)
- [SilverCloud – online mental health programme](#)
- [Religion, faith and worship facilities](#)

Staff

- [Occupational Health](#)
- [Religion, faith and worship facilities](#)
- [Dedicated Mental Health First Aiders](#)
- [Counselling and support services](#)
- [SilverCloud for staff \(online cognitive behavioural therapy\)](#)
- [Doing More, Feeling Better Workshop](#)

9. REVIEW

9.1 The Estate Management Section will monitor the impact of this policy and review it biennially.

POLICY CREATOR: ESTATE MANAGEMENT SECTION

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Next Review date: October 2024