

Monash University Policy

Policy Title	University Memorial Policy
Date Effective	1 August 2017
Review Date	1 August 2020
Policy Owner	Chief Operating Officer and Senior Vice-President
Category	Operational
Version Number	1.0
Content Enquiries	coo@monash.edu
Scope	This policy encompasses physical entities at all Monash University campuses (including buildings occupied by Monash at international locations) in relation to memorial services and the placement of physical memorial plaques.
Purpose	<p>In the course of University life, significant events (i.e. deaths, natural disasters, acts of extraordinary bravery, etc) necessitate a commemorative action in acknowledgment of this event.</p> <p>The purpose of this policy is to manage the execution of memorial services, the design and placement of memorial plaques and the placement of dedicated trees and the compilation of entries of these events.</p>
POLICY STATEMENT	

1. Definitions

- 1.1 “Memorial” refers to a service, structure, tree or plaque that commemorates a person, group or an event.
- 1.2 “Tree Dedication” describes the process of dedicating an existing tree to a person, group or an event. The dedication of these trees would be in accordance with the principles of the University Campus Masterplans.
- 1.3 “Memorial Plaque” offer a written dedication to the person, group or an event. One internal location at each campus would be selected for memorial plaque sitting, in accordance with the principles of the University Campus Masterplans.
- 1.4 “Memorials Register” – an online (printable) compilation of epitaphs and information on the location of physical memorials to a person, group or event located on the University campuses.

2. Application

- 2.1. This Policy applies to all physical entities at all Monash University campuses in relation to memorial services and the placement of physical memorial plaques. It covers the work of relevant staff who are responsible for the coordination of memorial services and involved in the dedication of plaques.

3. Policy on University Memorials

- 3.1. Memorial Services
 - Memorial services, to commemorate the life of students, staff or other persons closely

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connected to the University, who have died while studying or working at the University or who have done so previously, may be held on the University campuses.

- Such services may be conducted by a University Chaplain or other religious or community leader upon the approval of the Chief Operating Officer and Senior Vice-President (or nominee). In some cases, it may be appropriate to seek cultural advice.
- Requests for memorial services should be submitted to the Chief Operating Officer and Senior Vice-President (or nominee).
- Human remains (including ashes) are allowed on campuses as part of a memorial service. For cultural reasons, the burial of ashes is not allowed.
- The University may in its absolute discretion decline a request to approve the conduct of a memorial service where the service would be disruptive to the normal academic and other operations of the University, or in the view of the University the conduct of the Memorial Service is not appropriate nor convenient.

3.2. Tree Dedication

- Dedicating an existing tree in acknowledgement of a person, group or an event provides a tangible space for those in mourning whilst retaining the public realm function as articulated in the Campus Masterplans.
- An identified tree on each of Monash's campuses will serve this purpose, with an associated signage or plaque provided in the landscape of this tree.
- Plaques will be situated on these trees for a period of five years, upon which time, they may be relocated to a central location that is campus specific for a more permanent fixture.
- An online map (available to the public) would show the location of all dedicated trees and the consolidated fixture of plaques.

3.3. Memorial Plaques

- The plaques offer a written dedication to the deceased, with one central location at each campus, being selected for memorial plaque sitting.
- To ensure campus environment integrity and consistency, a singular pre-approved plaque format would be used (i.e. size, material, font).

3.4. Memorials Register

- Entries for the Memorials Register will be coordinated and regularly updated by Buildings and Property as plaques are installed.
- The word limit shall be approximately 150 words. Submissions may be edited for format, length, and typographical errors before inclusion in the Register.

3.5. Other memorials

- Requests for memorials other than as described in clauses 3.1 to 3.4 above will be considered on a case by case basis by the Chief Operating Officer and the Senior Vice-President upon the recommendation of the Executive Director, External Relations, Development and Alumni.

Responsibility for implementation	Executive Director, Buildings and Property
Status	New
Approval Body	Name: Chief Operating Officer and Senior Vice-President Date: 12 July 2017

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Endorsement Body	Name: VCG Meeting: 12 – Agenda item 3.3 Date: 21 June 2017
Related Policies	Physical Entity Naming Policy University Campus Masterplans
Related Documents	Physical Entity Naming – Honorific Naming Procedures Physical Entity Naming – Functional Naming Procedures