

# REGULATIONS IN THE EVENT OF DECEASE OF CURRENT/FORMER STAFF, HOLDERS OF HONORARY DOCTORATES/ERASMUS MEDAL & EUR NOTABLES 2023

Last adopted by decision of the Executive Board on 5 September 2023

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## Chapter I – Definitions

### Article 1.1 – Definitions

1. The following terms in these Regulations are defined as follows:
  - EUR: Erasmus University Rotterdam
  - International employee: An employee with a nationality other than Dutch
  - Regulations: Regulations in the event of decease of current/former staff, holders of honorary doctorates/ Erasmus medallions & EUR notables 2023
2. In the event the terms in these Regulations also appear in legislation, they shall be considered to have the same meaning as in that legislation.

## Chapter II - Introduction

### Article 2.1

1. These Regulations outline the guidelines in the event of the decease of persons who have or have had a special relationship with EUR, whereby a distinction is made between three categories:
  - a. Members of staff with an active employment contract (employees);
  - b. Holders of honorary doctorates/holders of the Erasmus medal/former members of staff (including emeriti);
  - c. EUR notables.
2. Depending on the specific situation, individual organisational units may deviate from these Regulations so that an appropriate approach may be taken to the decease of the relations referred to under a to c inclusive.

## Chapter III – Members of staff with an active employment contract

### Article 3.1

1. Human Resources will be informed as soon as possible about the decease of an employee by means of an email to via [hrrservices@eur.nl](mailto:hrrservices@eur.nl) which includes a scan of the mourning card(s) and/or information about the funeral(s) or other memorial service(s).
2. Human Resources will, as soon as possible but in all cases within two working days, notify:
  - a. the Executive Board, the secretary of the Executive Board, the Head of Administrative Affairs and the secretariat of the Executive Board;
  - b. the dean of the faculty concerned, the PRO coordinator or the service director of the relevant service unit who, in consultation with the Rector Magnificus, will decide whether to cancel lectures on the day of the funeral.
  - c. The dean, the PRO coordinator or the service director of the service unit may also decide to post an obituary;
  - d. the director of operations of the faculty concerned or the service director of the service unit who will:
    - provide initial notification to the staff of the service unit/ department concerned;

And if the relatives of the member of staff does not object:

- coordinate the posting of an "in memoriam" in Erasmus Magazine;
  - arrange for someone to represent EUR at the funeral;
  - organise a speaker on behalf of EUR during the funeral;
- e. the service director of Real Estate & Facilities (REF), who will:
- lower the EUR flag to half-mast at the main entrance to Woudestein Campus on the day of the funeral. If this concerns a member of staff from Erasmus MC/EMC, the flag will also fly at half-mast at the Hoboken complex. If this concerns a member of staff from ISS, the flag will also fly at half-mast at the ISS. If this concerns a member of staff from EUC, the flag will also fly at half-mast at the EUC;
  - discontinue the carillon playing (including automatic playing) and the music on the day of the funeral (Woudestein Campus);
- f. inform the relevant [HR Services team](#) and HR Business Partner and/or HR Adviser, with respect to:
- the decease benefit pursuant to CAO NU;
  - the financial settlement relating to the termination of the employment contract;
  - informing the HR specialists on absence due to illness in the event the employee was unfit for work;
- g. the press spokesperson and the organiser of the Opening of the Academic Year;
- h. the service unit Marketing & Communications for the possible posting of an obituary notice on EUR channels and/or issuing any information to the media.
3. Contact will be sought with the immediate relatives or representative via the HR Business Partner or HR Adviser. Provided it is known that the relatives would appreciate the following, HR will:
- a. arrange for a funeral bouquet to be sent;
  - b. inform all administrators and service directors of service units so that a general announcement is issued to the internal community;
  - c. send a letter of condolence to relatives, signed by the President of the Executive Board.
  - d. if this concerns an international member of staff, in consultation with the faculty/ service unit:
    - inform the relatives, if desirable in cooperation with an international colleague who comes from the same country;
    - consult the relatives about actions to be taken, such as sending the coffin to the country of origin, possibly accompanied by an international colleague from the same country.
  - e. make agreements regarding a memorial event or funeral ceremony at EUR;
  - f. make arrangements regarding any personal belongings that are still at the campus.
4. A request for a memorial event or funeral ceremony, as referred to in section 3(e) of this article, will in principle always be honoured, with the caveat that the request is considered based on the facts and circumstances of the situation.

- 5 EUR staff members who have deceased during active employment will be commemorated during the next Opening of the Academic Year.

## Chapter IV – Holders of honorary doctorates, holders of the Erasmus medallion and former members of staff (including emeriti)

### Article 4.1

1. HR Services will be informed as soon as possible via [hrrservices@eur.nl](mailto:hrrservices@eur.nl) about the decease of the honorary doctor/holder of the Erasmus medallion/ former member of staff<sup>1</sup> by means of an email with a scan of the mourning card and/or information about the funeral or other memorial service.
2. As soon as the decease is known, HR Services will notify:
  - a. the Executive Board, the secretary of the Executive Board and the secretariat of the Executive Board;
  - b. the dean of the faculty in question;
  - c. the director of operations of the faculty concerned or the service director of the service unit who will (provided the relatives of the deceased person have no objection):
    - post an "in memoriam" in Erasmus Magazine;
    - arrange for someone to represent EUR at the funeral;
    - organise a speaker on behalf of EUR during the funeral;
  - d. the service director of the service unit Real Estate & Facilities (REF), who will:
    - lower the EUR flag to half-mast at the main entrance to Woudestein Campus on the day of the funeral. If this concerns an honorary doctor / holder of the Erasmus medallion / former member of staff from Erasmus MC/FGG, the flag will also fly at half-mast at the Hoboken complex. If this concerns an honorary doctor / holder of the Erasmus medallion / former member of staff from ISS, the flag will also fly at half-mast at the ISS. If this concerns an honorary doctor / holder of the Erasmus medallion / former member of staff from EUC, the flag will also fly at half-mast at the EUC;
    - discontinue the carillon playing (including automatic playing) and the music on the day of the funeral (Woudestein Campus);
  - e. the press spokesperson and the organiser of the Opening of the Academic Year;
  - f. the service unit Marketing & Communications for the possible posting of an obituary notice on EUR channels and/or issuing any information to the media.
3. Contact will be sought with the immediate relatives or representative via the dean of the faculty, the service director of the service unit or the head of the department. The dean, service director or department head will (unless the action is known to be against the wishes of the relatives) do the following:
  - inform all administrators so that the administrators can make a general announcement;
  - arrange for a funeral bouquet to be sent;

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<sup>1</sup> Action will be taken based on the information available.

- send a letter of condolence to the relatives, signed by the President of the Executive Board.
4. Deceased holders of an honorary doctorate, holders of the Erasmus medallion and emeriti will be commemorated during the next Opening of the Academic Year. Former employees will (in consultation with the President of the Executive Board) be commemorated during the next Opening of the Academic Year, provided they were an active participant in the university community (regardless of their position and extent of their employment)<sup>2</sup>.

## Chapter V – EUR notables

### Article 5.1

1. Notables shall be taken to include all former directors of Erasmus University Rotterdam (members of the Supervisory Board or Executive Board, chairs of the University Council, deans of faculties or service directors of service units, Secretaries to the Executive Board, chairs of the Erasmus Labour Council)<sup>3</sup>.
2. HR Services will be informed as soon as possible via [hrservices@eur.nl](mailto:hrservices@eur.nl) about the decease of the notable by means of an email with a scan of the mourning card and/or information about the funeral.
3. As soon as the decease is known, HR Services will notify:
  - a. the Executive Board, the secretary of the Executive Board and the secretariat of the Executive Board, of which one of the latter two will (provided the relatives of the deceased individual have no objection):
    - Coordinate the posting of an "in memoriam" in Erasmus Magazine
    - arrange for someone to represent EUR at the funeral;
    - organise a speaker on behalf of EUR during the funeral;
  - b. the director of the service unit Real Estate & Facilities (REF) will:
    - see that the EUR flag is lowered to half-mast at the main entrance to Woudestein Campus on the day of the funeral;
    - discontinue the carillon playing (including automatic playing) and the music on the day of the funeral (Woudestein Campus);
  - c. the press spokesperson and the organiser of the Opening of the Academic Year;
  - d. the service unit Marketing & Communications for the possible posting of an obituary notice on EUR channels and/or issuing any information to the media. The decision to post an obituary on behalf of the Executive Board will be taken in consultation with the Secretary to the Executive Board.

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<sup>2</sup> HR will supply a list detailing the nature and extent of participation in the university community. An example of active participation is an emeritus who continues to supervise PhD candidates or give lectures at EUR.

<sup>3</sup> Action will be taken based on the information available.

4. Through the secretary of the Executive Board, the relatives or a representative will be contacted. The Head of Administrative Affairs will (unless the action is known to be against the wishes of the relatives) do the following:
  - inform all administrators and service directors of service units, so that the administrators / service directors can make a general announcement;
  - arrange for a funeral bouquet to be sent;
  - send a letter of condolence, signed by the President of the Executive Board.
5. Notables will be commemorated during the next Opening of the Academic Year.

## Chapter VI – General

### Article 6.1

1. Regarding access to, viewing and termination of internet and ICT facilities belonging to a person as defined in Article 2.1, section 1, reference is made to the [Regulations on the Use of the Internet and ICT Facilities for employees - 2021](#).

## Chapter VII – Final and transitional provisions

### Article 7.1 – Interpretation

1. In circumstances that are related to matters governed but not explicitly covered by these Regulations or if the Regulations are open to different interpretations, the Executive Board will make a decision.

### Article 7.2 – Administration of the Regulations

1. The department of Human Resources is tasked with administering these regulations (contact: [office.hr@eur.nl](mailto:office.hr@eur.nl)).

### Article 7.3 – Translation

1. If these Regulations are translated and a conflict emerges between the translation and the Dutch version, the Dutch version will prevail.

### Article 7.4 – Publication

1. The Executive Board will publish these Regulations on the University's website.

### Article 7.5 – Entry into force

1. These Regulations will enter into force on 1 October 2023.

### Article 7.6 - Official title

1. These Regulations are to be cited as the Regulations in the event of decease of current/former staff.