Action plan students

1. Receive information
The person who receives the information uses the checklist document to ensure that all necessary information is gathered from the first telephone call.

2. Information
The person who receives the information passes it on to the head of department or equivalent. The head of department informs the head of human resources at the Faculty Office and also emails the completed checklist to him/her. If the head of human resources is not available, another member of the human resources team at the Faculty Office can be contacted. The head of human resources contacts the Vice-Chancellor’s Office.

Head of human resources Gunilla Thylander
gunilla.thylander@science.lu.se, 046 222 40 32

The head of department also informs members of staff and students concerned at the department.

Suggested text for message to staff/students of the department/faculty:
Subject: Notification of death
It is with great sadness that I have to inform you that our student xxx enrolled on xxx (course or programme) at the Department of xxx has died. Our thoughts go to xxx family and friends. A memorial will be held, to which all are welcome. Details of the time and place will follow as soon as possible.
Xxx, Dean/Head of Department
Contact details for dean and heads of department or equivalent

Dean
Olov Sterner, olov.sterner@science.lu.se, 046-222 82 13
Deputy Dean
Almut Kelber, almut.kelber@biol.lu.se, 046-222 34 54

Faculty Office (Kansli N)
Office head
Catrin Malmström, catrin.malmstrom@science.lu.se, 046-222 71 83
Head of human resources
Gunilla Thylander, gunilla.thylander@science.lu.se, 046-222 40 32

Astronomy and Theoretical Physics
Head of department
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Deputy head of department
Mattias Ohlsson, mattias.ohlsson@thep.lu.se, 046-222 77 82
Human resources administrator
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Study adviser
Nils Ryde, Studievagledning@astro.lu.se, 046-222 15 74

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Deputy head of department
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Human resources administrators
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Elin Johansson, elin.johansson@biol.lu.se, 046-222 79 21
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Tina Ledje, christina.ledje@biol.lu.se, 046-222 73 16

Centre for Environmental and Climate Research
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Deputy director
Katarina Hedlund, katarina.hedlund@biol.lu.se, 046-222 37 98
Head of administration
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Centre for Mathematical Sciences

Head of department
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Chemistry

Head of department
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Geology

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Karl Ljung, karl.ljung@geol.lu.se, 046-222 39 96

MAX, Faculty of Science

Head of unit
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Mathieu Gisselbrecht, mathieu.gisselbrecht@sljus.lu.se, 046-222 82 75

Medical Radiation Physics

Head of division
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Deputy head of division
Crister Ceberg, crister.ceberg@med.lu.se, 046-17 39 85
Human resources coordinator
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Study adviser
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Deputy head of department
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Human resources administrator
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David Tennenbaum, david.tenenbaum@nateko.lu.se, 046-222 48 82

Physics

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Deputy head of department
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Office head
Britt-Marie Hansson, britt-marie.hansson@fysik.lu.se, 046-222 76 64

Study advisers
Mathieu Gisselbrecht, mathieu.gisselbrecht@sljus.lu.se, 046-222 82 75
Johan Knutsson, johan.knutsson@sljus.lu.se, 046-222 41 26

3. Planning meeting

The head of department promptly calls a planning meeting. Those attending the planning meeting are to include (but are not limited to):
- Head of department
- Head of division/unit (where applicable)
- Head of Human Resources at the Faculty of Science
- Representative of the students’ union, luna@luna.lu.se, 046-222 03 18

The meeting will discuss what measures need to be taken, who is to be responsible for them and when the measures are to have been taken.

Examples of what needs to be done:
- Contact with relatives
- Flag flying
- Memorial
- Representation at funeral, wreath, etc.
- Information to the students of the course/programme
- Contact with university chaplains to offer counselling to students, studentprasterna.lund@svenskakyrkan.se, 046-35 87 35

Administration
- Check what access rights the person concerned had and cancel these
- Close the StiL account of the person concerned and cancel his or her student registration
- Check what keys, access cards, etc. the person concerned had and ensure they are cancelled/returned to the University