

Last Modified	September 2022
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Approval Authority	Executive Director, People, Culture and Campus Life
Contact Officer	Director of Advancement – Alumni & UC Foundation

Introduction | Kupu Whakataki

This document outlines the University's approach to memorials on campus. Services and physical placement of plaques, trees and other suitable structures are covered within this document as well.

Definitions | Tautuhinga

Campus – includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Memorial – a service, plaque, tree, or other suitable structure that commemorates a person, group or an event.

Raiser's Edge – the University's alumni database which is managed by the Alumni and UC Foundation (A&UCF) Department.

Policy Statement | Kaupapa Here

1. Memorial Services

Memorial services may be held on campus to commemorate the lives of students, staff, alumni and friends of the University who have had a strong connection with the University.

All requests for memorial services should be directed to the [Director of Advancement – Alumni and UC Foundation \(A&UCF\)](#) in the first instance. The approval of memorial services on campus is given by the Executive Director of People, Culture and Campus Life.

No human or animal remains (including ashes) are allowed on campus as part of any memorial service or related event. For cultural reasons, the burial or scattering of human or animal ashes is also prohibited. Funeral services are not normally permitted on campus.

2. Campus Memorial Garden

A dedicated space for a Memorial Garden has been designated within the Ilam Heritage Gardens as the location on campus for the placement of memorials. This is part of the Campus Masterplan.

Only one memorial per individual will be permitted and the cost of said memorial will be borne by the memorial requestor.

All requests for the placement of a memorial in the Memorial Garden should be submitted to the Director of Advancement – A&UCF. The Executive Director of People, Culture and Campus Life will then review and advise approval or declinature of the request.

The design and format of memorials will be managed by the [Alumni & UC Foundation \(University Alumni & UC Foundation website\)](#), in consultation with the Grounds Supervisor – People, Culture and Campus Life. Due to limited available space, memorials will not include built structures.

The placement of each memorial will be agreed upon by the Director of Advancement – A&UCF and the Grounds Supervisor – People, Culture and Campus Life, following consultation with the Director of Facilities Management – People, Culture and Campus Life.

Details of the memorials, where they are, who they are for and who requested them will be held electronically in the Raiser's Edge database in A&UCF. There will also be an entry on the [UC Foundation Memorials and Bequests web pages \(UC Foundation website\)](#).

3. Dedicated Trees and Plants

Dedicated trees/plants will be located in the Memorial Garden but are unable to be accompanied by plaques.

Requests for dedicated trees/plants must be submitted to the Director of Advancement – A&UCF, who will consult with the Grounds Supervisor – People, Culture and Campus Life as to the placement of the trees in the Memorial Garden. The Director of Advancement – A&UCF will then seek approval from the Executive Director of People, Culture and Campus Life.

The location of dedicated trees will be included electronically on the Raiser's Edge Database and on the [UC Foundation Memorials and Bequests web pages \(UC Foundation website\)](#).

4. Other Memorials

Requests for memorials other than those described above or outside the Memorial Garden should still be submitted to the Director of Advancement – A&UCF and will be considered on a case-by-case basis by the Vice-Chancellor, in consultation with the Chancellor.

All existing memorials on campus that have been notified to A&UCF (as from January 2018) have been added to the Raiser’s Edge database and to the [UC Foundation Memorials and Bequests web pages \(UC Foundation website\)](#). If you are aware of a memorial that is not noted, please notify the [Development Services Manager – A&UCF](#) with the details.

5. Review Process

Any request to review a decision under this policy will be considered on a case-by-case basis by the Vice-Chancellor, in consultation with the Chancellor.

Related Documents and Information | He kōrero anō

UC Policy Library

- [Fundraising Activities Policy \(PDF, 223KB\)](#)
- [Naming Rights Policy \(PDF, 326KB\)](#)

UC Website and Intranet

- [Alumni & Friends of UC \(UC Alumni website\)](#)
- [UC Foundation \(UC Foundation website\)](#)
- [UC Foundation Memorials and Bequests web pages \(UC Foundation website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
0.01	Initial draft created.	Policy Unit	Aug 2014
1.00	Policy endorsed by University Council.	University Council	Sep 2014
2.00	Scheduled review by Contact Officer.	Vice-Chancellor	Dec 2015
2.01	Changed Alumni and Development to Alumni & UC Foundation.	Policy Unit	Sep 2016
3.00	Scheduled review by Contact officer, change of approval authority from Vice-Chancellor, minor changes added to section 5 regarding memorials recorded in the Memorial Book, changes to content	Executive Director, Student Services and Communications	July 2018

	to better reflect the Delegations Schedule.		
4.00	Scheduled review by Contact Officer, minor changes to procedural elements of content.	Executive Director, Student Life, Services and Communications	Aug 2020
5.00	Scheduled review with minor changes by Contact Officer. Approval Authority and Contact Officer changed.	Approval Authority – ED, People, Culture and Campus Life	Sep 2022