



University
of Glasgow

School of Medicine, Dentistry & Nursing

Dear Sir/Madam,

Thank you for your recent enquiry regarding your wish to donate your body to the University of Glasgow for anatomical and medical research and education. I have enclosed our information pack, which includes a copy of the Declaration of Bequest paperwork and our "Frequently Asked Questions."

If, after careful consideration, you choose to proceed, please complete, sign, and return the Declaration of Bequest. For the declaration to be valid, it must be signed by both you and a witness on the same date. The witness is confirming that you understood the information provided, made your decision independently, and signed the form of your own free will. This will show us that your signing of the form was observed and witnessed. Your witness may be your Next of Kin or another person of your choosing, provided they are over 16 years of age. Please ensure the completed form clearly shows that both signatures were made on the same date.

If the donor is blind or unable to write, another person may sign on their behalf at the donor's request, in the presence of the donor and a witness aged 16 or over. Both the signatory and the witness must also sign a statement made in the presence of each other and the donor, confirming that the donor intends to donate their body and requests the signatory to act on their behalf.

Once we receive your completed Declaration of Bequest, we will send you a letter to confirm receipt. Your name will then be added to our Register of Bequests. Along with the letter of acknowledgement, we will include two copies of your submitted Declaration of Bequest. Please retain one copy for your own records and provide the other to your Next of Kin or Executor.

It is also important that your Next of Kin or Executor is fully informed of your wishes and understands what steps need to be taken at the time of death.

As outlined in the information pack, our standard catchment area includes locations within 50 miles of the University of Glasgow. If the transfer of an accepted donor is from outside this area, or from a location that involves a sea crossing, it will be the responsibility of the Next of Kin or Executor to arrange transport to the University. In such cases, any costs incurred must be covered by the donor's estate.

On behalf of the University, thank you for your interest.

Yours sincerely,
Anatomy Administrators

School of Medicine, Dentistry and Nursing

Anatomy Facility, University Ave, Glasgow G12 8QQ
Tel: 0141 330 5397
Email: bodydonation@glasgow.ac.uk

1. How do I donate my body for Medical/Anatomical Education and Research to the University of Glasgow?

If your name is already on our Bequest Register, please make sure you keep your paperwork in a safe place and inform your Next of Kin or Executor about your decision. If you are not yet on the Register, please read through the enclosed information carefully. You must give informed consent to donate your body for medical and anatomical examination. Please note that no one else, such as someone with Power of Attorney, can sign the declaration on your behalf.

Once we receive your completed Declaration of Bequest, we will send you a letter to confirm receipt and add your name to our Register of Bequests. Along with the acknowledgement letter, we will include two copies of your submitted declaration. Please keep one copy for your own records and give the other to your Next of Kin or Executor.

It is not possible to donate your body after death unless you have either completed a Declaration of Bequest or included a statement of intent in an official, legally witnessed will lodged with a solicitor. We strongly recommend that you discuss your decision with your Next of Kin or Executor in advance. If your Next of Kin or family members are strongly opposed to the donation, it may not be possible to carry out your wishes after your death.

2. What happens if I change my mind?

You may withdraw your consent at any time. To do so, please contact the Anatomy Administrators by telephone or email to bodydonation@glasgow.ac.uk, providing your full name, address, and date of birth. Your name will then be removed from the Bequest Register.

3. What happens when I die?

At the time of death, your Next of Kin or Executor should contact the Anatomy Facility immediately by telephone on **0141 330 5397**. Please note that the University is closed at weekends and on Bank Holidays. Calls made during these times should leave a message, and a member of staff will return the call between 9:00 a.m. and 4:00 p.m., Monday to Friday.

It is also essential that the attending doctor is asked to contact the Anatomy Facility as soon as possible. A decision regarding the suitability of the donation can only be made after we have spoken directly with the attending doctor.

Please be aware that each potential donor is considered on a case-by-case basis, and the University may be unable to accept a donation due to medical or logistical reasons. The final decision on acceptance rests with our Licensed Teachers of Anatomy.

It is the responsibility of your Next of Kin or Executor to ensure that your body is held in an appropriate environment, such as a hospital mortuary or an undertaker with refrigerated facilities, until a final decision on acceptance can be made. The University can only accept a donated body within five days of death.

Further guidance can be found on the University of Glasgow Body Donation website:

<https://www.gla.ac.uk/schools/medicine/anatomy/bodydonation/>

Please also note, the University is closed during the Christmas period, and we are unable to process donation enquiries during this time. Alternative arrangements must be made if death occurs during the closure.

Some medical circumstances may make a body unsuitable for anatomical or medical education and research. The following list provides examples, though it is not exhaustive:

A post-mortem has been carried out

Recent major surgery or open wounds

Risk of infectious or transmissible diseases such as:

Hepatitis

*SARS-CoV-2 (COVID-19) **

HIV

Active tuberculosis

Sepsis

Jaundice

Advanced oedema

Haemophilia

Advanced or widespread cancer

Extensive pressure sores or certain severe skin conditions

Extremely low or high Body Mass Index (BMI)

Organ donation, if organs (other than the corneas) have been donated at the time of death

4. What happens if I am registered as an Organ Donor?

We understand that many individuals considering body donation are also interested in, or already registered for, organ and tissue donation. As of 26th March 2021, the law in Scotland has changed to an opt-out system for organ and tissue donation. It is important that you fully understand how this change may affect you.

Please note that it is not possible to donate organs (other than the corneas) for transplantation and donate your body to medical science. However, you may register for both organ donation and body donation with the University of Glasgow. In such cases, organ donation will take priority if you are eligible at the time of death.

Further information about organ and tissue donation, as well as the options available to you, can be found at:

www.organdonationscotland.org

This is a personal decision, and whatever you choose, your wishes must be clearly communicated to your family and friends.

5. What happens if the University is unable to accept my body?

If the Licensed Teacher of Anatomy is unable to accept a donor for medical or other reasons, then the next of kin/executor will need to make suitable funeral arrangements. The University of Glasgow is not liable for any financial contribution in these circumstances.

Occasionally, we are unable to accept a body for logistical reasons. If we have sufficient donors to meet immediate requirements, and if you have elected to do so, we can offer to pass on bequests to the other University Medical Schools/Anatomy Departments in Scotland for consideration. However, if they are unable to proceed, then your next of kin/executor will need to make suitable funeral arrangements.

No guarantee can be given that a bequest will be accepted, so it is important to have considered alternative arrangements.

6. What happens if the University accepts my body?

If the Next of Kin, Executor, and other family members are willing to proceed with the donation, the Anatomy Facility will provide full guidance on the next steps. Once the Death Certificate has been signed by the attending doctor, the University will arrange for its contracted funeral director to bring the body to the Anatomy Facility, provided the deceased is within the University's 50-mile catchment area. If the deceased is located outside this area, the Next of Kin or Executor must arrange for an undertaker to transport the body to the University, and the cost of this transport must be covered by the deceased's personal estate.

The Next of Kin or Executor is also responsible for registering the death in the usual way and must provide the Anatomy Administrators with the original copy of *Form 14* (Certificate of Registration of Death), as well as a copy of the "*Extract of an Entry in a Register of Deaths*" otherwise known as an *MCCD*, which includes the official cause of death. In addition, the Next of Kin or Executor must complete and return all required paperwork, including the *Anatomy Act Next of Kin Form (AA1)* and the *Body Donation Acceptance Form*. All documentation must be completed and submitted within seven days to allow the donation process to proceed.

7. Are there any costs to my family if the University accepts my body?

Once a decision has been made to accept your body for anatomical and medical education and research, the University will cover the costs of bringing your body into the Anatomy Facility and the eventual cremation. As a result, your family will not incur the usual funeral expenses. However, if you reside outside the University's 50-mile catchment area, the cost of engaging a local undertaker and transporting your body to the University must be met from your personal estate.

8. How will my body be used by the University?

If you donate your body to the University, you will be treated with utmost respect. Your body may be used

for one or more of the following purposes. We do not normally conduct research into specific diseases or medical conditions.

"Anatomical examination" describes the teaching of the structure and function of the human body to students or healthcare professionals.

"Research" describes scientific studies which improve the understanding of the human body.

"Education and training" describes the training of healthcare professionals, usually those learning surgical techniques, as opposed to anatomical examination.

9. Retention of Parts

Under the Anatomy Act 1984, the University may, with the donor's consent, retain parts of the body for use beyond the standard three-year period. If you choose to give this consent, it means that certain parts may be kept and used for ongoing educational purposes. These retained parts will be respectfully cremated at a later date, separate from the rest of the body. Please note that the ashes from any retained parts will be scattered in the crematorium's garden of remembrance and will not be returned to the Next of Kin. You are asked to indicate your wishes regarding this on the Declaration of Bequest form.

10. Use of Images

It is extremely valuable when donors consent to the use of electronic imaging of body parts for educational, training, and research purposes. This greatly enhances the impact of a bequest by allowing the use of modern technologies, such as ultrasound and endoscopy, and supports more effective teaching of anatomical features to groups of students. Any images taken will not include identifiable features and will be used solely for academic purposes. However, you may choose not to allow any part of your body to be photographed or recorded in any electronic format. Your preference regarding this should be clearly indicated on the Declaration of Bequest form.

11. How long will the University retain my body as an anatomical bequest?

Your body may be retained by the Anatomy Facility for a maximum period of three years. At some point within this period, it will be released, and the University will make arrangements for cremation to take place at either Linn Crematorium or Daldowie Crematorium in Glasgow.

12. What happens when my body is released?

The University will make all necessary arrangements for a respectful and dignified cremation. Please note that the cremation is a private ceremony, and unfortunately, family and friends are not able to attend. However, the University holds an Annual Memorial Service in October at the University Memorial Chapel, to which relatives and friends are warmly invited.

Following cremation, the ashes may either be scattered in the Garden of Remembrance at Linn Crematorium or collected by the Next of Kin or Executor. This preference will be discussed with the Next of Kin or Executor at the time of acceptance. If the ashes are to be collected, the University will contact the

designated person once they are available.

13. Does the University hold an Annual Memorial Service?

The University holds an Annual Memorial Service, typically in October, to honour and give thanks for those who have donated their bodies to the University of Glasgow during the preceding year. In addition, a Book of Remembrance is kept in the Museum of Anatomy and may be viewed upon request. If you wish to view the Book of Remembrance at any time, please contact the Anatomy Administrators to make the necessary arrangements.

14. How We Process Your Personal Information

The University of Glasgow Anatomy Facility is the designated Data Controller responsible for managing and processing the personal data collected through the Declaration of Bequest/Common Consent Form. This data is processed to administer your donation per the University's responsibilities to support teaching, learning, and research, and in compliance with its Anatomy Licence issued by the Scottish Government.

All personal data is securely stored on the University's servers and is not shared with any external organisation unless required by law. The University handles this information in full accordance with the provisions of the General Data Protection Regulation (GDPR). If we are unable to accept your donation or if you choose to withdraw your consent, your personal information will be securely deleted.

You have several rights regarding the way your personal data is processed. Further information on these rights is available from the Information Commissioner's Office (ICO) at www.ico.org.uk, and on the University's website at <https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/>.

15. Any Other Questions?

If you have any further queries, please do not hesitate to contact the Anatomy Administrators at **0141 330 5397** or by email bodydonation@glasgow.ac.uk

Donor

Title & Full Name	Date of Birth:
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Address

Signature	Date:
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Next of Kin / Executor

Title & Full Name	Relationship:
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Address

Witness

Title & Full Name

Address

Witness Signature

**Must be over 16 years old*

Date:

1. Please tick the appropriate box (Please see Note 4(b))

I wish my body to be donated to the issuing University only

or

Should the above not be possible, then I consent to my body being donated to another Scottish anatomy department.

2. Please tick the appropriate box (Please see Note 8)

Under the Anatomy Act 1984, the University may retain parts of the body beyond the three-year time limit for continued educational use with the donor's consent. These retained parts will be cremated separately from the rest of the body at a later date. The ashes will be scattered in the Garden of Remembrance at the crematorium and cannot be returned to the next of kin, as cremation may involve multiple retained parts.

I consent to the extended retention of parts of my body

or

I do not wish the retention of parts of my body beyond the 3-year stipulation of the Anatomy Act

3. Please tick the appropriate box (Please see Note 9)

I consent to imaging of my body or body parts for educational and research purposes on the understanding that it would not be possible to identify me from the image. Imaging may include illustration, photography or digital imaging, x-ray, ultrasound, MRI or any future imaging method.

or

I do not consent to imaging of my body or body parts for educational and research purposes.

4. I consent to the University of Glasgow storing and processing my personal data in relation to the administration of body donation.



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**Declaration of Bequest
Common Consent Form – Universities of Scotland
Anatomy Act Scotland 1984 (as amended 2006)**

Additional Notes:

Important Notes

Please refer to this to fill the form in correctly:

1. Please ensure that the *Declaration of Bequest* form is signed and witnessed. You must discuss your decision with your Next of Kin or Executor. Return the completed form to the Anatomy Administrator. Once received, an acknowledgement will be sent by post along with two copies of your submitted declaration. One copy should be kept for your personal records, and the other given to your Next of Kin or Executor. Please note that the University can only arrange and cover transport costs for donors within a 50-mile radius of the University of Glasgow. If you reside outside this area, transport must be arranged by your Next of Kin or Executor and paid for from your estate or by them directly.
2. If the donor is blind or unable to write, another person may sign on their behalf at the donor's request, in the presence of the donor and a witness aged 16 or over. Both the signatory and the witness must also sign a statement made in the **presence of each other and the donor**, confirming that the donor intends to donate their body and requests the signatory to act on their behalf.
3. If the donor is under the age of 18, the authorisation must be witnessed by two adults who are present at the same time. Each witness must confirm that the donor understands the authorisation and was not acting under any pressure. If required, please request the additional form for those under 18 years.
4. a) After consultation with the attending doctor, the University will advise your relatives or Executor whether your body can be accepted. There are certain medical circumstances, such as post-mortem examination, organ donation (excluding corneas), sepsis, infectious diseases, or major surgery, that may make donation unsuitable. You and your Next of Kin must understand that there is no guarantee that the University will be able to accept your body. If your donation is declined, your Next of Kin must make alternative funeral arrangements.
b) Occasionally, the University may be unable to accept a donation due to having sufficient numbers of donors at that time. In such cases, you may choose to allow your body to be offered to another university's Anatomy Department within Scotland. This preference can be indicated on the Declaration of Bequest form.
5. At the time of death, your Next of Kin, Executor, or the attending doctor must telephone the Anatomy Facility immediately on 0141 330 5397. Please note that the University is closed at weekends and on Bank Holidays, but voicemails will be returned between 9:00 a.m. and 4:00 p.m., Monday to Friday. A decision about acceptance will be made only after consultation with the attending doctor. Until a

decision is reached, it is the responsibility of the Next of Kin or Executor to ensure the body is held in an appropriate environment, such as a hospital mortuary or an undertaker with refrigerated facilities.

6. Once the body is accepted, the Next of Kin or Executor must agree to complete all necessary cremation paperwork. This will be discussed in more detail at the time of death. The Next of Kin or Executor must also provide the *Form 14* (Certificate of Registration of Death), issued by the Registrar, and, when required, a copy of the "Extract of an entry in a Register of Deaths" that includes the cause of death. All documentation must be completed and returned within 7 days.
7. Once the donation is accepted, the University will make arrangements to collect and transport the body to the University facility.
8. Under the Anatomy Act, a donated body may be retained for a period of up to three years. If you consent, specific body parts may be retained beyond this period for ongoing teaching, education, or research. These retained parts will be cremated at a later date, separate from the rest of the body. You must indicate your preference regarding retention on the Declaration of Bequest form and discuss this decision with your Next of Kin or Executor.
9. Donors are encouraged to allow the University to create electronic images of body parts for educational, research, and training purposes. This enhances the value of your donation by allowing the use of advanced imaging technologies, such as ultrasound and endoscopy, and supports teaching for groups of students. All images are taken in a way that protects your anonymity. You may choose not to permit any electronic imaging of your body. Your preference should be indicated on the Declaration of Bequest form.
10. The University holds an Annual Memorial Service each October in honour of those who donated their bodies in the preceding year. If your family wishes to hold a private service shortly after your death, they may arrange this independently. Please note that cremation may not take place for two to three years following donation. The University will usually make cremation arrangements without further consultation with the family. Ashes may be scattered in the Garden of Remembrance at Linn Crematorium, or collected by the Next of Kin or Executor, depending on the instructions given at the time of acceptance.
11. To ensure the safety of students and staff, the University reserves the right to conduct serological screening for infectious diseases.