



University  
of Glasgow

## School of Medicine, Dentistry & Nursing

Hello,

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

After reading the enclosed information carefully, should you decide to go ahead with your bequest, all three copies of the Declaration of Bequest should be signed by both you and by a witness who can verify that the enclosed information was considered, that you came to your own decision and that you have signed the forms independently.

The witness should not be your Next of Kin/Executor but an independent person. Your Next of Kin/Executor should however witness your wishes about retention of parts. It is important also that the Next of Kin/Executor is aware of what to do at the time of death and any subsequent steps that need to be taken.

If you decide to go ahead with the bequest, you should keep one copy of the Declaration of Bequest for your records and return one copy to the address given below. The third copy can be given to your Next of Kin/Executor or alternatively to your Solicitor. When we receive the completed Declaration of Bequest, we will acknowledge receipt and your name will be entered on to our Register of Bequests.

As you will see from the information, our normal catchment area is limited to places within 50 miles of Glasgow. For bequests from places beyond this radius, or from locations where the journey involves a sea crossing, it is necessary for the next of kin to arrange for transport of a bequest to Glasgow, and for the costs to be met from the estate.

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

Yours sincerely

*Catherine MacRobbie*

Catherine MacRobbie  
Anatomical Bequests Administrator

### School of Medicine, Dentistry and Nursing

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





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

Your name may already be on our Bequest Register in which case you should make sure you keep your papers in a safe place and advise your Next of Kin or Executor of your wish.

If you are not already on the Bequest Register, then you should read through the attached information carefully. It is important that you give informed consent to donate your body for medical/anatomical examination. It is not possible for someone else, for example Power of Attorney, to sign on your behalf. If, after careful consideration, you decide to proceed, three copies of the Declaration of Bequest form must be signed by you and also by a witness to both the signature and the content. You should keep one copy for your records, give one copy to your solicitor or next of kin, and return the other to the Anatomical Bequests Administrator who will then enter your name on the Bequest Register.

It is not possible to donate your body after death unless you have either completed a Declaration of Bequest or made a statement of intent in an official, testified will lodged with a solicitor. We strongly recommend that you discuss this matter with your next of kin or executor. If your next of kin and family are very much against the idea of you donating your body to the University of Glasgow it might not be possible to proceed with the donation after your death.

**2. What happens if I change my mind?**

You can change your mind at any point. Contact the Anatomical Bequests Administrator and your name will be removed from the Bequest Register.

**3. What happens when I die?**

Your next of kin or executor should telephone the Anatomy Facility immediately on 0141 330 5397. The University is closed at weekends and on Bank Holidays, and your call will be returned between 9am and 4pm Monday to Friday. Additionally, please advise the attending doctor to contact the Anatomy Facility as soon as possible. We can make a decision regarding the suitability of each donation only after we have contacted and spoken to the attending doctor.

We consider every potential donor carefully, and you must understand the University may be unable to accept your donation for medical or logistical reasons. The final decision on acceptance is made by the Licensed Teacher of Anatomy.

It is the responsibility of your next of kin or executor to arrange for your body to be held in a suitable environment e.g., a hospital mortuary, or undertaker with refrigerated facilities, until a decision can be made on acceptance. We can only accept donated bodies up to 5 days after death.

Please refer to the University of Glasgow Body Donation Website for further information

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

Please note that the University is closed at the weekend. Please telephone 0141 330 5397 and leave a message. Someone will return your call between the hours of 9-4pm Monday to Friday.



School of Medicine,  
Dentistry & Nursing

The University is closed over the Christmas Period and will be unable to deal with calls regarding body donation and you should make alternative arrangements.

Some of the medical circumstances which may make your body unsuitable for anatomical/medical education and research are outlined below. This list is not exhaustive.

*Post mortem*

*Recent major surgery or any open wounds.*

*Risk of infectious or transmittable conditions such as : – Hepatitis, SARS-Cov 2 (COVID)\*, HIV, Active TB, etc Sepsis Jaundice*

*Advanced oedema.*

*Haemophilia*

*Advanced or extensive spread of Cancer*

*Extensive pressure sores, some skin conditions*

*BMI (significantly underweight or overweight).*

*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 are aware that many people who are considering Body Donation are also interested in or have already registered as an organ donor. The law around organ and tissue donation has changed to an opt out system in Scotland from 26th March 2021 and it is important that you understand what this means to you. Unfortunately, it is not possible to donate organs (other than corneas) for transplantation and your body to Medical Science.

More information regarding organ and tissue donation and the choices you have can be found at:

[www.organdonationscotland.org](http://www.organdonationscotland.org). This is entirely your decision and whatever you decide, it's important to make sure your donation decision is known to your family and friends.



School of Medicine,  
Dentistry & Nursing

**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 this circumstance.

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. If one of the other Universities in Scotland is able to proceed with the donation they will pay for uplift and transportation of your body. 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, we will explain in detail what happens next. Once the Death Certificate has been signed by the attending doctor, we will arrange for our contracted Funeral Director to bring your body into the University. However, if the person is outside the University's catchment area of 50 miles, then the next of kin/executor must arrange for an undertaker to bring the body in, and for the cost to come from your personal estate.

As part of our acceptance procedures the donor will be tested for Covid-19. If the donor tests positive we will be unable to accept the donation. We will contact you to let your next of kin know this and ask about your alternative wishes for funeral arrangements. Where a negative result is returned the donor can be accepted and normal acceptance procedures apply.

The next of kin/executor must register the death in the normal way and supply the Anatomical Bequests Administrator with the original copy of the Form 14 and a copy of the "Extract of an entry in a REGISTER of DEATHS" which details the cause of death. The next of kin/executor must also agree to complete essential paperwork i.e. The Anatomy Act Next of Kin Form (AA1) and the Body Donation Acceptance Form. All paperwork must be completed and returned within 7 days.

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

Once we have decided that your body is acceptable for anatomical/medical education and research, we will pay to bring you into the University and for the eventual cremation, therefore, your family will not have the normal funeral expenses. However, if you live outside the University's catchment area of 50 miles, the cost of local undertaking and transportation into the University will have to come from your estate.



School of Medicine,  
Dentistry & Nursing

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

If you donate your body to the University, you will be treated with the greatest 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" - this term describes the teaching of the structure and function of the human body to students or healthcare professionals.*

*"Research" - this term describes scientific studies which improve the understanding of the human body.*

*"Education and training" - these terms describe 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 is permitted, with the consent of the donor, to retain parts of donated bodies past the three year time limit. If you agree to the retention of parts, this means that parts may be kept by the university and may continue to be used for educational purposes. Any retained parts will be cremated at a later date, separately from the rest of the body. Ashes from retained parts would be dispersed in the garden of remembrance at the crematorium and would not be returned to the next of kin. Please indicate your preference on the Declaration of Bequest form.

**10. Use of Images**

It is very helpful indeed if donors are willing to permit the University to use electronic imaging of body parts for educational, training and research purposes. This greatly enhances the usefulness of a bequest as it allows the use of modern technology such as ultrasound and endoscopy and enhances demonstration of anatomical features to groups of students. These images will not include features which could result in your identity being disclosed. You can, of course, choose not to allow any part of your body to be photographed or recorded in any electronic form. Please indicate your preference 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 of three years. Sometime within that period it will be released, at which time the University will organise a cremation at the Linn/Daldowie Crematorium in Glasgow.

**12. What happens when my body is released?**

The University will make arrangements for a dignified cremation without further reference to the next of kin. The ashes can be scattered in the Garden of Remembrance at Linn Crematorium or collected by the next of kin/executor. This is discussed with the next of kin/executor at the time of death. If the next of kin/executor has requested to collect the ashes after cremation, we will contact them and advise when the ashes are available.



**13. Does the University hold an Annual Memorial Service?**

The University holds an Annual Memorial Service, usually in October, to honour those who have donated their body to the University of Glasgow in the previous year. There is also a Book of Remembrance in the Museum of Anatomy which may be viewed on request. If you would like to see the Book of Remembrance at any time, please contact the Anatomical Bequests Administrator.

**14. How We Process Your Personal Information**

The University of Glasgow Anatomy Facility is the “data controller” responsible for looking after and processing the data we collect via the Declaration of Bequest/Common Consent Form. We will process this data to administer your donation request as part of our responsibility to provide teaching, learning and research facilities, and as part of our Anatomy License from the Scottish Government. The data will be stored on a secure database on the University’s servers and will not be shared with any other organisation unless we are required to do so by law. We will keep this data in accordance with the directives of the General Data Protection Regulations (GDPR). If we are unable to accept your donation or you withdraw your donation we will delete the information held. You have a number of rights with respect to how we process your personal data. More information on these rights can be found from the Information Commissioners Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) and on the University website at <https://www.gla.ac.uk/myglasgow/dpfooffice/gdpr/>

**15. Any Other Questions?**

If you have any further queries please do not hesitate to contact the Anatomical Bequests Administrator – 0141 330 5397, email





Full Name and Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Full Name and Address of Next of Kin/Executor: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_

Full Name and Address of Witness (must be over 16 years of age): \_\_\_\_\_  
\_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Please tick appropriate box (Note 2B)

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 (Note 6)

Under the Anatomy Act 1984 the university is permitted, with the consent of the donor, to retain parts of donated bodies past the three year time limit. If you agree to the retention of parts this means that parts may be kept by the university and may continue to be used for educational purposes. Any retained parts will be cremated at a later date, separately from the rest of the body. Ashes from retained parts would be dispersed in the garden of remembrance at the crematorium and would not be returned to the next of kin due to the likelihood of a shared cremation. If you do not wish parts to be retained and cremated separately please do not sign below.

I consent to the extended retention of parts of my body 

Or

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Next of Kin/Executor: \_\_\_\_\_

Date: \_\_\_\_\_

## 3. Please tick appropriate box (Note 7)

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 the University of Glasgow to store and process my personal data in relation to the administration of body donation

## Notes:

1. Please ensure that all three copies of the Declaration of Bequest have been signed and witnessed. It is important that you discuss this with your Next of Kin/Executor. Return one copy to the Anatomy Secretary, lodge one copy with your solicitor/executor if you have one and keep one copy for your records. Please note that the University can only accept responsibility for transport of a body within a catchment area of 50 miles. If you live outside the catchment area, then transport costs must either be met from the donor's estate or paid by the next-of-kin.
- 2.a) After consultation with the attending doctor, we will advise relatives or executors whether the University can accept your body. In certain circumstances e.g. after a post-mortem examination, organ donation, sepsis, some infectious diseases, or major surgery, etc. the University may be unable to accept your donation. It is important that both you and your next-of-kin understand that there is no guarantee of acceptance. Under these circumstances, your next-of-kin must make alternative arrangements for your funeral.  
  
b) Occasionally, the University may have to decline your body, for example, if it already holds sufficient bodies to meet its immediate requirements. In case of such circumstances, we would ask you to please consider granting permission for your body to be transported to another University anatomy department within Scotland.
3. At the time of death your next of kin/executor or the attending doctor should telephone the Anatomy Facility immediately on 0141 330 5397. The University is closed at weekends and on Bank Holidays, and your call will be returned between 9am and 4pm Monday to Friday. A decision regarding the suitability of each donation will be made after we have spoken to the attending doctor. It is the responsibility of your next of kin/executor to arrange for the body to be held in a suitable environment e.g. a hospital mortuary, or undertaker with fridge facilities, until a decision can be made on acceptance.
4. When a body has been accepted by the University, the Next of Kin/Executor must agree to complete all the required cremation paperwork. This will be discussed at the time of death in more detail. The Next of Kin/Executor must also agree to supply the Form 14 (Certificate of Registration of Death) which is issued by the Registrar at the time of death and if possible supply a copy of the "Extract of an entry in a Register of Deaths". All documents must be completed and returned by post within 7 days.
5. When the bequest has been accepted, the University will make the necessary arrangements to remove and transport your body to the University.
6. The Anatomy Act permits that your body may be retained for up to three years after death. The University may wish to retain parts for a longer period, or indefinitely, for continued educational and training purposes; such parts will not be cremated with the rest of the body within a three year period but cremated at a later date. It is important that you discuss this with your Next of Kin/Executor and indicate your preference on the Declaration of Bequest form.
7. It is very helpful indeed if donors are willing to permit the University to use electronic imaging of body parts for educational, training and research purposes. This greatly enhances the usefulness of a bequest as it allows the use of modern technology such as ultrasound and endoscopy and enhances demonstration of anatomical features to groups of students. These images will not include features which could result in your identity being disclosed. You can, of course, choose not to allow any part of your body to be photographed or recorded in any electronic form. Please indicate your preference on the Declaration of Bequest form.
8. The University holds an annual Memorial Service for relatives of those who have donated their bodies for medical research in the previous year. If your relatives wish to hold a Memorial Service immediately after death, they should arrange this privately. Final disposal of the remains may not take place for 2 to 3 years. Normally, the University makes arrangements for cremation without further reference to the relatives. The ashes can be scattered in the Garden of Remembrance at Linn Crematorium or collected by the next of kin/executor.
9. To protect students and staff, the University reserves the right to carry out serological screening.

Full Name and Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Full Name and Address of Next of Kin/Executor: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_

Full Name and Address of Witness (must be over 16 years of age): \_\_\_\_\_  
\_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Please tick appropriate box (Note 2B)

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 (Note 6)

Under the Anatomy Act 1984 the university is permitted, with the consent of the donor, to retain parts of donated bodies past the three year time limit. If you agree to the retention of parts this means that parts may be kept by the university and may continue to be used for educational purposes. Any retained parts will be cremated at a later date, separately from the rest of the body. Ashes from retained parts would be dispersed in the garden of remembrance at the crematorium and would not be returned to the next of kin due to the likelihood of a shared cremation. If you do not wish parts to be retained and cremated separately please do not sign below.

I consent to the extended retention of parts of my body 

Or

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Next of Kin/Executor: \_\_\_\_\_

Date: \_\_\_\_\_

## 3. Please tick appropriate box (Note 7)

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. 

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## Notes:

1. Please ensure that all three copies of the Declaration of Bequest have been signed and witnessed. It is important that you discuss this with your Next of Kin/Executor. Return one copy to the Anatomy Secretary, lodge one copy with your solicitor/executor if you have one and keep one copy for your records. Please note that the University can only accept responsibility for transport of a body within a catchment area of 50 miles. If you live outside the catchment area, then transport costs must either be met from the donor's estate or paid by the next-of-kin.
- 2.a) After consultation with the attending doctor, we will advise relatives or executors whether the University can accept your body. In certain circumstances e.g. after a post-mortem examination, organ donation, sepsis, some infectious diseases, or major surgery, etc. the University may be unable to accept your donation. It is important that both you and your next-of-kin understand that there is no guarantee of acceptance. Under these circumstances, your next-of-kin must make alternative arrangements for your funeral.  
  
b) Occasionally, the University may have to decline your body, for example, if it already holds sufficient bodies to meet its immediate requirements. In case of such circumstances, we would ask you to please consider granting permission for your body to be transported to another University anatomy department within Scotland.
3. At the time of death your next of kin/executor or the attending doctor should telephone the Anatomy Facility immediately on 0141 330 5397. The University is closed at weekends and on Bank Holidays, and your call will be returned between 9am and 4pm Monday to Friday. A decision regarding the suitability of each donation will be made after we have spoken to the attending doctor. It is the responsibility of your next of kin/executor to arrange for the body to be held in a suitable environment e.g. a hospital mortuary, or undertaker with fridge facilities, until a decision can be made on acceptance.
4. When a body has been accepted by the University, the Next of Kin/Executor must agree to complete all the required cremation paperwork. This will be discussed at the time of death in more detail. The Next of Kin/Executor must also agree to supply the Form 14 (Certificate of Registration of Death) which is issued by the Registrar at the time of death and if possible supply a copy of the "Extract of an entry in a Register of Deaths". All documents must be completed and returned by post within 7 days.
5. When the bequest has been accepted, the University will make the necessary arrangements to remove and transport your body to the University.
6. The Anatomy Act permits that your body may be retained for up to three years after death. The University may wish to retain parts for a longer period, or indefinitely, for continued educational and training purposes; such parts will not be cremated with the rest of the body within a three year period but cremated at a later date. It is important that you discuss this with your Next of Kin/Executor and indicate your preference on the Declaration of Bequest form.
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8. The University holds an annual Memorial Service for relatives of those who have donated their bodies for medical research in the previous year. If your relatives wish to hold a Memorial Service immediately after death, they should arrange this privately. Final disposal of the remains may not take place for 2 to 3 years. Normally, the University makes arrangements for cremation without further reference to the relatives. The ashes can be scattered in the Garden of Remembrance at Linn Crematorium or collected by the next of kin/executor.
9. To protect students and staff, the University reserves the right to carry out serological screening.

Full Name and Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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