

Trans and non-binary guidance referring to students

Version 2.2

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1 Purpose and context

1.1 The University is committed to ensuring that all students and potential students have the right to be treated with fairness, dignity and respect.

1.2 This Guidance document sets out practical elements of inclusive practice to support trans and non-binary people at the University, and outlines what trans and non-binary students and applicants can expect from the University.

1.3 This Guidance is underpinned by the Trans and Non-Binary Policy, which sets out the University's commitment to the development of inclusive and supportive learning and working environments for trans and non-binary students and staff where all individuals have the opportunity to fulfil their potential. The Guidance is also supported by staff development and intranet guidance to introduce the key information people need to know to work inclusively with trans students or trans staff. For the avoidance of doubt, this guidance does not form part of a student's contractual terms with the University.

2 Scope

2.1 In this guidance we use the expressions 'trans' or 'trans people' as an umbrella term to describe people who are trans, non-binary, non-gender, gender-fluid, or who have a gender identity which is not consistent with the sex they were assigned at birth. Appendix 1 contains a Glossary of terms relevant to this guidance.

Trans, non-binary, non-gender and gender-fluid people

2.2 Trans people are those whose gender is not the same as, or does not sit comfortably with the sex they were assigned at birth.

2.3 Some trans people identify as women or men. Some trans people do not identify as either women or men, they identify as both, or neither, and possibly to varying degrees, or outside of that spectrum. Or they have a fluid sense of gender identity.

2.4 The University provides the option of selecting gender markers other than 'male' and 'female' for students.

3 Transitioning at the University

3.1 It is important to note that transitioning is a personal process. It is not necessarily a medical process, and it can involve different steps for different people. It should never be assumed that a trans individual is experiencing gender dysphoria¹ or that they intend to

¹ <https://www.nhs.uk/conditions/gender-dysphoria/> A diagnosis of gender dysphoria is necessary to obtain a Gender Recognition Certificate.

undergo any medical processes relating to their transition, nor should trans people be asked about their intention to undergo these processes.

3.2 If you decide to transition while studying or working at the University, you do not need to inform anybody of your intention. If you do decide to inform the University, appropriate support will be provided by specific contacts; details of these are outlined in the Frequently Asked Questions in Section 4.

3.3 The process of transitioning will be led entirely by you. It may be useful to arrange a meeting between you and the person you disclose to (if you chose to disclose) in order to discuss what next steps, if any, you would like to take and to seek advice from you on the kind of support you would like us to provide. The Student Support Advice Team are key first points of contact for trans and non-binary students at UWE Bristol:

<https://www.uwe.ac.uk/study/study-support/student-support-advisers>

3.4 An action plan can be put in place to support your transitioning process. This may include:

- Outlining any potential periods of absence;
- Signposting UWE Bristol support;
- Identifying who may need to be informed and whether / how / when you wish for this to happen;
- Making changes to records (see Appendix 2 for more information);
- The date, if applicable, from which you wish to use a different name or change records.
- Discussing whether staff or student development is needed to raise awareness of trans identities, and how the university can support this.

You may also find it useful to work through the Frequently Asked Questions in Section 4.

3.5 In order to provide the best possible support, it may be necessary for the person to whom you make a disclosure to contact the Student Support Advisor team, or Equality Diversity and Inclusivity Team, to request anonymous advice.

3.6 It can be useful to agree a date from which you intend to live in your affirmed gender so that the University can organise the changing of records, names and other matters to coincide with this date. However, some people may prefer not to set a date and the University will do all it can to ensure you are able to express your gender in the manner and at the time which works for you.

3.7 You have a legal right under the Equality Act 2010 to access facilities – such as changing rooms and toilets – based on the gender in which you present. This may mean that you may change the facilities you use at the point when you start to live in your affirmed gender.

3.8 You should not be asked and will not be expected to use disabled/accessible facilities as an alternative.

3.9 If you feel it would be helpful to let others in your School or Department know that you will be using different facilities (for example, if you regularly use changing rooms with staff or other students), your Personal Tutor can assist you with communicating this locally. You should discuss your preference as to how this information is shared with your Personal Tutor. These individuals can contact Student Support Advisors for confidential advice about this process. You do not need to seek permission to use the facilities you prefer once you have started to live in your affirmed gender.

3.10 Wherever practical, all new University buildings will include gender neutral toilets, as part of a mixed provision of single sex, gender neutral, and accessible facilities. The University is working to ensure that existing buildings also have a similar mix of facilities. If you are unsure of the location of the nearest facilities you can find them using the UWE Bristol App: <https://www.uwe.ac.uk/study/uwe-bristol-app>. Staff can also use the Find a Room resource from Facilities: <https://facilities.uwe.ac.uk/online/Maps/FindARoom.aspx>.

4 Frequently Asked Questions for Students

4.1 This frequently asked questions section is designed for all trans students, whether you have transitioned before joining the University, or are currently transitioning, or are considering possible options and support at UWE Bristol. They have been put together as a starting point, but will not cover all possibilities.

4.2 The process of transitioning whilst at the University should be led by you. Gender transition will be different for everyone - there is no “right” or “wrong” way and you can therefore expect to be asked how you want issues considered and dealt with. Please take time to consider your options, and if you need more time please say.

FAQ and Guidance for Students

Question	Answer
Where can I get confidential advice or support around gender identity and transitioning?	<p>UWE Bristol:</p> <ul style="list-style-type: none"> • Student Support Advisers <p>The Students’ Union at UWE:</p> <ul style="list-style-type: none"> • Part time elected officers (LGBT+ Officer, Trans Officer) • LGBT+ student society <p>External</p> <ul style="list-style-type: none"> • Trans Pride South West • OTR Bristol (includes Freedom and Shameless young people’s groups, and 1:1 therapies) • Mindline Trans+

<p>Where can I find other specialist support at UWE Bristol?</p>	<ul style="list-style-type: none"> • Wellbeing Support (includes in-person and online support). • UWE Cares (support for students who are estranged from their family, care leavers, carers, or Sanctuary Scholars). • Equity (personal and professional development opportunities for Black, Asian and minority ethnic students).
<p>I am applying to study at UWE Bristol. How do I enrol with my affirmed name and gender?</p>	<p>To change your name with UWE Bristol, you can contact the Info Point on campus, on +44 (0)117 9656261 or at infopoint@uwe.ac.uk, and ask to be passed to the Student Support Adviser Team.</p> <p>If you are applying through UCAS you can update your name by emailing official proof to the UCAS Process Team. You can change your gender with UCAS by calling them. This means your records will change for all future applications. Updates to your UCAS record should then appear in the university's systems when you join us. It would be a good idea to also check that your record shows the correct name by speaking to the InfoPoint when you arrive at the university.</p> <p>Alternatively, you could update your details with UWE Bristol during enrolment.</p> <p>The UK government now specifies the type of identification students are required to present during enrolment at the university. This is a passport, visa or birth certificate combined with other forms of identification.</p> <p>As not all trans people will hold a birth certificate that is reflective of their affirmed gender, where UWE Bristol requires official confirmation of a person's identity, you will be given the option of providing more than one type of official identification, for example a driving licence, passport, birth certificate, a Statutory Declaration or change of name by Deed Poll.</p> <p>If you do not have any identification that includes your affirmed name or affirmed gender, you will still be able to</p>

	<p>enrol using the name and gender marker of your choice. Some of the documents listed above will be required as proof of legal identity. We don't store your documents, but we do store a note of the type of document you've shown the university.</p> <p>If you have legally changed your name and updated your identification documents, you can enrol as normal using this name and the gender marker that most closely matches your affirmed gender (i.e. male, female, other).</p>
<p>I wish to transition or am in the process of transitioning, - who do I need to contact within the University?</p>	<p>This can be decided by you, however it is recommended in the first instance to see a designated Adviser in the Student Support Adviser Team, who will be able to provide support throughout the process of transitioning and beyond. You can also contact your Personal Tutor or Module or Programme Leader.</p>
<p>Who will they tell?</p>	<p>The disclosure will be treated as confidential. No one else will be informed until you have been involved in a discussion about who needs to be informed and when and have given your consent.</p> <p>If you want to make changes to your student record, a small number of other staff members will likely need to be informed, with your consent (see sections on name and record changes below).</p> <p>Areas for consideration: In exceptional circumstances, where the person who you tell is concerned for your safety or that of others, they have a duty to inform relevant bodies. In such instances, disclosure would relate only to concerns about your safety or the safety of others.</p>
<p>What student accommodation options are available?</p>	<p>When submitting an online application for University residences all applicants are asked to indicate if they would prefer single sex or gender-neutral flats. There is a free-text box where you can expand on your wishes if you would like. We do our best to meet these requests when allocating rooms. Unfortunately, as with all accommodation requests, this cannot be guaranteed.</p>

	<p>Applicants can also telephone (+44) 117 32 832601 or email accommodation@uwe.ac.uk to disclose/discuss any specific and individual requirements that they may have relating to accommodation.</p> <p>Once in accommodation, if you wish to change accommodation you can contact your Accommodation Manager, who will be able to explain the transfer process and discuss the different options available. However, all room moves are subject to vacancies.</p>
<p>What records do I need to consider?</p>	<p>The University stores student records in multiple places, including centrally, in your School or Department, and in Student and Academic Services, among others.</p> <p>With your consent and from the date agreed with you, the University will endeavor wherever possible to amend or destroy records held which refer to your former name and/or gender marker.</p> <p>At certain times, for example immediately prior to an assessment deadline or exam date, changing records may pose administrative challenges. A Student Support Adviser will be able to highlight any potential difficulties and agree a date with you.</p> <p>Any records which cannot be amended will be stored confidentially; you will be made aware of these records and of who, if anyone, can access them. Please be aware that this may require us to disclose your identity to a small number of staff members.</p> <p>If you are aware of a record that may be held somewhere we wouldn't normally be able to access, e.g. Wellbeing Service, disability / SpLD, or medical services, you should consider whether these records need to be changed and whether you are comfortable disclosing their existence so that colleagues can make the appropriate changes.</p> <p>You can find more information in Appendix 2: Records, documents and other changes.</p>
<p>How can I change my</p>	<p>You do not need to hold a Gender Recognition Certificate, a Statutory Declaration or evidence of name change via Deed</p>

<p>name with the University?</p>	<p>Poll in order to have your details changed on the student information management system.</p> <p>The University will change your name without any documentation or proof of legal name change upon written request. This will mean that all correspondence generated to you will use the preferred name by which you have asked to be registered, with the exception of your degree certificate (see below).</p> <p>In order to change your name with the University, you should contact the Student Support Adviser Team. Your information can only be changed with your explicit permission.</p> <p>While you are not required to legally change your name, doing so will enable you to change identification documents, bank accounts and, in relation to education, degree and qualification certificates. The University will only be able to issue degree certificates in your legal name.</p> <p>If you change the name under which you are registered at the institution, whether legally or informally, you may need to inform the student loans company, your local authority, any sponsor, and your bank to ensure payments are not delayed. For support with issues of this kind, please contact the Student Support Adviser Team.</p> <p>During transition, you may use more than one name. For example, you may enrol under your preferred name while your bank still holds your legal name. This is not illegal as long as it is not used for fraudulent purposes.</p> <p>Areas for consideration: This name will be used for all correspondence including letters sent to the address you provide. You may wish to consider whether you are happy for this name to be visible on correspondence sent in the post, via email etc. and update your address preferences accordingly.</p> <p>Degree certificates can only be issued in your legal name. In order for the University to issue a degree certificate in your</p>
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	<p>legal name, you must provide the University with proof of legal name change (a Statutory Declaration of name change, birth certificate or passport) as soon as possible. Please do not worry if you are not able to complete your name change process before graduation, as the University be able to provide a replacement certificate under your new legal name at a later date, free of charge, on receipt of your documents. This will require you to send the University your original certificates. Please contact the Student Support Adviser Team to arrange any updates to your student record or certificate.</p> <p>Due to the requirements of the relevant professional bodies supporting some qualifications, including some health and education related qualifications, you will also need to discuss with your School or Department whether it is possible to amend the name on your certificate and other formal documents which record academic achievement and enable you to register to practice.</p> <p>You can find more information in Appendix 1: Records, documents and other changes.</p>
<p>Can I change my gender or title?</p>	<p>You can choose the gender marker or title that reflects your affirmed gender, whether binary or non-binary.</p> <p>There is the option of using Mx instead of Miss, Mr, Mrs on the student records management systems. You may also choose the gender markers of 'male', 'female' or 'other'.</p> <p>These things can only be changed with your explicit permission. You will need to contact the Student Support Adviser Team.</p>
<p>Can I change my ID and email address?</p>	<p>You can change your ID card with a new name, title and photo by speaking to the Student Support Adviser Team, who will ask Information Point team leaders to print and post your card to you free of charge. You can do this as many times as necessary if your appearance changes while at University.</p> <p>You can also change your email address if you change your name. No legal proof of name change is required. This will</p>

	<p>happen automatically if your name is changed on the student database.</p> <p>You must first contact the Student Support Adviser Team to update your name and gender on your student record before these changes can be made.</p>
<p>How will time off for medical, wellbeing or other appointments be dealt with?</p>	<p>If you anticipate absences for medical or other appointments, including appointments for speech therapy, Wellbeing Service or other counselling etc, that fall within scheduled learning activities, please speak to the Student Support Adviser Team.</p> <p>It would also be useful to have a conversation with your Personal Tutor, Module Leader or Programme Leader about any absences you expect to take so that measures can be put in place to minimise any impact on your studies. They may need to speak to your Programme Leader to help make these changes, and if so, they will ask for your consent.</p> <p>Wherever possible, you are encouraged to arrange medical appointments outside the times you have scheduled learning activities and to inform your Personal Tutor or the relevant member of teaching staff when this is not possible. You do not need to give specific details about the medical appointments (such as the procedure being undertaken) when informing the University of appointments, provided you can evidence appointment/surgery dates as appropriate.</p> <p>Student Support Advisers can provide advice on how to manage long term absences as a result of transitioning.</p>
<p>Can I dress to reflect my gender identity?</p>	<p>The University will support you in your choice of dress in connection with your gender identity.</p> <p>There will be times where there is a requirement for a specific dress code or protective equipment, as an outcome of a Health and Safety risk assessment. This requirement will be in place in order to protect you, and those you may be working with, from any risk that is present.</p> <p>Student Support Advisers can liaise with your college to offer support and advice on any gendered clothing requirements, particularly connected to your placement.</p>

<p>Can the University support me with costs relating to my transition?</p>	<p>UWE Bristol can provide financial support to students who meet certain criteria. You can find out about the support available below. If you are considering applying for financial support, looking for advice, or would like support to manage your money, please contact the Student Money Service.</p> <p>Household items / personal effects / official documents</p> <p>We will consider certain additional costs for trans students, including fees for changing names on ID such as passports and driving licences, and buying new clothes. We will only include reasonable costs, and costs can only be claimed once per student for the duration of their course. All costs will be capped at £500 for personal items, such as buying new clothes and £250 for fees incurred in changing documentation.</p> <p>Additional medical costs, including surgery, may be considered under ‘medical costs’ – see below.</p> <p>Disability and medical costs</p> <p>We will include the full costs of any additional amounts incurred by the student due to a disability or medical condition for any special dietary requirements or alternative therapies not provided by the NHS up to £500, if the student can provide evidence from a doctor/therapist/etc. that this treatment is necessary.</p> <p>If the student has other medical costs which are not provided by the NHS, or the NHS wait would force the student to abandon their studies entirely, we will include the actual cost up to £1,500. We require a doctor’s note and invoice from the provider of the treatment as evidence. This includes medical costs, including surgery, for trans students.’</p> <p>If a student is receiving ongoing medical treatment from a healthcare provider based more than 15 miles from the student’s term time address, we will include reasonable travel expenditure for in person appointments, up to a limit of £500. We will require evidence of the appointment and travel receipts.</p>
<p>If I’m being bullied or</p>	<p>Transphobic abuse, harassment or bullying (including name-calling / derogatory jokes / repeated or intentional use of</p>

<p>harassed within the University about my transition or gender identity, who can I talk to, and how can I report this formally if I want to?</p>	<p>incorrect pronouns or name) will be dealt with under the Policy Framework for Student Behaviour and Health if you would like to report another student, or the Complaints Procedure if you would like to report a member of staff. Both state that the University will not tolerate such behaviour. It may be treated by the University as a disciplinary offence. You can find out more about this in UWE Bristol's Trans and Non-Binary Policy.</p> <p>You should report any form of transphobic abuse using the Report and Support online reporting website.</p> <p>If you are considering whether to report an incident, or if you would like any advice before reporting, you might also decide to speak to:</p> <ul style="list-style-type: none"> • the Student Casework Team at conduct@uwe.ac.uk; • the Advice Centre at The Students' Union. <p>You can also find Wellbeing support.</p> <p>If you would prefer to share your concerns with an external organisation you are welcome to do so. You can find more information below.</p>
<p>If I'm being bullied or harassed in the local community about my transition or gender identity, who can I talk to, and how can I report this formally if I want to?</p>	<p>If you are subject to bullying, harassment or discrimination in the local community, the Advice Centre at the Students' Union can offer advice and guidance on how to take your complaint further.</p> <p>The University will aim to provide whatever support is appropriate in these circumstances.</p> <ul style="list-style-type: none"> • If you feel you would like to talk to the Police, but you are unsure and not in immediate danger you can get advice from the Advice Centre at The Students' Union. • You might prefer to speak to the UWE Bristol campus police officer. • If you would like support in contacting the Police about discrimination or hate incidents, you can contact SARI.

	<ul style="list-style-type: none"> If your concerns are in relation to sexual violence, and you would like support in contacting the Police, you can contact Bristol's Sexual Assault Referral Agency, The Bridge.
<p>Will I still be able to undertake field work associated with my course?</p>	<p>Field trips are organized within your school or department. If you have any concerns, or want to raise any considerations relating to your gender identity please speak to your Personal Tutor, Module Leader or Programme Leader.</p> <p>They may need to speak to the field trip organizer to discuss any changes, or to the Student Support Adviser Team for advice, and if so, they will ask for your consent.</p>
<p>Will I still be able to undertake work experience or placements associated with my course, or will there be any implications for work?</p>	<p>Your placement provider may include some information on inclusive practice on their website, for example, an Equality, Diversity and Inclusivity Policy, or information on equality charter marks. Some placement providers may also be on LinkedIn or Glassdoor: you may choose to use these sites to help you gauge the culture.</p> <p>You may also want to take some time to seek out supportive groups and spaces before you go, for example, the Students' Union, and any staff networks or similar groups at your placement provider. You may want to link up with official organisations or charities on social media.</p> <p>If you are exploring placements and there are particular types of placement that would feel uncomfortable for reasons related to your gender identity, please speak to your Personal Tutor, Module Leader or Programme Leader about your concerns. You can also speak to partnership@uwe.ac.uk for school placements, hscpsl@uwe.ac.uk for healthcare placements, or Placements@uwe.ac.uk for all other types of placement.</p> <p>Sex-related Genuine Occupational Qualifications may apply to student placements in health and social care, counselling and youth work.</p> <p>Placement providers should be asked by the University if they have Genuine Occupational Qualifications, and where</p>

	<p>they do, these should be clearly communicated to all students. If you do not have a GRC and new birth certificate and you are on a course that involves placements where Genuine Occupational Qualifications apply, it is essential that this is discussed at the earliest opportunity. The aim of the meeting should be to identify the most suitable placement with the student and who will need to be informed when a placement provider has Genuine Occupational Qualifications.</p> <p>There is no Genuine Occupational Qualification whereby an employer can specify that a post must be performed by a trans person. There is the potential for Genuine Occupational Qualifications however that a specific post may not be performed by a person of a particular gender. This may apply to certain positions in religious organisations, to certain narrow fields within the military and in specialised services such as rape crisis support.</p> <p>In certain limited circumstances it is lawful to discriminate in employment on the grounds of sex if there is a Genuine Occupational Qualification for doing so. If a trans person has obtained a full Gender Recognition Certificate (GRC), they are deemed in law to be of the gender to which they have transitioned with respect to most jobs and course placements where Genuine Occupational Qualifications apply.</p> <p>Students should discuss with their Personal Tutor, Module Leader or Programme Leader whether a Genuine Occupational Qualification applies to their course or their intended career path, and whether there are exceptions in the case of a trans person with a full GRC. If there are Genuine Occupational Qualifications, this will need to be discussed with the relevant professional body.</p>
<p>Can I obtain a DBS check without disclosing my trans status?</p>	<p>Agencies responsible for checking criminal records in the UK all have specific processes in place for trans people, including those with a full GRC. The Disclosure and Barring Service carries out checks in England and Wales and has a sensitive applications team: sensitive@db.s.gsi.gov.uk</p>

	<p>If you have changed your name since your last DBS check, please contact DBS to find out if you need a new check.</p>
<p>What advice is there if I'm considering an opportunity to study abroad?</p>	<p>Guidance on studying abroad is available on the UWE Bristol website at the link below: https://www.uwe.ac.uk/life/global-experiences/study-and-work-abroad-guide</p> <p>Your host university will likely include some information on inclusive practice on their website. You may also want to take some time to seek out supportive groups and spaces (for example, the Students' Union at both UWE Bristol and at your host university) before you go. You may want to link up with official organisations or charities on social media.</p> <p>Insurance companies are likely to need you to take out policies under your legal name, and include a suitable level of cover (medical supervision etc).</p> <p>If you have any concerns, you should raise these as soon as possible with your Personal Tutor or the Study Abroad Team at studyabroad@uwe.ac.uk.</p>
<p>I am a trans international student. Are there any different or additional requirements for me?</p>	<p>In the first instance you should approach the Student Support Adviser Team to discuss any implications for your visa. The University will endeavor to use your preferred name and affirmed gender as far as possible in line with visa requirements.</p> <p>Guidance from the Home Office states that the name on your Biometric Residence Permit (BRP) or Residence Card will be issued in the same name as that on your passport. To change the name on your passport, you will need proof of legal name change such as a statutory declaration or evidence of a deed poll.</p> <p>If you are a trans person from a country that does not recognise changes to your name or gender and therefore you are unable to change your name on your passport, you may be able to apply for a deed poll, which will allow the Home Office to issue a BRP in your new name.</p>

	You may use a different name on your BRP or Residence Card if your country of origin does not recognize changes to your name or gender.
Do I need a Gender Recognition Certificate?	<p>You do not need, and will not be asked to produce, a Gender Recognition Certificate at any point. The University will extend to all trans students the same support, guidance and sensitivity whether or not they possess a GRC.</p> <p>If you possess a GRC, you will be legally recognised as your affirmed gender, including in many instances where a Genuine Occupational Qualification applies (see section on placements for more information and exemptions).</p> <p>If you are applying for a GRC, the university will support you by providing documents when requested.</p>
What about references?	<p>We provide academic references, verification of student achievements (a confirmation letter or email from the University confirming the dates of attendance and award achieved for a student), and specific references for students on some NHS or education courses.</p> <p>The University will always endeavour to provide these in your affirmed name and gender and will not disclose your trans status to a potential employer or institution. If you have any concerns, you should discuss these with your referee. You should ensure that any reference requests are submitted in your preferred name.</p> <p>For information about references: https://www.uwe.ac.uk/study/academic-information/academic-references-and-letters/reference-requests</p>

5 Version history

Issued	2010
Amended	2021
To be reviewed no later than	2024

Version	Date	Details	Who
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1.0	2010	Policy created	Manager, E&D Unit
2.0	2021	Update for clarity, accuracy and improved practice.	Inclusive Practice Officer, EDI Team
2.1	2023	Update for accuracy and small changes to internal processes.	EDI Strategy Manager, EDI Team
2.2	2024	Update for accuracy and small changes to internal processes.	EDI Strategy Manager, EDI Team

Appendix 1: Records, documents and other changes

This list is not exhaustive. A Student Support Adviser can help you to think about anything else that should be updated. The University can make some changes for you, and will support and empower you to make other changes for yourself.

Records that will change when a Student Support Adviser updates the student database

The University will change the following records when you tell a Student Support Adviser about your intention to change your name. Please note changes will not happen immediately; most changes happen overnight, and some take a couple of days. Please speak to a Student Support Adviser if you would like any advice on timings:

- Student database: staff at InfoPoint will be able to see your new details if you approach them with a question;
- Email address: you will be issued with a new email address (your password will stay the same unless you decide to change it yourself);
- University ID card, which doubles as your Library card;
- BlackBoard,
- myUWE and myUWE documents, including Higher Education Achievement Record, Status Letter, Council Tax Certificate, and User ID Letter.
- PebblePad,
- Panopto,
- Office365,
- Active Directory,
- MyEngagement,
- Timetabling and the list of student names seen by academics (note for academics: any locally saved or printed class lists won't reflect the changes: it is good practice to use live lists).

Records a Student Support Adviser can change, with your consent

In addition, a Student Support Adviser can change the following records, with your consent:

- Campus accommodation
- Financial records held by the university

Records you will need to change

If you would like the following records to change, you will need to contact the relevant organisation:

- Student Finance
- Any Students' Union committee, Course Rep, Elected Officer, or student society contact details;
- National Union of Students (NUS) card / Totum card;
- Volunteer / mentor ID badges;
- Professional / learned body membership cards;
- Centre for Sport (the Centre for Sport has a photo of each member on their system, which you can decide to change);
- Placement ID cards;
- Other key contacts: doctor, dentist, bank / credit card / building society, utility companies, phone and broadband providers, council tax exemption etc.

Other records you may wish to consider

This last section covers records that cannot be amended, or records that the university holds for some students, but not all students (for example, Wellbeing Service records). This list is not exhaustive.

With your consent and from the date agreed with you, the University will endeavour wherever possible to amend or destroy records held which make reference to your former name and/or gender marker. Any records which cannot be amended will be stored confidentially; you will be made aware of these records and of who, if anyone, can access them. Please be aware that this may require us to disclose your identity to a small number of staff members, although only with your explicit consent.

If you are aware of a record that may be held somewhere we wouldn't normally be able to access, e.g. Wellbeing Service, disability / SpLD, or medical services, you should consider whether these records need to be changed and whether you are comfortable disclosing their existence so that colleagues can make the appropriate changes.

- Photographs;
- Enrolment forms, finance records;
- Personal tutor records;
- Wellbeing /Disability /Access West of England records;

- Any conduct records, if you have reported misconduct, or if you have been reported relating to misconduct;
- Assessment offences records;
- Accredited learning applications (if you are a Direct Entrant, or if you have transferred internally from one UWE Bristol course to another);
- Volunteering and mentoring records;
- Funders, sponsors or employers (including Apprentices' employers);
- Committee minutes and records, for example, boards of study or academic boards.

Related things to consider:

A Student Support Adviser can help you think through and resolve these questions:

- Would you like academic staff or other students to know anything about your transition or gender identity? If so, would you like a Student Support Adviser to notify academic members of staff on your behalf, or would you like to do this yourself? If you would like support, how and when would you like this done?
- Do you attend any minuted university or Students' Union meetings? Consider asking the Chair to officially note your transition during minuted proceedings if appropriate. Alternatively, consider asking the Chair to thank you for your services under your old name, and welcome you as a new committee member under your new name. Please note: you may not be able to amend historical minutes.
- Genuine Occupational Qualifications: Are there any Genuine Occupational Qualifications during your programme of study, placements, volunteering or other work-based learning? Some roles may be more likely than others to include Genuine Occupational Qualifications, such as roles within counselling, social care, NHS, charities, schools.
- Ceremonies: During awards ceremonies, what name will be used if you have not legally changed your name or informed any family or other supporters of your trans identity? Consider: what will appear on the certificate? What will be read out?

Useful links

Legal processes and identification documentation, if you chose to pursue that route:

- Complete a [Statutory Declaration of Change of Name](#), or [change your name by Deed Poll](#). Note that Statutory Declarations are recommended by Press for Change, and the Scottish Transgender Alliance, as Statutory Declarations do not have to be enrolled, which avoids both the cost and the public record elements of a Deed Poll. You can find a template on their website: <https://www.scottishtrans.org>;
- Apply for a [Gender Recognition Certificate](#);
- Apply for a new [Birth Certificate, Driving License](#) or [Passport](#).

Appendix 2: Glossary of terms

In order to understand trans issues, it is important to be aware of the variety of terms that may be used both socially and legally.

Terminology changes and its use can be highly individualised. It is important to be mindful of trends in language as a student or member of staff may associate with a term perceived by some, even members of the same community, to be inappropriate.

This glossary covers the terms used in this Policy and Guidance, and is based on AdvanceHE guidance.

Acquired gender

A legal term used in the Gender Recognition Act 2004. It refers to the gender that a person who is applying for a gender recognition certificate (GRC) has lived for two years and intends to continue living in. **Affirmed gender** may be used when a person has transitioned but has decided not to apply for a GRC.

These terms have relevance outside of the legal context: some people use the term acquired gender to describe their identity, while other people prefer to use affirmed gender, without reference to the legal process.

Gender

Gender refers to the cultural and social distinctions between men and women. It consists of three related aspects: a society's constructed **gender roles**, norms and behaviours which are essentially based on the sex assigned at birth; **gender identity**, which is a person's internal perception of their identity; **gender expression**, which is the way a person chooses to outwardly express their gender. Gender does not necessarily represent a simple binary choice: some people have a gender identity that cannot be defined simply by the use of the terms woman or man. It should be noted that for the purposes of UK law, sex is binary: people can only be male or female.

Gender expression

While gender identity is subjective and internal to the individual, gender expression refers to all of the external characteristics and behaviours that are socially defined as either masculine or feminine, such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.

It is best practice to not assume someone's gender identity on the basis of their gender expression. If you are not sure, it is best to ask a person how they would like to be addressed.

Gender incongruence and gender dysphoria

Gender incongruence is a medical term used to describe a person whose gender identity does not align, to a greater or lesser extent, with the sex assigned at birth. Where this

causes discomfort it is known as gender dysphoria. **Gender dysphoria** is a medical term describing the discomfort or distress caused by the discrepancy between a person's gender identity (their psychological sense of themselves as men or women) and the sex they were assigned at birth (with the accompanying primary or secondary sexual characteristics and / or expected social gender role).²

In order to qualify for NHS medical assistance to transition, a trans person in the UK must have a diagnosis of gender dysphoria.

Gender reassignment

The legal term used in the Equality Act 2010 to describe the protected characteristic of anyone who 'proposes to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex'.

This is the protected characteristic that protects trans people from discrimination, victimisation and harassment in employment, education and when using services. The Act requires no medical supervision or interventions for a trans person to be afforded protection.

Gender recognition certificate

Gender recognition certificates (GRC) are issued by the gender recognition panel under the provisions of the **Gender Recognition Act 2004**. The holder of a full GRC is legally recognised in their affirmed gender for all purposes and is issued a new birth certificate. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act. Applicants can be UK residents or from recognised overseas territories who have already acquired a new legal gender. The Act requires that the applicant is over 18, has, or has had, gender dysphoria, has lived in their affirmed gender for two years prior to the application (known as 'real-life experience', or 'experience'), and intends to live permanently according to their acquired gender status. An individual does not need a GRC to change their gender markers or to legally change their gender on other documents, such as passports.

Some trans staff and students may be asked by a gender identity clinic to provide confirmation from their institution that they are undertaking real-life experience or experience.

It is never appropriate to ask a trans person for a GRC and asking is regarded as unlawful because it breaches their right to privacy. Once a person has obtained a GRC their gender history can only be disclosed where there are explicit exceptions in law:

2 www.nhs.uk/Livewell/Transhealth/Documents/gender-dysphoria-guide-for-gps-and-other-health-care-staff.pdf

- in accordance with an order of or proceedings before a court or tribunal, when it is strictly relevant to proceedings
- for the purposes of preventing or investigating crime, where it is relevant
- for the purposes of the social security system or a pension scheme

See relevant parts of the guidance referring to trans student or staff for the forms of identification that you can ask a trans person to provide, should you need to.

Intersex/Variations in Sex Characteristics (I/VSC)

Intersex/Variations in Sex Characteristics (I/VSC) is an umbrella term covering a whole range of people born with variations in sex characteristics which do not always fit society's perception of male or female bodies. Sex characteristics are naturally occurring genetic, chromosomal, gonadal, anatomical and hormonal variations.

Some people prefer to use the term Variations in Sex Characteristics (VSC), others prefer to use the term intersex, whilst others use the terminology directly related to their specific condition (i.e. medical diagnosis).

I/VSC is not a gender identity or a sexual orientation. People born with a variation in sex characteristics, like any other people, can have a wide range of sexual orientations and gender identities. People with some I/VSC conditions are covered under the Equality Act definition of disability so are entitled to access Reasonable Adjustments.

The University acknowledges that the experiences of people born with a variation in sex characteristics are diverse and aspires to extend appropriate support and protection relevant to their individual circumstances.

Legal sex

A person's 'legal' sex is determined by the sex on their birth certificate and the assumption made at birth is that their gender status (boy/man or girl/woman) matches.

For the purposes of everyday life (including banking, personal identification and travel), a person's legal sex may not be the same as their self-identified gender. For instance, a trans woman can have identity documents such as a passport, driving licence and employment records based upon her gender as female, but still have a birth certificate which reflects the male sex assigned at birth.

Lesbian, gay, bisexual, trans plus (LGBT+)

While being trans or having a trans history is different from sexual orientation, the forms of prejudice and discrimination directed against trans people can be similar to those directed against lesbian, gay, bisexual plus (LGB+) people and historically the two communities have coexisted and supported each other. As a result, advocacy and support groups often cover LGBT+ issues. Trans people can also identify as LGB+.

Non-binary

Non-binary is used to refer to a person who has a gender identity which is in between or beyond the two categories 'man' and 'woman', fluctuates between 'man' and 'woman', or who has no gender, either permanently or some of the time.

People who are non-binary may have gender identities that fluctuate (genderfluid), they may identify as having more than one gender depending on the context (eg bigender or pangender), feel that they have no gender (eg agender, non-gendered), or they may identify gender differently (e.g. third gender, genderqueer).

Just as with trans people, non-binary people transition and live their lives in various ways – which may or may not include medically transitioning (i.e. taking hormones or having surgeries).

Pronoun

A pronoun is the term used to refer to somebody for example she or her or hers or herself, or he or him or his or himself. Gender-neutral pronouns include:

- they or them or their or themselves
- che or chim or chis or chimself
- E or Em or Eir or Eirs or Emself
- Per(person) or pers or perself
- Xe or hir or hirs or hirself

Sex

Sex refers to the biological status of a person as male or female in their physical development. Sex is usually judged on genital appearance at birth but internal reproductive organs, skeletal characteristics and musculature are also sex differentiated.

Sexual orientation

Sexual orientation is different from gender identity. It describes a person's sexual or romantic attraction to other people, or lack thereof. Trans people, like any other people, can have a wide range of sexual orientations including heterosexual, lesbian, gay, bisexual, asexual, and pansexual.

Trans and transgender

Trans and transgender are inclusive umbrella terms for people whose gender identity and/or gender expression differ from the sex (male or female) they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to), trans men and women, non-binary, dual role, gender-queer, third gender, trans feminine and trans masculine. Not all people that can be included in the term 'trans' will associate with it.

The term trans should only be used as an adjective, for example, trans people, trans man or trans woman. However, a trans person may say 'I am trans'.

Transition

Transition is the process of a person changing their role in order to match their gender identity. Examples of transitioning include telling friends, family and colleagues, changing names, asking people to use different pronouns, and changing the way gender is expressed (social transition). For some people, this may involve medical assistance such as hormone therapy and surgery (medical transition). Some people will seek legal recognition by securing a Gender Recognition Certificate (legal transition). This definition does not include all possible steps, and equally not all trans people will want to, or be able to take all of the steps mentioned.