

Supporting Trans and Non-Binary Students Procedure

Introduction

- 1.1. As outlined in its [Policy Statement on Gender Identity](#), the University of Wolverhampton (hereafter the University) is committed to creating a safe and inclusive environment for all people, irrespective of their gender identity.
- 1.2. Where possible the University will endeavour to take proactive steps, as outlined in the Policy Statement on Gender Identity, to ensure that its policies and procedures do not create barriers based on gender identity.
- 1.3. However, it can only provide the fullest extent of support to trans and non-binary students when they have declared their gender identity to the University.
- 1.4. The following procedure outlines the support that the University offers to trans and non-binary students, and how they or staff members supporting them, can best access this support.
- 1.5. The Head of Equality and Diversity or their nominee shall act as the Trans and Non-Binary Student Support Lead, and be responsible for the implementation of this procedure.

Notifying the University

- 2.1. The University collects information about the gender identity of students at the point of registration. However due to concerns over data protection and data quality, the University shall not use this to offer support to trans or non-binary students.
- 2.2. A trans or non-binary student that wishes to access of the support outlined in this procedure should contact sukhvinder.singh@wlv.ac.uk This email shall be monitored by the EDI team.

- When a student requests support from a staff member (i.e. a Personal Tutor or Faculty Administrator) the staff member in question should request permission to forward their request to this email. The staff member cannot share the student's gender identity without explicit permission from the student in question.
- 2.3.

- Where a staff member is concerned about risks to the health of a student related to their gender identity (i.e. suicidal feelings due to problems during transition), but cannot secure permission to share information about their gender identity with other staff members, they should still report their concerns about student's health to Student Support and Wellbeing without sharing details of the student's gender identity.
- 2.4.

- While the University appreciates that LGBT staff and students may wish to provide peer support to Trans and Non-Binary students, we request that they also encourage such students to contact the Trans and Non-Binary Support Lead so that formal support structures can also be put in place.
- 2.5.

- Once notified the Trans and Non-Binary Support Lead shall respond within 24 hours to promptly arrange a meeting with the student to discuss the support they need to access from the University. The student may be accompanied to the meeting by anybody of their choosing.
- 2.5.

- 2.6. At this meeting the Trans and Non-Binary Support Lead will discuss with the student what support and guidance they require, and agree with the student a Transition Action Plan that outlines how and when this support shall be provided. Nothing shall be included in the Transition Action Plan without the express permission of the student.
- 2.7. The Transition Action Plan may cover the following:
- Determining how to amend their student record (see Section Three) and how to best communicate any changes to students and staff they regularly interact with.
 - Arranging additional training for key members of staff i.e. Personal Tutor or Course Leader
 - Agreeing reasonable adjustments the University can make should transitioning interfere with a student's studies.
 - Identifying whether the student has any additional needs directly or indirectly related to transitioning that could require additional support from the Student Support and Wellbeing.
 - Signposting the student to internal and external LGBT+ peer support groups, and any recommended Gender Therapists or other specialist counsellors.
- 2.8. The Trans and Non-Binary Support Lead shall agree a date with the student for a second meeting where they review the progress made against the Transition Action Plan, and determine what future action must be taken. The two shall agree future meetings as appropriate. Even when no further meetings have been scheduled, the Trans and Non-Binary Support Lead shall check once every term to see whether the student requires additional support.

Changing University Records

- 3.1. The University is committed to ensuring that its records best reflect the identity of its trans and non-binary applicants, students, and graduates.
- 3.2. As stated in 2.2 all requests for the changing of a student record to better reflect a student's gender identity must be made in writing to sukhvinder.singh@wlv.ac.uk as only the Trans and Non-Binary Support Lead can initiate this procedure.
- 3.3. Due to the need for the University's applicant data to match with the data stored by Universities and Colleges Admissions Service (UCAS) for the purpose of confirmation and clearing, the University cannot amend data of anyone who has applied through UCAS until after their place has been confirmed. It will however promptly process requests from pre-arrival students after confirmation.

(a) Preferred Name vs Legal Name

- 3.4.i. A student's Preferred Name is the one that they are referred to during everyday conversation. In the University's student record system this is captured under the "Forename and Surname" field.
- 3.4.ii. A student's Legal Name is the one linked to their legal identity i.e. the one they would have to use to obtain a passport or open a bank account. In the University's student record system this is captured under the "Official Name" field.

- 3.5. Any trans or non-binary student can request that the University updates its records to best reflect the Preferred Name that best reflects their gender identity. They do not need to provide any proof for the University to action this request.
- 3.6. When a student has requested that their "Preferred Name" is changed, the Trans and Non-Binary Support Lead shall ensure that:
- Registry amend the master student record so that all records that do not need to be based on the student's Legal Name reflect the student's Preferred Name. This will update the records used by Evision, Sans and Canvass.
 - Library Services provide the student with a new ID Card based on their Preferred Name, and amend their records to reflect the student's Preferred Name.
 - IT Services amend the student's IT Account so that their email address reflects their Preferred Name, rather than the legal name as is standard.
 - The student's Faculty review any local record systems that name the student are amended so that they reflect the student's Preferred Name and new email address.
 - Should the student be living in University accommodation, that Accommodation amend their records so that with the exception of formal invoices, and contractual agreements, all communication with the student uses their Preferred Name.
 - Should the student be a member of the Sports Centre, that the Sports Centre amend their records so that with the exception of formal invoices, and contractual agreements, all communication with the student uses their Preferred Name.
 - Should the student also work at the University, that the Workplace amend their records so that any work communications that do not need to be based on the student's Legal Name use the student's Preferred Name and new email address.
 - The Students' Union is informed of the change in the student's Preferred Name and Email, and asked to amend their records so they reflect these changes.
- 3.7. Normally, within 5 working days of the request being received, the student will receive an update on the records that have been amended. They will also be reminded that the University will not have been able to change anything as it relates to their financial arrangements with the University due to need for these arrangements to use their Legal Name.
- 3.8. The University cannot amend a student's Legal Name unless the student can present proof that they have legally changed their name. This is due to the University's legal obligation to maintain a record of each student's legal identity and the need to maintain communication with funding bodies.
- 3.9. In accordance with guidance from the Equality Challenge Unit, the University recommends that any student that wishes to change their Legal Name make a formal declaration under the Statutory Declarations Act of 1835. This declaration has legal force, and so would allow them to change (amongst other things) the name given on their Passport and Bank Account.
- 3.10. To make a statutory declaration the student must sign a written document that renounces their old name, and affirms their new one, in the presence of a solicitor or public official. Where requested, the Trans and Non-Binary Support Lead shall arrange a date for one of the University's solicitors to administer the declaration at no charge to the students.

- 3.11. Other forms of identification that can be accepted as proof that a student has changed their Legal Name are copies of a Deed Poll Declaration, Passport, Bank Statement or Birth Certificate. Additionally, whilst no University Staff Member will ever ask a student to show them their Gender Recognition Certificate (GRC), the Trans and Non-Binary Support Lead will accept a GRC as proof of change of identity should the student choose to offer it as a form of identification.
- 3.12. When a student has provided proof that they have changed their Legal Name, the Trans and Non-Binary Support Lead, shall ensure that in addition to any outstanding actions listed in 3.6, that Registry, Finance, Accommodation, The Workplace and the Sports Centre amend any records that could not have been changed previously.
- 3.13. These changes shall normally be completed 20 working days after the request being approved to give the student time to inform any funding bodies of their change in name. The student shall be informed that failing to inform their funding bodies may result in the disruption of their funding due to the funding body being unable to verify their attendance from the information provided to them by the University.

(b) Gender and Title

- 3.14. All questions related to gender and title, are designed to capture a student's self-definition, and so can be amended at the request of a student without proof of a change in legal identity.
- 3.15. Where a request for change in Gender and Title has been made, the Trans and Non-Binary Support Lead shall follow the same process as outlined in 3.6.

(c) Degree Ceremony and Certificate

- 3.16. A University Degree Certificate must state the recipient's official name as it is a legal document awarded using powers conferred onto the University through an Act of Parliament. The Trans and Non-Binary Support Lead will write to all students who have informed them that they are Trans or Non-Binary in advance of graduation to remind them of this fact, and state the name the University will use on the document, and invite them to contact the University should they need to change their official name in advance of the Degree Certificate and related materials being created.

(d) Supporting Trans or Non-Binary Graduates

- 3.17. When a graduate provides the University with evidence that they have amended their Official Name since graduation, the Trans and Non-Binary Support Lead shall seek to ensure that all relevant records, including those held by the Alumni Department, are amended within 20 working days. They will also arrange for a new graduation certificate to be issued to the graduate, at no charge to the graduate.

(e) Deletion of Information Regarding Previous Identity

- 3.18. When a student or graduate provides the University with evidence that they have amended their legal identity and requests that information related to their previous legal identity be amended or destroyed, the Trans and Non-Binary Support Lead shall ensure that the information held by Registry, Finance, Directorate of Academic Services, Alumni, Students' Union and Sports Centre is amended or destroyed. Within

20 working days they will normally provide an update of the records that have been amended or destroyed.

- 3.19. Should the student or graduate's name be stored elsewhere, the student must inform the Trans and Non-Binary Support Lead of the location of this information so that the University can arrange for it to be amended or destroyed, or request that Wolverhampton Students' Union does the same. This applies to the minutes of any meetings that are publically available.