

TRANS STUDENT POLICY

- 1 The University of Law's Trans Student Policy sits within the University's Quality and Standards Code which provides a suite of policies and supporting protocols designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

- 2 This policy has been developed as part of the commitment of the University to provide a supportive and inclusive learning environment in which encouragement is given to all students to develop their knowledge, skills and competencies.
- 3 The University is committed to ensuring that all students are treated with respect and seeks to provide a positive environment, free from discrimination, harassment or victimisation.
- 4 The principles within this policy apply to students at all stages of the student journey including applicants, current students and alumni.

Definition

- 5 The term 'trans' is used throughout this document and is intended to be an inclusive umbrella term which may be used to describe a student whose gender identity differs in some way from that which they were assigned at birth. This can include; non-binary people, gender non-conforming people and those who partially or incompletely identify with their sex assigned at birth.

Not all who can be included in the definition will associate with it. Gender reassignment is defined as a personal process rather than a medical process – a student does not have to be under clinical supervision to be considered in 'transition'.

Responsibility for this policy

- 6 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

- 7 The University has in place, monitors and evaluates arrangements and resources which enable students to develop their academic, personal and professional potential.

Key aims and principles

- 8 The University is committed to promoting equality in all its activities and aims to provide an environment free from discrimination and unfair treatment. A person is explicitly protected from discrimination because of gender reassignment under the Equality Act 2010. The Act includes protection from discrimination or harassment for:
- A person who has proposed, started or completed a process to change their sex
 - Trans people who are not under medical supervision
 - Those who are perceived to be trans people
 - Those who are associated with someone who has the protected characteristic of gender reassignment
- 9 No member of the University community should be treated less favourably by the University before, during or after their studies on the grounds of gender identity or reassignment.
- 10 The University will respect the confidentiality of all trans students identities – any information provided by a trans student will be handled confidentially and will only be shared with others with the student's prior consent.
- 11 The University will provide a positive environment for students who wish their trans status to be known and will act in a supportive and sensitive way to ease any transition period, where appropriate.
- 12 This policy has been developed using the *Equality Challenge Unit guidance, Trans staff and students in HE and colleges: improving experiences*.

Creating an Inclusive Environment

- 13 Trans students are able to:
- Choose whether or not to disclose their gender identity, to whom and the circumstances where this may be disclosed
 - Request that the University updates its records and systems to reflect their affirmed gender on a date specified by them
 - Discuss the level and type of support they may need from the University during their transition including reasonable adjustments to the course and assessments during any medical transition.

- 14 University staff will:
- Offer guidance in a sensitive, non-judgemental manner
 - Challenge or report any incidence of discrimination, bullying or harassment relating to gender identity
 - Withhold information about a student's trans status unless given explicit consent to share by the individual
 - Comply with this policy and the associated guidance notes (appendix A)
- 15 The University aims to provide gender neutral toilets in all new University buildings and is working to ensure that existing buildings also have similar facilities.
- 16 Transphobic abuse, harassment or bullying, for example derogatory jokes, intentional or repeated misgendering of Trans students, unacceptable or unwanted behaviour, intrusive questions, will not be tolerated – such behaviour will be managed in accordance with the University's Bullying and Harassment Policy.

Responsibility for the provision

- 17 Responsibility for the implementation of this provision lies with the University's Operations Function.

Monitoring and evaluation of the provision

- 18 Responsibility for reviewing and evaluating the effectiveness of the Trans Student Policy lies initially with the Wellbeing Service. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Version history

| Version | Amended by | Revision summary | Date |
|----------------|----------------------------------|--|-------------|
| V1.0 | Head of Student Support Services | Initial drafting | 24/04/19 |
| V1.1 | Head of Student Support Services | Updates following internal review | 05/06/19 |
| V1.2 | Registry Officer | Change to coding convention | 24/03/20 |
| V1.3 | Senior Quality Officer | Further naming convention clarifications | 26/03/20 |
| V1.3 | Registry Officer | Rechecked the Document | 29/06/2022 |

Appendix A – Practical Guidance for Students and Staff

This information is to provide guidance to students and staff to support the implementation of the Trans Student Policy. A useful glossary of terms and external support services available can be found in the appendices.

Informing the University

Students are under no obligation to inform the University that they have, are considering or intend to transition and express their gender in a manner consistent with their gender identity. Support such as the Counselling Service, can still be accessed confidentially without any formal disclosure. The Disability Support and Inclusion Service can also be accessed on a confidential basis.

Where a student chooses to disclose, they can do so to a member of staff they feel comfortable with, such as a Wellbeing Service team member, their Personal Tutor or Programme Student Lead. Following a disclosure, the trusted member of staff to which the disclosure has been made should work within the following principles:

- Treat the information confidentially, only passing on where necessary with consent. Discuss which other staff members, if any, the student would like to be informed, how and when. Clarify which personal pronoun they prefer (he/she/they or others as appropriate).
- Ensure that the student's preferred name and pronouns are noted and used throughout.
- Respond to any requests promptly, taking any agreed action as sensitively, swiftly and seamlessly as possible.
- Ensure that students are informed of other support services available to them at the University if needed, e.g. Counselling Service or the LGBT Campaign of the Student Association. A list of external support services which may be useful can be found at Appendix B
- Complete a Student Support Plan (see Appendix D) to outline any agreed actions and ensure that a copy is given to the student. The plan should be reviewed at key points during any transition period and updated where required.

Potential Implications on Studies

During the initial meeting, the staff member supporting the student should discuss the individual circumstances and any potential impact on their studies. This will depend on a number of factors including but not limited to the expected timescale of any medical and/or surgical interventions and procedures (if relevant) and any time off required where relevant (depending on the timing of the disclosure, this information may not all be known at the initial appointment). The timing of any leave required in relation to the course will also be a consideration, e.g. whether assessments are imminent, the course has just started, etc.

Possible considerations for discussion around any impact on studies can include:

- Alternative session requests to enable a student to attend medical/external appointments (subject to space). Where alternative sessions are not possible, arrangements should be made to enable the student to catch up on any teaching sessions missed, e.g. by providing any exemplars and arranging for the student to have an opportunity to talk to a tutor once they have worked through the workshop materials.
- If a student requires reasonable adjustments to their course or assessments to enable them to engage in their course during any medical and/or surgical interventions and procedures, the Disability Support and Inclusion Service can provide advice and guidance.
- Intermission – if a student wants to take a break from their studies, please refer to the intermission policy and guidance (where a student has not yet started their course or is within the first 2 weeks of their studies, any deferral requests will need to be managed by the Admissions team).
- International students – if a student is studying on a Tier 4 visa, any absence or intermission may impact on their visa status. The International Visa Office can be contacted for confidential advice in these circumstances.

Updating Records

With the student's written permission, the University's records can be updated to reflect any name or title changes. The trusted staff member should agree with the student the date on which any records should be updated, including any ID card, email addresses, references, etc. If the student is a member of any student clubs or societies, these records are not held by the University – the student will need to consider whether they would like the relevant club or society contact(s) to be informed.

Trans students can change their 'preferred name' or title on the Student Records Database at any time prior to, during their course or after completion of their studies. The preferred name will subsequently appear on all registers and should be used in any communications between the University and the student. Students can also request their preferred name be used for their ULaw email address (staff members can request this through the University's IT Servicedesk). No supporting evidence is required to amend the 'preferred name' or title and this can be requested through the Student Services team (either by the student or, with permission, through the trusted staff member). Where 'preferred name' is updated and a new ID card produced but the official enrolment record is not updated, students should be made aware that an alternative form of ID should be used for examination purposes noting their legal name, e.g. passport. Examination invigilators will not accept ULaw ID cards for identification purposes unless it states a student's legal name.

Students who wish to change their official enrolment record at the University will need to make their request in writing and provide proof of name change, such as a deed poll certificate (enrolled) or passport in the new name. This requirement is both to protect the integrity of the university's degree certificates and also to reflect the requirements of the regulatory bodies in the legal sector. Students/alumni already registered with the SRA/Inns of Court will need to contact the relevant authority to follow a similar process however the University can provide guidance and support with this process. Once the changes have been made, the student can request that all references to their former name and gender are removed to ensure their former identity is not revealed. Nothing should remain on file that would disclose to a third party that a change has occurred.

Students who have transitioned may choose to obtain a Gender Recognition Certificate however this is not a requirement of the University and it is not appropriate to request this.

International students wishing to change their name can obtain a deed poll or statutory declaration of name change to update the University and UKVI, however will need to follow the procedure of their home country to update their passport. Students can contact the International Visa Office for confidential advice or the appropriate Embassy or High Commission. Students with Tier 4 visas are required to report a legal name change to the UKVI.

Former students who wish to obtain a replacement certificate/diploma in a new name can request to do so in strictest confidence by contacting former-records@law.ac.uk. Formal evidence of the name change must be provided and the original certificate returned for destruction. Please note this is a chargeable service (check with the Former Records team for current cost).

Toilets and Changing Facilities

Trans students are free to use any single-sex changing facility or toilet according to their gender identity. Ideally, there should be access to gender neutral toilet facilities wherever this can be reasonably accommodated. The University aims to provide gender neutral toilets in all new University buildings and is working to ensure that existing buildings also have similar facilities. Details of gender neutral toilets currently available at each campus can be found on ELITE within the Student Hub 'Facilities' pages. It is not acceptable to restrict a trans person to using disabled toilets or other gender neutral facilities.

Appendix B – External Support and Resources

- **The Beaumont Society;** the largest and longest established transgender support group in the UK. www.beaumontsociety.org.uk
- **Gender Identity Research and Education Society;** hears, helps, empowers and gives a voice to trans and gender non-conforming individuals, including those who are non-binary and non-gender, as well as their families. www.gires.org.uk
- **Gendered Intelligence;** provides support, training and resources for all those who work with and support trans people as employees, colleagues, students, pupils or clients – works extensively with schools, colleges and universities with staff and students offering mentoring, workshops and training. www.genderedintelligence.co.uk
- **Transgender Zone;** online resource covering all aspects of transgender issues, including a section specifically for female-to-male trans people. www.transgenderzone.com
- **LGBT Foundation;** a national charity delivering advice, support and information services to lesbian, gay, bisexual and trans (LGBT) communities. www.lgbt.foundation
- **Mermaids;** a charity which provides a helpline aimed at supporting transgender youth up to and including the age of 19, their families and professionals working with them. www.mermaidsuk.org.uk

For services local to each ULaw location, please refer to the 'Advice and Support' booklets which can be found on the 'Student Hub' section of ELITE or in hard copy at each campus. Separate leaflets about external services are also often available on site with further details.

Appendix C – Glossary of Terms

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| Cisgender or Cis | someone whose gender identity aligns with the gender they were assigned at birth. Non-trans is also used by some people. |
| Cross Dresser | a cross dresser occasionally wears clothing and/or makeup and accessories that are not traditionally associated with the sex they were assigned at birth. Generally, a Cross Dresser does not wish to transition and does not necessarily experience gender dysphoria. Some people prefer the term <i>alter ego</i> . Historically, the term transvestite was used to describe a Cross Dresser, but this is now considered to be outdated and offensive. The term transvestite should only be used if the person concerned asks you to do so. |
| Gender dysphoria | the discomfort or distress caused by the discrepancy between a person's gender identity and the sex they were assigned at birth. |
| Gender identity | a person's internal sense of their own gender, whether male, female or something else (see non-binary below). |
| Gender reassignment | a way of describing a person's transition. To undergo gender reassignment may include undergoing some form of medical intervention but it can also mean changing names, pronouns, dressing differently and living in the self-identified gender. Gender reassignment is a protected characteristic under the Equality Act 2010 (this is increasingly known as Gender Affirmation Therapy). |
| Gender Recognition Certificate (GRC) | enables trans people to be legally recognised in their self-identified gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and this is not a requirement to change gender on documents such as a passport. |
| Gender variance | behaviour or gender expression that does not match socially constructed gender norms for men and women. |
| Intersex | a term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people can identify as male, female or non-binary. |
| Non-binary | an umbrella term used to describe a person who does not exclusively identify as male or female. |
| Pronoun | words we use to refer to people's gender in conversation, such as she/her/hers/herself and he/him/his/himself. Examples of gender neutral pronouns include they/them/their/themselves and per(person)/pers/perself. |

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| Trans man | A person who was assigned female at birth but identifies and lives as a man. |
| Trans woman | A person who was assigned male at birth but identifies and lives as a woman. |
| Transitioning | See 'Gender reassignment' |
| Transphobia | The fear, anger, intolerance, resentment and discomfort that some people may have as a result of another person being trans. |
| Transsexual | Traditionally used to describe a person diagnosed with gender dysphoria. The term is still used by some although many prefer the term trans or transgender. |

Appendix D

Student Support Plan – supporting a student during transition

This form should be used by staff to guide discussions with students prior to, during or following their transition. It should be completed and agreed with the student, referring to the Trans Student Policy and Guidance notes. It may not be possible to complete the whole form at the first meeting. The plan is not to be shared with any individuals other than those identified and agreed by the staff member and student.

| Contact details | |
|-----------------|---|
| 1 | Student's details |
| | Legal Name |
| | Preferred name |
| | Preferred pronouns |
| | Student Reference Number |
| | Telephone |
| | Email address |
| | International Student? Y/N |
| 2 | Course details |
| | Course name |
| | Personal Tutor |
| | Year of course |
| 3 | Are there any concerns in particular that the student wishes to cover as part of this support plan? |

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|--------------------------------|--|-------------------------|
| | | |
| Key dates | | |
| 4 | If the student is/will be undergoing surgery, do they know when this will be? | |
| 5 | Is any time off required for surgery/recovery/medical appointments? | |
| 6 | Are there any temporary or permanent changes to the student's experience which ULaw could consider to support the student? | |
| 7 | When does the student wish for any name changes/personal details/title, etc to be updated? | |
| Student Records Updates | | |
| 8 | Which of the following will need to be amended on the date noted in question 7 (tick all that apply)? | |
| | Unit-E (changes will need to be actioned by Student Services) | |
| | 'Preferred Name' | |
| | Legal name (with supporting evidence) | |
| | Gender to be changed to (circle as appropriate): | Male Female Other |
| | Email address (personal and/or ULaw) <i>Note; changes in ULaw email address should be requested via IT Servicedesk</i> | |
| | Are any changes needed to next of kin/emergency contact details? If so, please give details | |
| | Other <i>Where unit-e is updated with formal name change, this will automatically update ELITE, Admissions and library systems. For all other systems, the staff member will need to contact the appropriate team/colleague.</i> | |
| | Finance records | |
| | ULaw ID card | |

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| Student Support, Study Skills and Wellbeing records | |
| Personal Tutor records | |
| Library records | |
| Admissions records | |
| Student Recruitment/Marketing/Alumni records | |
| International Visa Office records | |
| Council tax exemption certificate (via Student Services) | |

Informing other staff and students

9 Who would the student like to be informed of their transition and when would they like them to be informed? Does the student wish to inform fellow students and staff themselves or have this done for them? Clarify any language/terminology the student would like to be used

| Name and title | Date |
|--|-------------|
| Programme teams (Personal Tutor, Subject Tutors, Programme and Student Lead) | |
| Student Services | |
| Support staff including Disability Support, Wellbeing and Study Skills | |
| Assessments | |
| Student Finance | |
| Student Association | |
| Clubs and Societies (where applicable) | |
| International Visa Office | |
| Library | |
| Employability | |

| | | |
|---|---|--|
| | Admissions | |
| | Student Recruitment | |
| | Alumni team | |
| Assessments | | |
| 10 | Is the student unable to complete any assessments due to their transition? | |
| 11 | If so, provide details: | |
| 12 | Has the student been informed about ULaw's concessions process in the event that their transition affects examinations and assessments? | |
| International students | | |
| 13 | Have international students been informed about: | |
| | the need to check any visa implications of legal name changes and/or the impact of taking a break from their studies (where applicable)? | |
| Return to study (where applicable) | | |
| 14 | If the student wishes to intermit, what support will be provided to the student on their return to study? (e.g. meetings with key staff, etc) | |
| Support and Facilities | | |
| 15 | Is the student aware of Support Services available, e.g. Counselling, etc? | |
| 16 | Is the student aware of any gender neutral toilets available if they prefer to use these? | |
| 17 | Is the student aware of how to raise any concerns around harassment, etc? Refer to the Bullying and Harassment Policy. | |

| Training | |
|-------------------------------|--|
| 18 | Will there be a need to arrange training for fellow students or staff members? If so, who should be trained (training can be sourced by the Student Support team)? Would the student like to attend/be involved in any training? |
| Further information | |
| 19 | Any other information or comments |
| Signatures | |
| Plan to be reviewed on | |
| Agreed by staff member | |
| Name | |
| Title | |
| Signature | |
| Date | |
| Agreed by student | |
| Name | |
| Signature | |
| Date | |