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| Student Education Service  Programme Support Management team |

Change of Name, Title, or Gender Process

Operational Guidance for SES Staff v.1.0

**Background**

This document provides guidance for Student Education Service (SES) staff who are responsible for updating files and records when a student changes their name, title, or gender.

When a student completes the “Student Change of Name, Title, or Gender” proforma (view Appendix A) at the Student Services Centre, and a gender change has been requested, the parent school will be contacted via email by the Student Education Service (Operations). The University’s [Trans Equality Policy](https://equality.leeds.ac.uk/equality-inclusion-framework/policies/) and [Guidance for trans staff and students](https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/) states our commitment, intent and principles, as well as practical guidance, to provide a supportive environment for staff and students who wish to change their gender identity. As sensitive personal information is involved, Schools should action requests as sensitively, swiftly and as seamlessly as possible (Gender Recognition Act 2004, Equality Act 2010 and GDPR 2016).

**Process**

The following guidance has been created to support SES staff in processing the student request at School/Faculty/Doctoral College level.

For a change of name or title, the parent school or Doctoral College office will be contacted via the Banner “Student Change of Name” workflow email process. For a change of gender, the Student Services Centre will email the designated School SES or Doctoral College generic contact in the first instance.

The parent school is only responsible for updating their own records.

* The parent school should email the student acknowledging receipt of the request (view Appendix B – *Sample Email to Student from School/Faculty*). Following discussion with the student the School may also need to inform SES/teaching staff/supervisors within their own school (view Appendix C – *Sample Notification Email to Staff).*
* If the student is taking modules in other schools (including Discovery modules), the parent school will need to notify the other school(s) about the name change so that they can amend their records and notify teaching staff/supervisors.

All files and records should be amended, as far as is reasonably possible, and there should be no records which would disclose the student’s trans status to a third party.

**Checklist - Records to be updated as appropriate in the School/Service:**

**Any local folders or files with the student’s name (paper or electronic) and pronoun (if applicable).**

This may include the file names of documents that are saved on local drives e.g. the file name of letters, scans of coursework or meeting minutes relating to a specific student.

🗹 Folders in Email inboxes

🗹 Disability Information e.g. Summary sheets, spreadsheets

🗹 Registers e.g. Induction lists, attendance registers, coursework sign-in sheets, lab work registers, tutorial/office hours sign-up sheets

🗹 SWRFOTO Reports in Banner e.g. Any hard copies of Student Photo Sheets: these may be held by teaching staff or the School office

🗹 Labs, Studios and Practical Spaces e.g. named lab coats, name stickers, locker lists

🗹 Prize Lists e.g. Dean’s list, prize spreadsheets

🗹 Fieldtrips/Fieldwork e.g. health and safety forms, medical and next of kin records, field trip bookings, field trip registers, risk assessments

🗹 Marketing and Communications e.g. on-line student profiles

**Local Databases and Spreadsheets**

This may include:

🗹 Allocated supervisors lists

🗹 Module mark spreadsheets

🗹 Group work lists

🗹 Placement information

🗹 Study abroad information

🗹 Mitigating circumstances and/or coursework extensions

🗹 Academic integrity

**Other Local Records for Consideration:**

These individuals should be informed of a change of student details and asked to re-print all relevant information.

* Personal Tutor
* Programme Leader
* Class Demonstrators/PGRs
* Teaching Staff
* Emeritus/Visiting Professors
* Technicians
* Peer Mentor/PASS Leader/PAL Mentor
* Dissertation Supervisor
* PhD Supervisor(s)
* Staff members who organise staff/student committees

**Further Information and Support**

If you need advice and guidance on any of the matters mentioned in this document then please contact the following:

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| **Query Type** | **Who** | **Contact (Email/Phone)** |
| Change of Name-Title-Gender Proforma | Student Services Centre Counter Manager (Renato Pallassini) | [phyrp@leeds.ac.uk](mailto:phyrp@leeds.ac.uk)  0113 343 8298 |
| SES Guidance Document Wording/Templates | Programme Support FMT  Noemy Ellis Martin or  Roz Walsh | [n.ellismartin@leeds.ac.uk](mailto:n.ellismartin@leeds.ac.uk) or 0113 343 3641  [L.R.Walsh@leeds.ac.uk](mailto:L.R.Walsh@leeds.ac.uk) or  0113 343 5223 |
| Equality Policy Unit – Trans Student/LGBT Guidance  If student chooses to provide a Gender Recognition Certificate *(Note: It is unlawful to request from a student.)* | Equality Policy Unit  Please also refer to [Guidance to Support Trans Staff and Students](https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/) (Section *5.3 Records* and *Appendix 3 Glossary of Terms*) or follow-up with the Equality Policy Unit. | equality@leeds.ac.uk  or  0113 343 6973 |

**Appendix A** – **Sample –** [**Student Notification of Change of Name, Title, or Gender Proforma (SSC)**](http://students.leeds.ac.uk/download/6158/student_notification_of_change_form) **(Not to scale)**

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**Student Notification of Change of Name, Title or Gender**

This form is for students who intend to change their name, title or gender

**Current Details on Student Record**

Title: Mr Miss Mrs Ms Dr Mx Other…………………………..

First name(s): ………………………………………………………………………

Middle name(s): ……………………………………………………………………

Last names(s): …………………………………………………………………….

Gender\*: Male Female Other ……………………………………….

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| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

Date of Birth:

**Changes to be made to Student Record**

Title: Mr Miss Mrs Ms Dr Mx Other…………………………..

First name(s): ………………………………………………………………………

Middle name(s): ………………………………………………………………………

Last names(s): ………………………………………………………………………

Gender\*: Male Female Other …………………………………………

Are you a member of the Edge? Yes No

\*See the [Trans Equality Policy](https://equality.leeds.ac.uk/equality-inclusion-framework/policies/) and [guidance to support trans staff and students](https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/) for more details.

By signing this form I confirm that:

* I give my consent for University staff to update the University’s student record database (called Banner) with the information I have provided above.
* I understand, and give consent, that the information I share with you will only be passed on to University staff for the purpose of updating my information on University systems. These University staff have a duty to keep my information private and confidential. I further understand that my School office will confidentially contact me to agree when and how this change is communicated within the School.
* I understand, and give consent to sharing this information where the University has a legal obligation to do so.
* I understand that if I do not update my details similarly with third party organisations that the University is obliged to communicate with (e.g. the Student Loans Company) then this may prevent the University from communicating with such organisations on your behalf.
* For University of Leeds purposes my personal details are not reflective of my preferred name(s), gender and title and I would like my records to be changed in accordance with the information provided above.
* I understand that records going forward will show my requested new personal details and previous records will be changed as far as is practicable. I further understand that updating such records will be done within a reasonable timeframe.
* I confirm that I have been provided with guidance around these changes (**see next page**).

Signed (Student) *……………………………*Name of your School/Department*…………………………………*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D | M | M | Y | Y | Y | Y |

Date of request:

|  |  |  |  |  |  |  |  |  |
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Student ID number:

OFFICE USE ONLY

Additional Notes/Comments: …………………………………………………………………………………………………..

Student Services Counter staff signature: …………………………………….... **Please Turn Over**

**Student information following a request to change Name, Gender and/or Title**

Thank you for visiting the Student Services Counter to notify of your change in details.

This flyer provides information about other considerations for students following this change in name, gender and title:

* When your records are updated this means any communications between the University and for example, UK Visa and Immigration (UKVI), student loans, sponsors and banks will include your new name/gender details therefore you will need to liaise with the relevant organisations **as soon as possible** to amend your details on their records otherwise the information between the organisations will not correspond;
* When you register to attend a graduation ceremony or to request your documents are posted to you, at this time you are asked to confirm the name to appear on the certificate. If there is a need for this to match other documentation such as sponsor records you can request this. Students should be aware that at award ceremonies they will be referred to by the name on their award certificate;
* Exam seating lists will be updated as quickly as possible however where a change is particularly close to an exam period, in limited situations it may not be possible to reflect your change on the seating list. If this causes you concern please email [Examinations@leeds.ac.uk](mailto:Examinations@leeds.ac.uk).
* If you are an international student on a tier 4 visa you should be aware that University student records are required to match UK Visa & Immigration (UKVI) records. If this situation applies to you please contact the Equality Policy Unit at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk).

When making the request to change your name, gender and/or title on University systems you are giving consent for key University staff to be informed on a confidential basis to request updates to other databases used by the University. These changes will be completed within a reasonable timeframe.

The University of Leeds [Trans Equality Policy](https://equality.leeds.ac.uk/wp-content/uploads/sites/64/2011/04/Trans-equality-policy-statement_Final.pdf) (which can be found at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)) sets out the commitment for trans equality, values the diversity of its students and believes that the inclusion of trans students within our community will enrich our University environment.

You can seek additional support through:

* School based support from your personal tutor or Education Service Office;
* [Student Counselling and Wellbeing](http://students.leeds.ac.uk/info/100001/counselling) <http://students.leeds.ac.uk/info/100001/counselling> who can work with you to help you manage your wellbeing and mental health to develop insights into your situation alongside the tools and strategies to make the most of your time at University;
* [Leeds University Union (LUU) Advice Centre](https://www.luu.org.uk/student-advice/) <https://www.luu.org.uk/student-advice/> can offer a range of information and advice concerning your health and well-being;
* [Leeds University Union (LUU) Equality and Diversity Officer](https://www.luu.org.uk/exec/) <https://www.luu.org.uk/exec/>

who makes sure the campus and the city, champion equality and diversity and every student has a voice;

* [Leeds University Union (LUU) Liberation Co-ordinators](https://classic.luu.org.uk/yourreps/) who work to improve the experiences of minority communities on campus.

*V9 Student Services Counter Manager/PS FMT 02/05/2019*

**Appendix B** – **Change of Name/Title or Gender –** **Sample Email to Student from School/Faculty**

Subject Line: ***Change of Name/Title/Gender Request – University of Leeds***

Dear ***Student [please include new first name]***

Thank you for letting us know of your change to your name, title and/ or gender through the form submitted via the Student Services Centre. Your student record in the main University system has now been updated.

In the ***School/Faculty/Doctoral College (delete as appropriate)****,* we have local paper/electronic records which may need to be updated. These can include student files, attendance registers, coursework sign-in sheets, disability information, field trip information, etc. We would like to make sure that your records will show your correct personal details and where possible, your previous records will be changed as soon as we can. To do this we will need to share your information with the appropriate staff in the ***School/Faculty/Doctoral College***.

We want to make sure that you are happy with the way we propose to make these changes and that you feel fully supported. If you would like to discuss this please contact me – we can talk by email, phone or face-to-face.If you are happy for me to organise these changes without discussing further, please let me know by responding to this email within five working days. In your email, please let us know your preferred pronoun. If we don’t hear from you we will make the changes.

Best wishes,

***Contact Name/Email***

***School/Faculty/Doctoral College***

**Appendix C** – **Change of Name/Title or Gender** – **Sample Notification Email to Staff**

Subject Line: ***SID, Previous Name, New Name***

Dear **Colleague**,

You are receiving this email because you have been identified as a staff member who may be involved in teaching, supervising or supporting -------------.

The student has recently requested a “Student Change of Name, Title, or Gender” via the Student Services Centre. The ***School/Faculty/Doctoral College (delete as appropriate)*** has been notified of this change, and their student record in the main University system (Banner) has been updated.

Please note that the student henceforth wishes to be known as “***X***”. Their preferred pronoun is “***X***”, (if applicable).

You may have local paper/electronic records which will require updating. These may include, but are not limited to:

* Folders in email inboxes
* Disability Information e.g. Summary sheets, spreadsheets
* Registers e.g. Induction lists, attendance registers, coursework sign-in sheets, lab work registers, tutorial/office hours sign-up sheets
* Labs, Studios and Practical Spaces e.g. named lab coats, name stickers, locker lists
* Prize Lists e.g. Dean’s list, prize spreadsheets
* Fieldtrips/Fieldwork e.g. health and safety forms, medical and next of kin records, field trip bookings, field trip registers, risk assessments
* Marketing and Communications: on-line student profiles
* Allocated supervisors lists
* Module mark spreadsheets
* Group work lists
* Placement information
* Study abroad information
* Mitigating circumstances and coursework extensions
* Academic integrity information

**If you hold any such records, please make sure they are updated**. If the change involves a Change of Gender, please note that the University’s [Trans Equality Policy](https://equality.leeds.ac.uk/equality-inclusion-framework/policies/) and [Guidance for trans staff and students](https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/) states our commitment, intent and principles, as well as practical guidance, to provide a supportive environment for staff and students who wish to change their gender identity. As sensitive personal information, Schools should action requests as sensitively, swiftly and as seamlessly as possible (Gender Recognition Act 2004, Equality Act 2010 and GDPR 2016). All files and records should be amended, as far as is reasonably possible, and there should be no records which would disclose the student’s trans status to a third party.

The ***School/Faculty/Doctoral College (SES)*** office hascontacted the student to offer support, if needed. If you have any questions, please contact me in the first instance. If you have specific questions about the Trans Equality Policy, please contact the Equality Policy Unit at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk).

Best wishes,

***Contact Name/Email***

***School/Faculty/Doctoral College***

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