

## **Supporting Trans and Non-Binary Students**

### **Purpose and Commitment**

This guidance details the legal requirements and good practice that support students who are trans or non-binary.

There is specific protection in law for trans individuals and the University will support those who wish to take, or have taken steps, to present themselves in a gender different to the one assigned at birth recognising that this process will be unique to each student.

### **Trans and Non-Binary**

Trans and non-binary are umbrella terms for people whose gender identity and gender expression differs from the sex they were assigned at birth. For the purpose of this guidance, we are using trans to include trans men and women and people who identify as non-binary.

### **Transition**

Transition is the process of a person changing their social role to match their gender which is different from the gender they were assigned at birth. It may include telling others, changing names, asking people to use different pronouns and changing the way their gender is expressed. For some people it may involve medical assistance including hormone therapy, self-medicating, surgery, counselling or voice coaching and the university will support any way in which a student chooses to transition.

For a full glossary of terms see Appendix 2.

Pronouns are the words we use in place of a noun. For example, instead of 'man', we use he/him/his, for 'woman', she/her/hers. Gender neutral or gender inclusive pronouns (e.g. they/them/theirs/ze) refer to pronouns that do not associate the individual we are talking about with a specific gender.

Some people will wish to be known by a different name, title and/or pronoun. Further guidance on pronouns can be found in Appendix 2.

With the permission of the student, the link person can contact the student's lecturers and tutors to inform them of the student's gender and pronouns and give clear guidelines to ensure the student is protected from being outed in front of their peers.

The university will also encourage colleagues to consider displaying their preferred pronouns to further embed a culture of inclusivity.

### **Confidentiality**

Our University will respect the confidentiality of all trans students and will not reveal information without the prior agreement of the student.

The Gender Recognition Act gives trans people privacy rights. Anyone who acquires information that a person is trans or has a trans history is liable to criminal proceedings if they pass that information on without the explicit permission of the individual

Disclosure that has not been agreed with the student is unacceptable as is inappropriate or casual discussion of the student's status. Some people may need to know of a change in order to update personal information on systems etc. and fellow students may also be included. These arrangements should be agreed as part of the personal support plan.

## **Informing the University**

Coming out as trans or non-binary will be a significant life event for a student and we all have a responsibility to ensure that the correct policies and procedures are applied to support the student.

Students can inform the university in two ways:

- 1) Email Student Advice ([studentadvice@leedsbeckett.ac.uk](mailto:studentadvice@leedsbeckett.ac.uk)) and ask for support with making changes to personal information. At this stage, there is no need to explain the reason for the change. Simply asking for support with updating personal information will suffice.
- 2) Inform a university colleague that they feel comfortable with. With the student's permission, the colleague will contact Student Advice on the student's behalf, and request support for the student.

Students should be reminded about our policies [Equality, Diversity and Inclusion](#) and [Addressing and Preventing Bullying, Harassment and Sexual Misconduct](#). Both these set out our University's aim of being an inclusive place to work and study, free from harassment, discrimination, and victimisation.

All updates will be made in line the Gender Recognition Act 2004, GDPR and with other relevant data guidelines and regulations, such as HESA returns.

Student can make changes to their:

- Preferred name
- Legal name
- Gender
- Legal sex
- Prefix
- Pronouns

## **Confidential Meeting**

Once a student has informed the University they will need support to manage their transition and what processes and changes they may go through. A confidential meeting should be arranged by the link person with the student. This is an opportunity to talk about any concerns that a student may have about disclosing their gender identity and to begin developing a support plan. This can be done in conjunction with The Student Wellbeing Team and the Equality, Diversity and Inclusion team and the student is welcome to be accompanied by a friend, family member or fellow student for additional support.

## **Personal Support Plan**

A personal support plan should be developed by the student with support from their link person and may include clarification of any changes required e.g. titles, names, pronouns as well as any planned absence from studies.

Certain records and data may need altering (examples are provided in the personal support plan) and agreement will be required as to how these are to be communicated. Other people whom the individual works with may need to be informed and the student and their link person should agree when and how such changes are communicated as well as any ongoing support or training for others.

Such arrangements are confidential, and the individual's sensitive data will be kept in accordance with the GDPR guidance. The link person will agree with the individual where copies should be kept and who should know of the transition.

The support plan may need updating or changing and the link person must ensure that the student is comfortable with its content. A suggested template can be found at (Appendix 3). Please note these template plans are for guidance only and each plan will differ according to individual needs and preference

## **Absence from Study**

Students who are transitioning may need to take time away from their studies to attend appointments or hospital visits. Appointments and procedures to undergo a transition are subject to waiting lists and may involve travelling long distances, or extended periods of convalesce.

Where a student needs to apply for mitigation, extenuating circumstances, or needs time to take time away from studying, students will follow the normal processes outlined in the [Academic Regulations](#).

It is the responsibility of the student to bring extenuating circumstances to the University's attention, in accordance with University Regulations and guidelines.

The privacy rights of trans and non-binary students will be upheld. As such, University staff and external examiners will observe due confidentiality with respect to submitted extenuating circumstances, and requests for mitigation and authorised absence.

## **Appointments**

The University recognises that some students will need to take time away from studies to attend appointments. This might involve travelling long distances and could mean needing a whole day or possibly more away from study.

Arrangements for time away from study can be agreed locally between the student and their course team. It may also be necessary for a student to apply for an authorised absence, an extension on a deadline or for mitigation for assessments and exams if there are any conflicting dates when a student has an appointment. The normal processes will apply when requesting an authorised absence, an extension or mitigation and students can seek support from their course administrator for this procedure.

Appointments are subject to waiting lists, which in some cases are several years. It is not appropriate to suggest students ask for an alternative date and these appointments should

be regarded as a priority for the student. In addition, they may involve travelling long distances and could mean needing a whole day or possibly more away from study.

## **Surgery**

Not all students will undergo surgery but those who do will require time off from studying for the procedure and recovery. Time off will vary greatly depending on the nature of the surgery and the recovery process, and support will be provided by the course team and / or link person.

Any time away from study linked to surgery or recovery should be agreed locally between the student and the course team. Students should discuss any adjustments to study, authorised absence, extensions to deadlines or mitigating circumstances with their academic advisor and a local support plan can be made. If it is necessary for a student to apply for mitigation, the normal mitigation procedure will apply, and students can seek support from their course administrator when applying for mitigation.

The University will want to support students to return as and when they are able to do so and should ensure that the link person and/or course director remains in contact with the student and reviews their personal support plan as appropriate.

## **Informing People**

In order to make the appropriate people aware of the transition (e.g. those who alter personal data) written permission must be sought from the student.

The student should have a discussion with the link person about whether they would like to present to others their gender as well as the way in which this is to be communicated. The individual may want to tell fellow students and University colleagues themselves or they may prefer that another person does this either with them present or in a separate discussion.

In the early stages of transition, a student may not present in their gender, as they may not feel able to do so. Transitioning can take time and for some individuals their experience of transitioning does not have a specific start or end point, whilst for others it does. Throughout a person's transition a trans individual may experience extensive changes, sometimes physical, sometimes social, sometimes both.

Avoid putting pressure on the student if they are unsure of when and how they would like to present to others in their gender. As and when the student is ready, they should let the link person know and clarify what changes if any they wish to make.

Once the student is comfortable with the changes made (names/pronouns/gender etc.), these should apply in all circumstances.

## **Updating Personal Information**

Students changing their legal name will need to provide a Deed Poll, a Marriage Certificate, or Decree Absolute (a legal document confirming the end of a marriage).

Students changing their legal sex will need to provide a Gender Recognition Certificate.

The University is prohibited from storing any data on a student's file that could disclose to a third party that a change in gender has occurred. A student with a Gender Recognition Certificate can request that any reference to their previous gender, and if applicable their

name, is completely removed from their record. This applies to all records.

The procedure for updating personal information across the University will be managed by a Student Services Adviser. The Adviser will ensure that the changes are evidenced with appropriate documentation where necessary.

The Student Services Adviser who will manage this process will also be able to offer support, advice and guidance to students, where it is requested. This may include practical support, such as helping the student get a new student ID card or communicating with their course to arrange authorised absence from assessment, mitigation and extenuating circumstances. It is the responsibility of the student to contact the Student Loans Company, the local authority, any sponsor and their bank to ensure that their records are updated.

### **Photographic Identification**

In some cases, a student may need to update photographic identification. This may be required on more than one occasion per student. The Student Services Adviser managing the information changes will discuss these requirements with the student.

Students who require new a Leeds Beckett Campus Card as a result of an update to photographic ID will be issued with one free of charge.

### **Toilets and Changing Facilities**

Where gendered toilets or changing facilities are provided, trans colleagues, students and visitors are entitled to use the toilets and facilities according to their gender. It is not acceptable to restrict trans people to using disabled toilets or other gender neutral facilities and they are able to use whichever gender toilet they are comfortable using. The University does have a number of gender-neutral toilets across both campuses, which can be found in the appendices.

The 'Village Change' changing facilities at the Headingley Campus Swimming Pool are available to members or for pay on entry guests and have a changing room and showers available in a gender-neutral environment.

### **Bullying and Harassment**

Harassment, discrimination, and victimisation are unlawful and will not be tolerated. [Our policies](#) protect the rights of trans students to dignity and respect whilst living and studying at Leeds Beckett University.

The University recognises it is a student's right to choose whether to be open about their gender identity and history. To 'out' someone without their permission could be a form of harassment, and potentially a criminal offence. More information about behavioural expectations can be found in our code of conduct and our Dignity at Work and Study policy.

Some examples of unlawful direct discrimination include:

- Refusing to support a student who is trans.
- Verbally or physically threatening a trans person or spreading malicious gossip about that person.
- Refusing to associate with or ignoring someone because they are trans.

- Refusing to address the person in their self-identified gender or to use their new name.
- Sexual harassment of a trans person.
- Passing judgement on how convincing a trans person is in their gender.
- Refusing to acknowledge the rights of someone who is trans.
- Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will also not be tolerated and will be removed.

Students can disclose that they have experienced illegal and/or unacceptable behaviour without the pressure of making a formal report to the police or the university. Information on how to make a disclosure, along with the support available, can be found on the University's [Support. Report. Respect Webpages](#).

When investigating a complaint of harassment or bullying it may be necessary to disclose the student's trans status to named persons; this will only be done with the written permission of the student. If the individual feels unable to agree to such disclosure it must be explained to them how this will impact on the investigation and may limit the action that can be taken.

### **Residential Accommodation**

A student's gender identity will be taken into consideration when they are allocated accommodation. If a person is transitioning, or intending to transition, mixed-gender accommodation should be offered to them. Trans students should also be given the option of being in a single sex flat of the gender they identify with e.g., a trans woman in an all women flat. Our accommodation team (check link) will liaise with students and take a flexible approach to ensure everyone is comfortable with their allocated accommodation. Where accommodation is provided by external or private partners, our accommodation team will take steps to ensure suitable inclusive processes are in place.

### **Access to Sports and Active Lifestyle Programme Facilities**

Students are entitled to participate in fitness classes according to their gender. Students are entitled to join Athletic Union Clubs according to their gender.

There are no gendered dress-code requirements for Athletic Union Clubs. For example, students playing netball are not required to wear a skirt.

Competitive sport at the university is regulated by British University and Colleges Sport (BUCS). Students wanting to participate in competitive sport are invited to seek advice and guidance from the Athletics Union, as BUCS have their own [Transgender Policy](#).

### **Award Certification and Graduation**

The name that appears on a student's award certificate will be the full legal name held in the University's records at the time of the final recommendation of their award. Changes to degree certificates can only be made where an administrative error has occurred, or where the University is required to make a retrospective change under the provisions of the Gender Recognition Act 2004.

Students can have their preferred name announced at their graduation, and printed in their ceremony's graduation programme. It is the student's responsibility to make this request

ahead of their graduation, which can be done by contacting the Student Advice team, who will manage the request.

Our University will need to:

- Photocopy/scan the deed poll name change document and/or the Gender Recognition Certificate/Birth Certificate and file
- Amend the full student record – surname, forename, sex, title, initials – as applicable
- Add a confidential note to the student's record explaining and documenting the change
- Amend the Final Examinations Board files, again, making a note of the new details in the relevant place if the surname has changed.
- Amend the main Graduation list in the Graduation Office
- Amend thesis and other documents held in the Library
- The relevant administrator should write to the following areas explaining that the student has changed their name:
  - The relevant School Office (together with a copy of the relevant documentation outlined above) for their paper files to be amended.
  - Registry (together with a copy of the relevant documentation outlined above) for any paper files to be amended
  - The Alumni Office for their paper and electronic files to be amended. If a Gender Recognition Certificate/Birth certificate is submitted, then all records to the previous identity must be replaced by the new identity. No link must remain from the old identity to the new identity.

## Ongoing Support

The Student Advice service provides confidential free help and advice to all students at Leeds Beckett University. The Students' Union Advice Service is also a Hate Incident Reporting Centre (HIRC), which offer anyone who has experienced or witnessed a hate crime / incident the opportunity to report it to the police and/or local authority as an alternative to reporting it at a police station.

[The Equals Society](#) is a fun, safe and active LGBT+ community established to promote the wellbeing and happiness of its members.

[LGBT Students Campaign](#) - This community organises on behalf of students at Leeds Beckett who self-identify as any marginalised romantic/sexual orientation or gender identity.

## Key Contacts

Student Advice Team  
[studentadvice@leedsbeckett.ac.uk](mailto:studentadvice@leedsbeckett.ac.uk)  
0113 812 3000

Equality, Diversity and Inclusion  
[equality@leedsbeckett.ac.uk](mailto:equality@leedsbeckett.ac.uk)

Athletics Union  
[athleticunion@leedsbeckett.ac.uk](mailto:athleticunion@leedsbeckett.ac.uk)

Support. Report. Respect.

[www.leedsbeckett.ac.uk/our-community/support-report-respect/](http://www.leedsbeckett.ac.uk/our-community/support-report-respect/)



## **Appendix 2. External support for Trans and Non-Binary students.**

[Deed Poll Office](#) – Advice for transgender people on changing name.

[Gender shift](#) – engaging presentations and workshops on Transgender awareness, LGBT history, Gender Equality and Unconscious Bias

[Gendered Intelligence](#) – not-for-profit Community Interest Company that works with the transcommunity and those who impact on trans lives.

[Leeds Gender Identity Service](#) – offers assessment and support to people aged 18 and above with Gender Dysphoria. For information on other NHS gender identity clinics [click here](#).

[Leeds Survivor-Led Crisis Service Transgender Group](#) – therapeutic, relaxed, non-judgemental space for anyone who identifies as trans, or has done in the past as well as non-binary people and anyone questioning their gender identity

[Leeds Sexual Health](#) – information for Trans people.

[LGBT Foundation online resources](#) – a national charity delivering advice, support and information services to lesbian, gay, bisexual and trans people.

[Non-Binary Leeds](#) – Support group for Trans Non-Binary Queer people in Leeds

[The Beaumont Society](#) – Online support groups and other resources. Helpline 07000 287 878

[The Gender Trust](#) – for all those affected by gender identity issues.

[The Mix](#) – essential support for under 25s: Freephone (0808 808 4994) and 1-2-1 chat available

[Trans Peer Support Group](#) – Leeds Mind: mental health peer support group for Trans people.

[Trans Students @ NUS connect](#) – Information on campaigns and conferences ran by the National Union of Students

[Trans Unite](#) – Find a support group near you web link.

[Transgender Support](#) – online resources and live support chat

[Transgender Support Sessions in Leeds](#) – one on one, group and drop-in sessions available with a gender outreach worker for people to ask questions, get advice, get transition support and to meet new people. For more information contact [sophie.bracewell1@nhs.net](mailto:sophie.bracewell1@nhs.net) or call Sophie on **07980956216** / Facebook: Sophie Mesmac

[Transgender Zone](#) – online forum and other resources and support for Trans people and those supporting a Trans person.

[TransLeeds](#) – Supporting the Transgender Community: Support group for trans\* identifying people in Leeds, as well as their family and friends.

### **Appendix 3. Glossary of LGBT+ Terms (Stonewall)**

This list of terms has been supplied by Stonewall and is available on their [website here](#).

#### **Ace**

Ace is an umbrella term used to describe a variation in levels of romantic and/or sexual attraction, including a lack of attraction.

Ace people may describe themselves using one or more of a wide variety of terms, including, but not limited to, asexual, aromantic, demis and grey-As.

#### **Ally**

A (typically) straight and/or cis person who supports members of the LGBT community.

#### **Bi**

Bi is an umbrella term used to describe a romantic and/or sexual orientation towards more than one gender. Bi people may describe themselves using one or more of a wide variety of terms, including, but not limited to, bisexual, pan, queer, and some other non-monosexual and non-monoromantic identities.

#### **Biphobia**

The fear or dislike of someone who identifies as bi based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be, bi.

#### **Butch**

Butch is a term used in LBT culture to describe someone who expresses themselves in a typically masculine way.

There are other identities within the scope of butch, such as 'soft butch' and 'stone butch'. You shouldn't use these terms about someone unless you know they identify with them.

#### **Cisgender or Cis**

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

Coming out

When a person first tells someone/others about their orientation and/or gender identity.

#### **Deadnaming**

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

#### **Femme**

Femme is a term used in LGBT culture to describe someone who expresses themselves in a typically feminine way.

There are other identities within the scope of femme, such as 'low femme', 'high femme', and 'hard femme'. You shouldn't use these terms about someone unless you know they identify with them.

#### **Gay**

Refers to a man who has a romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian. Some non-binary people may also identify with this term.

#### **Gender**

Often expressed in terms of masculinity and femininity, gender is largely culturally

determined and is assumed from the sex assigned at birth.

### **Gender dysphoria**

Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

### **Gender expression**

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as trans.

### **Gender identity**

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

### **Gender reassignment**

Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender.

Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention and is one that Stonewall's Trans Advisory Group feels should be reviewed.

### **Gender Recognition Certificate (GRC)**

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

### **Gillick competence**

A term used in medical law to decide whether a child (under 16 years of age) is able to consent to their own medical treatment, without the need for parental permission or knowledge.

### **Heterosexual/straight**

Refers to a man who has a romantic and/or sexual orientation towards women or to a woman who has a romantic and/or sexual orientation towards men.

### **Homosexual**

This might be considered a more medical term used to describe someone who has a romantic and/or sexual orientation towards someone of the same gender. The term 'gay' is now more generally used.

### **Homophobia**

The fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.

### **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 may identify as male, female or non-binary.

Stonewall works with intersex groups to provide its partners and stakeholders information and evidence about areas of disadvantage experienced by intersex people but does not, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

### **Lesbian**

Refers to a woman who has a romantic and/or sexual orientation towards women. Some non-binary people may also identify with this term.

### **Lesbophobia**

The fear or dislike of someone because they are or are perceived to be a lesbian.

### **LGBT**

The acronym for lesbian, gay, bi and trans.

### **Neurodiverse**

A concept where neurological differences are recognised and respected in the same way as any other human difference.

### **Non-binary**

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

### **Orientation**

Orientation is an umbrella term describing a person's attraction to other people. This attraction may be sexual (sexual orientation) and/or romantic (romantic orientation). These terms refer to a person's sense of identity based on their attractions, or lack thereof. Orientations include, but are not limited to, lesbian, gay, bi, ace and straight.

### **Outed**

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

### **Person with a trans history**

Someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.

### **Pan**

Refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender.

### **Passing**

If someone is regarded, at a glance, to be a cisgender man or cisgender woman. Cisgender refers to someone whose gender identity matches the sex they were 'assigned' at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender.

### **Pronoun**

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

### **Queer**

Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it.

### **Questioning**

The process of exploring your own sexual orientation and/or gender identity.

### **Romantic orientation**

A person's romantic attraction to other people, or lack thereof. Along with sexual orientation, this forms a person's orientation identity. Stonewall uses the term 'orientation' as an umbrella term covering sexual and romantic orientations.

### **Sex**

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

### **Sexual orientation**

A person's sexual attraction to other people, or lack thereof. Along with romantic orientation, this forms a person's orientation identity. Stonewall uses the term 'orientation' as an umbrella term covering sexual and romantic orientations.

### **Trans**

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex 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) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

### **Transgender man**

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

### **Transgender woman**

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

### **Transitioning**

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

### **Transphobia**

The fear or dislike of someone based on the fact they are trans, including denying their gender identity or refusing to accept it. Transphobia may be targeted at people who are, or who are perceived to be, trans.

**Transsexual**

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

**Undetectable**

HIV medication (antiretroviral treatment, or ART) works by reducing the amount of the virus in the blood to undetectable levels. This means the levels of HIV are so low that the virus cannot be passed on. This is called having an undetectable viral load or being undetectable.

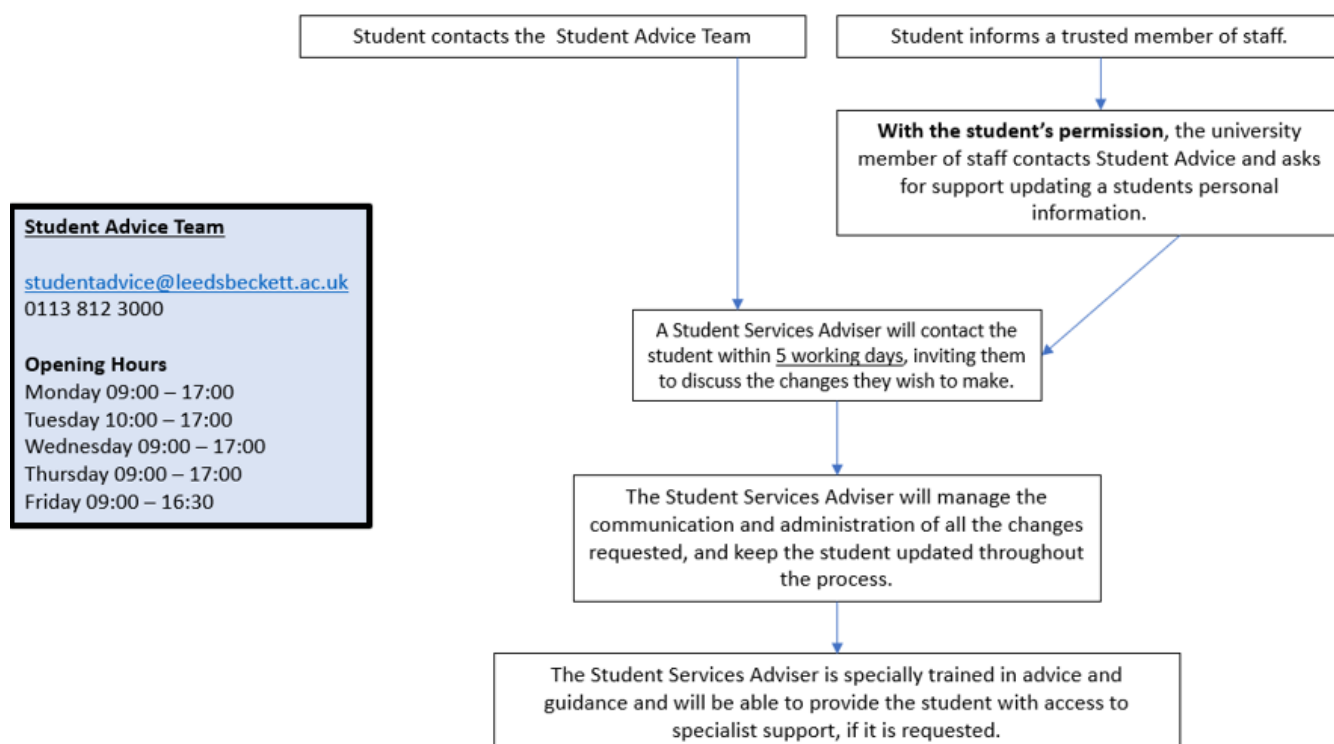
## Appendix 4: Transition Summary

Many trans people will choose social transition but will not transition medically or legally and some will alter their gender expression without undertaking any other steps.

Social transition	Medical transition	Legal transition
A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.
The person may tell their friends, family and HEI or college.	The person seeks referral to a gender identity clinic	To secure legal recognition of transition the person seeks a diagnosis of gender dysphoria.
The person may change their gender expression part-time or full-time, for example, their external characteristics and behaviours such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.	The person is placed on an awaiting list for a gender identity clinic.	After two years of living in their self-identified gender, whether or not they have undergone surgery, the person is able to apply for a gender recognition certificate (GRC). The majority of trans people who transition do not apply for a GRC as to many it is irrelevant to their lives or inaccessible for various reasons.
The person may change their name and pronouns and identity documents.	When seen in a gender identity clinic the person may be diagnosed with gender dysphoria.	If the person meets the requirements of the gender recognition panel a GRC is awarded and if the person was born in the UK a new birth certificate is also issued.
At the person's request, organisations that hold records (eg their HEI or college, bank, funder, utility company) change their records to reflect their new name (if appropriate) and gender.	After at least three months, the person may begin hormone therapy. In view of the current delays in accessing treatment, a person may also be self-medicating. Consideration should be made about how self-medicating may impact upon an individual's performance, it may be beneficial to discuss this with your line manager or link person.	The person is now legally recognised in their self-identified gender. Legally any documents and references that have not already been changed must now be changed, for example identification held on file to prove right to work in the UK.
At any point during their transition, a trans person may contact their HEI, college or qualifications agency to request that their degree or qualifications certificates are issued in their new name. Formal proof of name change in the form of a deed poll or statutory declaration of name change will be required for this.	After at least 12 months, the person may be referred for surgery. Again, waiting times can be an issue.	If the person is a staff member who is a member of the HEI pension scheme, they must send their new birth certificate to the appropriate person to ensure their gender is changed on pension records.

## Appendix 5: Student Support Plan Considerations

This diagram illustrates the process for informing the University of changes to personal details.



These following considerations can be used to support a conversation between a student and the University colleague or link person (for example, Student Services or Personal Tutor).

### 1. Timescale

- Name Change
- Use of facilities
- Change of records

### 2. Is there a change of name that you'd like, if so on which records/systems?

- Student ID card
- Email address
- Students' union card (NUS card)
- Club / Society cards
- Volunteer ID badge
- Fitness centre / gym membership card
- Accommodation access card
- Food court reward card
- Placement ID card
- Course rep card
- Online records e.g. e-portfolio / record of achievements



- Student records and databases, enrolment forms, finance records
  - Module lists
  - Academic Advisor lists
  - Student Services records (Student Wellbeing, Disability, Careers, Money Support)
  - Volunteering records
  - Course rep details
- 3. Think about who might need to be informed (or not) and if so, how would you like this to happen?**
- Accommodation Services
  - School
  - Personal Tutor
  - Lecturers/Academic teaching colleagues
  - Student Finance Services
  - Students Union Societies/Clubs
  - Registry
  - Course mates
- 4. If you are receiving medical care (including appointments, treatments and/or surgical procedures) will you need time away from your studies?**
- 5. If you are graduating what name would you like to be used during your Degree Award Ceremony (if you haven't legally changed your name)?**
- Certificate
  - In the ceremony programme
  - When announced by the Academic on stage

## **Appendix 6: Gender Neutral Facilities**

The university has a number of gender-neutral toilets across both campuses. Where gendered toilets or changing facilities are provided, Trans staff, students and visitors are entitled to use the toilets and facilities according to their self-identified gender.

Gender neutral toilets can be located here:

### **City Campus**

Portland ground floor: four single toilets in the new Portland entrance

Electric Press: two on second floor

Leeds School of Arts Building: throughout

### **Headingley Campus:**

James Graham 1st floor: one existing single toilet, room 144A

The Grange ground floor: one existing single toilet, room G04A

Caedmon ground floor: two existing single toilets, rooms G24 and G25

Carnegie School of Sports Building: throughout