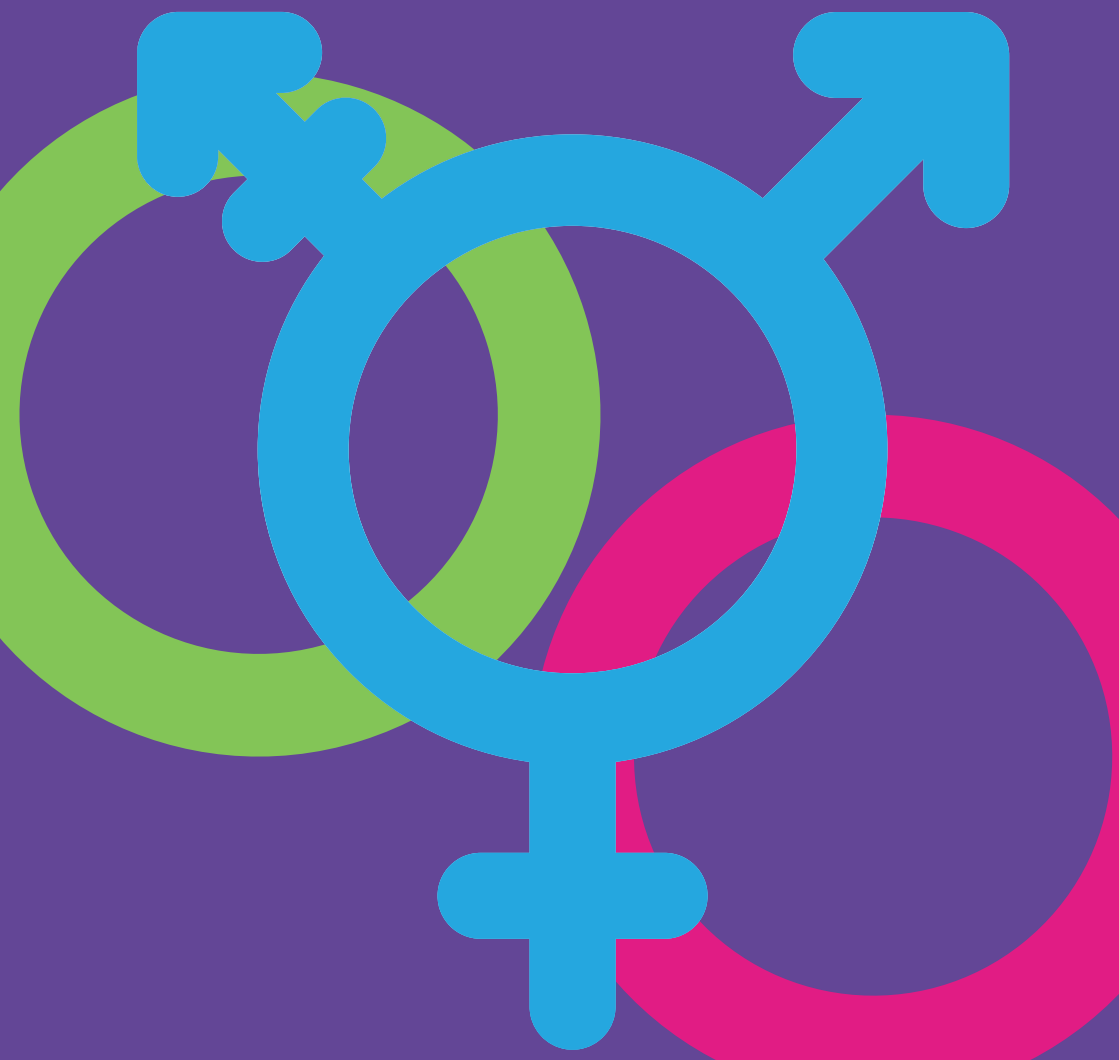


Leeds Beckett Trans and Non-Binary Inclusive Guide



Supporting you every step of the way



Introduction

We want Leeds Beckett to be an inclusive and supportive environment for all our trans and non-binary students. We are committed to meeting our obligations under the Equality Act 2010 (EA), which prohibits unlawful discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or philosophical belief, sex, and sexual orientation. The University will always act lawfully, and this may include taking action to support people with particular protected characteristics.

This guide is here to support students, whether they are already out or just beginning to explore their gender identity. It provides valuable information to help trans and non-binary students navigate their journey at university, from application to graduation.

Terminology

Trans

Throughout this guidance, 'Trans' is used as an umbrella term for people whose gender identity is not the same as their sex they were registered at birth. 'Trans' therefore includes trans men and trans women, gender-fluid and non-binary people.

Gender reassignment

'Gender reassignment' under the EA means proposing to undergo, undergoing or having undergone a process to reassign sex. Individuals do not have to be under medical supervision or have undergone any medical treatment or surgery to change from their birth sex to their preferred gender to be protected from gender reassignment discrimination. The protected characteristic of 'gender reassignment' applies to each stage of transitioning. We recognise that this process will be unique to each individual.

Discrimination

Treating someone less favourably or unfavourably because of a protected

characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

Harassment

Unwanted conduct related to a protected characteristic that (i) violates someone's dignity; or (ii) creates an intimidating, hostile, degrading, humiliating or offensive environment for that person, where in the circumstances it is reasonable for the conduct to have that effect.

Bullying

Unwanted behaviour from a person or group that is either (i) offensive, intimidating, malicious or insulting; or (ii) an abuse or misuse of power that undermines, humiliates or causes physical or emotional harm to someone. In determining whether behaviours amounts to bullying, the University will take into account its duties to secure freedom of speech and academic freedom.

Academic Freedom and Freedom of Speech

In applying all its policies, the University will therefore have particular regard to, and place significant weight on the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context and environment.

This guidance will be interpreted and applied in a manner compatible with the Code of Practice: Academic Freedom and Freedom of Speech. In particular, no member of academic staff will be subject to disciplinary action as a consequence of exercising their right to freedom of speech or academic freedom within the law.



Letting People Know

Coming out as trans or non-binary is a significant life event and we recognise that the decision to share this is entirely personal. If you wish to share this with the university, it could be to simply change your name, or to access the full range of support available to you; we are always led by your wishes.

Whoever you choose to disclose to, we will only ever share this information with essential staff. Further information regarding this can be found in our confidentiality section later in the guide.

Information for Applicants

Applying for university can be stressful, and navigating applications can be challenging at times. We recognise that some applicants may not have the identification that reflects their affirmed gender and will therefore need a combined form of identification. These documents may include your passport, visa, birth certificate, or deed poll document.

If you would like to discuss this ahead of enrolling, you can speak with our Admissions Team. You can do this via email at admissionsenquiries@leedsbeckett.ac.uk or you can call them on **0113 812 3113**.

Some courses may require students to complete a Disclosure & Barring Service (DBS) check. Currently, DBS applications require the selection of one of the following titles: Mr, Miss, Mrs, or Ms. If you wish for a different title to be listed on your DBS Certificate, or you do not want a previous name to be disclosed on your DBS Certificate, there are some additional steps you will need to take. To find out more about these steps, please take a look at the **'Guidance for undertaking Disclosure & Barring Service checks (DBS), Health checks and additional safeguarding checks for course entry requirements'** PDF [page 8].

If you need support with your application or would like to know more, please contact the Leeds Beckett DBS team. You can do this via email at dbs@leedsbeckett.ac.uk or you can call them on **0113 812 3268**.

Residential Accommodation

Our Accommodation Team will liaise with students and take a flexible approach to ensure everyone is comfortable with their allocated accommodation. Students can select their own room and can choose either a mixed or single-gender flat to suit their requirements.

Where accommodation is provided by external or private partners, our Accommodation Team will take steps to ensure suitable inclusive processes are in place. You can find out more about Leeds Beckett-managed properties on the **Accommodation page**. and for further advice, you can contact our Accommodation Team directly at accommodation@leedsbeckett.ac.uk

Changing Personal Details on University Systems

Our Student Life Advisers assist in managing details changes for our trans and non-binary students. This involves changing names, titles, and gender information on our systems, followed by adjustments to email addresses and Student IDs, and, when applicable, updating photos.

The Adviser will also communicate with relevant teams responsible for hard-copy documents, ensuring that the name change is reflected in those records as well.

You can change your title, preferred name, and gender at any point without any evidence. While these changes will synchronise across our systems, it's important to be aware that degree certificates and formal letters from the university will be issued with legal details. Please note, we only have binary gender options available on our main administration system.

Should you wish to update your legal name, you would need to provide evidence, this could be a marriage certificate, passport, civil partnership certificate or decree absolute.

You can also change your name using a deed poll, we accept both enrolled or unenrolled documents, these must be signed by two witnesses if issued after 2024. You can find out how to create your own deed poll free of charge from the GOV. UK Site [gov.uk/change-name-deed-poll/make-an-adult-deed-poll](https://www.gov.uk/change-name-deed-poll/make-an-adult-deed-poll).

The Student Advice team do not save these documents, once actioned all emails are filed. Our email files are archived and deleted every 6 years.

Please note that we can only offer legal name changes to international students who have changed their name on their passport. If you do require support

navigating a legal name change process for your home country, we will refer you to specific specialist advice from the Student Immigration Advice and Compliance team. For any referrals in these circumstances, we will ensure your explicit consent to share details before proceeding.

If you are a student with a Gender Recognition Certificate, you can request that any reference to your previous gender, and if applicable, your name, be completely removed from your record. This applies to all records. While our Student Life Advisers will be able to advise you on this process, our Registration and Awards team will action this for you. If you have any further questions you can contact them at registrationandawards@leedsbeckett.ac.uk

The Student Life Adviser overseeing this procedure is available to offer assistance and guidance to you as required. This support could include practical assistance, such as communicating your transition and pronouns to designated staff or peers within a course or exploring therapeutic and social support resources within the university and local community.

How to make a request

If you would like to update your personal details please complete the name change form available on MyHub - **Student Name Change Request Form**. Once you've submitted the form, our team will receive all the necessary information to initiate the changes. You will receive a confirmation email upon submission, and one of our team members will follow up with more details when complete.

Changing Personal Details on University Systems

We understand that some students may prefer to discuss this process, changes being made and support available in person, if you would like an appointment to discuss this and to complete a form with an Adviser, you can contact us on studentadvice@leedsbeckett.ac.uk

Confidentiality

Our university is committed to maintaining the confidentiality of all trans students, and information will not be disclosed without your prior consent, except when necessary for updating details.

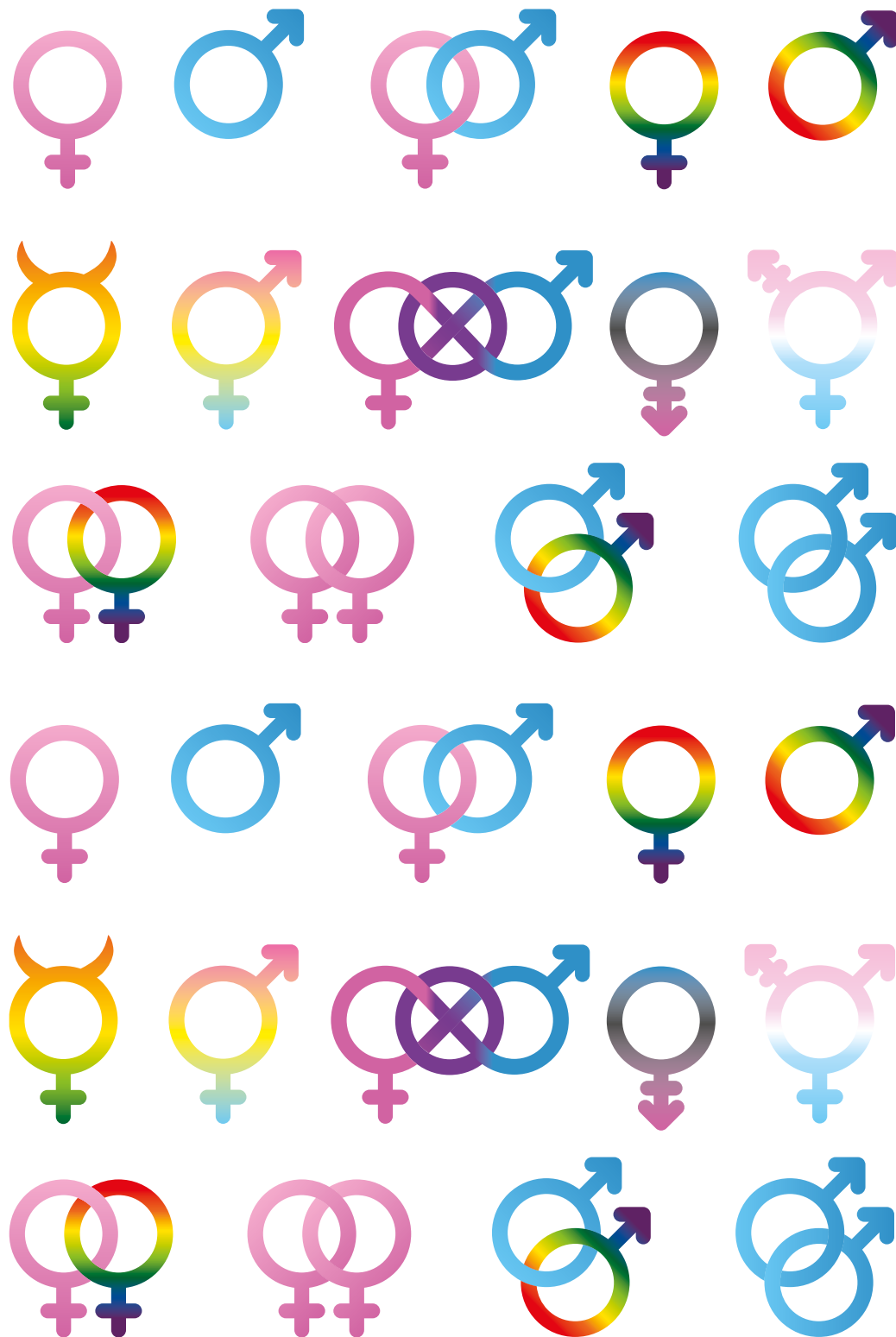
Requests to change details are managed by our Student Life Advisers through the main university administration system. Notifications are then sent to the Course Administration team for local class list updates. The LBU Communications Team are also informed, this ensures that details on record for your weekly student bulletin and other key communications are updated.

In addition to this, depending on your individual needs and situation, other teams may be notified to update local documents, ensuring all records are correct. All discussions will be on a need-to-know basis only. Additional teams could include:

- Disability Advice Team
- IT Team
- Registration and Awards Team
- Repository Team
- Admissions Team

If requested, we can share transition status and pronouns with individual staff members such as Academic staff, Librarians or other Advisory staff you may have developed a relationship with.

If you would like to understand further about how Leeds Beckett University uses and stores your data, please review the dedicated webpage on '[Privacy – Your Rights and Freedoms](#)'





Absence From Study

The university acknowledges that trans students may require breaks from their studies to attend appointments. Not all students will undergo surgery or medical treatment, but those who do may require time off from studying for the procedure and recovery. The process for arranging time away from studies can be agreed upon between the student and their course team.

In addition, in such cases, should you require mitigation, have extenuating circumstances, or need a break from your studies, you are expected to follow standard procedures as detailed in the Academic Regulations. You can find out more information on our **Mitigation and Extenuating Circumstances page**.

It is your responsibility to notify the university of any extenuating circumstances, this ensures that appropriate measures can be taken to address your specific needs during this period. You can contact your Course Administrator for further guidance. Contact details can be found in our **Course Handbooks**.

Bullying and Harassment

We believe all students should be treated with dignity and respect whilst studying at Leeds Beckett University. Harassment, discrimination, and victimisation are unlawful and will not be tolerated. This means that we take allegations of harassment, discrimination and victimisation seriously and will respond to them proportionately.

Our policies protect the right of all students, including trans students, to dignity and respect whilst living and studying at the University. Disclosures can be made 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**.

If you would like to make a formal report to the university, our Students' Union (SU) Advice Service can help. The SU Advice Service can support with writing complaints and providing advocacy. They can be reached via their contact form – **leedsbeckettsu.co.uk/advice**

To submit a formal report please see our **Student Complaints page**. If you have any questions regarding your report you can contact the Casework team on **casework@leedsbeckett.ac.uk**

If you would like to discuss the impact of an incident on your mental health, or discuss your wellbeing in general, then we recommend registering with our Student Wellbeing Team. They can offer emotional support by providing a safe space to talk about your experiences. You are welcome to self-refer to the team by completing their **online form**. The Student Wellbeing Team also offers resources and information about events and external services that can help promote your mental health and wellbeing.

Placements and career support

All our students have access to career support to explore what job they might like to do, to build skills and experience, to undertake a placement year and to apply for roles confidently. All students including those that identify as trans or non-binary can access career support by coming into the career centre, arranging a one-to-one appointment or sending an email to careers@leedsbeckett.ac.uk. All members of the team are available to listen to enquiries, signpost to support and information and provide career advice and top tips.

When applying for jobs, students are not obligated to disclose their gender identity details unless they directly relate to the job's requirements. If this is the case an employer must show that the requirement to discriminate is a 'proportionate means of achieving a legitimate aim' for example requiring a female staff member as a support worker in a shelter. Occasionally, application forms may inquire about specific characteristics for equality and diversity monitoring purposes. However, such information should be kept separate from the job application, kept anonymous, and optional.

Should students encounter unfair treatment or discomfort during their placement, they are encouraged to address it through the employer's HR processes. Additionally, we ask students to maintain communication with the University via their Academic Placement Lead or designated placement contact to discuss any challenging situations in the workplace. If a uniform is required, Leeds Beckett supports students dressing in a way that represents their identity

In certain instances, seeking guidance from the **Support Report Respect team** (please refer to the bullying and harassment section) may be appropriate.

Our Careers Team is committed to supporting every student and graduate in maximising their potential and making informed career decisions. This commitment includes providing support for trans and non-binary students throughout their academic journey and as they pursue post-graduation opportunities or further studies for up to five years after graduation. For students seeking assistance with finding LGBTQ+-friendly employers and general career advice, please contact the team at careers@leedsbeckett.ac.uk

Beckett Sport Programme and Facilities

You can participate in fitness classes and join Athletic Union Clubs according to your 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 sports are invited to seek advice and guidance from the Athletics Union, as BUCS have their own Transgender Policy. Contact the team on athleticunion@leedsbeckett.ac.uk or find out more on the **Beckett Sport site**.

Changing Rooms

All students are entitled to use the changing rooms that align with their gender.

At Headingley Campus, we have the swimming village changing rooms which offer a gender-neutral facility. All changing and showers are in separate cubicles. We also have two specific gender-neutral changing rooms in our Tennis Centre. These facilities include a shower area and changing space within one cubicle.

At City Campus, our main changing rooms are gendered and have open changing and curtained shower areas. However, we do have a accessible changing space which has a toilet and shower for anyone to use.

Toilets

(The University's position on single sex spaces will be reviewed following the publication of updated EHRC guidance in light of the recent supreme court ruling.)

Where gendered toilets or changing facilities are provided, everyone, including Trans students, is entitled to use the toilets and facilities according to their self-identified gender. The University has a number of gender-neutral toilets across both campuses, they can be found at the following locations:

City Campus:

Portland ground floor: four single toilets in Portland entrance
Leeds School of Arts building: every toilet is gender-neutral

Headingley Campus:

James Graham first floor: one existing single toilet, room 144A
Caedmon ground floor: two existing single toilets, rooms G24 and G25
Carnegie School of Sport building: ground floor



Degree Certificate and Transcripts

The name that appears on your award certificate will be your full legal name held in the university's records at the time of the final recommendation of your award.

If you are looking to change your details ahead of this point, please complete our name change request form. As well as finding the link in the above information, this is available on the **Student Advice webpage**.

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.

We understand that our trans and non-binary students may want to change the name listed on official documents such as degree certificates or transcripts after completing their degree and be reissued these documents. These changes can be made by our Registration and Awards Team.

FAQ's

Do I Need to Pay for a Replacement Certificate?

There is no charge for receiving a replacement certificate when changing name as this process is supported by the Gender Recognition Act 2004.

What documents are required to change the name on my certificate/transcript?

Graduates can provide an enrolled or unenrolled deed poll or other official documents to highlight a change of name. If a graduate does not yet have any documents to confirm a change but would like to discuss this in more detail our Registration and Awards Team would be happy to help.

How do I get in touch and when can I expect a reply?

The Registration and Awards Team will to respond to your email within five working days, they can be contacted on **registrationandawards@leedsbeckett.ac.uk**

Graduation

For many of our students, attending graduation is a celebration of their achievement and a chance to celebrate with friends and family. A graduation ceremony is a formal occasion where you are required to wear an academic gown, hood, and hat.

In the ceremony, students' names are read out along with their award and course as they cross the stage. Students will doff their hats to the Presiding Officer of the ceremony in front of an audience of guests, peers, and academics.

When students book tickets to graduation via the Online Store you are asked for your preferred name for use in the announcement, and a follow-up question asking for the phonetic pronunciation of this name. Students do not have to use their legal name during the ceremony.

If there are any questions about graduating, the Events Team can help. They operate a graduation phone line from April - July on **0113 812 7745** or they can be contacted via email at eventsteam@leedsbeckett.ac.uk

General support – Student Advice

If you are looking for general support at Leeds Beckett or have a question and don't know who would be best placed to help, we encourage you to speak with our Student Advice team.

Student Advice has friendly and accommodating Student Services Officers who will be your first point of contact when you visit one of our Student Services Centres. This team value confidentiality and will respect your wishes for discretion (please see confidentiality section for further information.)

We recognise the variety of intersectional identities and experiences that trans and non-binary students may be navigating, such as race, religion, and disability. If you need more in-depth support, you can meet with a Student Life Adviser who can provide confidential help and advice in addition to referrals to internal and external organisations. If you would like to request an appointment, please email studentadvice@leedsbeckett.ac.uk and include your name, Student ID Number and a brief overview of what you would like to discuss.

General support – Student Advice

The Student Advice Team are located within the Student Services Centres at both the City (Leslie Silver Building) and Headingley (Priestley Hall) Campuses. Please see below their opening times:

Opening times:

Monday: 09:00 – 17:00

Tuesday: 10:00 – 17:00

Wednesday: 09:00 – 17:00

Thursday: 09:00 – 17:00

Friday: 09:00 – 16:30

The university is fully committed to ensuring support for trans and non-binary students covering all areas of their university life. If you would like to provide feedback to help us enhance these services further, please contact our Student Advice Team on studentadvice@leedsbeckett.ac.uk.

Social Support – Students' Union (SU)

The **LGBTQ@LBU** community is an inclusive student-led space for students to come together, network and socialise at events and informal gatherings. It is free to join the community and students can do so through the webpage - leedsbeckettsu.co.uk/society/lgbtqatlbu

External Support

**Looking for further information or support?
Find out more from some external sources.**

Change your name by deed poll – GOV.UK -
Advice for people changing their name.

Gendered Intelligence -
Gendered Intelligence, established in 2008, is a registered charity that works to increase understandings of gender diversity and improve the lives of trans people.

Leeds MESMAC -
Yorkshire MESMAC is one of the oldest and largest sexual health organisations in the country, in addition to this they offer a range of mental health and wellbeing services, including counselling, 1-2-1 support, group sessions and access to a gender outreach worker from Leeds GIC (Gender Identity Clinic).

Galop –
Supporting LGBT+ people who are victims of domestic abuse, sexual violence, hate crime, so-called conversion therapies, honour-based abuse, forced marriage, and other forms of abuse.

TransLeeds -
TransLeeds is a grassroots, peer support organisation that supports and is run by trans, non-binary and gender expansive people in Leeds and the surrounding areas

