



# UNIVERSITY OF PLYMOUTH

**Staff and Student Trans Policy**  
(Version 2)



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## 1. Summary and Purpose

This policy sets out the university's commitment to raise awareness of gender equality and ensure that trans employees and students (inclusive of non-binary and gender-fluid identities) do not suffer discrimination, harassment or victimisation. This policy supports the university in meeting our responsibilities under the Equality Act 2010 to eliminate discrimination, advance equality and foster good relations for all protected characteristics including gender reassignment.

## 2. Definitions

GRC	This is an abbreviation for Gender Recognition Certificate. You can Apply to the Gender Recognition Panel for a Gender Recognition Certificate if you want your acquired gender to be legally recognised in the UK. This is not a requirement for the majority of changes to University records that staff and students may need.
HRT	This is an abbreviation of Hormone Replacement Therapy. HRT is used by some women to alleviate symptoms of the menopause and some by trans people as a form of hormone therapy.
Trans	<p>Trans is an umbrella term for those who do not identify with the sex they were assigned at birth, including but not limited to those who are transgender and non-binary.</p> <p>Many people identify as trans including:</p> <ul style="list-style-type: none"> <li>• People whose gender differs from the sex they were assigned at birth;</li> <li>• People undergoing a social gender transition (often referred to as “transition” or “social transition”) – this will include name change and pronoun change;</li> <li>• People undergoing a medical gender transition (often referred to as “transition” or “medical transition”, sometimes incorrectly referred to as “sex change” – this is considered an offensive term by most trans people);</li> <li>• People who express the intent to undergo any social or medical gender transition;</li> <li>• People who are born with a reproductive or sexual anatomy that does not fit the typical definitions of female or male, although not every intersex person will identify as trans.</li> </ul>
Transitioning	<p>Transitioning can involve several procedures, some of which are:</p> <ul style="list-style-type: none"> <li>• Medical (e.g. surgery, HRT);</li> <li>• Legal (e.g. deed poll);</li> <li>• Social (e.g. telling others).</li> </ul>
PGR	This stands for Postgraduate Research and is used to refer to students studying a postgraduate research course via the Doctoral College at the University of Plymouth.



## 3. Policy

### 3.1 Scope of policy

The Gender Reassignment Regulations 1999 will protect you if you intend to, currently are or have transitioned and the University has a legal obligation under the Equality Act (2010) to ensure you are protected from discrimination and harassment due to your trans status.

The University is committed to ensuring that you will be treated no less favourably because of your trans identity, or harassed because of it. This includes any treatment related to your absence from work or study while transitioning, including medical interventions, in comparison to someone absent due to illness or for some other similar reason.

Under the Gender Recognition Act 2004, if you meet certain criteria, you will be able to apply for a Gender Recognition Certificate. This certificate allows you to obtain certain specific legal documentation, for example birth, death, and marriage certificates, in your new legal gender. The legislation also includes confidentiality, and the University and its employees will not disclose your trans status to another individual without your explicit permission.

### 3.2 Guidance

The University recognises there can be many forms of gender expression and identity and this policy sets out a framework for how the University will support you if you are a trans student or member of staff.

We aim to create an inclusive and trans-friendly culture, workplace and learning environment, free from discrimination, harassment and victimisation, where you will be treated with respect and dignity.

There are many ways the university aims to achieve this, including, but not limited to:

- Disseminating this policy to all employees and students;
- Respecting your confidentiality;
- Not tolerating transphobic abuse or harassment;
- Providing you with a supportive environment;
- Enforcing the completion of mandatory online training “Diversity in the Workplace” for all University employees;
- Offering Trans Awareness Training to all employees.

You will not be treated less favourably than any other on the grounds of your gender identity.

### 3.3 Harassment

No member of our University community should experience abuse, harm or hate and the University has a zero-tolerance approach to all form of discrimination and harassment including transphobia.

Should you experience any abusive, harmful or hateful behaviours from staff, students, contractors or visitors to campus then we encourage you to report his immediately so action can be taken. For information on how to do so, please refer to our [Dignity and Respect Policy](#) or [report online](#) (anonymously if your prefer) using our [‘Speak Up’](#) tool.



## 4. Supporting transitioning staff and students

### 4.1 Initial Steps

If you are considering or undergoing the process of transition, you are strongly advised to contact [equality@plymouth.ac.uk](mailto:equality@plymouth.ac.uk), in confidence. A confidential meeting will be arranged with you to advise you of the support, facilities and services available. We will also seek your views and discuss who will need to be advised and when this should happen.

Factors to consider may include:

- Confidentiality – the University will respect your confidentiality and will not reveal information without your explicit consent;
- To agree who should be made aware of your transition and options for how you would like this to happen;
- Your preferred date to implement a change of name, personal details, gender and other relevant required amendments to records and systems;
- Timescales of any medical and/or surgical interventions and the time off you may need;
- Any time off required for treatment and/or possible side effects from any medication and how this may affect you in your job/study.

Appendices A and B provide useful checklists for transitioning staff and students, which covers some of the issues that need to be considered when an individual is going through the transition process.

We understand that one of the most significant moments for you will be when you decide to present publically in your affirmed gender. The University will support you during this period. With your agreement, we will ensure that this is managed and communicated in a thorough and appropriate manner to those who have a relationship with you in terms of your employment, for example your manager, or study, for example your Personal Tutor.

### 4.2 Practical Considerations

You may have questions around practical considerations when transitioning, for example, the use of toilet facilities, dress codes and accommodation. You will need to decide at what point you start to use the facilities that are appropriate for your gender identity when you transition.

You may feel it is necessary to explain the situation to your manager, or work/study colleagues.

You will not be expected to use the disabled toilet, unless you have a disability, and the University supports the rights of staff and students to use the toilet they feel most comfortable in using.

Should you wish to use a gender-neutral toilet, there are a number of facilities across campus which can be located via our [online map](#).

### 4.3 Staff Records

You will need to consider and agree a date when all your records are changed. We will not change your records unless you provide permission.

You may change your legal name by making a statutory declaration of name change. However, you may choose not to change your name immediately or have no intention of changing your name.

You do not need an official document to change some of your records. The table below (Figure 1) gives a brief overview of some records:

Official document required	Official document <u>not</u> required
<ul style="list-style-type: none"> <li>• Payroll details</li> <li>• Pension details</li> </ul>	<ul style="list-style-type: none"> <li>• Email address</li> <li>• IT log-in</li> <li>• University phone directory</li> <li>• Your gender marker on employee systems</li> <li>• Staff ID Card</li> </ul>

Figure 1 – Changing your staff records

- To change your staff details where an official document is not required, contact HR by email on [hr@plymouth.ac.uk](mailto:hr@plymouth.ac.uk).
- To change your staff details where an official document is required, contact HR by on [hr@plymouth.ac.uk](mailto:hr@plymouth.ac.uk) with official documentation such as a statutory declaration of name change.

Any documents that you send to us relating to your trans identity will be kept confidentially.

If you receive a GRC (Gender Recognition Certificate) you may request that all references to your former name and gender are removed from old records. In this case, we will ensure that all past records relating to your previous name will be updated and replaced in your file. Nothing should remain in your file that would reveal to a third party that a change has occurred.

Appendix B contains a helpful checklist for trans (including non-binary and gender-fluid) staff.

#### 4.4 Staff Pensions

Due to legal restrictions, your pension records will remain with the sex that was recorded at birth if you do not have a GRC. Sometimes private pensions providers require a GRC in addition to a statutory name change document.

For more information, you can visit the [HMRC webpages](#).

#### 4.5 Student Records

You will need to consider and agree a date when all your records are changed. We will not change your records unless you provide permission.

You may change your legal name by making a statutory declaration of name change. However, you may chose not to change your name immediately or have no intention of changing your name.

You will need an official document to change some of your records due to legal restrictions on degree certification. If you change your name in the future and wish to have your degree certificates re-issued, we can do this for you (see Section 5).

The table below (Figure 2) gives a brief overview of some records:

Official document required	Official document <u>not</u> required
<ul style="list-style-type: none"> <li>• Degree certificates</li> <li>• Student ID Card</li> <li>• Your name on student record systems</li> </ul>	<ul style="list-style-type: none"> <li>• Email address</li> <li>• IT log-in</li> <li>• Your gender marker on student record systems</li> </ul>

Figure 2 – Changing your student records

- To change your student details where an official document is not required, contact your Faculty office or email [equality@plymouth.ac.uk](mailto:equality@plymouth.ac.uk)
- To change your student details where an official document is required, contact your Faculty office or email [equality@plymouth.ac.uk](mailto:equality@plymouth.ac.uk) with official documentation such as a statutory declaration of name change.

Any documents that you send us relating to your trans identity will be kept confidentially.

If you receive a GRC (Gender Recognition Certificate) you may request that all references to your former name and gender are removed from old records. In this case, we will ensure that all past records relating to your previous name will be updated and replaced in your file. Nothing should remain in your file that would reveal to a third party that a change has occurred.

Appendix A contains a helpful checklist for trans (including non-binary and gender-fluid) students.

## 5. Degree Certificates

### 5.1 Current Students

It is a legal requirement for the University to issue degree certificates in the name that you are registered with at the completion of your studies. You will need to provide proof of change of name if you want your certificate reissued in a different name to the one you originally registered with.

If you decide not to formally change your name, qualifications certificates will be issued in the name that you originally registered with.

The University recognises that not all trans people undergo medical procedures, and therefore you will not be required to provide a GRC or doctor's letter.

### 5.2 Alumni

If you currently hold a qualification certificate from the University of Plymouth and have since legally changed your name as part of your transition (inclusive of name changes related to non-binary or gender-fluid identities) then we can re-issue your certificates in your new name.

If you wish to change your qualifications certificates then email [equality@plymouth.ac.uk](mailto:equality@plymouth.ac.uk) with details on the course you completed and the name you graduated with. You will need to provide proof of change of name.



## 6. Support and Guidance

### Equality, Diversity and Inclusion

Staff and students can contact the EDI department confidentially for advice and support at any time via the following routes:

- Email: [equality@plymouth.ac.uk](mailto:equality@plymouth.ac.uk)
- Twitter: [www.twitter.com/PlymUniEquality](https://www.twitter.com/PlymUniEquality)
- Facebook: [www.facebook.com/PlymUniEquality](https://www.facebook.com/PlymUniEquality)

You can also access further information on independent support services, policy guidance and terminology used by visiting [www.plymouth.ac.uk/equality](http://www.plymouth.ac.uk/equality)

### Dignity and Respect Advisors (Staff and students)

The University has a network of trained, confidential dignity and respect advisors who can act as a listening ear and go through your options with you if you are experiencing harassment or abusive behaviours. You can request an advisor confidentially by emailing [equality@plymouth.ac.uk](mailto:equality@plymouth.ac.uk)

### Student Services (Students only)

Students should contact Student Services for advice and support including mental health support. They can be contacted by visiting the Student Hub in the library or by emailing [studentservices@plymouth.ac.uk](mailto:studentservices@plymouth.ac.uk). or calling them on 01752 587676

### UPSU Advice (Students only)

Impartial, confidential and free advice is available for students through the UPSU Advice Centre by visiting their website at [www.upsu.com/advice](http://www.upsu.com/advice) to make an appointment or access online support.

### Employee Assistance Programme (Staff only)

The University has an employee assistance programme which is available to all staff. This services offers support and guidance as well as 24/7 telephone counselling, cognitive behaviour therapy and much more. You can access the EAP by visiting the [HR SharePoint site](#).

### Staff Networks (Staff and PGR students only)

All staff and PGR students have access to a wide-range of staff networks for peer support, support and guidance. Current staff networks include the LGBT+ Staff Forum, Women's Network, Menopause Network, Staff with Disabilities Network, Grief and Bereavement Network and Parents and Carers Network. You can join a network by visiting the [equality webpages](#). Membership of staff networks is confidential.

### Trade Unions (Staff only)

The University has several recognised trade unions of which staff can join. You can find out more via the [HR SharePoint site](#).



## 7. Appendices

### Appendix A – Suggested Checklist for Trans and Non-binary Students

To be considered	Notes
First day at university in affirmed gender identity	Decide on a date
University ID Card	<p>You need to inform your <a href="#">faculty registrar</a> (PGR students should inform the <a href="#">Doctoral College Manager</a>) in writing of your change of name, gender and title (e.g. Mr, Mrs, Miss, Ms, Mx etc.).</p> <p>You will need evidence of your name change such as a declaration of name change under the Statutory Declarations Act (See Appendix C for resources).</p> <p>Your registrar/Doctoral College Manager will update Unit-E (our student records system) and contact the IT to ensure your e-mail address and University log-in are also changed.</p> <p>Once the above has been completed you should visit the card office for a new card.</p> <p>International students are recommended to contact the <a href="#">International Student Advice Service</a> and request a meeting with the department manager to discuss matters such as visas and passports etc.</p> <p>If you have any questions, concerns or need to talk to someone about the process then you can contact <a href="mailto:equality@plymouth.ac.uk">equality@plymouth.ac.uk</a> in confidence.</p>
Personal Tutor / PGR School Coordinator / PGR Director of Studies	You will need to inform either your personal tutor, PGR School Coordinator or Director of Studies of your transition
Medical Appointments	<p>You should discuss important course dates and ways to minimise disruption to your studies with either your personal tutor, PGR School Coordinator or Director of Studies. You should also notify the above of planned absences for medical procedures if appropriate.</p> <p>It may be advisable to also discuss <a href="#">extenuating circumstances</a>.</p>
Briefing of course staff and students	If you are transitioning, you need to decide if you should make course staff and students aware of your transition and how this should be done. You can contact <a href="mailto:equality@plymouth.ac.uk">equality@plymouth.ac.uk</a> if you need some support with this.
Placements	You will need to contact your Placement Officer to discuss how your transition will be supported during your placements.



Genuine Occupational Requirements – for example, it may be because of the nature of a particular programme only people of a particular race, religion, age etc. may be eligible.	If there are any genuine occupational requirements during your programme of study, these need to be discussed with your personal tutor.
International Travel	<p>If you need to travel internationally either as part of or independent to your studies, ensure you understand equality laws in countries that you travel to. The University has a <a href="#">Stay Safe Overseas website</a> which can assist you in this.</p> <p>If you are travelling as part of a University-organised trip and you are unsure of travelling or have concerns please talk to whoever is organising the trip. You are not expected to travel if you have any doubts, or your safety is at risk.</p>
Uniform	You should discuss any uniform requirements for the course with your personal tutor.
Student Loan Company / sponsor / Funder etc.	You will need to inform the Student Loans Company and any other party involved in your education of your name change.
Student Accommodation	If you are currently in single sex student accommodation at the university you may need to contact the accommodation office to discuss the possibility of moving. For further information please contact: <a href="mailto:residencelife@plymouth.ac.uk">residencelife@plymouth.ac.uk</a>

**Appendix B - Suggested Checklist for Trans and Non-binary Staff**

To be considered	Notes
First day at university in affirmed gender identity	Decide on a date
HR Records	<p>You need to contact HR by emailing <a href="mailto:hr@plymouth.ac.uk">hr@plymouth.ac.uk</a> to ask for a named contact to inform in writing of your change of name. HR will require evidence of your name change such as a declaration of name change under the Statutory Declarations Act (see resources section). HR will then amend your records.</p> <p>Once this has been done you will be able to collect a new university ID card from the card office.</p> <p>You are able to update some of your personal details (name and title) via <a href="#">Employee Self Service</a>.</p> <p>You can change your e-mail address through IT Self-service.</p> <p>If you have any questions, concerns or need to talk to someone about the process then you can contact <a href="mailto:equality@plymouth.ac.uk">equality@plymouth.ac.uk</a> in confidence.</p>
Medical Appointments	<p>You should discuss planned absences for medical procedures with your manager, if appropriate.</p> <p>You should refer to the University's Sickness Absence Policy and Procedure for guidance on the <a href="#">HR SharePoint</a> site.</p>
Briefing of work colleagues	If you are transitioning, you should consider and decide if you should make your colleagues aware, and consider how you want this to be done. You can contact <a href="mailto:equality@plymouth.ac.uk">equality@plymouth.ac.uk</a> if you need some support with this.
Placements	You will need to contact your Placement Officer to discuss how your transition will be supported during your placements.
Genuine Occupational Requirements – for example, it may be because of the nature of a particular programme only people of a particular race, religion, age etc. may be eligible.	You should discuss any genuine occupational requirements with your manager, if appropriate.
International Travel	If you need to travel internationally either as part of or independent to your studies, ensure you understand equality laws in countries that you travel to. The University has a <a href="#">Stay Safe Overseas website</a> which can assist you in this.

	<p>If you are travelling as part of a University-organised trip and you are unsure of travelling or have concerns please talk to whoever is organising the trip. You are not expected to travel if you have any doubts, or your safety is at risk.</p>
Uniform	<p>You should discuss any uniform requirements for the course with your personal tutor.</p>
Occupational Health	<p>You may find it helpful to talk to a member of our Occupational Health team in confidence. Occupational Health can also make referrals for counselling, if you need any further support.</p> <p>You can get in touch with them via your line manager or by through their <a href="#">webpages</a>.</p>
Pensions	<p>For state pensions, if you do not have a GRC, you will be treated as the sex recorded at birth. Private pension providers will also require legal evidence of gender as well as name change.</p> <p>For more information please see <a href="http://www.gov.uk/government/publications/transsexualpeople-equal-treatment-for-state-pension">www.gov.uk/government/publications/transsexualpeople-equal-treatment-for-state-pension</a></p>



## Appendix C - Resources

A full list of internal support resources for both staff and students is available in [Section 6](#) of this document. You can also visit the [LGBT+ Support pages](#) for information on gender-neutral toilets, local community groups and our network of LGBT+ Breathing Spaces.

Below is a comprehensive list of external resources that you may find helpful:

### Changing your name

- Information from Citizens Advice on the processes involved in changing your name
- <https://www.citizensadvice.org.uk/scotland/family/birth-certificates-and-changing-your-name-s/>

### DBS Checks

- Information regarding DBS checks for transgender people via the “Sensitive Applications Process”. This process ensures that information is handled sensitively and securely by the DBS and not revealed to the person who asked you to apply.
- <https://www.gov.uk/guidance/transgender-applications>

### The Beaumont Society

- A national self-help body run by and for the trans community
- <https://www.beaumontsociety.org.uk/>

### Not Alone Plymouth

- A local support group for trans, non-binary and gender-fluid people offering support, guidance and social events.
- <http://www.notaloneplymouth.co.uk/>

### The Intercom Trust

- A South West-based organisation offering telephone, online and face to face support, training and guidance for LGBT+ people, their families and their colleagues
- <https://www.intercomtrust.org.uk/>
- Helpline: 0800 612 3010

### Stonewall

- Stonewall is a campaigning organisation but also helps organisations to recognise the benefits of the perspective of LGBT people for all employees, service users and members of the community
- <http://www.stonewall.org.uk/about-us>

### Mindline Trans+

- Mindline Trans+ is a confidential and non-judgemental listening service for people who identify as Trans, non-binary and their friends, families and allies. Their experienced and compassionate Transgender call handlers are able to listen and support any issues you may have relating to being Transgender
- <http://mindlinetrans.org.uk/>
- 0300 330 5468

## 8. Document Governance

<b>TITLE</b>	Trans Policy for Staff and Students
<b>DOCUMENT REF NUMBER</b>	UOP/HR/P/2.27 Version 2
<b>DOCUMENT PURPOSE AND DESCRIPTION</b>	Policy outlining the University process for staff and students who identify as trans, non-binary or gender-fluid. This document also includes links to internal and external support services.
<b>AUTHOR</b>	Briony Goldsmith
<b>APPROVAL DATE</b>	April 2017
<b>APPROVAL COMMITTEE</b>	<ul style="list-style-type: none"> <li>University Equality, Diversity and Inclusion Committee</li> <li>University Executive Group</li> </ul>
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<b>EQUALITY ANALYSIS</b>	Y
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>Equality Act (2010)</li> <li>Gender Reassignment Regulations (1999)</li> </ul>
<b>AUTHOR CONTACT DETAILS</b>	equality@plymouth.ac.uk

### HR Document Review History

<b>VERSION NO.</b>	<b>DATE OF CHANGE</b>	<b>ORIGINATOR OF CHANGE</b>	<b>DESCRIPTION OF CHANGE</b>
1	April 2017	Briony Goldsmith	Document created and published
2	July 2020	Andrew Grace	Document added to new policy template. Section on harassment added, resources section updated, staff and student records sections separated and explicit reference to non-binary identities included.