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UNIVERSITY

Student Trans Equality Policy and Guidance

Policy Officer	Senior Responsible Officer	Approved By and Date
Student Equality and Diversity Officer	Director of Student Services	Equality and Diversity Task Group
Supersedes	Last Reviewed	Purpose and Description of Change
N/A	March 2019	Initial Issue
Equality Impact Assessment	Sustainability Assessment	Welsh Language Assessment
Complete	Complete	Complete

Bangor University

Student Trans Equality Policy and Guidance

1. Definitions

Gender

Gender refers to the cultural and social distinctions between men and women. It consists of three related aspects: **a society's constructed gender roles**, norms and behaviours which are essentially based on the sex assigned at birth; **gender identity**, which is a person's internal perception of their identity; **gender expression**, which is the way a person lives in society and interacts with others.

Non-binary

Non-binary is used to refer to a person who has a gender identity which is in between or beyond the two categories 'man' and 'woman', fluctuates between 'man' and 'woman', or who has no gender, either permanently or some of the time.

Trans and Transgender

Trans and Transgender are inclusive umbrella terms for people whose gender identity and/or gender expression differs from the sex (male or female) they were assigned at birth. The term may include, but is not limited to Trans men and women, non-binary people and dual role people. Not all people included in the term will associate with it.

Transition

Transition is the process of a person changing their social role in order to match their gender identity. This could include telling friends and family, changing names and for some people this may involve medical assistance such as hormone replacement therapy and surgery.

2. Policy Statement and Purpose

Bangor University is committed to providing an inclusive and welcoming community where all students are able to meet their full potential and are respected as individuals. This includes providing support and understanding to individuals who wish to take, or are taking steps to present themselves in a gender different to their birth gender or in a gender fluid way.

Bangor University recognises that transitioning can be a difficult time for individuals and wishes to be supportive by having in place helpful policies and practices. We fully recognise our legal responsibility to protect the rights of transgender people and to ensure that no individual is subject to discrimination as a result of the gender in which they present themselves.

The purpose of this policy is to provide an accessible and clear pathway for students to advise the University that they are transitioning or wish to transition. This policy also provides guidance for staff so they can provide effective support and efficient processes for a student's transition.

3. Scope of the Policy

This policy applies to all students currently registered at the University, in particular those who wish to present themselves in a gender different to their birth gender or in a gender fluid way. The policy also applies to all staff, in particular those who are involved in providing support to those students or responding to a student who is notifying the University of their transition. *There exists a separate policy for staff members, the Trans Equality Policy, which applies to all staff, particularly those who wish to present themselves in a gender different to their birth gender or in a gender fluid way.*

The policy also applies to the Students' Union, which is an independent body that conducts and manages its own affairs in accordance with its own constitution.

4. Guidance for Students

4.1 First Registration, Identification Checks and DBS Checks

The UK government specifies the type of identification students are required to present during their first registration at university. This is a passport, visa or birth certificate combined with other forms of identification. If you wish to be known by a different name than that which is currently on your documents, you can tell us this at the time of first registration.

If you require privacy for a reason related to your gender identity, you can request a private appointment with a Student Administrator to show your identification. Please contact the Student Equality and Diversity Officer to arrange this at inclusive@bangor.ac.uk

Some students may be required to undertake a Disclosure and Barring Service (DBS) check prior to the commencement of their course or during their course, if they will be coming into contact with vulnerable people or children. If you are asked to complete a DBS check do not wish your birth gender or trans status to be disclosed to the University or on your DBS check certificate, you can call or email the DBS Sensitive Applications Team on 0151 676 1452 or sensitive@db.gov.uk before submitting your application. The team is experienced in dealing with sensitive cases and will advise you of the process and what you need to do.

4.2 Notifying the University as a Current Student

If a student identifies as a trans person, is transitioning or wishing to transition, they may choose to advise the University in order to access support and/or change their personal records. We encourage and welcome students who wish to inform us of their transition, so that we may support them as best as possible.

A student can initially approach the Student Equality and Diversity Officer or their Personal Tutor to discuss in confidence how they wish to deal with their transition.

They may find it helpful to arrange a meeting where they can discuss and agree upon a set process with which they are comfortable, which sets out who should be told what and when and how this should occur.

Points the student may wish to consider could include:

- What amendments to their records they wish to make.
- At what point in time they wish their records to be changed.

- Any time off they may need and how their studies may be affected.
- Whether they wish to inform other staff and students or would prefer to have this done for them.

4.3 Updating Student Records

A student may wish to change aspects of their University record, to reflect their new gender identity. This may include changing their gender as it is recorded, changing their name (or advising the University of a preferred name) and changing their title. (Our records system includes the option 'Mx' as a title for anyone not identifying as 'Mr'/'Miss'/'Mrs' etc.)

A student does not need to change their name legally for changes to be made to their University record but they should be aware that in order to receive a degree certificate in their new name, a legal name change will be required by law and they will need to demonstrate proof of this. When changing their name on their University records, students should be advised to also change their name with their bank, funder, HMRC and UCAS to avoid potential complications arising from having different names.

To change any aspects of their University record, the student must notify us in writing or by completing the 'Change of Name Notification Form' (available to complete in the [My Bangor Request Centre](#)) and indicate the date on which changes will become active. Requests to change name and gender on University records will be handled as promptly as possible.

4.4 Graduation

By law, the University can only issue degree certificates in a student's legal name. If you have notified the University that you have changed your name because of your transition or Trans status, in order for the new name to appear on your degree certificate, you must notify the University and provide evidence of your new name. Students should be aware, that their legal name will be included in the Graduation Programme and will be read out on stage as part of the graduation ceremony unless you tell the University otherwise. You can contact the Student Equality and Diversity Officer to provide further advice on this and to make your wishes known ahead of your graduation ceremony. Email inclusive@bangor.ac.uk

4.5 Confidentiality

Bangor University understands how important confidentiality is in respect of not disclosing a previous name, gender or transition to a third party. A student can discuss whether they wish for other students and staff to be made aware of their transition with the Student Equality and Diversity Officer or their Personal Tutor.

4.6 Bangor University Students' Union Membership

The University will not normally notify Undeb, the Students' Union of an individual student's transition but any changes made to a student's personal record held by the University will be automatically updated on Undeb's record system.

5. Guidance for Staff

5.1 Being advised of a Transition or planned Transition

In most cases a student will approach their Personal Tutor or the Student Equality and Diversity Officer to advise them that they are transitioning or wish to transition. It is important to take time to listen carefully to the student to ensure that they will be fully supported.

The staff member should clarify with the student what their preferred name will be and their preferred pronouns and adopt their use from the point at which the student wishes this to occur.

The student should be advised to notify the University in writing, of any changes they wish to make to their student record following the procedure outlined in 4.2.

If the member of staff is a Personal Tutor, it may be helpful to discuss with the student, any likely effects their transition will have on their studies. They may for example, need time off to undergo surgery. This is explored further in section 6.2.

The student should be encouraged to consider whether they would like fellow students and staff members to be informed of their transition, or intent to transition. Depending on their wishes, this can be done for them by a chosen representative. This is their choice and should only happen with their full cooperation.

Under no circumstances should a member of staff tell others about a student's Trans status without their permission. From the outset, the member of staff should clarify whether other staff and subsequently, students will be told.

5.2 Trans Respect Guidelines

The following guidelines on how to respond to people who are transitioning may be helpful for staff and fellow students:

- It is important to treat people how they present.
- Use the name and pronouns that the student asks you to. If you are unsure, ask the student for clarification.
- Understand that trans people are often sensitive about revealing information about their past, especially if they think it might affect how they are perceived in the present.
- Do not tell others about a student's Trans status unless they have given their permission.

5.3 Changing Student Records

Students are asked to notify the University in writing (please see 4.2), if they wish to change their name and gender as it appears on their student record and this is sufficient for records to be changed.

It is not appropriate to ask for evidence of medical transition or wait until a student has a new birth certificate or Gender Recognition Certificate (GRC) before making changes.

A change in name from that in which the student originally registered is likely to require other organisations' records, e.g. UCAS, funders, banks and HMRC to also be changed to avoid confusion and this should be clarified with the student.

In order to receive a degree certificate in their new name however, students will need to formally change their name and show proof of a formal name change (e.g. a statutory declaration of name change or deed poll).

Trans people with a full Gender Recognition Certificate (GRC) can request that any reference to their previous gender and previous name is completely removed from their University record. All paper and electronic records mentioning a previous name and gender must therefore be amended or replaced. Even the students' original offer letter will need to be replaced with a new one with nothing remaining on file that would disclose to a third person that a change has occurred.

5.4 Managing the Reactions of Students and Staff

When people transition, or come out as trans or non-binary or start to present themselves in a gender different to that assigned at birth or in a gender fluid way, it may present challenges to those who have fixed notions of gender. It is vital that staff, particularly those within a student's school are supportive. Staff should lead their students to create an inclusive environment for all Trans people and it may be helpful to communicate to their students, the University's commitment to equality and its [policies on harassment](#). It may also be appropriate to remind students that they should address all Trans people by their preferred name and their preferred pronouns.

5.5 Student Equality and Diversity Officer (Support for Students and Staff)

Bangor University's Student Equality and Diversity Officer can provide practical support on transitioning to students. Any staff member who is advised by a student that they are transitioning or wish to transition, can refer them to the Student Equality and Diversity Officer for support by emailing inclusive@bangor.ac.uk

The Student Equality and Diversity Officer can also provide advice and guidance to staff with matters relating to supporting students who are transitioning or wishing to transition, and can attend any meetings that members of staff arrange with a student to discuss their transition or Trans status, if this is their wish.

6. Support

6.1 The Student Equality and Diversity Officer

Bangor University's [Student Equality and Diversity Officer](#) can provide practical support on transitioning to students. They can be a first point of contact for any student wishing to inform the University about their transition or trans status and can also attend any meetings that the student may wish to arrange with their personal tutor. In some cases, a Personal Tutor may provide the student with the option to invite the Student Equality and Diversity Officer to such meetings as a specialist member of staff. Email inclusive@bangor.ac.uk

6.2 Time off for Medical Appointments

The University recognises that students may require time off study due to medical procedures relating to their transition. Students may be able to use the mitigating circumstances procedure if this time off interferes with their ability to complete assessed work or attend examinations. Suspension of studies may be available but it is important to understand the financial implications that this might have. In these cases, students are advised to speak to a Money Support Advisor based within the [Student Support Team](#) in Student Services by calling 01248 382024.

6.3 Facilities and Accommodation

Many of the toilets and changing facilities on our campus are gender specific i.e. female or male. Bangor University encourages trans students to use the toilet that they feel comfortable using. All accessible toilets are gender neutral as a provision for disabled students and staff. While many students use the one that best describes their self-identified gender, we recognise that some Trans students prefer to use gender-neutral facilities. We therefore consider the provision of appropriate facilities in our future estates development.

Most of our accommodation is open to people of all genders but some are only open to students who identify as female. Online booking of female only accommodation is available to students who are registered as female on the University's system. If you are a student who is in the process of transitioning or whose University records still show your previous gender and you wish to apply to live in female only Halls of Residence, you can contact our [Halls Office](#) on 01248 382667.

6.4 Sports Clubs

Bangor University's Sports Clubs are managed by [Undeb](#), the Students' Union and are open to all students. For more information, contact Undeb on 01248 388000 or undeb@undebbangor.com

BUCS (British Universities and Colleges Sport) is the Governing Body of University Sport in the UK. Please see their [Transgender Policy](#) for more information on BUCS Competitive Structures and their stand point on gender-affected sports and non-gender-affected sports.

7. Challenging Harassment and Negative Attitudes

Transphobic abuse, harassment or bullying (name calling/derogatory jokes, unacceptable or unwanted behaviour and intrusive questions) are serious disciplinary offences and will not be tolerated. Bangor University strongly encourages the reporting of transphobic behaviour and will take seriously all complaints and will deal with reports under the [Ordinance for Student Discipline](#). Students who have experienced any form of harassment can contact the Student Equality and Diversity Officer for more information, practical support with, and advice on how to make a formal complaint to the University. Email inclusive@bangor.ac.uk

Transphobic propaganda, in the form of written materials, including on social media, graffiti, music or speeches, will not be tolerated. We undertake to remove such propaganda whenever it appears on the premises.

The University is committed to continually developing and including gender identity issues in our Equality and Diversity Resources and training for staff and students.

We are committed to including the provision of appropriate facilities for Trans students in estates development.

Equality Impact Assessment of the Trans Student Equality Policy and Guidance

By: Helen Munro

Date: 22nd March 2019

Project Aim
<i>What does the project aim to achieve? (Please note the financial and / or non-financial outcomes and benefits)</i>
The purpose of this policy is to provide an accessible and clear pathway for students to advise the University that they are transitioning or wish to transition. This policy also provides guidance for staff so they can provide effective support and efficient processes for a student's transition.

Project Title	Trans Student Equality Policy and Guidance
Project Lead	Helen Munro
Project Team	Gender Based Violence Group (Equality and Diversity Task Group)

What impact does the project, policy or practice have on people that share a protected characteristic?
<i>Under the equality duty (set out in the Equality Act 2010), the University must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. The protected characteristics covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination. The law requires that the University demonstrates it has had 'due regard' to the aims of the equality duty in its planning and decision-making processes. Although not classed as protected characteristics under the Equality Act 2010, due regard must also be made to the effects of planning and decision-making processes on carers. Due regard also needs to be given to the Welsh Language under the Welsh Language (Wales) Measure 2011.</i>

Public Sector Equality Duty Requirements	Detail of Impact (Positive / Neutral / Negative)	Evidence
Eliminating Discrimination <ul style="list-style-type: none"> <i>Is the project, policy or practice likely to treat anyone less favourably or disadvantage them because of their protected characteristics?</i> <i>Could the project, policy or practice lead to different outcomes for different protected groups?</i> 	<p>The policy is not likely to treat anyone less favourably or disadvantage them.</p> <p>The policy will lead to more positive outcomes for trans people and those seeking to transition.</p>	<p>The purpose of this policy is to provide an accessible and clear pathway for students to advise the University that they are transitioning or wish to transition. This policy also provides guidance for staff so they can provide effective support and efficient processes for a student's transition.</p>
Advancing Equality of Opportunity	The needs of staff and students with different protected characteristics will be met as this is an	The policy.

<ul style="list-style-type: none"> • <i>Will the needs of staff and students with different protected characteristics be met?</i> • <i>Could the project, policy or practice lead to increased take-up / participation by protected groups?</i> • <i>Are there any opportunities to proactively advance equality for specific protected groups and / or between protected groups?</i> 	<p>inclusive policy seeking to create a positive student experience for trans students and those seeking to transition.</p> <p>Having a Trans Students Equality Policy will demonstrate to students and prospective students that Bangor University takes seriously its commitment to ensuring an inclusive university community.</p> <p>This policy will prove pro-active in the advancement of equality for all trans people and those seeking to transition.</p>	
<p>Promoting Good Relations</p> <ul style="list-style-type: none"> • <i>Have steps been taken to tackle prejudice and promote understanding?</i> • <i>How have relevant individuals, groups or organisations been involved / consulted in developing and impact assessing the project?</i> 	<p>The policy clearly outlines the procedures to be followed by staff and others in creating an inclusive environment for trans people through the communication of Trans Respect Guidelines.</p> <p>All relevant stakeholders have been consulted in the development of this document and trans student representatives have been involved in its review.</p>	<p>The draft policies.</p>
<p>Based on the above assessment, what course of action is required?</p>		
<p>No major change required <i>The assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.</i></p>	<p>No change required.</p>	
<p>Make adjustments to remove barriers or to better advance equality <i>Note the adjustments that will be made to remove barriers identified by the assessment or to better advance equality.</i></p>	<p>A leaflet outlining the main policy areas will be developed to be aimed at trans students or those seeking to transition.</p>	
<p>Continue despite having identified some potential for adverse impacts or missed opportunities to advance equality</p>	<p>Actions and issues identified here should be discussed with the HR Equality Officer before continuing.</p>	

<i>Note the steps that will be taken to reduce or mitigate the adverse impacts.</i>	None.
Stop and rethink <i>The assessment shows actual or potential unlawful discrimination. Note the action to be taken to stop and / or rethink the project.</i>	Actions and issues identified here should be discussed with the HR Equality Officer before continuing.

How will the actual impact of the project, policy or practice be monitored once it has been implemented?
The policy will be reviewed by the Policy Officer annually to identify any changes in the law or best practice in the field of trans student support. The policy will be reviewed formally every three years, by the Equality and Diversity Task Group.

Publication This Equality Impact Assessment will be published – Alongside the Trans Student Equality Policy and Guidance.

Sustainability Impact Assessment of the Trans Student Equality Policy and Guidance

By: Helen Munro

Date: 22nd March 2019

Project Aim
<i>What does the project aim to achieve? (Please note the financial and / or non-financial outcomes and benefits)</i>
The purpose of this policy is to provide an accessible and clear pathway for students to advise the University that they are transitioning or wish to transition. This policy also provides guidance for staff so they can provide effective support and efficient processes for a student's transition.

Project Title	Trans Student Equality Policy and Guidance
Project Lead	Helen Munro
Project Team	Gender Based Violence Group (Equality and Diversity Task Group)

	Detail of Impact (Positive / Neutral / Negative)	Evidence
<i>How does this policy demonstrate commitment to the University's sustainability principles, including actions, timescales, student and staff training, and resource implications where applicable?</i>	It identifies and makes visible to others, the dimensions of social challenges. It take ownership of the challenges faced by trans students and ensures that appropriate long term consideration is given those challenges and implements solutions which improve the student experience. It values the opinion of trans students and the staff members engaged in supporting them. It raises awareness of the common challenges faced by trans students and fosters an environment of understanding and learning.	The policy document.
<i>Who have you worked with to develop this policy (both within the University and externally)?</i>	The Gender Based Violence Group and Equality and Diversity Task Group which is made up of key stakeholders across the University including the Students' Union. Trans students have been included in the policy development and have remained at its heart.	Gender Based Violence Group Minutes. Equality and Diversity Task Group Minutes.

<i>How is the policy's sustainability monitored?</i>	The policy's sustainability will be monitored annually as part of wider policy review, by the Student Equality and Diversity Officer.	The policy document.
Based on the above assessment, what course of action is required?		
No major change required	✓	
Make adjustments to remove barriers or to better advance sustainability		
Continue despite having identified some potential for adverse impacts or missed opportunities to advance sustainability.		
Stop and rethink		

How will the actual impact of the project, policy or practice be monitored once it has been implemented?
The policy will be reviewed by the Policy Officer annually to identify any changes in the law or best practice in the field of trans student support. The policy will be reviewed formally every three years, by the Equality and Diversity Task Group.

Publication
This Equality Impact Assessment will be published – Alongside the Trans Student Equality Policy and Guidance.