

Guidance for Transgender, Non-binary and Gender Diverse/Gender

Non-Conforming Students

Transgender students are recognised and supported within GCU policy. We use the term transgender/trans as an umbrella term that is inclusive of gender diverse/gender non-conforming and non-binary students.

Guidance to Students (From the Trans Student Policy)

If a student is considering or undergoing gender reassignment, they should contact the Student Wellbeing Service. A meeting will be arranged to discuss in confidence how the individual wishes to deal with their transition and to agree and follow a process with which they are comfortable. A very important element of this meeting will be to determine who should be told what and when and how this should occur.

It can be helpful to draw up a confidential plan for the period of transition and thereafter. The implementation of the plan should be reviewed regularly and reassessed at each significant part of the process. The plan should include the following issues:

- Whether a student wants to continue their course of study, defer for a set amount of time or come to some other arrangement e.g. part-time study
- The expected time scale of any medical and surgical procedures
- The expected point or phase of change of name, personal details or gender
- What time off will be required for treatment and/or possible side effects from any medication and how this will affect their study
- Whether the individual wishes to inform fellow students or staff themselves or would prefer to have this done for them.
- What amendments will be required to records and systems
- Whether training or briefing of fellow students or staff will be necessary, at what point and by whom
- If the student's course involves placement and/or registration with a professional body, discussion of how this will be managed

Named Contact Person:

The Student Wellbeing Advisers are the named contacts for transgender students and can be contacted by emailing swa@gcu.ac.uk

The Wellbeing Advisers can help with practical and emotional support as well as information and signposting (see below for further details).

Practical and Emotional Support:

Someone for you to check in with for a chat – this could be on a regular basis or it could be an individual wellbeing check-in.

Arranging for the name on your student record/email identifier to be updated:

- The Wellbeing Advisers work with named contacts in Admissions, Student Records and IT who can authorise these changes once we have your written consent.
- Updating the name on your student record and the display name that appears alongside your email address are relatively straightforward changes that can be made fairly quickly. We have a small pool of named staff involved in this process to make it as discreet as possible.
- If a student wishes to change their GCU username or email address, this would require the IT department to create a completely new account, which would take longer and potentially require more people to be involved. There is also a greater risk of information being lost as it is copied from the various IT systems used by the student. Students may be asked to speak to a member of the IT team in advance of this change being made.

We advise students that there could potentially be implications if the name on their student record does not match the name held by certain external agencies.

- If a student has a **Tier 4 Visa**, we would recommend seeking advice from the Visa Team prior to updating the student record.
- You do not have to notify **SAAS or the Student Loans Company** of the change to your student record; however, please be aware that the Student Records Team may ask you to confirm your details if they do not match the details on your SAAS account.
- **Council Tax Exemption:** For the purposes of council tax exemption, you may have to update the details held by the local authority or request a letter from Student Records to confirm your identity. This should not be necessary if you are within Glasgow City Council for council tax purposes.
- **Bank:** You may need to request confirmation of your identity from Student Records if you wish to set up a student bank account and the name on your student record does not match your legal name.
- **Professional Bodies:** For students whose programme requires registration with a professional body.
- **PVG Scheme:** Individuals are legally required to notify Disclosure Scotland on 2 types of change (please see below) to personal information within 3 months of the change taking effect. Failing to do so (without reasonable excuse) may result in committing an offence under the Act.

Types of Changes:

- A change to the person's name; or
- A change in gender (as indicated by the issue of a full gender recognition certificate)

Further information can be found at

<https://www.mygov.scot/manage-pvg>

- **Requesting a new student card:**

If your appearance changes over time, you can request a new card multiple times at no cost. The Wellbeing Advisers can arrange to collect the card on your behalf or it can be posted out to you.

- **Liaising with your academic department:**

This would only be done with your consent. This could be to let them know about your trans status, or it could be to discuss time off or any other issues that you would like to raise, e.g. around placements and uniforms.

- **Toilets and Changing Facilities:**

We understand that accessing toilet and changing facilities is something that can cause anxiety for trans people. If you experience discrimination when accessing any spaces on campus, you are encouraged to report this. Please visit our pages on

Bullying and Harassment for further information:

<https://www.gcu.ac.uk/equality/harassmentandbullying/>

For those who feel more comfortable using **gender neutral facilities**, we have included some guidance on where they can be located:

- Level 4 of George Moore Building (beside lifts at link corridor)
- Level 1 of CEE Building
- The AccessAble website includes a list of all accessible toilet facilities on campus: <https://www.accessable.co.uk/glasgow-caledonian-university>

- Universities in Scotland provide **free sanitary products** for students. These can be found in The Advice Centre and in accessible toilets across campus. The Wellbeing Advisers can support transgender students to obtain these products discreetly on request.

Degree Certificate (Applies to Graduates/Alumni)

A student will graduate with the name that is on their record at the time of graduation. To retrospectively amend formal university documents such as a degree certificate, the graduate concerned will need to provide evidence of a formal name change. For example: A statutory declaration of name change, Deed Poll certificate or Birth certificate to ensure their name is changed on student records. There is no cost for updating the degree certificate.

Information and Signposting:

- Please visit our LGBTQIA+ pages for information about the various supports for LGBTQIA+ students within GCU and in the wider community.

Please let us know of any resources you would like to see added to this page.

<https://www.gcu.ac.uk/student/support/supportingourstudents/lgbt+/>