

STUDENT TRANSGENDER POLICY

Introduction

1. The University is committed to providing high quality education and services to all students. This policy and guidance set out the University's commitment and principles for supporting trans and non-binary inclusion.
2. For the purposes of this document, the term 'trans' is used to cover those whose identity or experience can be self-defined as trans, non-binary or gender diverse. This policy is also intended to protect all members of the University community in their gender expression, whether or not they self-define as trans. Further explanation of terms used can be found in the glossary at the end of this document.

Mission Statement

3. The University celebrates the diversity of its staff and student community. It is committed to being a trans inclusive environment where everyone is valued and welcomed.
4. The University aims to create an inclusive learning environment, free from discrimination, harassment, or victimisation, where all trans and non-binary people are treated with dignity and respect.
5. This policy has been developed in line with the [Hallam Values](#), most notably *Inclusion*. These values represent the beliefs, philosophies, and principles that underpin the University's mission to transform lives.

Legal Context

6. The University will treat all trans students with dignity and respect in compliance with the [Equality Act \(2010\)](#) ("the Act") and will endeavour to provide a positive learning environment free from discrimination, harassment, or victimisation to enable them to achieve the best outcomes.
7. The definition of gender reassignment within the Act gives protection from discrimination to a person who 'is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex'. The Act also provides protection as outlined below:
 - To transgender people who are not under medical supervision.
 - To people who experience discrimination because they are perceived to be transgender (for example: a member of staff refuses to serve a student because they believe the student to be a transgender person, whether they are or not).
 - To people from discrimination by association because of gender reassignment (for example: a student who experiences bullying because their partner has undergone gender reassignment).

The University's commitments to trans students

8. The University commits to offering a positive and supportive environment for trans and non-binary students.
9. We will not tolerate transphobic abuse or harassment. Unacceptable or unwanted behaviour are serious disciplinary offences and will be dealt with under the appropriate policies and procedures.
10. Confidentiality of all trans student identities will be respected and protected.
11. We will provide positive support to students undergoing or considering undergoing gender reassignment, to meet their needs during this period and agree how the individual wishes to manage their transition.
12. A trans student will not be treated less favourably than any other student on the grounds of their gender identity and/or reassignment.

The University will support this by:

13. Responding to and investigating any allegations of unacceptable behaviour in line with the relevant University procedures.
14. Committing to provide all University staff with the training and support required to assist them in supporting trans individuals. Equality Essentials training is mandatory for all staff, and specialist training is available where required.
15. Maintaining confidentiality and complying with the requirements of the data protection legislation and the University's [Information Governance policies](#) when dealing with students' personal information.

Student Code of Conduct

16. All members of the University community are responsible for helping to ensure that individuals do not suffer any form of discrimination because of their trans identity, and that they are supportive of individual needs.
17. The [Student Code of Conduct](#) outlines the standard of conduct we expect of all our students, so everyone can study in a supportive and safe environment. The [Student Charter](#) sets out what you can expect from us and what we expect from you.
18. Allegations of discrimination, bullying, harassment, or victimisation of members of the University trans community will be treated seriously. Students, staff, and members of the public can raise reports by the following methods:
 - via [Report and Support](#)
 - contacting the Student Policy and Compliance team by emailing StudentConduct@shu.ac.uk
 - by contacting Hallam Help
 - via the [Hallam Help Portal](#)
 - by notifying a [Student Support Adviser](#)

19. All allegations of behaviour which breaches the Student Code of Conduct will be investigated in accordance with the [Disciplinary Regulations and Procedures](#) and treated with sensitivity and confidence.

Change of name, gender marker and title

20. Where a student intends to change their name and gender marker due to gender transition, they may wish to make changes to their student records as part of a broader transition plan. Students should email details of the changes required to ! StudentDataProtection (studentdataprotection@shu.ac.uk). The [Policy on Student Names](#) offers specific information about these processes.
21. Degree or award certificates are legal documents. They are issued in the name of the student, as recorded by the University, at the date the student attains the degree or award. Requests for a retrospective change of name, due to gender transition after attaining a degree or award, should be directed to ! StudentDataProtection (studentdataprotection@shu.ac.uk). To protect against fraud, the University will require the individual to provide documentary evidence of the new name and gender, such as a passport, re-registered birth certificate, driving licence, or [Deed Poll \(enrolled or unenrolled\)](#).
22. All requests will be carried out as sensitively as possible and in agreement with the student. Once the changes have been made, as far as is possible, there should be no records which would disclose the individual's transgender status. Any records which cannot be amended will be stored confidentially; you will be made aware of these records and of who, if anyone, can access them.
23. As a student may be at any stage of their transition, the University can offer a range of options to suit their requirements. This also applies to students who may wish to identify as a non-binary gender identity. Requests to update personal details on a student's record may include all/some of the following:

Field Change	Proof Required
<i>'Known as' name</i>	Email request to ! StudentDataProtection - no proof required
<i>Title (including MX - Mixer)</i>	Email request to ! StudentDataProtection - no proof required
<i>Student email address</i>	Email request to ! StudentDataProtection - no proof required
<i>Gender</i>	Email of intention to transition to ! StudentDataProtection - no proof required
<i>Official Name (Other Names plus Family Name)</i>	Email documentary proof to ! StudentDataProtection e.g. Deed Poll (enrolled or unenrolled) , new Passport

Use of Names, Pronouns and Titles

24. The University has published information on using [gender pronouns](#). All members of the University must refer to the trans person by their chosen name, pronouns, and title, and all held files should reflect this. A person should be addressed and referred to using the pronouns which make them feel comfortable. These could be "he", "she", "they" or other pronouns.

Confidentiality

25. Confidentiality of information relating to a person's trans status is essential. Under data protection legislation, sensitive data such as a person's trans identity and gender reassignment information (referred to as "special category data") is subject to specific protections. The University will never disclose someone's trans status without their express

written consent. This includes when providing a reference for a potential employer or institution where the student's affirmed name, chosen pronouns and title will be used.

Facilities

26. The University supports trans people to use the facilities that best reflect their gender expression. Many of our campus buildings have a mix of gendered and gender-neutral toilet facilities and plans for new buildings and significant refurbishments include a combination of female, male, accessible and gender-neutral facilities.

Support During Your Studies (including Time Away from Study)

27. Under the Equality Act (2010), it is discriminatory to treat a trans person less favourably in work or study because they require absence for any part of the medical processes involved with gender reassignment, in comparison to anyone else who needs time away from study. For example, for a medical or counselling appointment.
28. In line with the [Extenuating Circumstances policy and Procedure](#), students undergoing medical and surgical processes related to gender reassignment will be appropriately supported.
29. Where these processes do not offer sufficient support and you need more time off, the University's [Break in Study Policy and Procedure](#) can be used – students should contact their Student Support Adviser for advice about this process.

Recognising and Reporting Transphobia

30. The University uses Stonewall's definition of transphobia: *"the fear or dislike of someone based on the fact they are transgender, including denying their gender identity or refusing to accept it. Transphobia may be targeted at people who are, or who are perceived to be, transgender."* Source: www.stonewall.org.uk
31. The [Student Anti-Harassment Policy and Procedure](#) sets out the procedure for making complaints of bullying, harassment and victimisation and the support that will be provided when incidents of transphobia, homophobia, biphobia or acephobia occur.
32. All incidents of hate crime, bullying, harassment, and discrimination can be reported through the University's [Report and Support](#) facility. The reports can be made anonymously or with the option to receive support from a trained advisor.

Additional Support

33. The following support is available for students:

- [Report and Support](#)
- [Your Student Support Adviser](#)
- Your Academic Adviser
- [Student Union Advice Centre](#)
- [Stonewall](#)
- [LGBT Sheffield](#)
- [Equality Hub Network Sheffield](#)
- [Trans Unite](#)
- [Trans Support Groups](#)
- [Sheffield Nightline](#)

Students who feel that the University is not meeting the commitments outlined by this policy should report their concerns via the [Student Complaints Policy and Procedure](#).

Appendix: Glossary of terms

Sheffield Hallam University has a [Glossary](#) of Inclusive Language.

Cisgender (Cis)

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

Gender Dysphoria

The terminology used to describe a person who is experiencing discomfort or distress as their gender identity does not match their sex assigned at birth. In the UK, someone can be [clinically diagnosed](#) with gender dysphoria as being at unease/discomfort/in distress with one's gender identity can lead to other health issues, particularly impacting negatively mental health.

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

If a person is proposing to undergo, is undergoing, or has undergone, a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex

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 must 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.

Non-Binary

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

Sexual Orientation / Identity

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

Trans is an umbrella term to describe anyone who feels that their gender identity does not match or sit comfortably with their legal sex (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, genderqueer (GQ), gender-fluid, non-binary, gender-variant, cross-dresser, gender-less, a-gender, non-gender, third-gender, bi-gender, trans-man, trans-woman, trans-masculine, trans-feminine and neutrois.

Trans 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.

Trans 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.

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