# Student & Staff FAQ

## Student FAQ

| **Question** | **Answer** |
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| Where can I get confidential advice or support around transitioning? | **Internal**:  **You can speak to your personal tutor or:**  **Student Support Team**  [StudentSupportTeam@edgehill.ac.uk](mailto:StudentSupportTeam@edgehill.ac.uk)  **Wellbeing**  [mentalhealthandwellbeing@edgehill.ac.uk](mailto:mentalhealthandwellbeing@edgehill.ac.uk)  **Students’ Union**  [suadvice@edgehill.ac.uk](mailto:suadvice@edgehill.ac.uk)  **External**:  [Gendered Intelligence](http://genderedintelligence.co.uk/). Understanding gender diversity in creative ways.  [Press for Change](http://www.pfc.org.uk/). The UK's leading experts in transgender law.  [Gender Identity Research and Education Society](http://www.gires.org.uk/). Information for trans people, their families, and the professionals who care for them.  [Transgender helpline](https://www4.ntu.ac.uk/student_services/document_uploads/195983.pdf). [MindLine Trans+](https://bristolmind.org.uk/help-and-counselling/mindline-transplus) provides a safe place to talk about your feelings confidentially. They don't record calls, and they don't ask for personal details. Their listeners will try to understand your many feelings and concerns. Their volunteers have lived experience of Trans+, or are allies. They respond to your calls as often as possible. They're open two evenings a week — Mondays and Fridays — from 8 pm to midnight. You can call them on 0300 330 5468.  <https://www.transunite.co.uk/> |
| I am applying to study at Edge Hill University. How do I enrol with my affirmed name and gender? | The UK government now specifies the type of identification students are required to present during enrolment. This is a passport, visa or birth certificate combined with other forms of identification.  As not all trans people will hold a birth certificate that is reflective of their affirmed gender, where Edge Hill University requires official confirmation of a person’s identity, you will be given the option of providing more than one type of official identification, for example a driving licence, passport, birth certificate, [a Statutory](https://www.gov.uk/search/all?keywords=statutory+deed+poll&order=relevance) [Declaration](https://www.gov.uk/government/publications/statutory-declarations) or change of name by [enrolled deed poll](https://www.gov.uk/change-name-deed-poll). The ID Policy is currently being updated and will be made available on the website once completed.  Some of the documents listed above will be required as proof of legal identity but will be stored securely by Registry in a system accessible only by approved members of Registry staff.  If you have legally changed your name and updated your identification documents, you can enrol as normal using this name and the gender marker that most closely matches your affirmed gender (i.e. male, female, other). |
| I wish to transition or am in the process of transitioning, who do I need to contact within the University? | This can be decided by you, however it is recommended in the first instance to contact [StudentSupportTeam@edgehill.ac.uk](mailto:StudentSupportTeam@edgehill.ac.uk)  in Student Services, who will be able to provide support and guidance throughout the process of transitioning and beyond. |
| Who will they tell? | The disclosure will be treated as confidential. No one else will be informed until you have been involved in a discussion about who needs to be informed and when, and you have given your consent.  If you want to make changes to your student record, a small number of other staff members will likely need to be informed, with your consent (see sections on name and record changes below).  **Areas for consideration:**  In exceptional circumstances, where the person who you tell is concerned for your safety or that of others, they have a duty to inform relevant bodies. In such instances, disclosure would relate only to concerns about your safety or the safety of others and would not involve any disclosure or breaking of confidentiality regarding your gender identity. |
| What student accommodation options are available? | When submitting an online application for University residences all applicants are asked to indicate if they would prefer single or mixed gender flats. We do our best to meet these requests when allocating rooms but unfortunately this cannot be guaranteed.  Applicants can also telephone (01695 657555) or email the Accommodation Team ([accommodation@edgehill.ac.uk](mailto:accommodation@edgehill.ac.uk)) to disclose/discuss any specific requirements that they may have relating to accommodation.  Once in accommodation, if you wish to change accommodation you can contact the Accommodation Team ([accommodation@edgehill.ac.uk](mailto:accommodation@edgehill.ac.uk)) who can explain the transfer process and discuss the different options available. However, all room moves are subject to vacancies being available. |
| What records do I need to consider? | The University stores student records in multiple places, including in Registry, in your faculty and in Student Services, among others.  With your consent and from the date agreed with you, the University will endeavour, wherever possible, to amend or destroy records held which refer to your former name and/or gender marker. 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. Please be aware that this may require us to disclose your identity to a small number of staff members, although only with your explicit consent.  If you are aware of a record that may be held somewhere, we wouldn’t normally be able to access, e.g. counselling services, you should consider whether these records need to be changed and whether you are comfortable disclosing their existence so that colleagues can make the appropriate changes. |
| Where does the University store records about me? | There are number of systems across the university both in house, and third party that will have access to your records. Please see the Data Collection Notice for more information on how your data is used. <https://www.edgehill.ac.uk/documents/data-collection-notice/> |
| How can I change my name with the University? | You do not need to hold a Gender Recognition Certificate; a Statutory Declaration or evidence of name change via enrolled deed poll in order to have your details changed on the student record system.  The University will change your name without any documentation or proof of legal name change upon request. This will mean that, wherever possible, correspondence generated to you will use your affirmed name.  Legal name changes are facilitated via:  [DataSupport@edgehill.ac.uk](mailto:DataSupport@edgehill.ac.uk)  Affirmed name changes [StudentSupportTeam@edgehill.ac.uk](mailto:StudentSupportTeam@edgehill.ac.uk)  While you are not required to legally change your name, doing so will enable you to change identification documents, bank accounts and, in relation to education, degree and qualification certificates. The University will only be able to issue degree certificates in your legal name.  If you change the name under which you are registered at the institution, whether legally or informally, you may need to inform the student loans company, your local authority, any sponsor, and your bank to ensure payments are not delayed. For support with student finance and fees issues please contact [tuitionfees@edgehill.ac.uk](mailto:tuitionfees@edgehill.ac.uk). If you need any further advice, contact the Money Advice team [moneyadvice@edgehill.ac.uk](mailto:moneyadvice@edgehill.ac.uk)  **Areas for consideration:**  Wherever possible, this name will be used for all correspondence including letters sent to the address you provide. You may wish to consider whether you are happy for this name to be visible on correspondence sent in the post, via email etc. and update your address preferences accordingly.  Degree certificates can only be issued in your legal name. For the University to issue a degree certificate in your affirmed name, you must provide Registry with proof of legal name change no later than 3 months before the date of your graduation, by contacting [Datasupport@edgehill.ac.uk](mailto:Datasupport@edgehill.ac.uk)  Retrospective name change requests should be directed to [ceremonies@edgehill.ac.uk](mailto:ceremonies@edgehill.ac.uk) |
| Can I change my gender or title? | You can choose the gender marker or title that reflects your affirmed gender, whether binary or non-binary.  There is the option of using Mx instead of Miss, Mr, Mrs on the student and staff records management systems.  You may also choose the gender markers of ‘male’, ‘female’ or ‘other’ (please note that these are currently the only options that are returnable to HESA – we will expand categories in future if / when HESA change their reporting requirements) |
| Can I change my ID and email address? | You can change your email address if you change your name. No legal proof of name change is required.  You must first contact Student Support Team ([StudentSupportTeam@edgehill.ac.uk](mailto:StudentSupportTeam@edgehill.ac.uk)) to update your affirmed name and gender on your student record before these changes can be made. The Data Support Team in Academic Registry will work with colleagues to ensure the changes are made as easily and confidentially as possible.  You can collect your replacement ID card at FM Reception, Durning Centre or SCIC where they will be able to issue your replacement card. You can do this as many times as necessary if your appearance changes while at University without charge. |
| How will time off for medical or other appointments be dealt with? | Absences for medical or other appointments, including appointments for counselling etc, that fall within scheduled learning activities, will be dealt with in line with the Attendance, Academic Progress Requirements and Absence Procedure. [Personal circumstances](https://www.edgehill.ac.uk/registry/exceptional-mitigating-circumstances/)  It would be useful to have a conversation with your Personal Tutor about any absences you expect to take so that measures can be put in place to minimise any impact on your studies. Wherever possible, you are encouraged to arrange medical appointments outside the times you have scheduled learning activities and to inform your Personal Tutor when this is not possible. You do not need to give specific details about the medical appointments (such as the procedure being undertaken) when informing  the University of appointments, provided you can evidence appointment/surgery dates as appropriate.  Personal Tutors are available to provide advice on how to manage long term absences due to transitioning or absences relating to being intersex.  If your studies are likely to be affected over a long period of time, you can also contact [Student Support Team](https://www.edgehill.ac.uk/studentservices/student-support-team/) for further advice and support. |
| Can I dress to reflect my gender identity? | The University will support you in your choice of dress in  connection with your gender identity. |
| If I’m being bullied or harassed within the University about my transition or gender identity, who can I talk to and how can I report this formally if I want to? | Transphobic abuse, harassment or bullying (including name-calling / derogatory jokes / repeated or intentional use of incorrect pronouns or name) will be dealt with under the Bullying, Harassment and Hate Crime Policy which states that the University will not tolerate such behaviour. It will be treated by the University as a disciplinary offence.  You should tell your Personal Tutor or Student Services if you experience any form of transphobic abuse. Support is also available from the [Mental Health & Wellbeing Team](https://www.edgehill.ac.uk/departments/support/studentservices/wellbeing/).  **Areas for consideration:**  If you are subject to bullying, harassment or discrimination in the local community, Student Services can offer advice and guidance on how to take your complaint further. ([Let us know](https://www.edgehill.ac.uk/departments/support/studentservices/let-us-know/)) The University will aim to provide whatever support is appropriate in these circumstances. ([Bully and harassment policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.edgehill.ac.uk%2Fwp-content%2Fuploads%2Fdocuments%2FAPPROVED-FINAL-Bullying-Harassment-and-Hate-Crime-Policy.docx&wdOrigin=BROWSELINK)) |
| Will I still be able to undertake work experience, placements or field work associated with my course or will there be any implications for work? | Sex-related occupational requirements may apply to student placements in health and social care, counselling and youth work.  There is no occupational requirement whereby an employer can specify that a post must be performed by a trans person. There is the potential occupational requirement however that a specific post may not be performed by a person of a particular gender. This may apply to certain positions in religious organisations, to certain narrow fields within the military and in specialised services such as rape crisis support.  In certain limited circumstances it is lawful to discriminate in employment on the grounds of sex if there is a Genuine Occupational Qualification (GOQ) for doing so. If a trans person has obtained a full Gender Recognition Certificate (GRC), they are deemed in law to be of the gender to which they have transitioned with respect to most jobs and course placements where GOQs apply. Please note however that there are a few limited circumstances in which this is not the case [Equality Act. gov.uk](https://edgehill-my.sharepoint.com/personal/dickinsk_edgehill_ac_uk/Documents/Transgender%20students/.%20https:/www.legislation.gov.uk/ukpga/2010/15/contents)  Students should discuss with their Personal Tutor or a relevant Academic Tutor whether a Genuine Occupational Qualification applies to their course or their intended career path. Where this is the case, this will need to be  discussed with the relevant professional body. |
| Can I obtain a DBS check without disclosing my trans status? | Agencies responsible for checking criminal records in the UK all have specific processes in place for trans people, including those with a full GRC. The Disclosure and Barring Service carries out checks in England and Wales and has a sensitive applications team: [sensitive@dbs.gov.uk](mailto:sensitive@dbs.gov.uk) |
| What advice is there for studying abroad as part of my study programme? | Guidance on equality and diversity when studying abroad is available on the Student Intranet at the link below:  <https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice>  Consideration will have been given to how studying  abroad might impact on trans students when the course was developed but if you have any concerns, you should raise these as soon as possible with your Personal Tutor |
| I am a trans international student. Are there any different or additional requirements for me? | In the first instance you should approach Head of International Administration or contact [visas@edgehill.ac.uk](mailto:visas@edgehill.ac.uk) to discuss any implications for your visa. The University will endeavour to use your affirmed name and affirmed gender as far as possible in line with visa requirements.  Guidance from the Home Office states that the name on your Biometric Residence Permit (BRP) or Residence Card will be issued in the same name as that on your passport. To change the name on your passport, you will need proof of legal name change such as a statutory declaration or evidence of an enrolled deed poll. If you are a trans person from a country that does not recognise changes to your name or gender and therefore you are unable to change your name on your passport, you can apply for an enrolled deed poll which will allow the Home Office to issue a BRP in your affirmed name.  You may use a different name on your BRP or Residence Card if your country of origin does not recognize changes to your name or gender. |
| Do I need a Gender Recognition Certificate? | You do not need, and will not be asked to produce, a Gender Recognition Certificate at any point. The University will extend to all trans students the same support, guidance and sensitivity whether or not they possess a GRC.  If you possess a GRC, you will be legally recognised as your affirmed gender, including in many instances where a Genuine Occupational Requirement applies (see section on placements for more information and exemptions). |
| What about references? | The University will always endeavour to provide references in your affirmed name and gender and will not disclose your trans status to a potential employer or institution. If you have any concerns, you should discuss these with your referee. |

## Staff FAQ

| **Question** | **Answer** |
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| Applying for work | Applicants can apply for posts at Edge Hill University without disclosing their trans status. Any disclosure made at any point will be treated with absolute confidentiality and the offer of support will be extended.  Where possible, steps should be taken to ensure that a person’s trans status is not disclosed, for example by checking the names used in references before passing them to the person responsible for recruitment and ensuring that documentation showing a person’s legal sex is viewed on a strictly need-to-know basis.  As not all trans people will hold official documentation that is reflective of their preferred gender, where Edge Hill University requires official confirmation of a person’s identity, you will be given the option of providing more than one type of official identification, for example a driving licence, passport, birth certificate, [a Statutory Declaration](https://www.gov.uk/government/publications/gender-recognition-certificate-statutory-declarations-for-applicants) or change of name by an [enrolled deed poll](https://www.gov.uk/change-name-deed-poll).  If you wish to confidentially disclose your trans status during the application process, you may do so by contacting the Head of Staff Resourcing and Payment Services, who will not be involved in the interview panel itself. |
| I wish to transition, or am in the process of transitioning- who do I need to contact to inform the University? | Whether you have joined the University while transitioning or transition while you are a member of staff, we work in partnership with you to ensure that the appropriate support is identified, and the timing of decisions are led by you.  No matter who you inform first, the disclosure will be treated as confidential. No one else will be informed until they have discussed with you who you wish to inform, whether anyone needs to be informed, and when.  You may want to tell colleagues, students, or managers about your decision. You may want to discuss this with your key support contact within the University and consider change of name, use of pronouns. This process can be led by you or the University, depending on your preference.  Your Line Manager or our HR Advisory Service can provide support and advice if you decide to transition and, as such, you may wish to speak to them first: [hradvisory@edgehill.ac.uk](mailto:hradvisory@edgehill.ac.uk)  Whoever you decide to inform, we have guidance in place to assist them in supporting you in whatever way you need. |
| If I’m being bullied or harassed about my transition or gender identity, who can I talk to and how can I report this formally? | Transphobic abuse, harassment, or bullying (including name-calling / derogatory jokes / repeated or intentional use of incorrect pronouns or name) will be dealt with under the Bullying, Harassment and Hate Crime Policy & Procedure; it will be treated by the University as a disciplinary offence.  You should report any instances of transphobic abuse to your Line Manager / Head of Department. |
| How do I change my name and ID to reflect my change of name and gender? | You do not need to hold a Gender Recognition Certificate; a Statutory Declaration or evidence of name change via enrolled deed poll in order to change your name with the University.  The University will change your name without any documentation or proof of legal name change upon request. The contact you disclose to will have a conversation with you about how changing your name will work across University systems.  During transition, you may use more than one name. For example, you use your affirmed name at work while your bank still holds your legal name. This is not illegal as long as it is not used for fraudulent purposes. While you are not required to legally change your name, doing so will enable you to change identification documents, bank accounts, etc.  You can apply for a new ID card in your affirmed name once your staff record has been amended by approaching the FM Helpdesk. You can also contact [ITServicedesk@edgehill.ac.uk](mailto:ITServicedesk@edgehill.ac.uk) to request a new email address.  **Areas for consideration:**  This name will be used for all correspondence including letters sent to the address you provide. You may wish to consider whether you are happy for this name to be visible on correspondence sent in the post, via email etc. and update your address preferences accordingly. |
| What other records do I need to consider? | The University will hold other records of your name and gender marker, including but not limited to:  Minutes of meetings Calendar invites  Staff profile on the intranet, Academic publications, recorded lecture materials, P45 / P60\*  With your consent and from the date agreed with you, the University will endeavour wherever possible to amend or destroy records held which refer to your former name and/or gender marker. 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. Please be aware that this may require us to disclose your identity to a small number of staff members, although only with your explicit consent.  Guidance issued by HMRC on how to update your name and/or gender on their records can be found at the link below. Please note, without legal proof of gender change, documents such as P45s and P60s may be issued under your legal gender. You can contact Special Section D at HMRC for advice and guidance. Their contact details are included in the link below:  <https://www.gov.uk/tell-hmrc-change-of-details/gender-change> |
| What about my pension and taxes? | As your original staff record will be amended to reflect your new name, there should be no implications regarding taxes.  You should contact the Pensions Manager to discuss whether your transition will result in changes to your pension. |
| How will time off for medical or other appointments be dealt with? | In line with current policies for arranging time for any other medical appointment for staff – including appointments for counselling etc.  Managers will be as flexible as possible to meet reasonable requests for leave or changes in working patterns within the needs of the service and it may be useful to consider the timetable of work and medical appointments together.  Policies such as e.g. Special Leave/Flexible Working may also be relevant to consider.  Staff will not be put through any formal disciplinary or capability processes linked to transitioning absences/treatment side effects.  Where you require relevant time off, the principles of the University’s Absence Policy will be used as a supportive framework for you and for managers to refer too. |
| Will there be any implications for work? | **Genuine Occupational Requirement:**  In certain limited circumstances it is lawful to discriminate in employment on the grounds of sex if there is a Genuine Occupational Requirement (GOR) for doing so. If a trans person has obtained a full Gender Recognition Certificate (GRC), they are deemed in law to be of the gender to which they have transitioned with respect to most jobs and course placements where GORs apply.  If you are unsure, you should discuss with your line manager whether there is a GOR associated with your job.  **Criminal Record Checks:**  Agencies responsible for checking criminal records in the UK all have specific processes in place for trans people, including those with a full GRC. Employers and placement providers will provide a form that is to be completed by the person whose criminal record is being checked. Before an application is submitted by an employer or placement provider, trans people will need to contact the relevant organisation and contact who will guide them through the process, track the application and maintain confidentiality. The Disclosure and Barring Service carries out checks in England and Wales and has a [sensitive applications team:](https://www.gov.uk/guidance/transgender-applications) [sensitive@dbs.gsi.gov.uk](mailto:sensitive@dbs.gsi.gov.uk)  **Academic Publications:**  Academic publications are maintained by the publisher and the University is unable to make these changes on behalf of staff. The University will provide support and guidance in contacting publishers.  **Redeployment and Role:**  Beyond Genuine Occupational Requirements, being trans or transitioning at work should have no impact whatsoever on your job description or the support extended to you in performing your role.  If you feel it would be helpful to do so however, it might be possible to alter elements of your job during your transition. The University will do everything possible to ensure you are supported in continuing in your role but if you want to explore these options, it is recommended you discuss them with your line manager. |
| What about references? | The University will always endeavour to provide references in your affirmed name and gender and will not disclose your trans status to a potential employer or institution. If you have any concerns, you should discuss these with your referee. |
| Support | Contact:  [hradvisory@edgehill.ac.uk](mailto:hradvisory@edgehill.ac.uk)  [Supporting You](https://edgehill.sharepoint.com/sites/HumanResources/SitePages/Supporting%20You.aspx)  [EAP: Employee Assistance Programme](https://wiki.edgehill.ac.uk/display/humanresources/Employee+Assistance+Programme) |