

# THE UNIVERSITY OF KENT

## Trans Student Policy and Support Procedures

### Scope

This policy sets out the University of Kent's commitment to the support of trans students. The policy describes the University's commitment to trans students whilst the appendices (support procedures) gives detailed advice and guidance to students who are either in transition (with or without surgery), intending to transition (with or without surgery) or who have transitioned (with or without surgery) and staff supporting students.

The appendices also cover practical issues university staff and students should know about in order to better support trans students who may, or may not be intending to transition, including students who identify as agender, bigender, pangender, transgender, genderfluid etc. Refer to Appendix 3 for the terminology guide.

### Definition of trans

The term 'trans' is used throughout this document and is intended to be an inclusive term. It is not generally considered to be an offensive term and can be used to describe any student who:

- Is undergoing gender transition
- Identifies as someone with a different gender from that which they were assigned at birth, but who may have decided not to undergo medical treatment. This could include how someone presents through dress.
- Identifies as non-binary which means their gender identity is not exclusively male or female, and could identify as both or neither or something else entirely.

Importantly, the EHRC technical guidance states that 'under the [Equality] Act gender reassignment is a personal process...rather than a medical process. Protection applies from the moment the person indicates their intention to start the reassignment process, even if they subsequently change their mind. The act does not require someone to undergo medical treatment in order to be protected' (EHRC, 2012).

### Commitment to trans students

The University of Kent recognises that there can be a difference between an individual's assigned gender at birth and their gender identity or gender expression and will at no time discriminate, bully, harass or victimise any student based on gender identity or gender expression.

The University recognises that the period of transition can be very complex and difficult for the student, and wishes to act in a supportive and sensitive way to ease any transition period.

The University is committed to offering practical support and guidance to students who are in the process of transitioning whilst at the University of Kent, are intending to transition whilst at the University of Kent, or who require additional support and guidance after transitioning.

The University of Kent is committed to ensuring that all students study in a safe and supportive environment, underpinned by the [Respect at Kent Policy](#) and the [Student Charter](#). Students can be confident that Kent staff will:

- ensure fair and equal treatment of trans students;
- respect their confidentiality and any information shared;

- have effective and efficient processes for managing transition;
- ensure agreed actions are guided by the wishes of the student;
- take action against any student or staff member who bullies, harasses or discriminates against a trans student via the Respect at Kent Policy, [Complaints Procedure for Students](#) and [Regulations for Non-Academic Discipline](#).

All trans students have the following rights:

- To choose whether or not to disclose their gender identity, and to whom they disclose it, and the circumstances where this may be disclosed;
- To request the University to update its documents, records and systems to reflect their affirmed gender, once they have decided to commence living full time in their affirmed gender;
- To discuss with their Primary Contact (see Appendix 1a) the level and type of study support during their transition that they feel is appropriate to them.
- Not to feel pressurised to complete any or all of the action plan where relevant.

All University staff have these responsibilities:

- To respect the dignity of all students;
- To challenge or report incident of discrimination, bullying or harassment relating to gender identity;
- To withhold information about an individual's trans status from any other person unless given explicit permission by the individual;
- To comply with the [law](#) in relation to the protected characteristics of gender reassignment that is in force in Great Britain and Northern Ireland.

This Policy is supported by the following support procedure and guidance documents and should be read in conjunction with them:

Guidance for Students (Transition Support)	Appendix 1a	Page 4
Guidance for Staff (Transition Support)	Appendix 1a	Page 5
General Information for Staff	Appendix 1b	Page 9
Primary Contact Guidance	Appendix 1b	Page 11
General Advice and Guidance to support all trans students	Appendix 2	Page 14
Terminology Guide	Appendix 3	Page 19
Support and Advice Reference Guide	Appendix 4	Page 25
Action Plan for supporting a student during transition	Appendix 5	Page 27
Legal Framework	Appendix 6	Page 35

In addition the University of Kent operates the following Policies and Procedures which underpin and support the Trans Student Support Policy:

### [Respect at Kent](#)

This [policy](#) outlines the University of Kent's commitment to creating an inclusive community and society where all people are treated with dignity, equality and respect. The policy clearly outlines definitions of bullying, harassment and discrimination and examples of behaviour, and outlines what sources of advice and support are available and what sanctions and actions take place in the event of a breach.

## Complaints Procedure for Students

This [policy](#) outlines what a student should do if they feel dissatisfied with any aspect of their experience with the University, either via systems, structures and procedures, or with the behaviour of a member of University staff.

## Regulations on non-academic student discipline

These [regulations](#) relate to any cases of alleged student misconduct, including the behaviour of guests of students, against another student. The regulations also cover student discipline in relation to any activities engaged in, or services and facilities enjoyed as a student of the University.

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## Appendix 1a – Guidance for Students (Transition Support)

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Both Appendix 1a – Guidance for Students and Appendix 1b – Guidance for Staff should be read in conjunction with each other.

The student may inform the University that they intend to transition and express their gender in a manner consistent with their gender identity. The student is under no obligation at any stage to inform or disclose their gender identity, or their intention to transition and support can still be accessed from the University without having to disclose. There is a range of support available (see Appendices 2 and 4).

### Informing the University

For students who are intending to transition whilst at University, the transition process can be lengthy and highly invasive and the student can expect sensitivity, strict confidentiality and support from the University at all stages. The student may or may not disclose information regarding the process, but it should be noted that the more information the University has been provided with in regards to the student's journey, the more the support offered can be tailored to the student's individual needs.

In the first instance, students or applicants who are seeking to transition (with or without medical procedures) should seek support from a staff member within their Academic School that they feel comfortable with (such as their Academic Adviser or Student Support Officer). It is important that this person is someone who can support the student academically as this person will act as a Primary Contact for support and will work with the student to develop an action plan for their support over their academic career (see Appendix 5). Students should refer to the Staff Guidance: Primary Contact for more information on this process. The Student EDI Officer in Student Services can offer advice and guidance if required to both parties.

Students who identify as non-binary and/or students who are not intending to transition are under no obligation to declare any information regarding their personal status to the University; however in some cases they may require tailored academic or emotional / social support that is not related to a transitioning process and it may be useful to follow some of the guidance and support outlined within this policy and accompanying procedures.

Students are also strongly encouraged to speak to the Student Support and Wellbeing team for ongoing emotional and mental health support.

## Changing Records

The University of Kent recognises that a student who wishes to change their name will wish to do so at an early stage of the transition process, and that this change is reflected across all University documents, lists and registers.

- After a student informs the University of their chosen name, the Central Student Administration Office will be contacted immediately by either the student or the Primary Contact to update the 'name' field on SDS / 'Known As' field on KentVision. This can be done without any supporting legal documentation, but will only affect changes in non-formal areas such as class registers, Independent Learning Plans (ILP's), field trip lists etc.
- A student can also trigger this action themselves by going direct to the Central Student Administration Office without having to inform their Academic School (although as the class register will change, it would be important that the academics taking that class are aware of who the name relates to in person).
- No legal documentation is required by the Central Student Administration Office to change the gender marker or title on KentVision / SDS. Students can choose their gender marker to be 'male', 'female' or 'other'.
- A [Deed Poll](#) document is required to change the **legal** name on KentVision / SDS, which will trigger a change for all legal documents, such as academic records (including the link between a student ID number and legal name), examination papers and the graduation certificate.

A student should aim to make a statutory declaration or Deed Poll of their name change.

They can choose to obtain a letter from their doctor confirming their gender identity and that the change is intending to be permanent. This is not required by the University, but may be useful when approaching other organisations

The Central Student Administration Office will inform the student that the changes have been completed.

The Central Student Administration Office have highly restricted network space where correspondence with trans students is kept to ensure confidentiality. If a student has studied on a different record at an earlier point then changes can also be made which will need to be agreed between the Central Student Administration Office and the student.

## International Students (Tier 4)

If an international student requires a [Tier 4 General Student Visa](#) to remain in the UK during their period of study, UK Visa's and Immigration (UKVI) regulations must be taken into consideration. The University has a legal responsibility in relation to the sponsorship of international students under the points-based immigration system. Unfortunately UK Visas and Immigration offer no special Visa concessions to Tier 4 Visa holders who are transitioning. The University is not able to continue sponsoring students on a Tier 4 Visa if they take a period of leave or intermission of more than 60 days, regardless of the reason for taking an intermission.

[Kent Union Advice Centre](#) and the [GK Unions Advice Service](#) are also able to provide Visa advice to a student whose partner is transitioning in the UK.

### Medical Intermission of up to 60 days

Students wishing to take an intermission for transitioning reasons are asked to note that the University will only continue to sponsor their Tier 4 (General) Student Visa for a medical intermission of up to 60 days. However, if the intermission will result in the student being unable to complete their course within their current grant of leave then Tier 4 sponsorship will be withdrawn. After the end of the 60 day period students are expected to return to their full-time studies and continue as before.

### Medical Intermission of more than 60 days

This affects students who wish to have an intermission for more than 60 days or extend their initial 60 day medical period.

Intermissions of more than 60 days mean students will not be engaged in studies for a significant period of time. In line with the [Tier 4 Sponsor Guidance](#), as well as the University's [policy](#) on intermissions for Tier 4 students, the University will report students to the Home Office where an intermission is more than 60 days and the student will be expected to leave the UK. A report made to the Home Office will result in a Home Office Curtailment Letter being sent to a student which requires the student to leave the UK by a specific date.

An international student wishing to suspend their studies for more than 60 days (such as for medical reasons post-surgery) will need to leave the UK. Both the School and the student should seek advice from the Kent Union Advice Centre or GK Unions Advice Service as early as possible during the transition process. This will enable colleagues to ensure that any arrangements agreed with the student comply with UKVI requirements. Early discussions are also important because a late or unexpected decision to fly home could be affected by health considerations.

It is recognised that students may be unable to return home depending on the stage of transition, medical issues or complications which may arise. We recommend that students speak to the Advice Centre at the earliest opportunity or seek specialist immigration advice if unable to leave the UK.

***Please note that international students in the UK with a Tier 4 General Student Visa are not permitted to change to part-time study.***

***Home students' intermission restrictions may vary depending on your School and course. Please speak to your course advisor for further details.***

### Postgraduate Research Students

In the case of a research degree student transitioning, the appropriate individual to contact will normally be their Academic Supervisor(s) and/or the School Director of Graduate Studies (Research). The Academic Supervisor(s) and Director of Graduate Studies will work together with the student to consider the impact of the transition and any resulting suspension of study. This will include a risk assessment. Postgraduate students who are paid by the University will have employment status and the University's ['Supporting Gender Reassignment in the Workplace'](#) regulations will apply.

The student may apply for a period of intermission for medical reasons.

***Postgraduate Research students in receipt of externally funded scholarships should contact the Scholarships team ([scholarships@kent.ac.uk](mailto:scholarships@kent.ac.uk)) to check the procedure for suspension. The student is responsible for checking the implications of a suspension of study with their scholarship awarding body or provider, via the Scholarships team at an early stage.***

## Managing Identity Change

The transition process is not instantaneous, so it may be necessary to regularly update photographic identification throughout this period; in some cases the student may also require hard copies of their former identity and it is advised that these are not destroyed. The following documents may require updating:

- Kent Student ID Card. The student should contact the Central Student Administration Office in the first instance. Replacement cards normally cost £15 but this fee will be waived provided that the student notifies the Central Student Administration Office of the reason for the replacement card. This information will be treated in strictest confidence.
- KentVision / SDS Record
- NUS Card
- Other ID Cards, including a Passport / Driving Licence, require a letter from the doctor to change a gender marker, and Deed Poll for a name change. It is recommended however that, due to the costs involved and the need for a photograph, that these are not completed until after a full transition has been achieved. This may have implications for international students and/or students who wish to study abroad in particular)
- University email address

Replace or alter the following documents if appropriate (note that many of these changes will be triggered automatically when the student record is updated on KentVision / SDS):

- Online records, e-portfolio, record of achievement, academic biographies
- UCAS forms
- All student records and databases, enrolment forms, finance records
- Programme and module lists
- Academic adviser records
- Job shop / employer records
- Student Support and Wellbeing records
- Independent Learning Plan
- Volunteering and mentoring records
- Certificates (for example council tax exemption, degree)
- Club and society membership records
- Finance and banking details for University fees
- Student Loans Company / Local Education Authority informed
- Scholarships / Grants records
- Benefits Office (seek advice from the Kent Union Advice Centre)

## Ongoing Support

The [Student Support and Wellbeing Service](#) is available to support students at any stage of transition whilst at Kent. The service can also offer advice to any students regarding issues around transition.

A student who is under medical supervision who has time off their studies relating to their transition has the right to be treated in the same way as someone who is absent for reasons of sickness. Staff should also be aware that the possible side-effect of medication may adversely affect performance, and the student may need reduced hours for a temporary period when they return following surgery, particularly if there are physical elements to their course.

If the student requires time off, it is important to discuss what processes, support or adjustments are needed to ensure the student remains on their programme of study, or when they can return when they have recovered.

There are additional support services available to students; see Appendices 2 and 4 for more information.

### Awards Ceremonies (Congregations)

A student must legally change their name via Deed Poll before a degree certificate can be issued in their name.

Students should note that only full, legal names can be announced at Degree Ceremonies (Congregations) and published in the programme. If the Central Student Administration Office have received the Deed Poll document in advance of a student's Congregation's Ceremony then this is the name that will be published in the programme and announced (subject to appropriate timings for publication deadlines).

A student can request that a degree certificate be re-issued in their name after they have graduated and should contact the Central Student Administration Office for this purpose. See Appendix 2 for information on replacement certificates.

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## Appendix 1b: Guidance for Staff (Transition Support)

### General Staff Information

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### Primary Contact Guidance

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Both Appendix 1a – Guidance for Students and Appendix 1b – Guidance for Staff should be read in conjunction with each other.

### General Staff Information

Despite increasing public awareness of trans issues, a student, or applicant, may be worried about how the University or fellow students will respond. Students who feel unsupported may:

- feel they cannot express their gender identity openly;
- feel they have to leave without completing their programme of study and make a fresh start somewhere else to coincide with their gender identity;
- experience higher levels of anxiety, emotional distress and have a higher risk of suicide attempts and self-harm;
- be more likely to be the victims of hate crime; both on and off campus.

Due to this, it is important that any staff member who is approached by a student for support familiarises themselves with this document. Support and training is available for any staff member who requires additional guidance and information. Contact the Student EDI Officer in Student Services for more information.

### The Transition Process

This is an overview of a typical transition. Each individual's situation will vary depending on a range of factors, including whether or not a person opts for medical procedures. Staff should also be aware that this may not be the experience of non-binary trans students.

- A student knows that their gender identity is not the same as their assigned gender at birth.
- The student seeks medical advice and is diagnosed with gender dysphoria. For many students, this process is likely to have been lengthy and challenging.
- The student may inform the University that they intend to transition and express their gender in a manner consistent with their gender identity. The student is under no obligation at any stage to inform or disclose their gender identity, or their intention to transition and support can still be accessed from the University without having to disclose. There is a range of support available (see Appendices 2 and 4).

- The individual may take out a Deed Poll to change their name. KentVision 'Known As' field will trigger changes for informal use only (such as class registers) and can be completed without a formal deed poll document via a request to the Central Student Administration Office. SDS 'Name' field will trigger changes for informal use only (such as class registers) and can be completed without a formal Deed Poll document via a request to the Central Student Administration Office.
- A Deed Poll document is required for names changes to any legal documentation, such as a degree certificate.
- The transition process may include medical intervention such as hormone therapy or surgery.
- After two years of living according to their gender identity, whether or not this has included a surgical transition, the individual can apply for a [Gender Recognition Certificate](#) (GRC).
- A GRC can be awarded and the individual can be issued with a new birth certificate.

At this stage the person is now legally recognised according to their gender identity. All documents and references that have not already been changed should now be changed.

In the early stages of transition, a student may not present their gender identity on a permanent basis as they may not feel able to do so (for example they may wish for the effects of hormone therapy to become established). It can take several years for an individual to transition fully to their affirmed gender and during this time the student may experience extensive physical and emotional changes.

### Appropriate Language

The following are informal guidelines on how to interact with individuals who identify as trans and/or non-binary. A guide to terminology is included in Appendix 3.

- Treat people how they present.
- Use the name and pronoun that the person asks you to. Ask or don't use pronouns if there is any uncertainty.
- If a mistake is made with pronouns or names, make a correction and move on. The important thing is not to make a big deal out of it.
- Respect people's privacy.
- Do not ask what their 'real' or 'birth' name is. People can be sensitive about revealing information about their past, especially if they think that it may affect how they are perceived in the present.
- Do not tell other people about a person's status unless permission has been granted and it has been agreed as part of the support action plan for the student.
- If documents have to be kept that have the previous identity on them, keep them confidential.
- Respect people's boundaries. If it is felt that it is relevant and necessary to ask a personal question, first ask permission to do so. Personal questions include anything to do with an individual's anatomy, sex life, relationship status, sexual orientation and medical status (such as if an individual is taking hormone supplements).
- Listen to the individual, and, if necessary, ask how they wish to be treated.

### Gender Recognition Certificate

When a student or alumnus acquires a Gender Recognition Certificate they may contact the University and ask that their former name and gender is purged from old records. In almost all cases

this request is lawful and must be complied with so as to ensure the future privacy of their past identity.

All correspondence and old records must be kept on secure, restricted network space to preserve confidentiality. Most Schools and Departments will not hold paper records, but if they do exist then these should be destroyed or passed to the student (at their request) and replaced with new covers.

### Primary Contact Guidance

The Primary Contact is a trusted member of staff within the students' Academic School who will support the student and work with them to develop an Action Plan. It is important that this person is primarily someone who can support the student academically and, where relevant refer them to appropriate sources of emotional and social support.

### Primary Contact Guidance: Responsibilities

A Primary Contact supporting a registered student has the following responsibilities:

- To discuss with the student, without pressure and with appropriate sensitivity, how their transition may affect their study;
- To reassure the student that the University will support them during their transition, and to explain the support options;
- To respect the wishes of the student, and agree and document (in the form of a confidential action plan – see Appendix 5) how the University will provide such support;
- To store sensitive information appropriately and in accordance with data protection regulations (there are tighter controls for sensitive personal data, including transgender status, than for other personal data);
- To implement the confidential Action Plan agreed with the student, including reviewing progress, until the transition has been completed or to a point agreed with the individual;
- To obtain explicit written permission from the student before discussing their gender transition with others, for example with the Academic Adviser or Senior Tutor, or with colleagues in the Central Student Administration Office who update KentVision / SDS;
- To arrange for the update of University records at the request of, and with the explicit written permission of the student;
- To promote understanding of gender identity issues amongst other staff or students who have regular contact with the student concerned, with the students explicit written permission;
- To resolve any potential issues or conflict that could undermine support provided by the University to a transitioning student.
- To signpost the student to internal and external support services, particularly for emotional support (see Appendix 4).

A Primary Contact supporting a former student has the following responsibilities:

- To refer the former student to the Central Student Administration Office with their request to change University documents, records and systems;
- To explain to the former student that evidence of official name change (such as a Deed Poll certificate) is required in order to replace degree certificates. **Staff should not ask a student if they have a Gender Recognition Certificate as this is unlawful** (and no trans person will have one until after a transition has been completed in any case);
- In exceptional circumstances where the necessary changes cannot reasonably be made, to explain to the former student the reasonable alternative arrangements put in place, who will continue to have access to the information, and for what purpose;

- To store sensitive information appropriately and in accordance with data protection legislation.

### Primary Contact Guidance: Developing an Action Plan

The Primary Contact staff member, with the Student EDI Officer in Student Services if required, will meet with the student and offer advice on the support available to them whilst at University and during the transition process. The student may also bring a friend or family member to this meeting for support.

An Action Plan or timescale will be agreed to ensure that the appropriate steps are taken during the student's transition. Such arrangements are not intended to be prescriptive and should be confidential, with agreement on where copies are kept and who should be informed of the student's circumstances. A template Action Plan can be found in Appendix 5.

An Action Plan will enable the University to make arrangements for time off study (such as visits to the doctor, post-surgery recovery period etc.) and to agree when changes to records should be made. Any plan and timescales should remain flexible in response to the student's needs with special attention given to students in programmes of study that require them to undertake course placements, years in industry or years abroad.

This Action Plan may address:

- The date when the student intends to commence any definitive actions, such as (but not limited to):
  - Public change of gender expression
  - Medical appointments
  - Formal request for a change of name on Kent Vision / SDS
  - Hormone therapy
- What time off the student will need for medical appointments or procedures, and/or possible side-effects of medication which may have an impact on their academic performance or wellbeing. Students should be aware that module Learning Outcomes will still need to be met and any absences will need to be agreed with this in mind. If a student or School feels that the transition process is starting to have a negative impact on Learning Outcomes, then Intermission may need to be considered as an option. Students should be made aware that this process will vary between programmes of study and may be unique to their individual requirements.
- What supportive arrangements and adjustments are available to the student.
- When to inform the rest of the academic faculty and their fellow students, and whether the student would prefer to do this in person, or have it done for them and if so how they wish this to occur.
- What emotional and mental health support can be put in place for the student if they feel that they would require it, such as counselling or referrals to other relevant agencies.
- Explain how the student is covered by existing policies, such as the [Respect at Kent Policy](#).

When a student starts to express their gender identity, relevant departments and services should ensure that everything is in place to avoid any contradictory information

It is appropriate to discuss how other colleagues and students will be informed. The student may wish to do this themselves, or they may wish for this to be done for them. The student must maintain full control however, including over language, terminology and means of the information being disclosed and this should be agreed in writing before any information is circulated.

### Primary Contact Guidance: Intermission or withdrawal from a module or qualification

The University of Kent recognises if a student undergoes surgical procedures they may need to take time out of study of between one and twelve weeks, or more. A student should discuss timescales for medical treatment with their Primary Contact as early as possible so that appropriate information, advice and guidance can be given. It is important to consider financial implications as well.

A number of options may be possible, depending on the course of study being undertaken by the student, such as banking the assessment scores already completed, taking one or more years out of study, continuing to study but on a part-time basis or maintaining full-time attendance but studying different modules from those the student is currently registered on (please note that this option is normally time restricted). The student should be made aware that not all of these options will be available on all courses, depending on the academic requirements of the School, the assessment criteria, learning outcomes and other factors. The Primary Contact should explore the different options with the student and advise what the most viable course of action would be for the students' individual circumstances. Further advice and guidance can be found here [www.kent.ac.uk/teaching/qa/guidance/intermission\\_procedures](http://www.kent.ac.uk/teaching/qa/guidance/intermission_procedures)

### International Students (Tier 4)

If an international student requires a Tier 4 General Student Visa to remain in the UK during their period of study, UK Visa's and Immigration (UKVI) regulations must be taken into consideration. The University has a legal responsibility in relation to the sponsorship of international students under the points-based immigration system. Unfortunately UK Visas and Immigration offer no special Visa concessions to Tier 4 Visa holders who are transitioning.

The University is not able to continue sponsoring students on a Tier 4 Visa if they take a period of leave or intermission of more than 60 days, regardless of the reason for taking an intermission. If the intermission will result in the student being unable to complete their course within their current grant of leave then Tier 4 sponsorship will be withdrawn. After the end of the 60 day period students are expected to return to their full-time studies and continue as before.

Intermissions of more than 60 days mean students will not be engaged in studies for a significant period of time. In line with the Tier 4 Sponsor Guidance, as well as the University's [policy](#) on intermissions for Tier 4 students, the University will report students to the Home Office where an intermission is more than 60 days and the student will be expected to leave the UK. A report made to the Home Office will result in a Home Office Curtailment Letter being sent to a student which requires the student to leave the UK by a specific date.

An international student wishing to suspend their studies for more than 60 days (such as for medical reasons post-surgery) will need to leave the UK. Both the School and the student should seek advice from the Kent Union Advice Centre or GK Unions Advice Service as early as possible during the transition process. This will enable colleagues to ensure that any arrangements agreed with the student comply with UKVI requirements. Early discussions are also important because a late or unexpected decision to fly home could be affected by health considerations.

It is recognised that students may be unable to return home depending on the stage of transition, medical issues or complications which may arise. We recommend that students speak to the Advice Centre at the earliest opportunity or seek specialist immigration advice if unable to leave the UK.

***Please note that international students in the UK with a Tier 4 General Student Visa are not permitted to change to part-time study.***

***Home students' intermission restrictions may vary depending on your School and course. Please speak to your course advisor for further details.***

#### Primary Contact Guidance: Telling People

If appropriate, and with the agreement of the student, relevant colleagues in the following services may need to be informed. The Primary Staff Contact and the student should identify a list of appropriate people to tell and how, when and by whom they will be told when completing the student's Action Plan.

- Programme teams such as tutors, demonstrators and support staff
- Central Student Administration Office
- Academic Adviser
- Fellow students
- Student loans organisations
- Scholarships Office
- Congregations Office
- Postgraduate Support Office
- Undergraduate Support Office
- Student Support and Wellbeing
- Examinations Office
- Financial Support Office
- College Master's Office
- International Office
- Director of Student Services' Office
- Accommodation Office
- Library
- Sports Centre
- Kent Union Clubs or Societies
- Volunteer placements
- Work based study placement
- Year in industry placement
- Employer
- Year abroad / Year in industry placement co-ordinators

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## Appendix 2: General Advice and Guidance to support all trans students

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### TG Pals Support Group (Canterbury) and MGSDC (Medway)

There is a free, confidential peer-support group run in partnership with TG Pals for all trans, intersex and non-binary gender people at the University of Kent. The group is based at the Canterbury campus and is run by non-binary people for non-binary people. Family and partners are welcome. The group welcomes folk in drab (birth gender mode) or dressed (true gender mode). There are facilities for those who may wish to change on site. [Full details and meeting dates are available on the Student Guide.](#)

The Medway Gender and Sexual Diversity Centre (MGSDC) is based in Rochester. The centre provides counselling, peer support and sexual health and wellbeing advice for LGBTQI people and their families and friends. Full details are available on their website [www.mgsd-centre.org/](http://www.mgsd-centre.org/)

### Bullying, Discrimination and Harassment

The University of Kent aims to provide an environment which respects and values the positive contribution of all its students, enabling them to achieve their full potential and to gain benefit and enjoyment from their involvement in the life of the University.

At Kent we are creating an inclusive university community and a society where:

- People are treated with dignity, equality and respect
- Inequalities are challenged
- People are treated fairly with regards to all procedures, assessments and choices
- We anticipate, and respond positively, to different needs and circumstances so that everyone can achieve their potential

The University takes incidents of bullying, discrimination or harassment extremely seriously. Students who wish to report an incident should refer to the [Respect at Kent Policy](#) for guidance on how to do so and what action will be taken.

## Confidentiality

Confidentiality is crucial.

Inappropriate, casual discussion of a student's personal circumstances is unacceptable, as is disclosure that has not been agreed with the student. The Action Plan agreed with the student should make clear where disclosure will happen and make clear that arrangements can be changed at any time if the student so wishes. In specified circumstances, the [Gender Recognition Act 2004](#) **prohibits disclosure of the fact that someone has applied for a Gender Recognition Certificate (GRC), or disclosure of someone's gender before the acquisition of a GRC.** Such disclosure constitutes a criminal offence liable to a fine. If a student wishes to complain about the conduct of a staff member, they should refer to the [Student Complaints Procedure](#). If a student wishes to complain about the conduct of another student, they should refer to the [Regulations on student discipline in relation to non-academic matters](#).

## Accommodation

Students at Kent have access to their own study bedroom in their first year, which includes a bed, study desk and chair and clothes storage. Rooms are available in flats, houses or in corridors. Some rooms have their own en-suite facilities and others have shared shower and toilet facilities. The majority of university accommodation is mixed sex but it is also possible to request single-sex living accommodation when applying for a room via the free text box on the [online accommodation application](#) form. Trans students who would like to live in female or male only accommodation can request this via the free text box (this is allocated subject to availability and is not guaranteed however). Applicants can only apply for university accommodation once they have received a course offer and are advised to apply immediately, as rooms are allocated on a first come, first served basis.

Students, including trans students, who are already in on-campus accommodation can request to switch rooms to either mixed-sex or single-sex accommodation depending on availability. Fees for the accommodation are adjusted when students move from one room to another if they are in different price bands. Students who wish to explore this option should contact the [Accommodation Office](#).

If students have any urgent concerns with regards to their living arrangements, they should ask to meet with their [College Master](#) in the first instance to try and resolve matters. If necessary short-term emergency accommodation can be provided whilst the concern is investigated.

## Toilets and Changing Facilities

Trans students are free to use any gendered changing facility or toilet of their choice on campus, however there are gender neutral facilities if these are preferred. This includes disabled toilets if a trans student feels more confident in utilising these facilities, however trans students are not restricted to using disabled toilets, nor is it the intention to imply that identifying as trans is a disability.

The University of Kent is committed to reviewing if gender neutral facilities can be installed when a new build development is undertaken or a facility is refurbished.

Gender neutral toilets on the Canterbury campus are available in the following [locations](#).

Gendered facilities are numerous and therefore not identified. There are a limited number of gender neutral toilets on the Medway campus, although students are free to use the gendered toilet and changing facilities of their choice.

Exam invigilators will escort a student to the gendered facility of their choice in an exam situation, and in some examination locations gender neutral facilities are also available if preferred. It is not acceptable to restrict a trans student to using disabled toilets or other unisex facilities.

### Sport and Leisure Activities

The University of Kent is committed to ensuring that all students have access to sport and leisure activities whilst they are studying, recognising the importance of physical activity for both physical and mental wellbeing.

Trans students can join any sports club or society on a non-competitive basis without requiring specific advice and guidance.

The University of Kent Sports Centre at Canterbury is open and inclusive to all students. Members of the Sports Centre are free to use any gendered changing or toilet facility of their choice both in the Sports Centre and the Pavilion, although both locations have gender neutral changing and toilet facilities available if preferred.

There are no gender neutral changing or toilet facilities at Medway Park, however students are free to use the gendered changing or toilet facilities of their choice. The swimming pool changing area has communal gender neutral cubicle changing facilities.

The [Gender Recognition Act 2004](#) recognises that, in some circumstances, it may be appropriate to restrict a student from participating in certain competitive sports in their true gender identity. This is to ensure fair competition and the safety of all competitors. Such considerations are dependent on a number of physiological factors and should be decided after careful consultation with the involved parties. However the Act makes it clear that a trans person should be given the same access to sports clubs as a cis person.

Sports teams at Kent compete in a variety of national and local leagues, and the regulations and restrictions may vary across them. The [British Universities and Colleges Sport Association \(BUCS\)](#) is committed to supporting institutions in developing an inclusive, relevant and engaging sporting offer for all students. The full policy can be read [here](#). BUCS will defer to the relevant sporting national governing body's competitive regulations regarding trans students' involvement in competitive fixtures. In the first instance, trans students wishing to partake in competitive sport should speak to the [Sports Team](#) in Kent Union for tailored advice and guidance.

### Examinations and alternative arrangements

If a student thinks circumstances may make it difficult or impossible to attend an examination or assessment, for example if it is scheduled within the recovery time after surgery, then they may be able to make alternative arrangements. A student should discuss this with their Primary Contact as soon as possible. The examinations webpages has details of deadlines to request alternative or adapted arrangements [www.kent.ac.uk/csao/exams/beforetheday](http://www.kent.ac.uk/csao/exams/beforetheday)

### Careers Advice

Students should note that equality within employment is a right according to law. LGBT+ people are making advances towards achieving equality and the public consciousness has, over the last few

years, shifted in a more positive direction. As an indication of these changing attitudes, hundreds of employers, including prominent graduate recruiters, have signed up to be [Diversity Champions](#) with Stonewall.

If a student would like 1:1 careers guidance, please [make an appointment](#) with the Careers and Employability Service.

The following sites and organisations provide information and advice about your rights and help with finding LGBT+ friendly employers and jobs.

- [Gay Business Association](#) is the “*LGBT professional’s network for the UK*”. Includes directory of member companies, networking events and useful links.
- [Press for Change](#) includes lots of useful information on employment issues.
- [Stonewall](#) campaigning organisation. Includes help, advice, and a [student guide to employers](#).
- [Proud Employers](#) jobs with Stonewall Diversity Champions.
- [The Diversity Group](#) was set up, with the aim of eliminating barriers within employment, education and training for diverse groups throughout the UK.
- [ACAS](#) provides help and advice for employers and employees.

## Study Abroad

Going abroad as part of a degree is an amazing experience and a chance for a student to develop personally, academically and professionally. However, not all countries are LGBT+ friendly, and the University would strongly advise any trans student who is considering a Study Abroad programme to research their destination(s) of choice to assess the local laws, culture and environment with regards to trans and LGBT+ individuals. Safety is the most important factor to consider when making a decision. As part of this research, the University would also strongly advise a student to investigate any regulations on hormone transportation or usage in their country of choice. The University of Kent cannot advise a student one way or another in their decision, but will provide support to make an educated and informed choice that will help to assure student safety abroad and provide an incredible Study Abroad experience.

A passport will require a letter from a doctor to change a gender marker and the name can be changed with a Deed Poll certificate. However, due to the need to provide a photograph and the costs involved with updating a passport, it is recommended that this is not completed until after a full transition has been achieved. This may therefore have implications for students who wish to study abroad.

There is further useful information on the following sites:

- UK Government LGBT+ foreign travel advice: [www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice](http://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice)
- International Gay and Lesbian Travel Association: [www.iglta.org](http://www.iglta.org)
- International Lesbian, Gay, Bisexual, Trans and Intersex Association: [www.ilga.org](http://www.ilga.org)
- Gay European Tourism Association: [www.geta-europe.org](http://www.geta-europe.org)

## Year in Industry / Placements

Many courses at the University of Kent offer the option of a Year in Industry or a placement with an external organisation. Students who work within an organisations whilst on a Year in Industry or a

placement are entitled to the same rights and protections as an employee. Equality within employment is a right according to law.

It is advised that a student speaks to their Year in Industry or Placement Coordinator in the first instance to check that the organisation they are working with is LGBT+ friendly. A good starting point is to check if they have a public Equality, Diversity and Inclusivity policy and / or a Support Policy for Trans Staff. If a student is concerned about the culture of the organisation they are due to be joining, they have the right to discuss their concerns with their Year in Industry or Placement Coordinator.

Where a Year in Industry or placement is abroad, please see the advice under Study Abroad.

### Graduates Requesting Change of Status

A status letter confirms a student's full name (as noted on their student record), date of birth, course title, registration date, completion date, degree classification (if applicable) and graduation date (if applicable). Status letters for past students also state that the course was taught in English. If a student wishes to receive a new status letter in their acquired gender and name, they will also need to supply a Deed Poll certificate or other evidence of legal name change. To provide assurance regarding the validity of status letters, they are supplied on special hologrammed and tamper-proof security paper. A student can [apply for a status letter online](#) which normally costs £10.00 per copy but this fee will be waived provided that the student notifies the Central Student Administration Office of the reason for the replacement degree certificate. This information will be treated in strictest confidence.

**Please note that it is University policy not to release information for students who have a debt to the University.**

### Replacement Degree Certificates

A replacement degree certificate may only be requested if the original has been lost or destroyed (there can only ever be one degree certificate in circulation at any one time). If a student wishes to generate a replacement degree certificate with their name, they must return their current degree certificate with a copy of their Deed Poll certificate or other evidence of legal name change. A student can [apply for a replacement certificate](#) online which normally costs £20.00 but this fee will be waived provided that the student notifies the Central Student Administration Office of the reason for the replacement degree certificate. This information will be treated in strictest confidence.

# UNIVERSITY OF KENT

## Appendix 3 – Terminology

Note: Terminology in the ‘transgender’ field is constantly changing as our understanding and perceptions of gender variance develop. As such this list is subject to change and is non-exhaustive.

### Agender / Neutrois

A person who does not identify themselves as having a particular gender.

### Androgyne

A person with a gender which is simultaneously masculine and feminine but not necessarily in equal amounts. It is associated with androgyny.

### Acquired Gender

A legal term used in the [Gender Recognition Act 2004](#). It refers to the gender that a person who is applying for a gender recognition certificate (GRC) has lived for two years and intends to continue living in. Affirmed gender may be used when a person has transitioned but has decided not to apply for a GRC.

### Affirmed Gender

A more common term in describing the post-transition gender role which accords with the gender identity. ‘Affirmed’ should be used in preference to ‘acquired’; the latter is the language of the Gender Recognition Act and is more appropriately used to describe the legal gender status of the individual.

### Alter Ego

See ‘Dual Role’.

### Bigender

A person whose sense of personal identity encompasses two genders.

### Binary / Non-Binary

The gender binary is the classification of sex and gender into two distinct, opposite and disconnected forms of masculine and feminine.

Non-Binary refers to any gender that is not exclusively male or female. Individuals usually go by they / them pronouns but some will choose neo-pronouns (such as xe/xir/xirself). A similar term is genderqueer. Some common non-binary gender identities include: agender, bigender, genderfluid, androgyne and neutrois etc. It is usually considered to be under the transgender umbrella. [Research](#) by the Scottish Transgender Alliance (2015) found that 65 per cent of non-binary respondents identify as trans. Just as with trans men and trans women, non-binary people transition and live their lives in various ways – which may or may not include medically transitioning (i.e. taking hormones or having surgeries).

### Cisgender

A person whose gender identity aligns with the gender they were assigned at birth.

### Demigender

A person who feels partially, but not completely, connected to a particular gender identity.

## Demifluid

A person whose gender identity is partially fluid whilst the other part(s) are static.

## Demiflux

A person whose gender identity is partially fluid, with the other part(s) being static. This differs from demifluid as flux indicates that one of the genders is non-binary.

## Dual Role

A dual role person occasionally wears clothing and/or makeup and accessories that are not traditionally associated with the sex they were assigned at birth. Generally, dual role people do not wish to transition and do not necessarily experience gender dysphoria. Some people prefer the term alter ego. Historically the terms transvestite and cross dresser were used to describe dual role people, but they are now considered to be outdated. While some people may use the terms to describe themselves, other people may find the terms offensive.

## Gender

Gender consists of two related aspects; gender identity, which is the person's internal perception and experience of their gender; and gender role or expression which is the way the person lives in society and interacts with others based on their gender identity. Gender is less clearly defined than anatomical sex and does not necessarily represent a simple binary choice; some people have a gender identity that is neither clearly male nor female.

## Gender Confirmation Treatment / Gender Reassignment Surgery

An individual permanently transitioning usually undertakes gender confirmation treatment that includes hormone therapy and often surgery to bring the sex characteristics of the body more in line with the gender identity. The surgery is also sometimes referred to as gender (or sex) reassignment surgery. The term 'sex change' is not appropriate or polite.

## Gender Dysphoria / Gender Identity Disorder / Gender Incongruence

Gender incongruence is a medical term used to describe a person whose gender identity does not align, to a greater or lesser extent, with the sex assigned at birth. Where this causes discomfort it is known as gender dysphoria. Gender dysphoria 'is a term describing the discomfort or distress caused by the discrepancy between a person's gender identity (their psychological sense of themselves as men or women) and the sex they were assigned at birth (with the accompanying primary/secondary sexual characteristics and/or expected social gender role)' (NHS, 2013). Gender dysphoria is not considered a mental health issue but unmanaged dysphoria or the social stigma that may accompany it and any changes a person makes to their gender expression can result in 'clinically significant levels of distress' (NHS, 2013). In order to qualify for NHS medical assistance to transition, a trans person in the UK must have a diagnosis of gender dysphoria. As not all trans people have gender dysphoria this presents a significant barrier to accessing medical support and the provisions of the [Gender Recognition Act 2004](#).

## Gender Expression

See 'Gender Presentation'.

## Genderfluid

A person who does not identify themselves as having a fixed gender.

## Gender Identity

The way one identifies oneself. People have the right to self-identify from the gender spectrum, both in binary and non-binary terms.

## Gender Presentation / Gender Expression

While gender identity is subjective and internal to the individual, the presentation of one's self, either through personality or clothing is what is perceived by others. Typically, trans people seek to make their gender expression or presentation to match their gender identity, rather than their assigned gender at birth.

## Gender Reassignment / Transitioning

Gender reassignment is a process that is undertaken for the purpose of reassigning a person's gender expression by changing personal characteristics, including physiology. Any part of the process would be covered by the terminology.

## Gender Reassignment Surgery

See 'Gender Confirmation Treatment'.

## Gender Recognition Certification (GRC)

[Gender recognition certificates](#) (GRC) are issued by the gender recognition panel under the provisions of the [Gender Recognition Act 2004](#). The holder of a full GRC is legally recognised in their acquired gender for all purposes. A full GRC is issued to an applicant if they can satisfy the panel that they fulfil all the criteria outlined in the Gender Recognition Act. Applicants can be UK residents or from recognised overseas territories who have already acquired a new legal gender. The act requires that the applicant is over 18, has, or has had, gender dysphoria, has lived in their affirmed gender for two years prior to the application, and intends to live permanently according to their acquired gender status. It is never appropriate to ask a trans person for a GRC and regarded as unlawful because it breaches their right to privacy. Once a person has obtained a GRC their gender history can only be disclosed where there are explicit exceptions in law:

- in accordance with an order of or proceedings before a court or tribunal, when it is strictly relevant to proceedings
- for the purposes of preventing or investigating crime, where it is relevant
- for the purposes of the social security system or a pension scheme

## Gender Role

The social norm – the interaction with others – which gives both expression to the inner gender identity and reinforces it.

## Gender Variance

Gender variance, also referred to as gender non-conformity, is behaviour or gender expression that does not match socially constructed gender norms for men and women.

## Intersex

A general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't fit the typical definitions of female or male. Until recently, parents of intersex babies were encouraged to elect for surgery so that their child would conform to stereotypical male or female appearances. As a result, many intersex people can encounter difficulties as the gender assigned at birth may differ from their gender identity and surgery may have compromised sexual, urinary and reproductive function. Today, parents are advised to delay surgery until their child reaches puberty so that the child can inform decision-making. Some parents

do not observe this advice and attitudes will vary country by country. Not all intersex people opt for surgery, and many will consider themselves to be intersex rather than male or female. Some intersex people may decide to transition to their self-identified gender and start to identify as trans.

### Legal Sex

A person's 'legal' sex is determined by their sex on their birth certificate and the assumption made at birth is that their gender status (boy, girl) matches. For higher education institutions (HEI's) and colleges, a person's legal sex is only relevant for insurance, pension purposes and in rare cases occupational requirements. For the purposes of everyday life (including banking, personal identification and travel), a person's legal sex may not be the same as their self-identified gender. For instance, a trans woman can have identity documents such as a passport, driving licence and employment records based upon her gender as female, but still have a birth certificate which states that she is male.

### LGBT+

While being trans or having a trans history is different from sexual orientation, the forms of prejudice and discrimination directed against trans people can be similar to those directed against lesbian, gay, bisexual plus (LGB+) people and historically the two communities have coexisted and supported each other. As a result, advocacy and support groups often cover LGBT+ issues. Trans people can also identify as LGB+.

### Neutrois

See 'Agender'.

### Non-Binary

See 'Binary'.

### Pangender

A person who identifies themselves as a member of all genders.

### Polygender

A person whose experiences multiple gender identities either simultaneously or varying between them.

### Pronoun

A pronoun is the term used to refer to somebody for example she/her/hers/herself or he/him/his/himself. Gender-neutral pronouns include

- they/them/their/themselves
- che/chim/chis/chimself
- E/Em/Eir/Eirs/Emself
- Per(person)/pers/perself
- Xe/ hir/ hirs/ hirsself

### Real Life Experience

'Real-life experience' or 'experience' are the terms used by the medical profession and refers to the period in which an individual is required to live, work and study full time in their affirmed gender before they can undergo genital surgery. Previously the requirement applied to hormone replacement as well as genital surgery. Some trans staff and students may be asked by a gender identity clinic to provide confirmation from their institution that they are undertaking real-life experience or experience.

## Self-Identified Gender

The gender that a person identifies as. The trans community is campaigning for UK law to be based on self-identification as is currently the case in other European countries.

## Sex

Refers to the differences in physiology (e.g. reproductive organs) and brain characteristics that lead to a person being categorised as male, female or intersex. This is distinct from gender identity.

## Sexual Orientation

Sexual orientation is a separate area from gender identity. Sexual orientation is associated with the sexual attraction between one person and another, which is different from the internal knowledge of one's own identity.

## Trans

An inclusive term for those who identify themselves as transgender. The word 'trans' can be used without offence to cover people undergoing gender transition; people who identify as someone with a different gender from that assigned at birth but who may have decided not to undergo medical treatment. This term should be used as an adjective.

## Transition

The term used to describe the process of the permanent change of gender role in all spheres of life; family, study, work, leisure pursuits and society generally. The gender identity does not change when a person transitions; the gender role and appearance come into alignment with it.

## Transitioning

See 'Gender Reassignment'.

## Transgender

An umbrella term for people whose gender identity and/or gender expression differs from their assigned gender at birth.

## Trans History

A person with a trans history will have transitioned to their self-identified gender. Consequently, they may no longer identify as a trans person, and simply see their transition as one part of their history.

## Transphobia

Transphobia is a term used to describe the fear, anger, intolerance, resentment and discomfort that some people may have as a result of another person being trans. This can result in discrimination, harassment, victimisation and hate crime.

## Trans Man / Trans Woman

A Trans Man is a man who was assigned female at birth. A Trans Woman is a woman who was assigned male at birth.

## Trigender

A person who identifies as three genders.

## Words not to use

### Cross-Dresser

See 'Transvestite'.

### Drag Queen

A male who wears female clothing for public performance. Not to be confused with transvestite as a drag queen is in reference specifically to performers. Also not to be confused with transgender or transsexual as drag queens are typically cisgender and have no desire to change their sex. This is not a term that should be used unless specifically asked to do so by an individual.

### Queer

In the past a derogatory term for LGBT+ individuals. The term has now been reclaimed by LGBT+ young people in particular who don't identify with traditional categories around gender identity and sexual orientation but is still viewed to be derogatory by some. LGBT+ people may identify themselves or their peers as queer, but should never be described as queer by someone outside the community.

### Sex Change

Sex refers to the differences in physiology (e.g. reproductive organs) and brain characteristics that lead to a person being categorised as male, female or intersex. This is distinct from gender identity. The gender identity does not change when a person transitions; the gender role and appearance come into alignment with it, therefore the term sex change is not appropriate or polite.

### Transvestite

A person (typically male) who derives pleasure from dressing in clothes primarily associated with the opposite sex. Transvestite should not be confused with transgender or transsexual as individuals are normally cisgender and have no desire to change their sex. To refer to a transgender individual as a transvestite is typically seen as derogatory. Transvestite is also not to be confused with Drag Queen as that term is specifically for performers.

### Transsexual Person

This term is gradually being replaced with more acceptable terminology and now only refers to a person who psychologically identifies with the opposite sex **and** may seek medical intervention to live as a member of this sex especially by undergoing surgery and hormone therapy to obtain the necessary physical appearance (such as by changing the external sex organs).

# UNIVERSITY OF KENT

## Appendix 4 – Support and Advice Reference Guide

This guide will outline what specific sources of advice and support are available to students, or students who have partners, who are transitioning, have transitioned or are intending to transition.

### Health Advice

- The University Medical Centre in Canterbury is an on-campus specialist GP practice providing medical care tailored to meet all the health needs of students at the University [www.umckent.co.uk/](http://www.umckent.co.uk/)
- The Sunlight Centre Surgery, Medway is a specialist GP practice providing medical care tailored to meet all the health needs of students at Medway [www.sunlightsurgery.co.uk](http://www.sunlightsurgery.co.uk)
- Private GP.
- Medway Gender and Sexual Diversity Centre (MGSDC). MGSD, in partnership with local community based organisations provide access to counselling services, peer support and health and wellbeing services for LGBT+ people [www.mgsd-centre.org/](http://www.mgsd-centre.org/)

### Academic Advice

- University of Kent Academic Advisers are provided for all undergraduate students at Kent to support their academic and professional development, encourage students to develop their independent learning and personal planning skills and raise awareness of the opportunities available to students for developing graduate attributes and skills.
- University of Kent Postgraduate Academic Supervisor perform the same function as an Academic Adviser but for postgraduate students.
- University of Kent School Student Support Officers are there to provide you with support and advice throughout your academic career.
- University of Kent Study Abroad Placement Co-ordinator are there to support students in coordinating their Study Abroad placement.
- University of Kent Year in Industry / Placement Co-ordinator are there to support students with coordinating their Year in Industry or Placement.
- University of Kent Central Student Administration Office provides support for all student record changes.

### General Support / Advice

#### Student / Kent Union led

- Kent Union LGBT+ Student Society (Canterbury); student run support and entertainment group for LGBT+ students at Kent based at Canterbury [www.ukclgbt.org.uk/](http://www.ukclgbt.org.uk/)
- GK Union's LGBT+ Student Society (Medway); student run support and entertainment group for LGBT+ students at Kent based at Medway [www.facebook.com/LGBTMedway/](http://www.facebook.com/LGBTMedway/)
- Part-Time Officers (LGBT+ Officer Open Place, LGBT+ Officer Trans Place, LGBT+ Officer Women's Place); represent and support the needs and interests of specific groups of students [www.kentunion.co.uk/representation/officers;](http://www.kentunion.co.uk/representation/officers;)

- Advice Centre; have appointments or a drop-in service available for students on a wide range of issues [www.kentunion.co.uk/welfare/advice-centre/](http://www.kentunion.co.uk/welfare/advice-centre/)
- Kent Union Welfare Officer; full-time elected Officer who represents the needs and interests of students across a variety of welfare issues [kentunion.co.uk/representation/officers](http://kentunion.co.uk/representation/officers)
- Nightline (01227 824848) ; free, confidential peer-to-peer student run telephone / e-mail / IM service for students in crisis or who just need someone to talk to [canterbury.nightline.ac.uk](http://canterbury.nightline.ac.uk)

#### University Led

- University of Kent Student Support and Wellbeing services based at Canterbury and Medway provide support, advice and guidance to students with disabilities and students with mental health conditions, as well as students in crisis [www.kent.ac.uk/studentwellbeing/](http://www.kent.ac.uk/studentwellbeing/)
- College Master's and Master's Assistants; provide you with support and advice throughout your academic career: [www.kent.ac.uk/student-services/masters/index](http://www.kent.ac.uk/student-services/masters/index)
- School Student Support Officer; provide you with support and advice throughout your academic career.
- TG Pals Support Group (Canterbury); free, confidential peer-support group run in partnership with TG Pals for all trans, intersex and non-binary gender people at the University of Kent [www.kent.ac.uk/student-services/equality](http://www.kent.ac.uk/student-services/equality)
- Accommodation Office; support students with all on-campus accommodation enquiries [www.kent.ac.uk/accommodation/](http://www.kent.ac.uk/accommodation/)
- Careers and Employability; provide advice and guidance to students when considering their career options [www.kent.ac.uk/ces/](http://www.kent.ac.uk/ces/)
- Chaplaincy; provide spiritual support and guidance to students across a range of faiths [www.kent.ac.uk/chaplaincy/](http://www.kent.ac.uk/chaplaincy/)
- LGBT+ Staff Network; support network for LGBT+ staff at the University of Kent [blogs.kent.ac.uk/lgbtstaff/](http://blogs.kent.ac.uk/lgbtstaff/)
- Student EDI Officer; a full-time staff position within Student Services focused on developing support services and structures for students across a range of protected characteristics [www.kent.ac.uk/student-services/staff/index](http://www.kent.ac.uk/student-services/staff/index)

#### Local / National Charities

- Medway Gender and Sexual Diversity Centre (MGSDC); in partnership with local community based organisations provide access to counselling services, peer support and health and wellbeing services for LGBT+ people [www.mgsd-centre.org/](http://www.mgsd-centre.org/)
- Beaumont Society; national self-help body run by and for the transgender community [www.beaumontsociety.org.uk](http://www.beaumontsociety.org.uk)
- Pink Therapy; independent therapy organisation working with gender and sexual diversity clients [pinktherapy.mobi/](http://pinktherapy.mobi/)
- GIRES; Gender Identity and Research Education Society, support and information for trans people, their families and the professionals who care for them [www.gires.org.uk/](http://www.gires.org.uk/)

# UNIVERSITY OF KENT

## Appendix 5 – Action Plan for supporting a student during transition

### PRIVATE AND CONFIDENTIAL

Please work through this Action Plan together, referring to the Trans Student Support Policy for advice and guidance. This Action Plan is not to be shared with any individuals other than those identified by the Primary Contact and the student.

#### Student Contact Information

Legal name of student	
Name of student	
Student ID Number	
Student email address	
Academic School	
Year of Study	
Degree	
Name of Academic Adviser	
Name of Senior Tutor	
Is the student a Tier 4 student?	

#### Record of initial meeting

Name of Primary Contact	
Date of meeting	
Are there any concerns in particular that the student wishes to cover as part of this Support Action Plan?	

## KentVision / Student Data System changes agreed

Known As / Name to appear on KentVision / SDS	
Gender marker to be changed to:	Male      Female      Other
Title to be changed to:	
Does the email address need to change?	

## Agreed Timescales

**Date when the student intends to commence any 'real-life experience', which may include the expected point or phase of a change of name, title, personal details and stated gender.**

**Date when the student will start hormone therapy**

**What amendments will be required to records and systems? Who is responsible for these and when will they be completed by?**

System	By When	Primary Contact action	Student action
KentVision / SDS			
Email address			
Kent Student ID Card			
Online records / e-portfolio			
UCAS form			
Finance records			
Enrolment form			
Programme and module list			
Academic Adviser record			
Job Shop / Employer record			

Student Support and Wellbeing records			
Volunteering / Mentoring record			
Certificates			
Club / Society membership record			
Finance and banking details for University fees			
Scholarship / Grant record			
Benefits office			

**Does the student wish to inform fellow students and staff themselves, or have this done for them? What language and terminology would the student like to be used?**

<b>Who needs to be informed?</b>	<b>By When</b>	<b>Primary Contact action</b>	<b>Student action</b>
Programme teams (tutors, demonstrators, support staff)			
Central Student Administration Office			
Academic Adviser			
Fellow students			
Student Loans Company			
Local Education Authority			
Scholarships Office			
Congregations Office			
Postgraduate Support Office			
Undergraduate Support Office			
Student Support and Wellbeing			
Examinations Office			
Financial Support Office			

College Master's Office			
International Office			
Director of Student Services' Office			
Accommodation Office			
Library			
Sports Centre			
Kent Union Clubs or Societies			
Volunteer Placements			
Work based study placement			
Year in industry placement			
Employer			
Year Abroad Year in Industry placement co-ordinators			

### Academic Decisions

**Does the student wish to continue their course of study, intermit or come to some other arrangement (e.g. part time study?) If yes, are there funding implications to be considered?**

**What time off will the student need for medical or surgical appointments or procedures?**

<b>Appointment Date</b>	<b>Length of anticipated time away from the University</b>

**Do these dates affect assignment deadlines, examinations or other academic commitment?**

Date	Assignment / examination / academic commitment clash

**Are there medical side effects anticipated that should be considered?**

**Are there any reasons why these changes cannot be implemented for the student? If so, what reasonable adjustments will be put in place?**

**Does the student need to submit an academic concessions form? If yes, when does this need to be submitted by?**

**Is the student intending to work a year in industry? If yes, what action needs to be taken?**

**Is the student intending to go on placement? If yes, what action needs to be taken?**

**Additional Support**

**Will training or a briefing be required for fellow students or staff members?**

**Does the student wish to be referred to Student Support and Wellbeing or other agency for additional support?**

**Does the student have an existing ILP in place? If yes, will this need adjusting?**

**If the student is in University accommodation, is alternative accommodation required?**

### Tier 4 students

**Does the student wish to suspend their study for more than 60 days? If so, the student has been informed that doing so will result in the University withdrawing their sponsorship and the University will have an obligation to inform the Home Office.**

**Does the student require specialist Visa advice?**

### Postgraduate Students

**Does the student wish to suspend their study? If yes, are there implications with regards to scholarships, research grants or other sources of funding?**

### Action Plan Review

Dates of future meetings (*please note that the student is entitled to as many review meetings as required in order to ensure a positive University experience*)

<b>Review meeting</b>	<b>Date and Time</b>	<b>Meeting Notes and agreed actions</b>
Review meeting 1		
Review meeting 2		

**Agreed named individuals with whom this Action Plan can be shared**

Review meeting 3		

### Checklist

- Student has been informed that evidence of official name change (such as a Deed Poll certificate) is necessary for legal documents such as degree certificates
- Student has been provided with a copy of the Trans Student Support Policy
- Student has been provided with a signed and dated copy of the Action Plan

### Declarations of Agreement

I (insert name of student) hereby consent for (insert name of Primary Contact) to change my University documents, records and systems as agreed above.

Signed (student) Date:

Signed (Primary Contact) Date:

I (insert name of student) hereby consent for (insert name of Primary Contact) to disclose information to staff members at the University of Kent as and when required, where doing so is necessary to facilitate my personal Action Plan.

Signed (student) Date:

Signed (Primary Contact) Date:

I (insert name of student) hereby consent for the University of Kent to store this Action Plan confidentially, and in accordance with the Data Protection Act.

Signed (student) Date:

Signed (Primary Contact) Date:

## Appendix 6: Legal Framework

### Legal Framework

Two key pieces of legislation have direct relevance to gender identity issues; the Equality Act 2010 and the Gender Recognition Act 2004. Further detailed information on the legal background can be found in the ECU guidance '[Trans staff and students in HE and colleges: improving experiences](#)'. This guidance will assist staff to increase their awareness of gender identity issues and covers the background and process of gender reassignment; the legal framework, practical matters to consider and responsibilities involved when supporting a person who is transitioning. In addition the Data Protection Act (1998) outlines the protocols that need to be followed to protect sensitive personal data.

### Equality Act 2010

As part of the Equality Act 2010, the Act protects employees against harassment, victimisation and discrimination on the basis of gender reassignment whilst they are in employment. The Act fundamentally protects a person at all stages of their gender reassignment (whether they are planning to transition, are in the process of transitioning or have transitioned). The Act also protects:

- Trans people who are not under medical supervision;
- People who face discrimination through being perceived by others as trans;
- People who are discriminated against by being associated with someone who is in the process of transitioning or has transitioned.

Importantly, the EHRC technical guidance states that 'under the [Equality] Act gender reassignment is a personal process...rather than a medical process. Protection applies from the moment the person indicates their intention to start the reassignment process, even if they subsequently change their mind. The act does not require someone to undergo medical treatment in order to be protected' (EHRC, 2012)

### Gender Recognition Act 2004

The Act allows people who have completed their transition and meet certain criteria to apply for a Gender Recognition Certificate. This certificate allows them to change their identity, for example, by obtaining a birth certificate in their acquired gender, or marrying in their acquired gender. The Act makes it a criminal offence to pass information about a person's trans status to a third person without the consent of the trans person.

### Data Protection Act 1998

Information about a person's transgender status is considered 'sensitive personal data' and is subject to tighter controls than other personal data. Explicit consent is required before it can be processed.

- Personal data must be looked after properly following the eight data protection principles, which include ensuring personal data is accurate, secure and processed fairly and lawfully.
- Failure to change a person's title, name and gender when requested could lead to the following offences under the Act:
  - Disclosure of personal information that is used, held or disclosed unfairly, or without proper security;

- Failure to ensure personal information is accurate and up-to-date;
- Processing of data likely to cause distress to the individual.