

# Trans and non-binary guidance

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## [Policy on protecting and supporting Trans, gender fluid and Non-Binary Staff and Students](#)

### Identity, names and records management

In the UK if you wish to be known by a different name you can change the name you prefer to be publicly known by at any time - you can change your forename or surname, add names or rearrange your existing names.

In most day-to-day scenarios, there is no requirement to follow a formal legal process in order to start using a new name or gender. It is not necessary for you to have officially registered a change in gender or name in order for you to assume, and go about your daily life in your affirmed gender at De Montfort University.

The university will be able to update public facing identifiers, such as identity cards, e-mail addresses and postal addresses. However, the university may not be able to update some records (such as pension's records) unless the name change has been legally registered and/or new identity documents provided – this includes the issuing of degree certificates.

A trans person does not need a gender recognition certificate (GRC) in order to change their publicly used name and title and it is unlawful to ask for one. There are several legal processes that can be followed to legally change a name. Organisations such as Gendered Intelligence provide helpful guidance on this matter: <https://genderedintelligence.co.uk/projects/kip/transitioning/name.html>

The cost of revising DMU cards, signage and where appropriate re-issuing DMU degree certificates will be met by the university (see guidance below).

**To update your records, you can contact:**

**Students:**

Step	Who to inform?	What will they do?
A – Changes to systems	A trusted contact, e.g. personal tutor or other student.	<p>With your written consent, liaise with the Deputy Director of Student and Academic Services.</p> <p><b>Note: you do not have to inform a contact – you can contact the Deputy Director of Student and Academic Services directly (Jon Lees – <a href="mailto:jlees@dmu.ac.uk">jlees@dmu.ac.uk</a>) if you wish.</b></p>
	Deputy Director of Student and Academic Services (Jon Lees – <a href="mailto:jlees@dmu.ac.uk">jlees@dmu.ac.uk</a> )	<p>The Deputy Director of Student and Academic Services (or their nominee) will discuss options with you and agree from the outset how you would like the name change, or information sharing about transitioning to your affirmed gender identity to be managed.</p> <p>With your written consent, liaise with the minimum number of people to make the name change requested. This includes the Faculty Data Manager (FDM) (or nominee if they are away from work) who is able to make the system changes, including attendance monitoring registers. The FDM contacts a named individual in Student and Academic Services who arranges for a new card to be produced free of charge. One person in the Awards team is also contacted who will ensure that the graduation brochure and name read out reflect your new identity (even though the certificate contains your legal name). Permission, in writing, is required to enable liaison with other staff.</p> <p>The staff members informed will be limited to those who are absolutely necessary to make changes to records and systems, and all information will be treated in the strictest confidence.</p> <p>Where original documentation cannot be updated, this will be accessible only by the relevant member of the Student and Academic Services team.</p>
B – Confirmation of changes		<p>The FDM or Deputy Director of Academic Services will confirm the changes have been made.</p> <p>Your class registers will be updated in your new name.</p>

**Staff:**

Step	Who to inform?	What will they do?
A – Changes to systems	Trusted contact, for example, a manager or a colleague.	With your written consent, liaise with the relevant HR Partner. <b>Note: you do not have to inform a contact – you can contact your HR Partner (list below) yourself if you so wish.</b>
	Your HR Partner (listed in contacts below)	With your written consent, liaise with the minimum number of people to make the name change requested. The numbers of other staff informed will be limited to those which are absolutely necessary to make changes to records and systems, and all information will be treated in the strictest confidence. Permission, in writing, is required to enable liaison with other staff.  The records which the university will update will be discussed with you. The records in scope for updating will vary according to the details of the individual situation, and will be limited if an amendment to the birth certificate has not been registered. This limitation extends only to confidential HR records and will not impinge on the member of staff from going about their daily work in their affirmed gender.
B – Confirmation of changes		Estates will contact you regarding your new identity card.  ITMS will confirm the relevant changes have taken place.

## Contacts

**Deputy Director of Student and Academic Services:**

Jon Lees – [jlees@dmu.ac.uk](mailto:jlees@dmu.ac.uk)

**Head of Admissions (NB if you're a prospective student, please see LINK):**

Helen Mercado - [hmercado@dmu.ac.uk](mailto:hmercado@dmu.ac.uk)

**Faculty Contacts:**

Art, Design and Humanities - [adhadvice@dmu.ac.uk](mailto:adhadvice@dmu.ac.uk)

Business and Law - [studentadvicecentre@dmu.ac.uk](mailto:studentadvicecentre@dmu.ac.uk)

Computing, Engineering and Media - [cemadvicecentre@dmu.ac.uk](mailto:cemadvicecentre@dmu.ac.uk)

Health and Life Sciences - [hls.advicecentre@dmu.ac.uk](mailto:hls.advicecentre@dmu.ac.uk)

Doctoral College - [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)

Student Gateway - [studentservices@dmu.ac.uk](mailto:studentservices@dmu.ac.uk)

**HR Partners:**

Nikki Seymour-Smith [nbradshaw@dmu.ac.uk](mailto:nbradshaw@dmu.ac.uk) – Art, Design and Humanities, Finance, Library and Learning Services, POD

Upexa Mistry [upexa.mistry@dmu.ac.uk](mailto:upexa.mistry@dmu.ac.uk) – Business and Law, Estates and Commercial Services, International Office, Marketing and Communications

Gemma Goodman [gemma.goodman@dmu.ac.uk](mailto:gemma.goodman@dmu.ac.uk) – Computing, Engineering and Media, Governance and Legal Services, ITMS, Strategic Planning Services

Steve Barrow [steve.barrow@dmu.ac.uk](mailto:steve.barrow@dmu.ac.uk) – Enterprise and Business Services, Health and Life Sciences, Research Services, Social Impact and Engagement, Stephen Lawrence, Research centre, Student and Academic Services

#### **Assistant Director of HR:**

Bridget Donoghue [bridget.donoghue@dmu.ac.uk](mailto:bridget.donoghue@dmu.ac.uk)

#### **The Equality and Diversity Team:**

[equality@dmu.ac.uk](mailto:equality@dmu.ac.uk) – access to which is limited to Tel Chadha (EDI Policy, Projects and Communications Officer), Sophie Holder (Executive Officer EDI), Antonia Jackson (Senior EDI Advisor) and Chris Hall (Head of EDI)

#### **Security:**

Telephone: 0116 2577642 (extension 7642), 24 hours a day, 7 days a week.

Email: [security@dmu.ac.uk](mailto:security@dmu.ac.uk)

#### **No Space for Hate:**

0116 207 8309 and then press option 3 or email them [nsfh@dmu.ac.uk](mailto:nsfh@dmu.ac.uk). The team offer advice around wellbeing, reporting, academic support and much more. These will be monitored Monday-Friday, 9.30am-5pm. Outside of this time you can contact the Security Team: 0116 257 7642. They are available 24 hours a day, seven days a week.

## **Guidance on Announcing transition**

An individual should decide whether they want to announce their transition to colleagues and peers. Should an individual wish to inform others, DMU can assist the individual with making the announcement or make it on their behalf, according to their wishes and preference.

The HR Partner or Deputy Director of Student and Academic Services (or their nominee) will discuss and agree with the staff member or student respectively the date from which their name and gender is changed on records, website records, payroll details, identification passes etc.

The date, mode and scope of the announcement should be agreed with the individual in advance, and take account of the timeline required for updating of records and related processes, for example the creation of new ID cards.

#### **Staff**

All staff should feel able to support trans staff and students in line with our approach to providing a supportive working and studying environment.

Should any member of staff need to communicate to others information on the gender identity of the person being supported, permission is required, ideally in writing, from the trans member of staff or the student. This is as the trans persons right to privacy is strongly protected by the legislation set out in the policy.

Staff who wish to notify the university that they wish to change the information the university holds on their gender identity and / or name should normally contact their relevant HR Partner. Should they prefer, the staff member transitioning can also notify a trusted colleague and ask them to liaise with the HR Partner on their behalf.

The HR Partner will discuss options with the member of staff concerned and agree from the outset how the transition at work will be managed. Where original documentation cannot be updated, this will be accessible only by the relevant HR Partner and the Assistant Director of Human Resources.

The university will take all reasonable care to support an individual transition within the systems it has control over. The university is unable to act on behalf of an individual outside of the auspices of DMU,

but will provide support and guidance to members of staff in relation to the steps that they may wish to consider taking themselves, for example in relation to contacting pension providers.

## Students

All staff should feel able to support trans students in line with our approach to providing a supportive working and studying environment.

Should any member of staff need to communicate to others information on the gender identity of the student being supported, permission is required in writing from the trans student. This is as the trans members right to privacy is strongly protected by the legislation set out in the policy.

Students that wish to formally notify the university of an intended change in their gender identity and / or name should contact the Deputy Director of Student and Academic Services. Should they prefer, the student who is transitioning can also notify their personal tutor or another trusted member of staff and ask them to liaise with the Deputy Director of Student and Academic Services on their behalf.

The university will take all reasonable care to support an individual transition within the systems DMU has control over. The university is unable to act on behalf of an individual outside of the auspices of DMU.

## Support

De Montfort University recognises that any student can need support or a helping hand during their time at university. The Student Finance and Welfare Team offer support and advice on a range of queries concerning fees, finances and funding, housing matters and general administrative queries. Details of the support available can be found on the Student Gateway section of DMU's website.

### Student Support:

No Space for Hate:

If you have been a victim or a witness to an incident and require urgent support now please call 999.

To speak to a member of the No Space for Hate team you can call them 0116 207 8309 and then press option 3 or email them [nsfh@dmu.ac.uk](mailto:nsfh@dmu.ac.uk). The team offer advice around wellbeing, reporting, academic support and much more.

These will be monitored Monday-Friday, 9.30am-5pm. Outside of this time you can contact the Security Team: 0116 257 7642. They are available 24 hours a day, seven days a week.

We understand not everyone will want to formally report their experiences which is why we have developed [this anonymous form](#). The university will not be able to investigate any reports received via this form, however you telling us about what has happened helps us monitor the prevalence and type of issues DMU students are experiencing in order that we can make better use of resources available and ensure that our training programmes and initiatives are being targeted to the appropriate areas.

We have a relationship with [Victim First](#), which also has support options you can access Monday-Friday, 9am-6pm. Their caseworkers offer free, confidential and independent advice and tailored support to meet your needs. You can contact them via webchat, phone 0800 953 9595 or email [support@victimfirst.pnn.qiv.uk](mailto:support@victimfirst.pnn.qiv.uk).

Student Space have recently announced several new national support options for students from diverse backgrounds the following support for [Trans students](#) which DMU students can access. Support is available via text, phone, email or webchat for issues including money, mental health, study, housing, relationships and more. Click on the links below or [visit the Student Space website for more information](#).

### **The Mandala Project:**

The Mandala Project can signpost DMU Students towards practical support if you have experienced;

- Sexual violence, including rape and sexual assault
- Domestic abuse including so called 'honour crime', forced marriage and coercive control
- Sexual harassment including stalking, unwanted contact, abusive language and behaviours on campus which create an intimidating environment

Contact: By phone on 0116 207 8309 or [themandalaproject@dmu.ac.uk](mailto:themandalaproject@dmu.ac.uk) to arrange your appointment. We aim to respond to your query as soon as possible and are available on temporarily reduced hours from 9.30am -5pm on weekdays when DMU is open. Outside of these times please call DMU Security on 0116 2577642.

For further information, please visit: <https://www.dmu.ac.uk/current-students/student-support/wellbeing-disability/mandala-project/index.aspx>

### **Further Student Support:**

The LGBTQ+ Student Society: <https://www.demontfortsu.com/organisation/lgbtsociety/>

Information on further student services and support is available on the Student Gateway section of the DMU website.

### **Staff Support:**

Staff should contact their HR Partner for advice. As a source of additional support, the Employee Assistance Programme is available for all staff. This trans inclusive service provides 24 hour telephone counselling, and financial information services: [EAP portal](#) Staff can access all relevant policies on the staff intranet.

We also have a staff network for LGBTQ+ and allies staff – to join, e-mail [equality@dmu.ac.uk](mailto:equality@dmu.ac.uk)

Acas provides help and advice for employers and employees and is a trusted resource of the legal community. It has produced guidance on gender reassignment and trans rights at work: [www.acas.org.uk](http://www.acas.org.uk)

AdvanceHE provides resources unique to higher education. Guidance specific to trans staff and students are available on their website [www.advance-he.ac.uk](http://www.advance-he.ac.uk). ECU has also produced the following list of organisations that can provide information or support.

The Equality and Human Rights Commission is the statutory body responsible for protecting, enforcing and promoting equality across nine protected characteristics – age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, and sexual orientation: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

The Gender Identity Research and Education Society initiates, promotes and supports research, particularly to address the needs of people who have a strong and ongoing desire to live and be accepted in the gender in which they identify, although different from that assigned at birth: [www.gires.org.uk](http://www.gires.org.uk)

Gendered Intelligence is an organisation which provides support, training and resources for all those who work with and support trans people as employees, colleagues, students, pupils or clients; youth groups, activities and support for young trans people up to the age of 25; and works extensively in schools, colleges and universities with both staff and students offering mentoring, workshops and training: [www.genderedintelligence.co.uk](http://www.genderedintelligence.co.uk)

The Leicester LGBT Centre is a voluntary organisation established in Leicester to support LGBTQ+ people in Leicester, Leicestershire and Rutland. They aim to provide safe, accessible and appropriate services, and support to combat social isolation, exclusion and discrimination that LGBT people face. They aim to promote a positive environment that empowers those are LGBTQ+ and educate those who are not. [www.leicesterlgbtcentre.org](http://www.leicesterlgbtcentre.org)

# Language and Terminology

In order to support trans equality and inclusion, it is important to be aware and understand the variety of terms that may be used both socially and legally.

Terminology changes and its use can be highly individualised. It is important to be aware of trends in language, as a staff member or a student may associate with a term perceived by some, even members of the same community, to be inappropriate. This applies to all characteristics. Unless the language used is widely accepted to be offensive, it is the prerogative of the person who belongs to a particular group to use the language that they identify with.

This glossary utilises guidance produced by the Equality Challenge Unit (now part of AdvanceHE) as part of their 2016 guidance 'Trans staff and students in HE and colleges: improving experiences'.

Permission has been granted for its use in this guide. Any further reproduction should comply with AdvanceHE's copyright statement which is available on the AdvanceHE website. Further information has been drawn from <https://www.stonewall.org.uk/help-advice/faqs-and-glossary/glossary-terms> and [www.glaad.org/reference/transgender](http://www.glaad.org/reference/transgender).

## **Affirmed gender**

An individual's true gender identity, rather than that which they were assigned at birth.

## **AFAB/AMAB**

Assigned female at birth and assigned male at birth – terms preferred to biological/born/bodies male/female.

## **Cisgender**

A term used to describe people who are not trans, non-binary or gender fluid. Cisgender is based on the Latin prefix cis which means 'on this side of'. The Latin prefix trans means 'across from' or 'on the other side of'. The use of cisgender is debated within the trans community and some people prefer the term non-trans as it familiarises the use of the term trans (see below).

## **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. While some people may still use these terms to describe themselves, other people may find the terms offensive.

## **Gender and gender identity**

A person's internal, deeply held sense of their gender. For trans people, their own internal gender identity does not match the sex they were assigned at birth. Most people have a gender identity of man or woman (or boy or girl). For some people, their gender identity does not fit neatly into one of those two choices (see non-binary and/or genderqueer below.) Unlike gender expression (see below) gender identity is not visible to others.

## **Gender dysphoria**

In 2013, the American Psychiatric Association released the fifth edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-V) which replaced "Gender Identity Disorder" with Gender Dysphoria, and changed the criteria for diagnosis. The necessity of a psychiatric diagnosis remains controversial, as both psychiatric and medical authorities recommend individualised medical treatment through hormones and/or surgeries to treat gender dysphoria. Some transgender advocates believe the inclusion of Gender Dysphoria in the DSM is necessary in order to advocate for health insurance that covers the medically necessary treatment recommended for some trans people.



In order to qualify for NHS medical assistance to medically 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.

### **Gender expression**

External manifestations of gender, expressed through a person's name, pronouns, clothing, haircut, behaviour, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture. Typically, trans people seek to align their gender expression with their gender identity, rather than the sex they were assigned at birth.

It is best practice to not assume someone's gender identity on the basis of their gender expression. If you are not sure, it is best to ask a person how they would like to be addressed, however before doing so you should consider whether a gendered pronoun need to be applied at all.

### **Gender reassignment**

The legal term used in the Equality Act to describe the protected characteristic of anyone who 'proposes to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex' (Equality Act, 2010).

This is the protected characteristic that protects trans people from discrimination, victimisation and harassment in employment, education and when using services. Importantly, the act requires no medical supervision or interventions for a trans person to be afforded protection.

### **Gender recognition certificate**

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 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 an amendment to their 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 gender status.

It is never appropriate to ask a trans person for a GRC and to do so is 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 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.

### **Gender fluid**

People who are gender fluid may have gender identities that fluctuate, they may identify as having more than one gender depending on the context (e.g. bi-gender or pangender), feel that they have no gender (e.g. agender, non-gendered), or they may identify gender differently (e.g. third gender (e.g. Hijra), genderqueer).

### **Hijra**

A term used in Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and the Maldives to mean a person whose gender identity is neither male nor female, typically assigned male at birth whose gender expression is female. Hijra are recognised as a third gender by the state of India and are able to register as such on official documents.



## **Intersex**

An umbrella term used for people who are born with variations of sex characteristics, which do not always fit society's perception of male or female bodies. Intersex is not the same as gender identity or sexual orientation.

## **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) a person's legal sex is only relevant for insurance, pension purposes and in very limited scenarios, occupational requirements.

For the purposes of everyday life 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.

## **Non-binary**

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

## **Pan**

Pan refers to a person whose romantic and/or sexual attraction towards others is not limited by sex or gender

## **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/ hirself

See [LINK](#) for further information on the importance of pronouns

## **Real-life experience or experience and affirmed**

'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/or study full-time in their affirmed gender before they can undergo genital surgery. The requirement applied to hormone replacement as well as genital surgery, but is now diminishing in practice. 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. Many trans people now use the word 'affirmed' rather than 'experienced' to refer to their own gender identity.

## **Self-identified gender**

The gender that a person identifies themselves as. The trans community is campaigning for UK law to be based on self-identification as is currently the case in many other European countries. AdvanceHE recommends that HEIs recognise a student or staff member's self-identified gender.

## **Sex**

The classification of a person as male or female. At birth, infants are assigned a sex, usually based on the appearance of their external anatomy. (This is what is written on the birth certificate.) A person's sex, however, is actually a combination of bodily characteristics including: chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics. Please also refer to 'Intersex', above.

## **Sexual Orientation**

Describes a person's enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Trans people may be straight, lesbian, gay, bi, or queer. For example, a person whose affirmed gender is female, and is solely attracted to men would typically identify as a straight woman.

## **Trans (adj.)**

An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender. Some of those terms are defined below. It is good practice to use the descriptive term preferred by the person. Many trans people are prescribed hormones by their doctors to bring their bodies into alignment with their gender identity. Some undergo surgery as well. But not all trans people can or will take those steps, and a trans identity is not dependent upon physical appearance or medical procedures.

The term may include, but is not limited to, trans men/boys and women/girls, non-binary people and dual role people. Not all people that can be included in the term will associate with it.

The terms trans should only be used as an adjective, for example, trans people, trans man or trans woman. However, a trans person may say 'I am trans'.

## **Trans history**

A person with a trans history will have transitioned to their affirmed gender. Consequently, they may no longer identify as a trans person, and simply see their gender assigned at birth as one part of their history.

## **Trans man**

A person who was assigned female at birth but whose affirmed gender is as a man or towards the masculine end of the gender spectrum. He usually uses male pronouns. The terms 'female-to- male' or 'FtM' are shorthand for indicating the direction of a person's transition but these terms can be seen as offensive. Other people may use these terms to describe themselves.

## **Trans woman**

A person who was assigned male at birth but whose affirmed gender is as woman or towards the feminine end of the gender spectrum. She usually uses female pronouns. The term 'male-to- female' or 'MtF' are shorthand for indicating the direction of a person's transition but these terms can be seen as offensive. Other people may use these terms to describe themselves.

## **Transition**

Altering one's birth sex is not a one-step procedure; it is a complex process that occurs over a long period of time. Transition can include some or all of the following personal, medical, and legal steps: telling one's family, friends, and co-workers; using a different name and new pronouns; dressing differently; changing one's name and/or sex on legal documents; hormone therapy; and possibly (though not always) one or more types of surgery. The exact steps involved in transition vary from person to person. Avoid the phrase "sex change".

## **Transphobia**

Transphobia is behaviour that seeks to undermine the rights, dignity and legitimacy of people to live in their affirmed or non binary gender. It can be directly targeted at people, the trans community in general, or against systems and organisations that support the rights of trans people. Transphobia may not always be obvious and direct but could be subtle and also disguised. Non-binary and gender fluid communities can also be the target of transphobia.

## **Two Spirit**

A third gender found in some Native American cultures, Two Spirit people have both a male and female spirit within them, and live their lives through both genders.

## **Terminology out of predominant use:**

### **Acquired gender**

A legally contested term used in the Gender Recognition Act 2004. It is defined as the gender that a person who is applying for a gender recognition certificate (GRC) has lived in for two years and intends to continue living in. This term is often not used in the community.

### **Gender Identity Disorder (GID)**

This term is outdated, see Gender Dysphoria.

### **Transsexual (adj.)**

An older term that originated in the medical and psychological communities. Still preferred by some people who have permanently changed - or seek to change - their bodies through medical interventions, including but not limited to hormones and/or surgeries. Unlike trans, transsexual is **not** an umbrella term. Many trans people do not identify as transsexual and prefer the word trans or transgender. It is best to ask which term a person prefers. If preferred, use as an adjective: transsexual woman or transsexual man.

### **Transvestite and cross-dresser**

Transvestite is outdated, and was replaced by use of cross-dresser, which is also increasingly becoming outdated. While anyone may wear clothes associated with a different sex, the term cross-dresser is typically used to refer to men who occasionally wear clothes, makeup, and accessories culturally associated with women. This activity is a form of gender expression and not done for entertainment purposes. Cross-dressers do not wish to permanently change their sex or live full-time as women.

## **The Importance of Pronouns**

The perceived gender of a person may not be that with which they identify. Pronouns, such as she/her, he/him, they/them, xe/xim, ze/zim are vitally important to a person's identity, and getting these right is a matter of dignity and respect.

To help create an inclusive environment, you could seek to introduce your pronouns as you introduce yourself, both verbally and in written forms where you may introduce your name (such as an e-mail signature). This helps to remind people that a pronoun a person uses may be different from that which they present as, and cannot be assumed. At the start of meetings for example, you could introduce your name and pronouns, and encourage others to do the same if they feel comfortable to do so.

Using the pronoun 'they' is very useful when a person's identity or gender is not known. If you're unsure of a person's pronouns, take your lead from them and the pronouns they use. Use gender neutral language in text and speech when addressing groups of people, for example, in policies, or in speeches (avoiding things such as 'ladies and gentlemen' for example). If you're unsure – politely ask upon meeting after introducing your own pronouns.

If you notice someone using the wrong pronouns about another individual, just gently correct them – for example, 'oh, just to let you know, Julia uses they/them pronouns'.

It's important to be mindful that not everybody will be comfortable stating their pronouns, and indeed, for trans or non-binary people particularly who may not yet be out, this may be difficult as it may induce further gender dysphoria.

# Campus Facilities

Staff and students are able to use single sex facilities according to the gender they identify with. Gender neutral changing facilities and toilets are also available across campus for any member of staff or students to use, should they prefer. People who identify as non-binary may use facilities of their choice.

## Dress codes

Staff are welcome to choose to wear clothing reflective of their affirmed gender, including where there are requirements of uniform (for example, Estates).

## Time Off

### Staff

DMU recognises that time off associated with transitioning may be required. All requests for taking time off to attend appointments associated with transitioning will be considered reasonably and in line with the relevant policies, including (where applicable), annual leave policies, the Attendance Management Policy and Special Leave Policy. All requests for time off should in the first instance be made to line managers.

### Students

De Montfort University recognises that time off associated with transitioning may be required and all requests for taking time off to attend appointments associated with transitioning will be considered reasonably and in line with the policies of the [Academic Support Office](#).

For planned short term absences (i.e. less than one week) the student should inform all relevant tutors, including their Personal Tutor, to avoid being marked as absent (as per any other appointment e.g. a medical appointment). Students should do their best to catch up on their work, and tutors will be able to advise what materials are available (including as part of DMUReplay) to assist with this.

For longer term absences that mean work or assessment periods will be affected, students can apply for a deferral or extension. Evidence of the reason for the request should be provided and the request made in advance whenever possible. Retrospective requests are rarely granted.

For long term absences or multiple short term absences, students may want to consider formally interrupting their studies.

Further information is available on the Academic Support Office webpages of the student gateway <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/academic-support-office.aspx>.

## Degree Certificates

Degree certificates are issued in the legal name of the student. Degree certificates can be re-issued in the new name of DMU graduates upon receipt of the former degree certificate along with evidence of a legally registered name change - suitable proof is considered to be:

- Registered statutory declaration of name change (enrolled deed poll – see: <https://www.gov.uk/change-name-deed-poll/enrol-a-deed-poll-with-the-courts>).
- Gender Recognition Certificate.
- Birth certificate.
- Driving licence.
- Passport.

DMU does not charge trans students for the re-issuing of a certificate in these circumstances.

If you have not changed your name legally, whilst your degree certificate will be in your legal name, your preferred name will be read out as you enter the stage to collect your certificate.

## Applicants to DMU

Proof of legal identity is required from all staff and students, either (or both) at application and at registration. This must match with evidence of qualifications and other eligibility to study or work requirements, for example previous educational qualifications and visa documentation.

Where an applicant has transitioned but not yet applied for, or received new supporting documentation required for their application, they should submit proof that corroborates the documentation. Suitable proof is considered to be:

- Registered statutory declaration of name change (enrolled deed poll – see: <https://www.gov.uk/change-name-deed-poll/enrol-a-deed-poll-with-the-courts>).
- Gender Recognition Certificate.
- Birth certificate.
- Driving licence.
- Passport.

Where a legal name change has not been made, DMU is able to change the alias / known as name and gender of applicants, which will be reflected appropriately in future staff and student records. However, DMU records can be derived or automatically updated using the records held by external organisations. As such the university strongly recommends that applicants inform other relevant organisations involved in the recruitment process (such as UCAS) of name changes.

DMU is unable to liaise with UCAS and other external organisations engaged in the admissions process and cannot be responsible for correspondence from them adopting an applicant's preferred name.

Trans applicants who have not yet applied for or received new supporting documentation should contact the Head of Admissions (students) or the Assistant Director of Human Resources (staff).

### **Students that require a visa for studying at DMU**

Legislation protecting the rights and freedoms for non-UK applicants may differ to those which exist in the UK. In order to meet UKVI requirements the given and family names recorded on our student database for students that require a visa must correspond with the given name and family name as written on the student's passport and/or visa documents. It is possible for visa national students to follow the process set out in the policy and request for a known as name to be used in the application and subsequent processes.

# Manager and Personal Tutor Guidance

If a member of staff which you manage or a student has announced their transition with you, it is important you know how to support them. Here are some tips, in addition to the above guidance:

- Be supportive!
- Direct them to this policy and resources as there are useful guides as to how to change their name on systems, change ID cards, facilities, dress codes, support and guidance on how to announce their transition.
- Assist in the name change process if they ask for your help – note you must explicitly gain written consent to avoid confusion. Do not under any circumstances reveal a person's trans status without explicit consent, and if you do need to, this should be to the minimum number of people for an explicit necessary purpose after the person has given their express consent.
- For staff - highlight the LGBTQ+ and allies staff network should they wish to join as a source of support – to join they should e-mail [equality@dmu.ac.uk](mailto:equality@dmu.ac.uk)
- For students – highlight the DSU LGBTQ+ Society should they wish to join as a source of support - <https://www.demontfortsu.com/organisation/lgbtsociety/>
- Be supportive should they require time off under the special leave policy or need to interrupt their studies due to medical appointments (noting not all trans people physically transition – do not presume this, however, many transitioning processes require some level of medical of appointments, whether an individual is physically transitioning or not). Be prepared to facilitate conversations to enable this to happen, should the person transitioning wish you to (with explicit written consent).
- Highlight that, when they are ready, you can help them to announce their transition, if they so wish, and outline timescales for this. If they would like your help, ask them how they would like this to happen. Ensure that colleagues and students are aware of and adhere to this policy and guidance; this is particularly important around confidentiality.

It would be a good idea following your initial conversation (and at intervals as appropriate) to check in with the member of staff or student to check everything is going ok and whether there is anything further you can do to support. This should be done in a confidential environment.

## How to be a Supportive Ally



### Guide to trans and non-binary inclusion

Before we begin to explore trans and non-binary inclusion, it's important that we understand what gender is:

[Go to this Sway](#)



### How to be a good LGBTQ+ ally

Many LGBT people report that they experience harassment and discrimination at work. In 2020, a poll[1] revealed that 56% of LGBTQ+ people in the UK had experienced harassment over the last...

[Go to this Sway](#)