

# Supporting Trans Students

## Purpose and Commitment

1. This guidance details the legal requirements and good practice that support students who are transgender or who see their gender outside of the gender binary of male or female.
2. There is specific protection in law for Trans individuals and the University will support those who wish to take, or have taken steps, to present themselves in a gender different to the one assigned at birth recognising that this process will be unique to each individual.

## Trans and transgender

3. Trans and transgender are umbrella terms for people whose gender identity and gender expression differs from the sex they were assigned at birth. For the purpose of this guidance, we are using transgender or trans to include Trans men and women and non-binary people.

## Transition

4. Transition is the process of a person changing their social role to match their self-identified gender which is different from the gender they were assigned at birth. It may include telling others, changing names, asking people to use different pronouns and changing the way their gender is expressed. For some people it may involve medical assistance including hormone therapy, self-medicating, surgery, counselling or voice coaching and the university will support any way in which a student chooses to transition.

**For a full glossary of terms see Appendix 2.**

## Confidentiality

5. Our University will respect the confidentiality of all Trans students and will not reveal information without the prior agreement of the individual.

The Gender Recognition Act gives Trans people privacy rights. Anyone who acquires information that a person is Trans or has a Trans history is liable to criminal proceedings if they pass that information on **without** the explicit permission of the individual

6. Disclosure that has not been agreed with the student is unacceptable as is

inappropriate or casual discussion of the student's status. Some people may need to know of a change in order to update personal information on systems etc. and fellow students may also be included. These arrangements should be agreed as part of the personal support plan.

### **Informing the University**

7. Coming out as Trans will be a significant life event for individuals and we all have a responsibility to be sensitive and supportive. In the first instance, the student should inform a member of staff they feel comfortable with and with their permission, a confidential discussion will be arranged. This will enable a named link person to be identified and support to be put in place and can be done in conjunction with the Student Wellbeing team if preferred. Students are encouraged to contact the Student Wellbeing & Equality Officer, who has received specific training and is well placed to support a student who is transitioning.
8. The link person will support the individual by being a single point of contact for any changes that may be required and in most cases; this would be the Student Wellbeing & Equality Officer. The link person will be responsible for overseeing a personal support plan and providing ongoing advice and support.
9. University staff have a key role in supporting students through transition and can seek additional guidance and support from the Student Wellbeing Team and The Equality and Diversity Team. This support is very important and can contribute significantly to our students having a positive experience of the process. Support can be emotional but also practical and the student should be reminded about our policies [Equality and Diversity](#) and Dignity at Work and Study. Both these set out our University's aim of being an inclusive place to work and study, free from harassment, discrimination and victimisation.

### **Confidential Meeting**

10. Once an individual has informed the University they will need support to manage their transition and what they want to change, a confidential meeting should be arranged by the link person with the student. This is an opportunity to talk about any concerns that the individual may have about disclosing their gender identity and/or chosen name and to begin developing a support plan. This can be done in conjunction with The Student Wellbeing Team and the Equality and Diversity team and the student is welcome to be accompanied by a friend, family member or fellow student for additional support.

## **Personal Support Plan**

11. A personal support plan should be developed with the student and may include clarification of any changes required e.g. titles, names, pronouns as well as any planned absence from study.
12. Certain records and data may need altering (examples are provided in the personal support plan) and agreement will be required as to how these are to be communicated. Other people whom the individual works with may need to be informed and the student and their link person should agree when and how such changes are communicated as well as any ongoing support or training for others.
13. Such arrangements are confidential and the individual's sensitive data will be kept in accordance with the Data Protection Act. The link person will agree with the individual where copies should be kept and who should know of the transition.
14. The support plan may need updating or changing and the link person must ensure that the individual is comfortable with its content. A suggested template can be found at (Appendix 3). Please note these template plans are for guidance only and each plan will differ according to individual needs and preferences.

## **Absence from Study**

15. The University must ensure that students undergoing surgery or attending identity clinics, voice therapy or hormone treatment specialists are given the time to do so. Individuals are encouraged to discuss timescales for appointments and/or medical treatment with their link person as early as possible so that appropriate arrangements or adjustments can be made.
16. A Trans individual who has time off from their studies (which relates to their transition) has the right to be treated in the same way as someone who is absent for reasons of sickness. The possible side effects of medication may adversely affect performance, and the Trans individual may need reasonable adjustments in place for a temporary period when they return. If time-off is required, it is important to discuss what support is needed to ensure the student can return to study.

## **Appointments**

17. The University recognises that some individuals will need to take time away from studies to attend appointments. This might involve travelling long distances and could mean needing a whole day or possibly more away from study.

18. Appointments are subject to waiting lists, which in some cases are several years. It is not appropriate to suggest students ask for an alternative date and these appointments should be regarded as a priority for the individual. In addition, they may involve travelling long distances and could mean needing a whole day or possibly more away from study.
19. Arrangements for time away from study can be agreed locally between the student and their course team. It may also be necessary for a student to apply for an authorised absence, an extension on a deadline or for mitigation for assessments and exams if there are any conflicting dates when a student has an appointment. The normal processes will apply when requesting an authorised absence, an extension or mitigation and students can seek support from their course administrator for this procedure.

### Surgery

20. Not all individuals will undergo surgery but those who do will require time off from studying for the procedure and recovery. Time off will vary greatly depending on the nature of the surgery and the recovery process, and support will be provided by the course team and / or link person.
21. Any time away from study linked to surgery or recovery should be agreed locally between the student and the course team. Students should discuss any adjustments to study, authorised absence, extensions to deadlines or mitigating circumstances with their academic advisor and a local support plan can be made. If it is necessary for a student to apply for mitigation, the normal mitigation procedure will apply and students can seek support from their course administrator when applying for mitigation.
22. The University will want to support individuals to return as and when they are able to do so and should ensure that the link person and/or course director remains in contact with the individual and reviews their personal support plan as appropriate.

### **Telling People**

23. In order to make the appropriate people aware of the transition (e.g. those who alter personal data) written permission must be sought from the individual.
24. The transitioning individual should have a discussion with the link person about approximate timescales for presenting to others their self-identified gender as well

as the way in which this is to be communicated. The individual may want to tell fellow students and staff members themselves or they may prefer that another person does this either with them present or in a separate discussion.

25. In the early stages of transition, an individual may not present in their self-identified gender, as they may not feel able to do so. It can take several years to transition fully and during this time a Trans individual may experience extensive physical changes.
26. Avoid putting pressure on a person if they are unsure of when and how they would like to present to others in their self-identified gender. As and when the individual is ready, they should let the link person know and clarify what changes if any they wish to make.
27. Once the person is comfortable with the changes made (names/pronouns/gender etc.), these should apply in all circumstances.

### **Changing Records**

28. Our University understands that an individual may wish to change their name and gender at any time. Where an individual intends to change, their personal information they should provide written notification of their intent to transition and permission to change their record. This change will then be reflected across all university documents, lists and registers – including degree certificates - as soon as possible. If there is a pressing need to update some records this may be done ad hoc.
29. Students can update their name at any time by giving clear written permission, this change will then reflect across all university records and registers, with the exception of Progression and Award Boards and degree certificates. A Course Administrator wishing to amend a student's 'known as' name and 'prefix' will do so by amending the 'Prefix', 'First name' and Last name' fields (the 'Preferred name' field should not be used/amended) in our university student records system. Where any change is made the Course Administrator is required to inform the Registration and Awards Team (via [registration@leedsbeckett.ac.uk](mailto:registration@leedsbeckett.ac.uk)) that a change has been made to the student's name. A student's 'full legal name' should not be amended unless the student provides a deed poll certificate or other official document confirming that their full legal name has been changed.
30. The name printed on a student's degree certificate will be the full legal registered name held by the Registration and Awards Team's records at the time of final recommendation of the award. Students can request for the name which appears on their degree certificate to be changed up to several weeks before their graduation by

contacting their course administrator and providing proof of a legal name change. The link person can also do this on behalf of the student.

31. If a name change has not already taken place, changes can be made to the degree certificate retrospectively under the [Gender Recognition Act 2004](#).
32. In order to maintain confidentiality, our University is prohibited from storing any data on an individual's file that could disclose to a third party that a change in gender has occurred. A student with a Gender Recognition Certificate can request that any reference to their previous gender, and if applicable their name, is completely removed from their record. This would apply to all records.
33. A checklist for Staff can be found at Appendix 3. Please note this checklist is for guidance only and you must tailor this to the Individual's needs and preferences.
34. It is the responsibility of the individual to contact the Student Loans Company, the local authority, any sponsor and their bank to ensure that their records are updated.

#### Photographic Identification

35. Dependent on the individual it may be necessary to update photographic identification and in some cases, this may need to be more than a single instance. This should be discussed as part of the personal support plan.

#### Names / Titles and Pronouns

36. Some people will wish to be known by a different chosen name, title and/or pronoun. Further guidance on pronouns can be found in Appendix 2.
37. With the permission of the student, the link person can contact the student's course staff to inform them of the student's gender and pronouns and give clear guidelines to ensure the student is protected from being outed by staff in front of their peers.
38. The university will also encourage all staff to adopt pronoun introductions at the start of meeting proceedings to further embed a culture of inclusivity.

#### **Toilets and Changing Facilities**

39. Where gendered toilets or changing facilities are provided, Trans staff, students and visitors are entitled to use the toilets and facilities according to their self-identified gender. It is not acceptable to restrict Trans people to using disabled toilets or other gender neutral facilities and they are able to use whichever gender toilet they are comfortable using. The University does have a number of gender-neutral toilets across both campuses, which can be found in Appendix 4.

40. The 'Village Change' changing facilities at the Headingley Campus Swimming Pool are available to members or for pay on entry guests and have a changing room and showers available in a gender-neutral environment.

### **Bullying and Harassment**

41. Harassment, discrimination and victimisation are unlawful and will not be tolerated. Our policies protect the rights of Trans individuals to dignity and respect whilst living and studying at Leeds Beckett University.

42. The University recognises it is an individual's right to choose whether to be open about their gender identity and history. To 'out' someone without their permission could be a form of harassment, and potentially a criminal offence.

43. Some examples of unlawful direct discrimination include:

- Refusing to support a student who is Trans.
- Verbally or physically threatening a Trans person or spreading malicious gossip about that person.
- Refusing to associate with or ignoring someone because they are Trans.
- Refusing to address the person in their self-identified gender or to use their new name.
- Sexual harassment of a Trans person.
- Passing judgement on how convincing a Trans person is in their self-identified gender.
- Refusing to acknowledge the rights of someone who is Trans.
- Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will also not be tolerated and will be removed.

44. When investigating a complaint of harassment or bullying it may be necessary to disclose the student's Trans status to named persons; this will only be done with the written permission of the Trans individual. If the individual feels unable to agree to such disclosure it must be explained to them how this will impact on the investigation and may limit the action that can be taken.

### **Residential Accommodation**

45. An individual's gender identity will be taken into consideration when they are allocated accommodation. If a person is transitioning, or intending to transition, mixed-gender accommodation should be offered to them. Trans students should also be given the option of being in a single sex flat of the gender they identify with e.g. a Trans woman in an all women flat. [Our accommodation team](#) will liaise with individuals and take a flexible approach to ensure everyone is comfortable with their allocated accommodation. Where accommodation is provided by external or private partners,

our accommodation team will take steps to ensure suitable Trans inclusive processes are in place.

### **Access to the Sports and Active Lifestyle Programme Facilities**

46. Trans individuals should have the same access to Athletic Union Clubs, Classes, Activities and Facilities as everyone. In addition, single-sex classes, as arranged, and sessions should be inclusive of Trans customers.

### **Award Ceremonies**

47. A student's preferred name, as registered with the University, is the name which is used to announce them as they receive their award. If an individual would like to be announced in a way which is different, they can contact the Events team, or by speaking to an usher in the on the day of the ceremony. The name printed in the programme will also reflect the preferred name which is registered with the University. It is possible for a different name to be read out to a name that appears on the student's degree certificate.

### **Graduates Requesting Change of Status**

48. Before documents can be changed retrospectively, our University will need:

- A copy of Deed Poll/Statutory Declaration of Change of Name noting the ex-student's change of name, **OR** a Gender Recognition Certificate / Birth Certificate.
- The returned original degree certificate or a signed affidavit stating that the original certificate is no longer in your possession and that you are unable to recover it.

Our University will need to:

- Photocopy the deed poll name change document and/or the Gender Recognition Certificate/Birth Certificate and file
- Amend the full student record – surname, forename, sex, title, initials – as applicable
- Add a confidential note to the student's record explaining and documenting the change
- Amend the Final Examinations Board files, again, making a note of the new details in the relevant place if the surname has changed.
- Amend the main Graduation list in the Graduation Office
- Amend thesis and other documents held in the Library

The relevant administrator should write to the following areas explaining that the student has changed their name:

- The relevant School Office (together with a copy of the relevant documentation outlined above) for their paper files to be amended.

- Registry (together with a copy of the relevant documentation outlined above) for any paper files to be amended
- The Alumni Office for their paper and electronic files to be amended.

If a Gender Recognition Certificate/Birth certificate is submitted, then all records to the previous identity must be replaced by the new identity. No link must remain from the old identity to the new identity.

### Ongoing Support for Students

49. Students can request to meet with the Student Wellbeing and Equality Officer for ongoing advice and support. Students can also contact the [Equality and Diversity team](#) for additional advice and support and can request to meet with a member of staff from the [Dignity and Respect Network](#).
50. The Student Wellbeing team is available to offer emotional support for students before and throughout the transition. Students can arrange an appointment by completing the [online registration form](#).
51. [The Students' Union Advice Service](#) provides confidential free help and advice to all students at Leeds Beckett University. The Students' Union Advice Service is also a Hate Incident Reporting Centre (HIRC), which offer anyone who has experienced or witnessed a hate crime / incident the opportunity to report it to the police and/or local authority as an alternative to reporting it at a police station.
52. [The Rainbow Rose Forum](#) is the universities LGBT+ group network that is open to both staff and students. It offers a safe space for people to discuss matters related to sexual orientation equality.
53. [The Equals Society](#) is a fun, safe and active LGBTQ\* community established to promote the wellbeing and happiness of its member.
54. [Trans Students Campaign](#) - Leeds Beckett Students' Union's Trans Students' Campaign exists for trans students to meet like-minded people, talk about shared experiences and issues and contribute to the Students' Union's liberation campaigns and policy.

## Appendix 1.

### External support for Trans people

[Deed Poll Office](#) – Advice for transgender people on changing name.

[Gender shift](#) – engaging presentations and workshops on Transgender awareness, LGBT history, Gender Equality and Unconscious Bias

[Gendered Intelligence](#) – not-for-profit Community Interest Company that works with the trans community and those who impact on trans lives.

[Leeds Gender Identity Service](#) – offers assessment and support to people aged 18 and above with Gender Dysphoria. For information on other NHS gender identity clinics [click here](#).

[Leeds Survivor-Led Crisis Service Transgender Group](#) – therapeutic, relaxed, non-judgemental space for anyone who identifies as trans, or has done in the past as well as non-binary people and anyone questioning their gender identity

[LeedsSexualHealth](#) – information for Trans people.

[LGBT Foundation online resources](#) – a national charity delivering advice, support and information services to lesbian, gay, bisexual and trans people.

[Non-Binary Leeds](#) – Support group for Trans Non-Binary Queer people in Leeds

[The Beaumont Society](#) – Online support groups and other resources. Helpline 07000 287 878

[The Gender Trust](#) – for all those affected by gender identity issues.

[The Mix](#) – essential support for under 25s: Freephone (0808 808 4994) and 1-2-1 chat available

[Trans Peer Support Group](#) – Leeds Mind: mental health peer support group for Trans people.

[Trans Students @ NUS connect](#) – Information on campaigns and conferences ran by the National Union of Students

[Trans Unite](#) – Find a support group near you web link.

[Transgender Support](#) – online resources and live support chat

[Transgender Support Sessions in Leeds](#) – one on one, group and drop-in sessions available with a gender outreach worker for people to ask questions, get advice, get transition support and to meet new people. For more information contact [sophie.bracewell1@nhs.net](mailto:sophie.bracewell1@nhs.net) or call Sophie on **07980956216** / Facebook: Sophie Mesmac

[Transgender Zone](#) – online forum and other resources and support for Trans people and those supporting a Trans person.

[TransLeeds](#) – Supporting the Transgender Community: Support group for trans\* identifying people in Leeds, as well as their family and friends.

## Appendix 2.

### Glossary of Terms (@Stonewall 2017)

**Ally** - a (typically) straight and/or cis person who supports members of the LGBT community.

**Asexual (or ace)** - someone who does not experience sexual attraction.

**Bi** - refers to an emotional and/or sexual orientation towards more than one gender.

**Biphobia** - the fear or dislike of someone who identifies as bi.

**Cisgender or Cis** – someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

**Coming out** – when a person first tells someone/others about their identity as lesbian, gay, bi or trans.

**Deadnaming** - is calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

**Gay** – refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.

**Gender** – often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

**Gender dysphoria** – used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who does not feel comfortable with the gender they were assigned at birth.

**Gender expression** – how a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not conform to societal expectations of gender may not, however, identify as Trans.

**Gender identity** - a person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

**Gender reassignment** – another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention and is one that Stonewall's Trans Advisory Group feels should be reviewed.

**Gender Recognition Certificate (GRC)** – this enables Trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all Trans people will apply for a

December 2018

GRC and you currently have to be over 18 to apply. You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

**Gillick competence** – a term used in medical law to decide whether a child (under 16 years of age) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge.

**Heterosexual / straight** - refers to a person who has an emotional, romantic and/or sexual orientation towards people of the opposite gender.

**Homosexual** – this might be considered a more medical term used to describe someone who has an emotional romantic and/or sexual orientation towards someone of the same gender. The term 'gay' is now more generally used.

**Homophobia** - the fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian, gay or bi people. Homophobic bullying may be targeted at people who are, or who are perceived to be, lesbian, gay or bi.

**Intersex** – a term used to describe a person who may have the Biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.

**LGBT** – the acronym for lesbian, gay, bi and Trans.

**Lesbian** – refers to a woman who has an emotional, romantic and/or sexual orientation towards women.

**Neurodiverse** – a concept where neurological differences are recognised and respected in the same way as any other human difference.

**Non-binary** – an umbrella term for a person who does not identify as only male or only female, or who may identify as both.

**Outed** – when a lesbian, gay, bi or Trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

**Person with a Trans history** – someone who identifies as male or female or a man or woman, but was assigned differently at birth. This is increasingly used by people to acknowledge a Trans past.

**Pansexual** - refers to a person whose emotional, romantic and/or sexual attraction towards others is not limited by biological sex, gender or gender identity.

**Pronoun** – words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender-neutral language and use pronouns such as they / their and ze / zir.

**Queer** – in the past a derogatory term for LGBT individuals. The term has now been reclaimed by LGBT young people in particular who do not identify with traditional categories around gender identity and sexual orientation but is still viewed to be derogatory by some.

**Questioning** – the process of exploring your own sexual orientation and/or gender identity.

**Sex** –assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms ‘sex’ and ‘gender’ are interchanged to mean ‘male’ or ‘female’.

**Sexual orientation** – a person’s emotional, romantic and/or sexual attraction to another person.

**Trans** – an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) Transgender, Transsexual, Gender-queer (GQ), Gender-fluid, Non-binary, Gender-variant, Crossdresser, Genderless, Agender, Nongender, Third gender, Two-spirit, Bi-gender, Transman, Transwoman, Trans masculine, Trans feminine and Neutrois.

**Transgender man** – a term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female – to – male.

**Transgender woman** – a term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

**Transitioning** – the steps a trans person may take to live in the gender with which they identify. Each person’s transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

**Transphobia** - the fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.

**Transsexual** – this was used in the past as a more medical term (similarly to homosexual) to refer to someone who transitioned to live in the ‘opposite’ gender to the one assigned at birth. This term is still used by some although many people prefer the term trans or transgender.

@ Stonewall 2017

## Appendix 3.

### Personal Support Plan

December 2018

Contact details		
1.	Student's details	
	Name	
	Telephone	
	Student email	
	Student ID	
2.	Details of staff member completing form	
	Name	
	Job title / Area	
	Email	
	Phone Number	
Timescales		
3.	<b>What is the likely timescales for transition?</b>	
	<ul style="list-style-type: none"> <li>• Name Change</li> <li>• Use of facilities</li> <li>• Change of records</li> </ul>	
Name		
4.	<b>What name changes will need to take place? E.g. ID cards</b>	
	<ul style="list-style-type: none"> <li>• Student ID card</li> <li>• Email address</li> <li>• Students' union card (NUS card)</li> <li>• Club / Society cards</li> <li>• Volunteer ID badge</li> <li>• Fitness centre / gym membership card</li> <li>• Accommodation access card</li> <li>• Food court reward card</li> <li>• Placement ID card</li> <li>• Course rep card</li> </ul>	
5.	<b>Which documents and materials need to be replaced or altered?</b>	
	<ul style="list-style-type: none"> <li>• Online records e.g. e-portfolio / record of achievements</li> <li>• Student records and databases, enrolment forms, finance records</li> <li>• Module lists</li> <li>• Academic Advisor lists</li> <li>• Student Services records (Student Wellbeing, Disability, Careers, Money Support)</li> <li>• Volunteering records</li> <li>• Course rep details</li> </ul>	

	<ul style="list-style-type: none"> <li>• Certificates e.g. degree</li> <li>• Club and society membership records</li> <li>• Student loans company records (student to arrange)</li> </ul>	
<b>Process</b>		
<b>6.</b>	<b>Should the following people be informed? If so, how?</b>	
	<ul style="list-style-type: none"> <li>• Course team</li> <li>• Fellow students</li> <li>• Accommodation</li> <li>• Student Services</li> <li>• Finance</li> <li>• Registry</li> <li>• Work placement providers / volunteer placements</li> <li>• Club and society members</li> </ul>	
<b>7.</b>	<b>If the student is, or will be, undergoing surgery, do they know when this will be?</b>	
<b>8.</b>	<b>If the student requires time off for surgery and recovery, what processes/support/adjustments are needed to ensure they remain on their programme of study/in employment, or can return when they have recovered?</b>	
<b>9.</b>	<b>Are there any professional or attendance requirements that may be affected by the person's absence for medical assistance?</b>	
	<b>How will the student be supporting to ensure they can complete their programme of study on time?</b>	
<b>Training</b>		
<b>10.</b>	<b>Will there be a need to arrange any awareness raising sessions for staff or students?</b>	
<b>11.</b>	<b>Would the student like to be involved in any future training sessions to share their experiences and expectations?</b>	
<b>Ceremonies</b>		
<b>12.</b>	<b>During a degree ceremony, what name will be used if a person's name has not been legally changed?</b>	
	Consider: <ul style="list-style-type: none"> <li>• On the certificate</li> <li>• In the ceremony programme</li> <li>• When read out</li> </ul>	
<b>Discrimination</b>		
<b>13.</b>	<b>Are there clear guidelines and processes to deal with direct or indirect discrimination, victimisation or harassment of a trans student or member of staff?</b>	

<b>14.</b>	<b>Are there clear processes to deal with discrimination on work placements?</b>
<b>15.</b>	<b>How is the student or member of staff made aware of these processes?</b>
<b>16.</b>	<b>How are colleagues, other students, and work placement providers and contractors made aware of their responsibilities?</b>

## **Appendix 4.**

### **Gender Neutral Toilets on Campus**

#### **City Campus**

**Portland Building** - Ground floor of the new entrance to the Portland building

**Electric Press** – Second floor to the right of the staircase

#### **Headingley Campus**

**James Graham Building** – Located on first floor on the right of the staircase

**Caedmon** – Ground floor

**The Grange** – Ground floor

**Headingley Campus Swimming Pool** – Village Change

For full directions on how to access the toilets visit:

[www.leedsbecketttsu.co.uk/studentvoice/campaigns/lgbt/genderneutraltoilets](http://www.leedsbecketttsu.co.uk/studentvoice/campaigns/lgbt/genderneutraltoilets)