

Norwich University of the Arts

# Trans\* Policy for Students

*Advice and guidance about this Policy and Procedure is available from the Student Support team.*

*Please contact [support@nua.ac](mailto:support@nua.ac) or telephone 01603 977 977*

## 1 Purpose and scope

The University is committed to celebrating diversity in all of its forms, including the diversity of its students' gender, gender identity and gender expression. We undertake not to discriminate against transgender, transfeminine, transmasculine, gender non-binary and non-conforming students, and we are committed to creating a trans-friendly culture and learning environment, which is free from discrimination, harassment or victimisation.

This policy outlines the University's commitment to ensuring that transgender and non-binary students are treated with dignity and respect in the gender in which they choose to present themselves, and are not disadvantaged in the recruitment and admissions processes and learning on their course.

The policy applies to all staff, students and prospective students of the University.

## 2 Definitions and legislation

Throughout this policy we use trans\* as an umbrella term to describe people whose gender is not the same as, or does not sit with, their sex at birth. It covers a diversity of gender identities and expressions including non-binary people. There is a wide variety of terms used by trans\* people to describe themselves including (but not limited to) transgender, gender-queer (GQ), gender-fluid, non-binary, gender-variant, genderless, agender, nongender, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois. We recognise that gender identity and sexual orientation are not interchangeable terms and that no assumptions can be made about sexual orientation based on gender identity.

The aim of this policy is to set a framework for how the University will support students who express their gender differently to their sex at birth, have commenced and/or undergone the process of gender reassignment or express themselves as gender fluid at any stage of the student lifecycle.

The University aims to give support and understanding to those students who wish to take, or have taken steps, to identify as a gender different to their sex at birth. The particular purpose of this policy is to ensure that a prospective student, a current student, or a graduate of Norwich University of the Arts will not be treated less favourably than any other, on the grounds of gender identity or expression. This policy of equality is to apply at any time before, during or after a course of study, and at any point in any process of transition, expression or any change (including reversion) of gender identity.

Using inappropriate language and terminology can cause offence and distress and undermines the University's efforts to create an inclusive learning environment for transgender people. Definitions and terminology for transgender people are evolving. Appendix 1 to this policy provides a glossary of some of the most commonly used terms and Appendix 2 provides reference to the legal protection under the Equality Act 2010 and Gender Recognition Act 2004.

This policy has been developed in accordance with the following legislation.

- Equality Act 2010
- Data Protection Act 2018 and General Data Protection Regulations 2016

- Gender Recognition Act 2004
- Gender Reassignment Regulations 1999
- Human Rights Act 1998

### 3 Our commitments to our students:

- No student or prospective student will be treated unfairly on the grounds of their gender identity or expression, or their participation or non-participation in any gender reassignment process. This means that no student will be denied access or progression to admission, accommodation, registration, teaching and learning, and research.
- No student will be treated unfairly in relation to the awarding of scholarships, bursaries or other awards that fall within the University's control.
- No student will be disadvantaged through any of the University systems including but not limited to health and safety, personal conduct, complaints or disciplinary procedures.
- In the provision of accommodation and other facilities by the University, each trans\* student will be treated as an individual and their needs will be met where possible, appropriately and sensitively.
- The current curriculum, reading lists and contemporary content examples should neither rely on stereotypical assumptions nor contain any transphobic material. It is acknowledged that historical content or comparative content may contain what is now recognised as transphobic material which, if included, needs to be acknowledged as such and discussed sensitively and in context.
- The confidentiality of each trans\* student will be respected and no information will be revealed by University staff without appropriate consent to share being agreed by the individual.
- The University will not tolerate harassment and bullying. Transphobic abuse, harassment or bullying is treated as a serious disciplinary offence and will be dealt with under the relevant disciplinary procedures as outlined in the *Student Regulations and Procedures*. The University recognises the right of every individual to choose whether to be open about their gender identity and history. To "out" someone without their express permission may amount to a form of harassment and a criminal offence.
- Trans\* issues will be included in University Equality and Diversity training and specialised transgender training for staff working with and supporting trans\* students.
- Any student undergoing medical and/or surgical procedures related to gender reassignment or non-binary assignment can receive positive support from the University to meet any evolving needs during this period and all reasonable adjustments will be made as required.
- The University will anticipate and respond positively to the needs of each trans\* student and alumnus, providing a professional and consistent service so that all trans\* students feel welcome, safe, valued and supported in achieving their individual potentials.
- The University will create and maintain an inclusive environment which demonstrates respect for each trans\* student and all trans\* students and will guarantee equality across the whole student community with regard to the right to study, to use University facilities, and to preserve the name and personal identity of each trans\* student.
- The University recognises each student's right to their individual gender identity and expression and commits to respecting their privacy and treating their status confidentially and sensitively.
- The University commits to facilitating, where possible, that trans\* and non-binary students are able to have access to appropriate facilities on campus i.e. toilets in line

with their gender identity and / or gender neutral facilities, and will ensure that all future refurbishments or building projects take account of the needs of trans\* and non-binary people in planning.

## **4 Disclosure and confidentiality**

Students do not have to disclose information about planned or actual steps they have taken to express themselves in a gender different to their sex at birth. However, we encourage students to notify the University as soon as possible if they would like their new gender identity to be recognised on University systems, to ensure that the most appropriate action is taken and support made available.

Notification may be made at any point of application, at registration or at any point in the course of study or research.

The University respects the right of students to confidentiality and will not disclose details or share information with University staff without consent of the individual. Further information on sharing information is available from our Student Support team.

## **5 Change of name and/or gender and/or preferred pronouns**

Students are able to request a change of name and/or gender and/or preferred pronouns be applied to University records. Such a request may be made at any point in the student lifecycle onwards, and any point in any transition process. Information about how to change gender, name or pronoun on the student record system is published on the Student Support intranet under information on [sexuality and gender](#).

The University does not require legal documentation to effect a change of name or gender while a registered student. We will amend current and accessible University records and ID cards, from a date to be agreed in advance between the individual student and the University. Confidentiality of historic data will be preserved as records are managed in accordance with standard principles of archiving and records management.

All record changes will need written confirmation from the student before being effected.

Any award certificates will be issued in the student's legal name at point of graduation. Students who transition before they graduate and wish to have their Award Certificate issued in their new name will need to provide legal documentation to us. Graduates who transition after graduation can apply to have a new award certificate issued in their new name. Graduates should contact Registry Services on [registry@nua.ac.uk](mailto:registry@nua.ac.uk) or telephone 01603 610561 to discuss options and submit any legal evidence required.

Student Support staff are available to discuss options on making changes associated with gender identity.

## **6 Supporting an individual who is transitioning**

The University will be supportive of a student who has made the decision to transition. We acknowledge that the way each student may transition will vary depending on a range of factors, including whether a person chooses to socially transition but not undergo any medical treatment, opt for medical procedures, or alter their gender

expression without undertaking any other steps of transition. The University will seek to support all students in their personal journey regardless of what decisions they take about their personal transition.

Student Support staff will discuss the transitioning process and support needs with the individual student or applicant to ensure that all parties are agreed on what steps need to be taken before, during and after the student's transition.

Key issues that are likely to be covered are:

- confidentiality;
- when and how an individual will present at University in their new gender status;
- whether staff and students will be informed and how this will be communicated;
- how absence from study for reasons associated with transitioning (for example, for medical appointments and/or medical treatment) will be authorised;
- arrangements for changing the individual's name on their student record and associated equipment; and
- how to overcome any perceived obstacles to their student life.

Students will be able to express their gender identity through enrolment and re-enrolment processes, or through direct contact with Student Support staff or course staff.

## **7 Communication with staff and students about preferred gender and gender transition**

The student shall decide when or whether to inform fellow students and appropriate staff about any point of transition, and what information should be given. Student Support can assist individuals in finding appropriate ways to communicate changes in their gender identity to staff and fellow students.

The University will collect and publish information about name and preferred pronouns on the student e:Vision record. This information is available to staff, and staff are encouraged to check this record to ensure that they know the correct identity to use when speaking to individual students.

Information on transgender equality and gender affirmation is an integral part of the University's equality awareness training for our staff. The aim is to help our staff understand what is and is not acceptable behaviour and to differentiate myth from reality, thereby minimising the potential for conflict arising from misunderstandings. If a mistake is made, the person making the error should acknowledge the mistake and apologise, and prioritise the needs of the misgendered person by continuing with the previous conversation or activity.

Students can update email signatures, intranet profiles and status messages on Teams with their preferred pronouns if they wish to disclose these to the wider student body.

## **8 Protection from discrimination and harassment**

The University recognises the right of each student to choose whether to express their gender identity and history. Staff and students should respect any transgender student in relation to:

- gender identity

- right to study with dignity
- name and personal identity
- privacy and confidentiality

Revealing a student's transgender status without permission may amount to a form of harassment and a criminal offence. The University takes a zero-tolerance approach to any abuse, harassment or bullying. Transphobic bullying and harassment constitute abusive behaviour and/or sexual misconduct under Section L of the *Student Regulations and Procedures* and incidents will be dealt with under Section M, Disciplinary Procedures.

Students may report incidents of transphobic behaviour, bullying or harassment to Student Support team, or a member of their course team. Reports will be passed to the Academic Support Office for investigation under the University's Disciplinary Procedures.

Incidents reported that involve members of staff will be passed to the HR department for investigation under the staff disciplinary procedure, in accordance with the staff [Transgender Equality Policy and Procedure](#).

All actions taken will be discussed and agreed with the individual student making the report, and students will be supported through the process.

Students may also report possible breaches of this policy by making a complaint using the University's Complaints Procedure (Section K of the *Student Regulations and Procedures*).

## Appendix 1:

### Glossary and definitions

In presenting this glossary it is acknowledged that language and terminology is constantly changing as it is used and developed by diverse individuals and groups. It is important to acknowledge that any term or labelling of an individual must be chosen by the individuals concerned and not imposed by others. This glossary will be reviewed annually with students to ensure that it continues to reflect the language and terminology that is appropriate and terms that are considered derogatory can be identified as such.

#### **TERMINOLOGY ASSOCIATED WITH GENDER IDENTITY**

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**AGENDER :** An individual who does not identify with any gender, the feeling of having no gender at all. Sometimes referred to as non-gender.

**CISGENDER or CIS:** Individuals whose gender identity matches the sex they were assigned at birth. E.g. If you were assigned female at birth and identify as female, you are cisgender.

**CROSS - DRESSER :** An individual who enjoys wearing clothing most typically associated with the 'opposite' gender to which they were assigned at birth. Almost always used referring to a man wearing 'women's clothing' (in brackets because when a woman buys a suit, we do not refer to this as 'men's clothing'). Phrases such as 'women's clothing' reinforce what is considered 'normal' gendered behaviour. It is advised to follow someone else's lead in whether or not they refer to themselves as a cross-dresser.

**DEADNAMING :** 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. This experience can be upsetting to transitioning individuals as it may cause the person to feel as if they have not been respected as themselves.

**FTM / F2M :** Female - to - Male. An older term for someone assigned female at birth whose gender identity is male, in other terms, a transgender man - less used because it isn't reflective of the transgender experience - being one thing then another - rather many transgender men feel they were always male rather than were female - now- male.

**GENDER AFFIRMING SURGERIES :** A collective term for the numerous kinds of surgeries trans people can choose to undergo in order to change their physical appearance to better align with their gender identity. Also known as gender confirmation surgeries, previously called gender reassignment surgeries.

**GENDER DYSPHORIA :** The diagnosis for someone who does not feel comfortable with the gender they are assigned at birth. Feelings of discomfort or distress inhabiting ones' body due to a mismatch in gender identity and sex assigned at birth.

**GENDER EXPRESSION :** The term used to describe how a person outwardly expresses their gender, within the context of societal expectations of gender.

**GENDER FLUID :** A person whose identity moves around the gender spectrum. A person might identify sometimes as a man, sometimes as a woman, and sometimes as somewhere in between, or as all of these at once.

**GENDER QUEER :** A gender nonconforming person who feels none of the categories on the gender spectrum fit them completely.

**GENDER RECOGNITION CERTIFICATE (G R C):** The Gender Recognition Act 2004 allows a trans person to apply for a gender recognition certificate (GRC) which will give them legal recognition in their gender and enables them to obtain a new birth certificate.

**GENDER VARIANT :** .

**GENDERLESS:**

**INTERSEX :** Someone whose chromosomes, gonads, hormones, internal sex organs and/or genitals differ from the expected patterns for Male or Female.

**MTF / M2F :** Male – to – Female. An older term for someone assigned male at birth whose gender identity is female, in other terms a transgender woman – less used because it isn't reflective of the transgender experience - being one thing then another – rather many transgender women feel they were always female rather than were male - now- female.

**MISGENDERING :** Using the wrong pronouns or other gendered terminology for someone, e.g. Mr instead of Miss, Sir instead of Ma'am.

**NEUTROIS :** A term used to describe a neutral gender.

**NON - BINARY :** A catch-all term for gender identities that are not exclusively masculine or feminine and therefore stand outside of the gender binary.

**PANGENDER :** A term used to cover all genders.

**PASSING :** Being perceived as the gender identify you are presenting as. Also called 'blending'. This is a controversial term that the transgender community uses amongst itself.

**PERSONAL PRESENTATION :** How someone manifests their gender identity in society, for example through their appearance and behaviour. Also referred to as gender identity.

**POLY-GENDER :** A term for someone identifying with more than one identity.

**QUEER :** A term covering all non-heterosexual sexualities and all non-cisgender gender identities. It is acknowledged that this is a reclaimed term that has previously been used as a derogatory term.

**QUESTIONING :** An individual who is unsure about or is exploring their own sexual orientation or gender identity.

**THIRD GENDER :** An term used to describe someone who is neither male or female.

**TRANS :** An umbrella term to describe someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may use one or more of a wide variety of terms to describe themselves.

**TRANSMAN:** Someone who is assigned female at birth but who identifies and lives as a man

**TRANSMASCULINE :** Used in reference to trans people assigned female at birth who identify with masculinity more than femininity. This may include some non-binary individuals as well as some trans men (Note: masculinity is different from maleness, i.e. being a man, whether cis or trans, and refers instead to behaviours and attributes associated with men.)

**TRANSWOMAN :** Someone who is assigned male at birth but who identifies and lives as a woman.

**TRANSFEMININE** : Used in reference to trans people assigned male at birth who identify with femininity more than masculinity. This may include some non-binary individuals as well as some trans women. (Note: Femininity is different from femaleness, i.e. being a woman, whether cis or trans, and refers instead to behaviours and attributes associated with women.)

**TRANSITIONING** : The steps a trans person might undergo to live in the gender with which they identify. Some might choose to transition socially by informing friends and family. Some might change their name or gender expression. Some trans people follow a medical pathway and undergo HRT (hormone replacement therapy) or have surgery but this is not the case for everyone.

**TRANSGENDER** : An umbrella term for all individuals whose gender identities do not align with the sex they were assigned at birth.

**TRANSPHOBIA**: A fear of or a dislike of transgender people. It is based on prejudice and misunderstanding and can involve verbal abuse, physical violence and other forms of harassment.

**TRANSSEXUAL** : A term that has been used historically to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. The term is outdated and is more commonly referred to as “trans” or “transgender”.

## **TERMINOLOGY ASSOCIATED WITH SEXUAL IDENTITY**

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**ASEXUAL** : An individual who has no/ low levels of sexual attraction to others and no/low levels of interest and desire for sexual partners.

**BISEXUAL** : An individual who is sexually and romantically attracted to two or more genders.

**DEMISEXUAL** : Someone who does not experience sexual attraction to someone unless they first form a strong emotional bond to someone. Most commonly seen in but not confined to romantic relationships.

**GAY** : Men who are attracted sexually and romantically to other men. Sometimes used as shorthand for any same-sex attraction.

**HETEROSEXUAL** : A person who is sexually and romantically attracted to people of the opposite sex or gender .

**LESBIAN** : Women who are attracted sexually and romantically towards other women.

**PANSEXUAL** : An individual who is sexually and romantically attracted to people of all gender identities/expressions.

**QUEER** : A term covering all non-heterosexual sexualities and all non-cisgender gender identities. It is acknowledged that this is a reclaimed term that has previously been used as a derogatory term.

## **Appendix 2**

### ***Equality Act 2010***

Gender reassignment (affirming) is one of the nine protected characteristics covered by the Equality Act 2010. The Act protects a person from discrimination, harassment and victimisation if they are "proposing to undergo, are undergoing, or have undergone a process (or part of a process) of gender reassignment". There is no requirement for the person to be under medical supervision as gender reassignment is considered to be a personal rather than a medical process. Under the Act, a person who takes time off work for gender reassignment must not be treated less favourably in respect of employment decisions, for example by being denied access to training or promotion opportunities.

The Act also protects anyone who is perceived to have the characteristic of gender reassignment or is associated with someone who has the protected characteristic of gender reassignment, such as an individual's partner or a friend.

An employee who treats a colleague less favourably because of gender reassignment, for example by refusing to work for them, may be held personally liable for discrimination.

### ***Gender Recognition Act 2004***

The Gender Recognition Act 2004 allows an individual to apply for a gender recognition certificate (GRC), which will give them legal recognition in their gender and enables them to obtain a new birth certificate. The Act safeguards the privacy of an individual with a GRC by defining information relating to the gender recognition process as "protected information" and, except "in certain specific circumstances" (for example, for the purpose of preventing or investigating crime), it is a criminal offence to disclose such information without the individual's consent.

An application for a GRC will be made to the Gender Recognition Panel. Individuals are required to provide a medical diagnosis of gender dysphoria and evidence that they have lived in their acquired gender for two or more years and intend to do so permanently.

Transgender people are not required to apply for a GRC and many choose not to for various reasons. An individual should never be asked if they have a GRC and to do so could be considered harassment.

### ***The Human Rights Act 1998***

The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law. The Human Rights Act came into force in the UK in October 2000.