



Gender Expression and Identity

Supporting Students and Staff with Diverse Genders

TUS is committed to supporting students and staff with diverse genders. Since each individual journey of exploration and expression of gender is different, good communication between the individual and TUS is essential.

1.1 What to do if you are transitioning

Making the decision to transition and begin showing your gender expression may impact on all areas of your life. TUS will work with you and support you throughout this process. The following steps are a guide and not exhaustive.

- **Let TUS know**

As soon as you feel comfortable sharing this information, please let TUS know you will be/ are transitioning by contacting the EDI Manager in the Equality, Diversity and Inclusion Office. You can contact them through the following email address: equalityanddiversity@tus.ie. The EDI Manager will either support you directly or will establish a designated contact person for you, through discussion with you and with your agreement. Sharing your information will enable TUS to plan with you, and support you. All information about your transition will be treated in the strictest confidence.

- **Your initial meeting**

If you notify TUS that you intend to/ are transitioning, a face-to-face meeting in a safe private space or a virtual meeting will be offered by the EDI manager/designated contact person. You can also bring someone of your choice with you for support if you wish. The purpose of this meeting will be to discuss and identify what supports you will need and will help you during your transition and to agree how the practicalities of your transition process will be supported.

A communication transition plan should be developed by the individual, with support from the designated contact person and relevant TUS contacts to assist in the student or staff member coming out and/or transition. This plan will capture key transition points and will assist in recording how issues such as updating records and informing others should be addressed.

While an individual's specific needs will be reflected in the agreed plan, there are some general principles to follow:

- Acknowledge the student or staff member as the gender they identify as from the outset of the process. This means, for example, using their preferred name and pronouns from the day they begin transitioning.
- Respect the student's or staff member's boundaries. Transitioning is a very personal and individual process. Some people may choose to talk about their transition, while others may choose to keep the experience private.
- Respect the student's or staff member's privacy. Do not discuss a person's transgender status or process with others, without permission.
- If you are not sure of how to address or refer to someone, discreetly and politely ask them how they would like to be addressed, including which pronouns they would prefer to be used. One suggestion to do this would be to say "Hi, I just want to ensure I am being respectful, can I please check your preferred pronouns?"

- **Next steps**

The EDI Manager/ Designated Contact person will work in consultation with you to ensure any formal communication relating to your identity is issued to the relevant contacts within TUS. This process will begin within 5 working days after receipt of the Notification of Change of Gender, Name, Title & Pronouns form. The EDI Manager/ Designated Contact person will also link you with any further follow up supports on a case by case basis.

A transition plan for a student/staff member should include the following elements:

- Main contact
- Name and Identification

- The Student Record/ Employee Records
- Communication Strategy
- Additional available staff/student supports

1.2 Name change flow chart

There are two options for supporting a name change within TUS:

- **Name change on online TUS platforms only** (does not require official documentation).
- **Name change on all TUS systems** (requires official documentation – eg Gender Recognition Cert/ Deed Poll).

In TUS, we recognise that obtaining legal documentation to support a full change to a student's or a staff member's record may require considerable time. While legal documentation is required to support a name change on official documents and reports such as Academic Award Documents (Award parchments, European Diploma Supplements, Transcripts, Examination Reports, HEA Returns, Grant Awards, ID cards, Payslips, etc.), TUS aims to provide as much support as possible to our students and staff members with diverse genders in the absence of such legal documentation.

In this regard, the EDI office will work closely with Computer Services and Admissions/HR Office to support a best effort process in ensuring that students and staff members are referred to on a day-to-day basis by their preferred name and that this is reflected in their MS Teams, Moodle and Outlook systems. Computer Services and HR can bear no responsibility for any misunderstandings, miscommunications or embarrassment caused by incomplete or incorrect names being used or displayed on the technology platforms they oversee.

1.2.1 FLOW CHART FOR NAME CHANGE

Online TUS Platforms Only

1

Student / Staff Request

Student / Staff member makes contact with the EDI office at equalityanddiversity@tus.ie to request a name change.



2

Meeting with EDI office

Staff member from EDI office arranges to meet with the individual to discuss supports and name change form.

3

Form Submission

Student / Staff member submits name change form to EDI office.



4

Computer Services Request

EDI office submits request to Computer Services. Computer Services action request & inform EDI office when action completed.

5

Communication

EDI office informs student / staff member that change has been made. EDI office communicates change with Course Programme Leader / Line Manager if requested by student / staff member. Programme Leader ensures lecturers are informed of change. If there are any issues relating to name change process in TUS, student / staff member informs EDI office who provide support where appropriate.



1.2.2 FLOW CHART FOR NAME CHANGE

All TUS Systems

When a change is affected on the student/staff record system all correspondence and communication will issue in that name. The flowcharts below represent the process to be employed to formalise a name change.

Students

1

Student Request

Student presents to Admissions to discuss formalising name change on the student record system.



2

Documentation Submission

Student submits Deed Poll or Gender Recognition Certificate to Admissions.

3

Admissions Action Request

Admissions update Banner student record system and all service records provided to the student. All official records are replaced by the affirmed name. This also includes updates to: Student ID card, Student Record System to include exams, medical records, library, email.



4

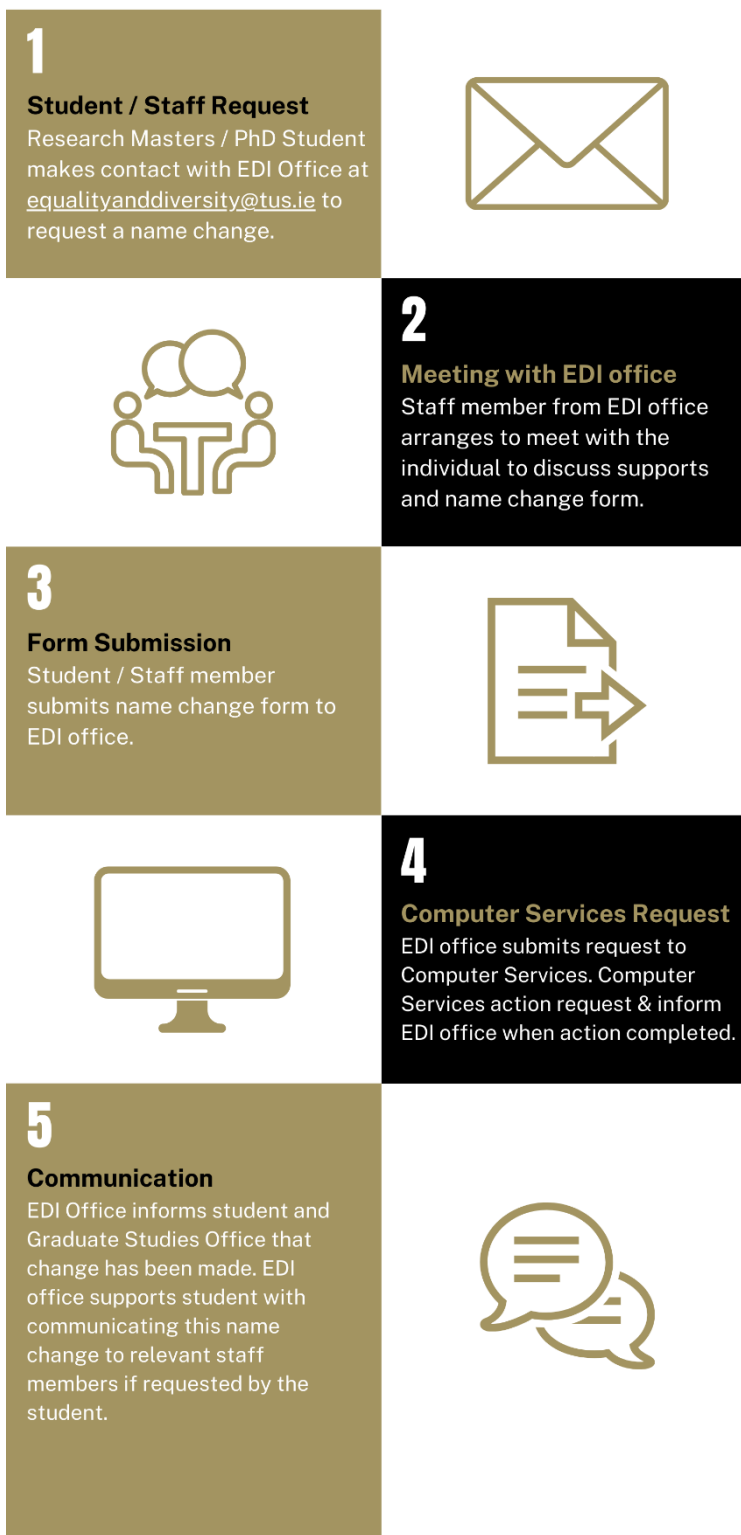
Communication

Admissions liaise with appropriate services.



1.2.1 FLOWCHART FOR NAME CHANGE FOR RESEARCH MASTERS AND PHD STUDENTS

Online TUS Platforms Only

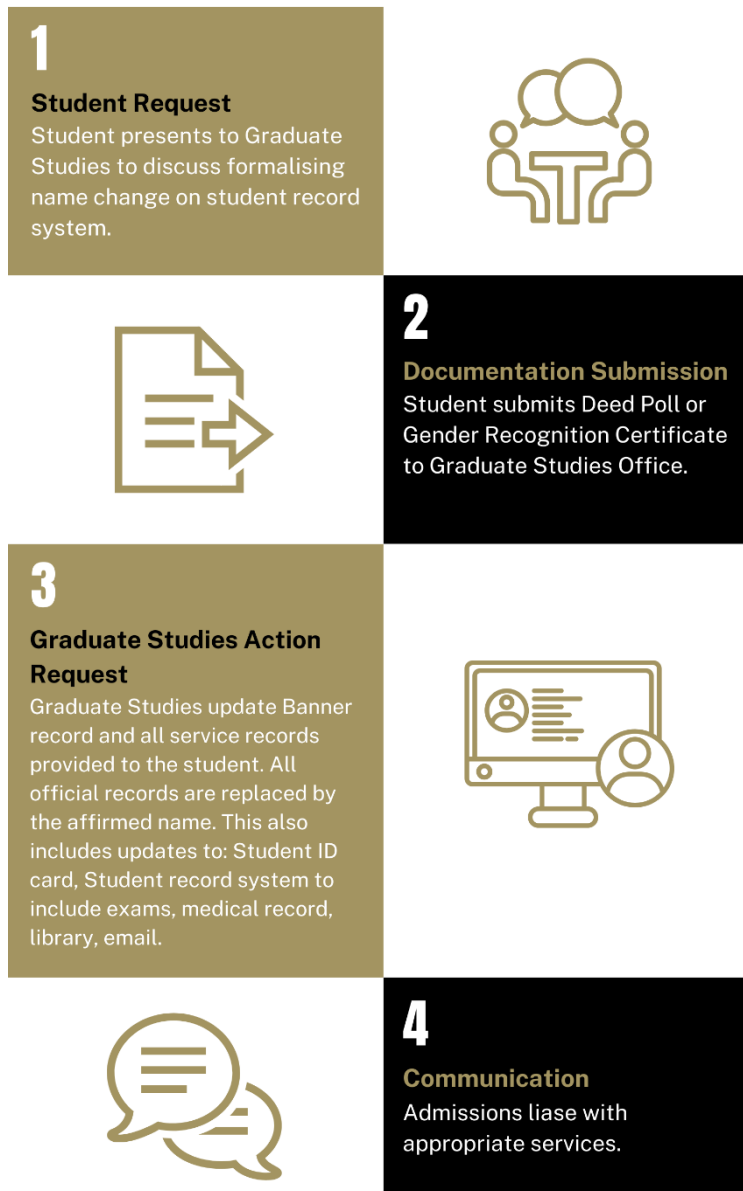


1.2.2 FLOWCHART FOR NAME CHANGE FOR RESEARCH MASTERS AND PHD STUDENTS

All TUS Systems

When a change is affected on the student/staff record system all correspondence and communication will issue in that name. The flowcharts below represent the process to be employed to formalise a name change.

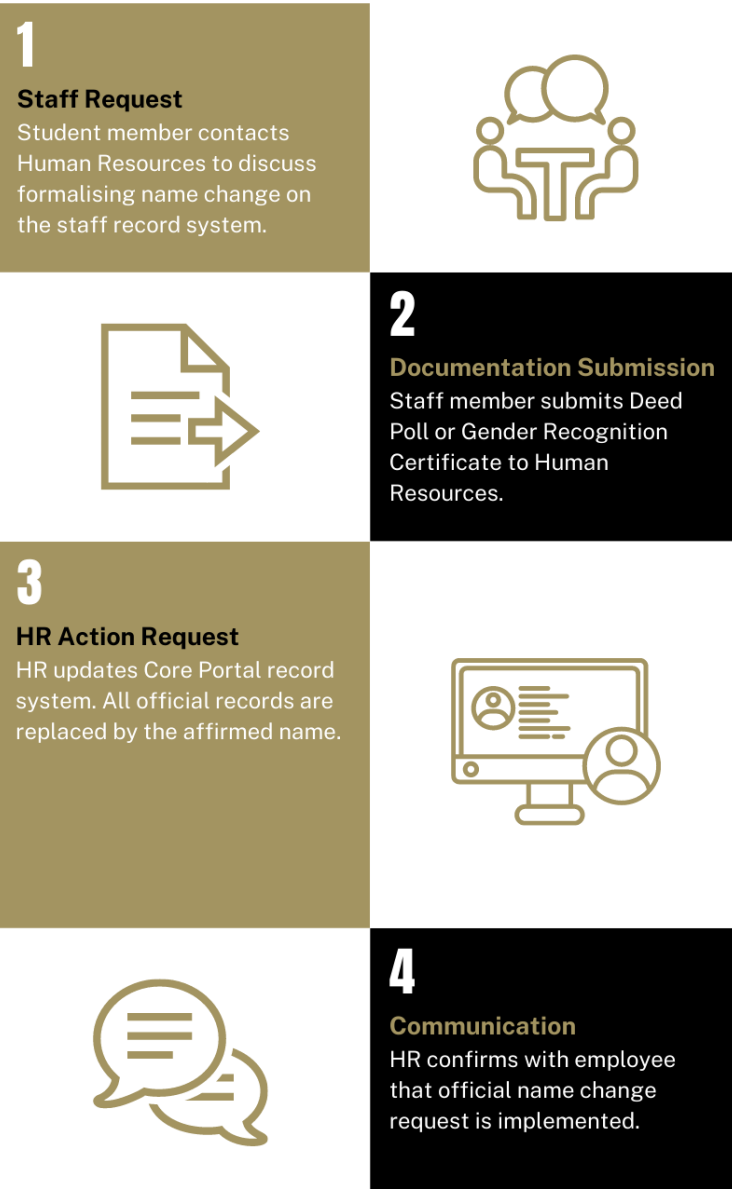
Students



1.2.2 FLOW CHART FOR NAME CHANGE

All TUS Systems

Staff





Notification of change of gender, name, title & pronouns

This declaration form is for students and staff with diverse gender identities and/or expressions, who intend to change their name, gender, title and pronouns and want to inform TUS so that their records can be updated.

Those with supporting documentation for this request (e.g. Deed Poll, Gender Recognition Certificate) are not required to complete this declaration, but can do so as a means of communicating the change of records.

This form must be completed with the assistance of the Equality Manager, Office for Equality, Diversity and Inclusion.

Our commitment to Gender equality

TUS is committed to the eradication of unfair and discriminatory practices, direct and indirect, however and whenever they occur, and ensures that the concepts of diversity and equality are enshrined in its values, objectives and practices. TUS pledges to respect and recognise diverse gender identities and gender expressions, so that all members of the TUS community experience a positive and accepting environment where every member is treated with dignity and respect.

The initial contact person for transitioning staff and students is the Equality, Diversity and Inclusion Office.

Current details on record

Name on record:

Student number/Staff Number:

Date of Birth:

Course/Year:

Email:

Contact number:

I understand that the information shared here will be used to ensure appropriate support for me as a student / staff member of TUS and is confidential. The Privacy Notice within this document identifies the parties with whom it will be shared, necessary and proportionate to carry-out my instruction, and processed in compliance with applicable Data Protection Laws.

I have read the relevant regulations and conditions at the end of this form and understand that by completing this form I am requesting a change of details on my Outlook/Email/MSTeams and any local lists as appropriate (eg class lists on Moodle/Teams).

I understand that TUS can only certify my employment/registration/conferral in the details indicated above. I understand that communication to my home address will use the detail indicated above.

Signature: _____

Date: _____

Changes to be made to Outlook/MS Teams/ Moodle

Please complete each section as appropriate

Record	New Detail
FIRST NAME	
MIDDLE NAME <i>(leave or delete record)</i>	
LAST NAME	
GENDER	
TITLE	
PRONOUNS	

Please return this completed form to the Equality Manager, Office of the Vice President for People, Culture and EDI along with any supporting documentation.

EMAIL: equalityanddiversity@tus.ie

FOR OFFICE USE ONLY:

Documentation Submitted:	Staff signature: Date request submitted:
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TUS REGULATIONS

1. It is the responsibility of the student/staff member to notify TUS of any changed or incorrect information on their formal record.
2. This declaration form should be completed and submitted to the Equality, Diversity and Inclusion Manager.
3. Students/Staff without access to official supporting documentation in relation to a name or gender change can submit this declaration to amend details only to their email address, Moodle, MS Teams.
4. Students/staff are advised that the name under which any grants, visas or other documentation are applied for should correspond to the name on their official University record. TUS will be unable to certify any documentation presented by a student/staff member that is not in their registered name.

5. Students/staff accept responsibility for these changes to their record and any and all repercussions that may occur in relation to records not aligning with legal documentation of name/gender.

Privacy Notice

What information do we collect and how do we collect your data:

- The information we collect for this process is confined to the following items: Name currently on record; Student or Staff ID Number; Date of Birth; Course and Year; Email; Contact Number. In relation to the identifying details to which you are seeking to have the record amended: Name, Middle-Name, Last-Name, Gender, Title, Pronouns.
- This data is collected for this purpose only by means of your completion of this form.

The purpose and legal basis for processing:

- This data is collected for the purpose of facilitating the change of identifying details that you have indicated on this form.
- The lawful basis for the processing is to carry out the instruction you have provided.

Access to the data you provide is available only to:

- Staff of the Equality Diversity and Inclusion Office (EDI) assigned the duty of initiating the process.
- IT Helpdesk Staff for the purpose of amending your details on the MS Platforms and Banner.
- Where requested by you, EDI will communicate the identifier changes to your Course Programme Leader or your Line Manager. Where students request this step, the Course Programme Leader will ensure your lecturers are informed.

Access is confined to these parties as those are the only parties necessary to ensure the process to carry-out your instructions are practicable.

How long we retain your data:

We store your personal data for as long as is necessary for the purposes set out above and for at least the duration of your studies.

Your Data-Protection Rights and how to exercise them:

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that TUS holds about you, together with other information about our processing of that data;
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated;
- The right, in certain circumstances, to request that we erase your personal data;
- The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right to object to automated decision making and/or profiling; and The right to complain to the Data Protection Commissioner.

Where we hold your data:

Your personal data will be stored only on TUS premises or the secure IT platforms of TUS within the EEA.

Contacts in relation to Data Protection Concerns:

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact us at dataprotection@tus.ie

How to make a complaint:

If you are unhappy with the manner in which your personal data is being processed by TUS, you can contact the Data Protection Officer at dataprotection@tus.ie

You can also make a complaint to the Data Protection Commissioner by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23 Laois, emailing info@dataprotection.ie or calling +353 (0)761 104 800 or 057 8684800.