Appendix 3 – Transitioning Process Flowchart

It is important to note that each individual will have a different approach to their transition. Some may want to change their entire record, yet others may not wish to do so and the University will respect and support individual's choices and wishes. If someone does not wish to change their record, some of the actions below may not apply. This flowchart is only a guideline and all cases will be treated individually.

The individual decides to transition.

The individual approaches a representative in confidence and goes through the transition checklist (See below), using it to develop a transition action plan. Students should approach their Student Advisor in the first and employees should approach either their manager or the Equality, Diversity and Inclusion Unit.

Actions are taken according to the agreed action plan and the University issues a letter to the individual confirming the changes.

University's responsibility:

- if acceptable documentation is provided, replace all official records with the affirmed gender
- Update student / staff records,
- issue new ID card
- inform other staff and students (in agreement with the student)
- provide supports and reasonable arrangements (if necessary)
- identify training needs among staff and peer students request training if necessary
- liaise with other Services (e.g. Accommodation, Facilities) as necessary

Documents required from individual:

- Confirmation of legal change of name (if applicable)
- Confirmation of legal change of gender (if applicable)

Ongoing support for the Trans individual will be provided