

Action Plan to Support a Student Transitioning Gender

Just as no two students are the same, transitioning students will have differing needs, so some sections of this form may not apply. It should be used as a part of a supportive and sensitive discussion, which should be led by the student themselves, and should be used in conjunction with the guidance in [Appendix E](#) of the University's [Equality and Diversity Policy](#).

The University also recommends whoever is completing this form with the transitioning student, review some additional sources of information, prior to the discussions.

[Equality Challenge Unit: Supporting a student or member of staff who is transitioning](#)
[GIRES Transgender Awareness Training](#)

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| Date of meeting: | Names of those present at meeting: |
| Does the student feel comfortable continuing with their current course/cohort? Are there any temporary or permanent changes to the student's experience and obligations which should be considered to support the student? | |
| What will the student's new title and name be? | |
| When do they wish to start using this name and title, start dressing and presenting as their acquired gender? Will there be any phasing? | |
| What is the expected timescale of any medical and surgical procedures, if known? | |
| Is any time off required for medical treatment? If so how will this be dealt with? | |
| Are there any dress codes which need to be considered? | |
| When does the student wish to use toilet and changing facilities appropriate to their acquired gender? Please note disabled toilets should not be suggested as an alternative. | |

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| <p>When will the advisor be informed and what records and or systems will need amending? When should other members of academic staff/student support staff be informed, and how should this happen?</p> |
| <p>When and how should other students be informed of the transition?</p> <p>Is there any education material which could be used? (contact EDU for assistance with this)</p> |
| <p>When should other University departments be advised of the transition? What other University departments need to be made aware? E.g. Students Unions, Sports Association and SRS and Residential Services.</p> |
| <p>Is the student requires to undertake placements/internships as part of their degree following their transition? Consider practical facilities, foreign travel requirements, change of name in professional databases or amendments to placements where student may be known by birth name.</p> |
| <p>If any bullying or harassment occurs, how will it be dealt with? Please refer to the Dignity at Work and Study Policy overview page for further information. Support and guidance may also be required by those on placement or internships.</p> |
| <p>Where will this action plan be kept, and who will have access to it?</p> |
| <p>Any other actions agreed:</p> |
| <p>Date of next meeting:</p> |