

August 2025 : the University of Bath is committed to providing an inclusive and supportive environment for all of our students, staff and visitors. We are currently reviewing our guidance on single-sex spaces in light of the Supreme Court ruling and await the results of the EHRC consultation as part of that review and update.



Gender Identity Guidance to support Trans Staff & Students

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Gender Identity Guidance to support Trans Staff & Students

1. Scope and Purpose

This guidance together with the University's Gender Identity Policy supports our commitment, intent, and principles for trans equality and applies to all our prospective applicants for employment and study, employees and students, contractors, visitors, and partners. It is designed to focus on the support and advice that the University can offer to both staff and students who have undertaken or are undergoing any form of gender reassignment. It also aims to offer information, advice, and guidance to everyone in the University community to enable them to provide the best and most appropriate support they can.

Key aspects that this guidance covers include:

- Underlying principles to provide a welcoming and supportive environment.
- Practical guidance to support staff and students such as how to change name, gender, and title.
- Materials to plan and manage transitioning, recognising that individual circumstances will vary and ensuring staff and students are provided with support.

Where this document refers to the word 'Trans' it has in mind everyone whose gender identity is not expressed in ways that are typically associated with their biological or sex assigned at birth. This includes those who have non-binary, agender or gender-fluid identities.

2. Legal Context

The Equality Act (2010) has strengthened and streamlined previous equalities legislation. Gender reassignment is one of the nine protected characteristics within the Act and is also included in the Public Sector Equality Duty.

The definition of gender reassignment within the Act gives protection from discrimination to a person who has proposed, started, or completed a process to change their sex.

The Act also protects:

- trans people who are not under medical supervision.
- people who experience discrimination because they are perceived to be trans people; and
- people from discrimination by association because of gender reassignment.

The Human Rights Act 1998 provides protection to trans people, principally under the right to a private life.

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3. What is Gender Identity?

Gender identity is a spectrum, and everyone sits on this spectrum, whether they are binary (male/female) or non-binary (not exclusively male or exclusively female or having no gender at all). It is a person's psychological sense of self. Who they, in their head, know themselves to be to be based on how much they align (or don't align) with what they understand to be the options for gender.

Trans is a term used to describe people whose gender identity or gender expression differs in some way from the gender assumptions made about them when they were born.

Some trans people do not identify as either male or female, they identify as both and possibly to varying degrees, or they have a fluid sense of gender identity. All support outlined in this policy applies in equal measure to all trans people regardless of their gender identity. An individual's gender identity will not affect their access to facilities and support, which can be decided by the individual based on their own sense of gender identity at that time.

When the Equality Act (2010) says gender reassignment or transsexual, at the University of Bath this means people who are intersex, non-binary, gender fluid; it covers everybody for us. Whatever transitioning means to that person, we include in the protected characteristic – gender reassignment.

The University provides the option of selecting gender markers other than 'male' and 'female' for both staff and students.

A full list of useful terminology and further information on gender identity is available in guidance produced by [Gender Identity Research & Education Society \(gires.org.uk\)](https://gires.org.uk) and [Genderbread](https://genderbread.org)

4. What is gender reassignment ('transitioning')?

There are a number of people whose gender identity does not match their appearance and/or anatomy. This is sometimes called gender dysphoria. People who adopt another gender to the one assigned at birth are known as 'transgender people.'

Some transgender people want their bodies to match their gender identity. The process is known medically as 'gender reassignment' or 'gender transition.' Not all persons going through gender reassignment undergo medical treatment; it is a personal choice and not a key criterion in the process of definition to gender change. Indeed, much of the transition process is about social aspects such as name, clothes, appearance, and personality rather than the medical aspects that are often associated with it. The term transgender includes persons who do not undergo medical treatment.

At some point the person may want to start to live full time in their affirmed gender and their name and other records (such as their driving licence, birth certificate and passport) may be formally changed. Every individual may choose a wide and differing set of options in the way that they wish to shape their future lifestyle and the choices they wish to make. The most important role that the University can play is to offer support and guidance at any or all stages of an individual's journey and to facilitate any procedures or processes as appropriate.

Further details of the transition process are summarised in **Appendix A**

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5. Trans respect guidelines

In line with the approach set out in the University's [Dignity & Respect \(D&R\) Policy](#) and [Dignity & Respect \(D&R\) Procedure](#), staff, students and other members of the University community should support individuals who suffer discrimination as a result of their gender identity and direct them to staff who can enable harassment, bullying and discrimination to be tackled in line with that Policy and that Procedure. This Policy and Procedure will be applied to staff, students and third parties identified to have harassed, bullied and / or discriminated against trans people.

The following guidelines on how to treat people may be helpful for a trans person's colleagues and fellow students, to ensure that they are treated with dignity and respect:

- Listen to the person and ask them how they want to be regarded and referred to. Use the name and pronoun that the person asks you to. If you are not sure what the right pronoun is, then simply ask. If you make a mistake with pronouns, correct yourself and move on. Do not make a big deal out of it.
- Respect people's privacy. Do not ask what their 'real' or 'birth' name is. Trans people may be sensitive about revealing information about their past, especially if they think it might affect how they are perceived in the present.
- Similarly, protect their privacy. Do not tell others about a person's trans status. If documents must be kept that have the person's old name and gender on them, keep them confidential.
- Respect people's boundaries. Do not ask personal questions unless there is a need to do so (which will be very rare), allow the other person to start these conversations if or when they are comfortable to do so.

6. Sources of internal support and advice

Support for staff:

- Their line manager, next-in-line manager and / or Head of Department
- [HR Advisor/HRBP](#)
- [Trade Union Representative](#)
- [The Equality, Diversity, and Inclusion team](#)
- [Kaleidoscope LGBT+ Staff and PGR Group](#)
- The [University Chaplain](#)
- [Employee Assistance Programme \(EAP\) for staff and / or the Education Support Partnership](#)

Support for students:

- Their Personal Tutor or Supervisor (for PGR / PhD / doctoral students)
- [Student Services](#)
- Staff in the [Students Union](#) who have undertaken training to support the LGBTQ+ community.
- The [Equality, Diversity, and Inclusion team](#)
- [Kaleidoscope LGBT+ Staff and PGR Group](#)
- The [University Chaplain](#)

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Members of the University Community:

All members of the University Community can play their part in creating a diverse and inclusive workplace, that is safe and welcoming for trans and non-binary individuals. There are various University guides that will provide basic information as well as more detailed guidance on being an ally for friends and colleagues.

- [University of Bath Kaleidoscope LGBT+ Staff & PGR Group ally & training](#)
- [How staff can support trans students.](#)

7. Supporting staff and students going through transition

It can be helpful to draw up a confidential plan for the period of transition and thereafter. This will include agreeing dates of transition and communication plans, the University listening to and being always guided by the individual's preferences. Under no circumstances should any communication or actions be taken without the explicit consent of the individual. These action plans must be kept strictly confidential, and any records destroyed after the person has transitioned. Example plan templates that cover most of the elements that need to be considered when an individual is going through this process are contained in **Appendix B**.

There is no "best" way to transition, therefore it is important that the transition plan be developed to be as adaptive and flexible as possible for the situation and circumstances at hand. When creating a transition plan, having enough time to fully develop and agree on all aspects of the plan will be vital to its success.

Transition is the point at which a trans person starts to live publicly in accordance with their gender identity, however, sometimes medical assistance may start before this in preparation for transition. Before a person starts to transition, it is important that the University plans with the staff member or student what will happen. At the point that a person starts to transition, relevant managers, tutors, departments, and individuals will need to ensure the required changes are in place.

Some trans people may not permanently express their self-identified gender until they know that they will have the support of their family, friends and colleagues or hormone therapy starts to alter their body. It can take several years to transition, and during this time the trans person may experience extensive physical changes. This means it may be necessary to update photographic identification throughout the transition period; in some cases, the person may require university identification in their former as well as their new gender expression. Some trans people have fluid gender identities, and their gender expression may be different at various times. All staff and students will be supported to express their gender in whichever way is most comfortable for them, and individual solutions to any issues arising will be discussed with the person.

It is important to understand that one of the most significant moments will be when the individual wishes to start presenting in their preferred gender publicly. It is crucial that this is managed and communicated in an appropriate manner to those that have a working or study relationship with the individual.

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8. Practical Considerations

8.1 Communications to colleagues, fellow students, and external contacts

The trans person may want to tell their colleagues, fellow students, and external contacts that they intend to transition or about their trans status; some trans people will not want to. They may choose to contact these colleagues in writing and a proforma that can be adapted is provided in Appendix C.

Another option to consider is a meeting(s). Factors to be considered are,

- The content of any meeting and who attends should be discussed and agreed with the trans person in advance. It may be appropriate to involve an external trans organisation.
- If agreed and practical, invitations can be sent to anyone the person works with or interacts with frequently at the institution, in student accommodation or on programme placement.
- The individual should be free to choose whether they make an announcement themselves, or whether it is made for them by a chosen representative.
- There should be an opportunity for other members of staff or students to ask questions, either of the person hosting the meeting or, if they are comfortable, the person concerned. People should be made aware that what is appropriate to ask a professional trainer or educator is not always what is appropriate to ask an individual trans person. It may be helpful to circulate some basic ground rules on showing respect for trans people.
- It is important that senior members of staff within the student's or staff member's department or faculty are (and are seen to be) supportive.
- It would be good practice for a senior member to make it clear that trans people, including people who transition while at the University, have the full support of the institution, and that the institution supports all people to express their gender however they feel most comfortable.
- The senior member of staff should also explain and reiterate the University's commitment to equality, and its policy on bullying and harassment.
- The senior member of staff should emphasise that the person be addressed by their preferred name and the appropriate pronoun.

Training for colleagues and fellow students may be helpful. This should be conducted in such a way as to ensure participants are able to raise issues and concerns of their own; it is of paramount importance that they know what is expected of them. Details of training can be obtained by contacting the [Equality, Diversity, and Inclusion](#) team.

It may be relevant for some transgender employees or students to share gender identity or transition with other people that they meet at work or during their studies, for example customers, funders, or placement providers. **It is important for the transgender person to be in control of this process, who they want to know, when this should happen and who should tell them.** Also, while there is no reason a person cannot continue to work directly with customers, students etc some staff may feel that they would like to change their role in the organisation for a while or permanently. In these cases, the University will consider the situation carefully and sympathetically in line with the [Flexible Working and Leave Policy](#)

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8.2 Changes to name, gender marker and title

Any requests will be actioned as sensitively, swiftly, and as seamlessly as possible, in agreement with the student or staff member.

Following a staff member or student's statement of intent to transition, their staff or student record will be changed at a mutually agreed time to reflect their identified gender and name. This must include all paper records which must be replaced with a full set of new ones in the new name and gender. No records should be changed without the permission of the employee or student concerned.

With the exception of degree certificates (see section 10.3) and pensions (see section 10.4) which can only be changed once a statutory declaration or deed poll has been received a written note of intent to transition such as the example attached in Appendix C is sufficient for the gender, name or title on staff and student records to be changed.

Staff records can be changed by request through HR and student records through Academic Registry.

- **8.3 Degree certificates**
- **Medical leave advice for students**
- **8. 10 Student Accommodation**
- **9.1 Students**
- ***What student accommodation options are available?***
- ***Can I change my ID and email address?***

8.3 Degree certificates

The university has undertaken to provide students who have transitioned whilst studying or after studying with replacement degree certificates in the acquired gender names or titles. This can be initiated by contacting Academic Registry.

8.4 Pensions

Record changes for pensions differ slightly and members of staff who are in the University pension schemes will need to contact the [Pensions Office](#) to ensure their gender is changed on pension records. Currently, due to HMRC practice, only people with a full Gender Recognition Certificate (GRC) can have their pension records changed by HMRC.

8.5 Identification

A full gender recognition certificate (GRC) gives a trans person the means to obtain a new birth certificate but other official identification and services reflective of their identified gender can be gained without a full GRC including a passport, driving licence and the ability to change bank details. The University has no right to ask for or see this certificate. However, it may ask for a statutory declaration of name change (e.g., to make changes to pensions or degree certificates) or other

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official identification (e.g., to carry out right to work checks in the UK before employment commences).

The University recognises that there can be cost implications in changing identity documentation, and this may not be accomplished all at once especially by students and lower paid employees. The University will be flexible wherever possible and be clear about what information is legally required as well as any alternatives that can be offered.

If an employee changes their gender the University is required to inform HM Revenue and Customs (HMRC) in case, there are state pension implications.

8.6 References

For current or former staff or students who are trans, references should make no mention of trans status. The appropriate pronouns should be used, and no mention made to former names. Any reference requests received for someone who has transitioned, which refers to a previous name or gender, will be responded to that the University has no record. If a student or staff member has left the University and then later transitions, they can request their name to be changed on University systems for students through the graduation team and for staff through the Central HR Team (proof of ID will be required)

8.7 Criminal record (disclosure & barring) checks (DBS)

Where these are required, the Disclosure & Barring Service (DBS) has implemented a process specifically for trans people who do not wish to disclose their trans status to their employer or placement provider: <https://www.gov.uk/guidance/transgender-applications>

The Disclosure and Barring Service (DBS) offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route and is available for all levels of DBS check - basic, standard, and enhanced.

The sensitive applications route gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate, that could reveal their previous identity.

8.8 Time Off

Where a person needs to take time off work or study for medical assistance because of gender reassignment, they will not be treated any less favourably than if the absence was due to sickness or injury. Trans people may require time off for appointments (e.g., psychotherapy or voice therapy), surgery and recovery from surgery. Time off may vary considerably, from one week to around 12 weeks, depending on the nature of the surgery and the demands of the person's job or programme of study.

In the case of staff, the University's policy of [managing sickness absence](#) should be used and reasonable time off for gender reassignment reasons will be considered as a mitigating circumstance in line with the [Staff Absence Policy](#). Other policies e.g. [flexible-working policy](#) may also be relevant to consider. Managers should try to be as flexible as possible to meet reasonable requests for leave or changes in working patterns within the needs of the department.

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There may be a need for close relatives of trans staff or students to have time off to care for them in the same way this would be necessary for parents or carers in other circumstances. There should not be any less favourable treatment in such cases.

Medical leave advice for students

Undergraduates and Postgraduate Taught students.

The University's [Regulation 3.4](#) sets out the rules for absences from your studies:

If you are ill or are likely to be ill for more than three days, you must notify your Head of Department. Where you have a planned absence to undergo medical or surgical procedures that requires time off for more than three days, you can apply for a leave of absence from your Head of Department. Your department can arrange in advance for time off study and may be able to consider other options.

If you need to take an extended period of leave, you may want to consider with your Director of Studies whether suspending your studies for a period of time may be your best option. You can find out more information about suspending your studies in the guide: [Suspending your studies or leaving the University \(bath.ac.uk\)](#). You should be aware that suspending your studies can have an impact on your Student Loan and/or Visa. The [Student Money Advice Team](#) can help you to understand and plan for any financial impact and the [Student Immigration Service](#) can help you to understand any impacts on your visa.

[The Wellbeing Service](#) or the [SU Advice Centre](#) can help you with planning periods of leave, understanding how to suspend your studies or drafting letters to your HOD.

Doctoral Students

For information on leave entitlements, suspensions, sick pay, and the support available for doctoral students, please refer to the information on the following pages:

<https://www.bath.ac.uk/corporate-information/attendance-and-leave-entitlements-for-doctoral-students/>

<https://www.bath.ac.uk/guides/suspending-your-studies-if-you-are-a-doctoral-student/>

<https://www.bath.ac.uk/campaigns/support-for-doctoral-students/>

8.9 Single sex facilities

Trans people can use single-sex facilities (such as toilets and changing rooms) according to their self-identified gender. Non-binary people can use the facility that seems most appropriate to them. There are also a number of gender-neutral facilities across the University.

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8. 10 Student Accommodation

When a student applies for accommodation and advises that they are transitioning or intend to transition once at the University, students should be asked the point at which they will begin to live day-to-day in the gender that they identify with. This will enable the correct form of accommodation to be allocated from the start. Students are encouraged to discuss their personal requirements in confidence and in person with relevant staff in accommodation / student living services. The University will ensure as much flexibility and discretion as possible when dealing with student requests.

For students who begin to transition when living in accommodation, contracts should be flexible to allow students to leave single-sex accommodation when they begin to live in their chosen gender. For further advice and support contact Student Living / Accommodation Services.

9. Frequently asked questions

9.1 Students

I am applying to study at the University. How do I enrol with my affirmed name and gender?

The UK government now specifies the type of identification students are required to present during enrolment. This is a passport, visa or birth certificate combined with other forms of identification.

As not all trans people will hold a birth certificate that is reflective of their affirmed gender, where the University requires official confirmation of a person's identity, you will be given the option of providing more than one type of official identification, for example a driving licence, passport, birth certificate, a Statutory Declaration or change of name by Deed Poll.

If you do not have any identification that includes your chosen name or true/identified gender, you will still be able to enrol using the name and gender marker of your choice. Some of the documents listed above will be required as proof of legal identity but will be stored securely by Academic Registry in a system accessible only by approved members of Academic Registry staff.

If you have legally changed your name and updated your identification documents, you can enrol as usual using this name and the gender marker that most closely matches your affirmed gender (i.e., male, female, other).

What student accommodation options are available?

When submitting an online application for University residences all applicants are asked to indicate if they would prefer single or mixed gender flats. We do our best to meet these requests when allocating rooms but unfortunately this cannot be guaranteed.

Applicants can also telephone or email Liz Eyles, Head of Student Living or Matt Waldron, Student Living Support Manager to disclose/discuss any specific requirements that they may have relating to accommodation.

Once in accommodation if you wish to change accommodation you can contact the Student Living Manager. The Student Living Support Manager can explain the transfer process and discuss the

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different options available. However, it should be noted that all room moves are subject to vacancies.

Can I change my gender or title?

You can choose the gender marker or title that reflects your affirmed gender, whether binary or non-binary. (See section 10.2)

Can I change my ID and email address?

You must first contact Academic Registry to update your name and gender on your student record before these changes can be made.

You can change your Library card once your details have been changed by the University on its central student records service. You can then email. library@bath.ac.uk or visit the Library Reader Services, where they will be able to update your name, title, and photo in person or by post. You can do this as many times as necessary if your appearance changes while at the University.

Changing your email address is completed through the [IT Self-Service Portal](#).

Can I dress to reflect my gender identity?

The University will support you in your choice of dress in connection with your gender identity.

If I am being bullied or harassed within the University about my transition or gender identity, who can I talk to and how can I report this formally if I want to?

Transphobic abuse, harassment, or bullying (including but not limited to name-calling / derogatory jokes / repeated or intentional use of incorrect pronouns or name) will be dealt with under the [Dignity & Respect](#) Policy which states that the University will not tolerate such behaviour.

If you experience any form of transphobic abuse, either on campus, online or in the community, you can seek support in several ways:

- discuss the incident and options with a [Wellbeing Adviser](#) in Student Services. You can contact the Student Services helpdesk on 01225 383838. Student Services hold the dignity and privacy of all students in high regard and respect the importance of confidentiality. They will not share information about you with anyone outside Student Services without your consent. The only exception to this is if they are concerned there is a serious risk to you or somebody else.
- report the incident and seek support via our [Report and Support tool](#). This can be done anonymously if you prefer (although this may limit the action that can be carried out and would prevent feedback being provided to you).
- you can contact the Students' Union for [Advice & Support](#)

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Each of these services will provide emotional support as well as talking you through your options. You may just wish to talk about your experience, or you may wish to report the incident either to the University or to the police. This choice is yours; you will not be pressured to make a formal report and will be supported either way.

If you would prefer to report transphobic abuse, discrimination, or harassment outside of the University, you can do so via the police.

I am worried that I may be assaulted or attacked. What do I do if this happens?

Bath offers one of the safest University campuses and cities in the UK and the University's Security team is available to help 24 hours a day, seven days a week, throughout the entire year, both on and off campus. If there is an emergency call 666 from a landline or 01225 383999 from a mobile phone.

For additional reassurance you can also use an app called 'Hollie Guard.' This is a personal safety app which you can download through the app store on your mobile phone and it is free of charge. You need to register an emergency contact, which can either be a family member or friend or our Security Control Room which operates 24/7, 365 days a year. The Security mobile number to use if you register with Hollie Guard is 07971356617 and the email address is security-office@bath.ac.uk. If you are out anywhere and feel vulnerable ensure you have the app on and if you have any issues, you only have to shake your phone and your GPS location and full details will immediately come through to Security and your phone will automatically download 10 seconds of live video, so they can see if there is anything wrong.

Will I still be able to undertake work experience, placements or field work associated with my course or will there be any implications for work?

Sex-related occupational requirements may apply to student placements in health and social care, counselling, and youth work.

Placement providers should be asked by the University if they have occupational requirements and where they do, these should be clearly communicated to all students. If you do not have a Gender Recognition Certificate (GRC) and new birth certificate and you are on a course that involves placements where occupational requirements apply, it is essential that this is discussed at the earliest opportunity with the Faculty Placement team. The aim of the meeting should be to identify the most suitable placement with the student and who will need to be informed when a placement provider has occupational requirements.

There is no occupational requirement whereby an employer can specify that a post must be performed by a trans person. There is the potential occupational requirement however that a specific post may not be performed by a person of a particular gender. This may apply to certain positions in religious organisations, to certain narrow fields within the military and in specialised services such as rape crisis support.

In certain limited circumstances it is lawful to discriminate in employment on the grounds of sex if there is a Genuine Occupational Qualification (GOQ) for doing so. If a trans person has obtained a full Gender Recognition Certificate (GRC), they are deemed in law to be of the gender to which they have transitioned with respect to most jobs and course placements where GOQs apply.

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Students should discuss with their Personal Tutor or a relevant Academic Tutor whether a Genuine Occupational Qualification applies to their course or their intended career path. Where this is the case, this will need to be discussed with the relevant professional body.

9.2 Staff

I want to apply for a job at the University, do I need to disclose my trans status?

Applicants can apply for posts at the University without disclosing their trans status. Any disclosure made at any point will be treated with confidentiality and the offer of support will be extended.

As not all trans people will hold official documentation that is reflective of their preferred gender, where the University requires official confirmation of a person's identity, you will be given the option of providing more than one type of official identification, for example a driving licence, passport, birth certificate, a Statutory Declaration or change of name by Deed Poll.

If you wish to confidentially disclose your trans status during the application process, you may do so by contacting the Human Resources Recruitment Coordinator responsible for the administration of your application who will not disclose this information to anyone without your consent.

Can I change my gender or title?

You can choose the gender marker or title that reflects your affirmed gender, whether binary or non-binary. (See section 10.2)

Can I change my ID and email address?

You must first contact Human Resources to update your name and gender on your staff record (iTrent) before these changes can be made.

You can change your ID card once your details have been changed by the University on its central staff records (iTrent). You can then email library@bath.ac.uk or visit the Library Issue Desk, where they will be able to update your name, title, and photo in person or by post. You can do this as many times as necessary if your appearance changes while at University.

Changing your email address is completed through the [IT Self-Service Portal](#)

Can I dress to reflect my gender identity?

The University will support you in your choice of dress in connection with your gender identity.

If I am being bullied or harassed about my transition or gender identity, who can I talk to and how can I report this formally?

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Transphobic abuse, harassment, or bullying (including but not limited to name-calling / derogatory jokes / repeated or intentional use of incorrect pronouns or name) will be dealt with under the [Dignity & Respect](#) Policy which states that the University will not tolerate such behaviour.

You should report any instances of transphobic abuse to any of the following: Line Manager, Human Resources, [Equality, Diversity, and Inclusion](#) team, [Report and Support tool](#)

Each of these services will provide emotional support as well as talking you through your options. You may just wish to talk about your experience, or you may wish to report the incident either to the University or to the police. This choice is yours; you will not be pressured to make a formal report and will be supported either way.

If you would prefer to report transphobic abuse, discrimination, or harassment outside of the University, you can do so via the police.

I am worried that I may be assaulted or attacked. What do I do if this happens?

Bath offers one of the safest University campuses and cities in the UK and the University's Security team is available to help 24 hours a day, seven days a week, throughout the entire year, both on and off campus. If there is an emergency call 666 from a landline or 01225 383999 from a mobile phone.

For additional reassurance you can also use an app called SafeZone This is a personal safety app which you can download through the app store on your mobile phone and it is free of charge. You need to register an emergency contact, which can either be a family member or friend or our Security Control Room which operates 24/7, 365 days a year. The Security mobile number to use if you register with Safe Zone is 07971356617 and the email address is security-office@bath.ac.uk. If you are out anywhere and feel vulnerable ensure you have the app on and if you have any issues, you only have to shake your phone and your GPS location and full details will immediately come through to Security and your phone will automatically download 10 seconds of live video, so we can see if there is anything wrong.

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10. Further support and information

External guidance produced by the Equality Challenge Unit can be found at

<http://www.ecu.ac.uk/guidance-resources/inclusive-environment/providingsupport/trans-people/>

[Supporting you if you are a trans student](#)

[Changing your official documents | The Trans Roadmap \(wordpress.com\)](#)

Equality and Human Rights Commission (EHRC) is a statutory body with responsibility for protecting, enforcing, and promoting equality across all protected characteristics.

<https://www.equalityhumanrights.com/en>

The Gender Trust is recognised as an authoritative centre for professional people who encounter gender identity-related issues in the course of their work. <http://www.gendertrust.org.uk/>

The Beaumont Society is a support network that promotes better understanding of the conditions of transgender, transvestism, and gender dysphoria. <https://www.beaumontsociety.org.uk/>

Gender Identify Research and Education Society initiates, promotes, and supports research, particularly to address the needs of people who have a strong and ongoing desire to live and be accepted in the gender in which they identify. <https://www.gires.org.uk/>

LGBT Youth provides a range of services for professionals and young people.

<https://www.lgbtyouth.co.uk/>

2BU is a Somerset youth support group. <https://www.2bu-somerset.co.uk/>

Samaritans | 24 hours | 116 123

[ACAS](#) Gender Re-assignment discrimination – key points for the Workplace

BM Depend, Free, confidential, non-judgemental advice and information and support for family members, partners, spouses, and friends of transsexual people. www.depend.org.uk

Gendered Intelligence Company offers arts programmes, creative workshops and trans awareness training, particularly for young trans people. Website: www.genderedintelligence.co.uk

Gender Matters Charity provides information and support to trans people, families, and professional organisations. www.gender-matters.org.uk

[Gendys Network](#) is for all who encounter gender problems personally or as family members, lovers, or friends, and for those who provide care.

[Mermaids](#) provides information to gender diverse kids, young people, and their families.

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Appendix A

Transition process

The chart below is intended to only be indicative of some of the ways people may transition – it does not cover everything, and equally not all trans people will want to or be able to take all the steps mentioned.

Everyone's situation will vary depending on a range of factors, including whether a person opts for medical procedures. Many trans people will choose to socially transition but not undergo any medical treatment or will alter their gender expression without undertaking any other steps of transition.

The most important consideration is ensuring all staff and students are supported to express their gender in the way they are most comfortable.

Social transition	Medical transition	Legal transition
A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.	A person realises that their gender identity is not congruent with the sex they were assigned at birth.
The person may tell their friends, family, and University.	The person seeks referral to a gender identity clinic.	To secure legal recognition of transition the person seeks a diagnosis of gender dysphoria.
The person may change their gender expression part-time or full-time, for example, their external characteristics and behaviours such as clothing, hairstyle, make-up, mannerisms, speech patterns and social interactions.	The person is placed on a waiting list for a gender identity clinic.	After two years of living in their self-identified gender, whether or not they have undergone surgery, the person is able to apply for a gender recognition certificate (GRC). The majority of trans people who transition do not apply for a GRC as to many it is irrelevant to their lives or inaccessible for various reasons.
The person may change their name and pronouns and identity documents.	When seen in a gender identity clinic the person may be diagnosed with gender dysphoria.	If the person meets the requirements of the gender recognition panel a GRC is awarded and if the person was born in the UK a new birth certificate is also issued.
At the person's request, organisations that hold records (e.g., their University, bank, funder, utility company) change their records to reflect their new name (if appropriate) and gender.	After at least three months, the person may begin hormone therapy. In view of the current delays in accessing treatment, a person may also be self-medicating.	The person is now legally recognised in their self-identified gender. Legally any documents and references that have not already been changed must now be changed, for example identification held on file to prove right to work in the UK.
At any point during their transition, a trans person may contact their University or qualifications agency to request that their degree or qualifications certificates are issued in their new name. Formal proof of name change in the form of a deed poll or statutory declaration of name	After at least 12 months, the person may be referred for surgery. Again, waiting times can be an issue.	If the person is a staff member who is a member of the University pension scheme, they must send their new birth certificate to the appropriate person to ensure their gender is changed on pension records.

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Social transition	Medical transition	Legal transition
change will be required for this.		

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Appendix B

Points to discuss or consider to support staff transitioning.

A person-centred approach should be taken, and all actions should be discussed and agreed on a 1:1 basis with the individual concerned.

Key points to discuss.	Details & dates agreed.
Main contact	
Identify a single point of contact to support you and agree an action plan. This would normally be a manager, equality lead, HR, or senior member of the department. If the action plan is not drawn up with input from line manager/and or Human Resources, consider how and when they might need to be involved.	
Changes to name & pronouns	
<ul style="list-style-type: none"> Details of new name(s) and title 	
<ul style="list-style-type: none"> Pronouns 	
Timetable – <i>care must be taken with the sequencing of dates to prevent accidental disclosure or communication.</i>	
What is the likely timetable for transition? e.g. <ul style="list-style-type: none"> Dates for name change (if you have decided to change your preferred name) Use of facilities (toilets, changing rooms) When do you wish to start dressing and presenting as your gender identity? Change of records. 	
What identification or University clothing needs to be changed? <ul style="list-style-type: none"> e-mail address web link Name badge Library card Office door name plate Faculty/department photograph boards Uniform Safety wear (PPE) 	
What documents and records need to be changed? <ul style="list-style-type: none"> Personnel records Department records Professional bodies Trade Union membership Payroll (and banking details) Pension scheme Web details Committees and groups Does the employee have multiple posts within the University? 	

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<ul style="list-style-type: none"> • Research/funding records • Recorded lecture materials 	
Transition Process	
<ul style="list-style-type: none"> • Are you taking any extended time off? Is this additional paid/unpaid leave? • Is time off needed for medical appointments (which may require to be taken during normal working hours)? • How can ongoing medical procedures be accommodated? Consider whether this can be accommodated by working flexi hours/or home working. • Are you having planned surgery? Recovery may take between one to twelve weeks. What arrangements need to be put in place to support your return to work? • Consider any impact the transition period/change may have on your work and adjustments that could be made. Are there any temporary or permanent changes to the role which should be considered to support you? Considerations should include security aspects such as lone working, night working and customer/student facing roles. 	
Support for you/communication	
<ul style="list-style-type: none"> • How and when will colleagues be informed? • How and when will students be informed? • How and when will external contacts be informed? • Is there training needed for colleagues/teams? • What support do you have? Are you aware of agencies, networks, Trade Unions, and the Employee Assistance Programme? 	
Discrimination	
<ul style="list-style-type: none"> • If any bullying, harassment, or assault occurs do you know how to report it and how it will be dealt with? • Are systems in place to address any adverse publicity or reactions from students etc to ensure you are supported? 	

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Points to discuss or consider to support students transitioning.

A person-centred approach should be taken, and all actions should be discussed and agreed on a 1:1 basis with the individual concerned.

Key points to discuss.	Details & dates agreed.
Main contact	
Identify a single point of contact to you and agree an action plan. This would normally be a tutor, equality lead, or member of Student Services. If the action plan is not drawn up with input from a tutor or member of Student Services consider if/how and when they might need to be involved.	
Changes to name & pronouns	
<ul style="list-style-type: none"> Details of new name(s) and title 	
<ul style="list-style-type: none"> Pronouns 	
Timetable – <i>care must be taken with the sequencing of dates to prevent accidental disclosure or communication.</i>	
What is likely timetable for transition? e.g. <ul style="list-style-type: none"> Dates for name change (if you have decided to change your preferred name) Use of facilities (toilets, changing rooms) When do you wish to start dressing and presenting as your gender identity? Change of records. 	
What identification or University clothing needs to be changed? <ul style="list-style-type: none"> e-mail address web link ID - Name badge Library card Office door name plate (e.g. PGR students) Faculty/department photograph boards Workwear (if also employed by the University) Sports kit Safety wear (PPE) 	
What documents and records need to be changed? <ul style="list-style-type: none"> Student Records Personnel records (if also employed by the University) Department records Professional bodies Student Union membership Sports & Social Society records Are you employed in a post/posts within the University e.g., shop assistant, GTA? University Payroll (and banking details) 	

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<ul style="list-style-type: none"> • University Pension scheme • Web details • Committees and groups • Research/funding records • Student Loans Company 	
<p>Do you live in university Accommodation?</p> <ul style="list-style-type: none"> • Is current accommodation gender specific? • What type of accommodation is preferred? 	
Transition Process	
<ul style="list-style-type: none"> • Are you taking any extended time off? How will you balance and manage your academic studies during this time? • Is time off needed for medical appointments? • How can ongoing medical procedures be accommodated? Consider whether this can be accommodated by on-line learning. • Are you having planned surgery? Recovery may take between one to twelve weeks. What arrangements are needed to support your return to their studies? • Consider any impact the transition period/change may have on your studies and adjustments that could be made. Are there any temporary or permanent changes which should be considered to support you? 	
Support for individual/communication	
<ul style="list-style-type: none"> • How and when will your fellow students be informed? • How and when will your tutor, department & Faculty be informed? • When should other members of academic staff/student support staff be informed, and how should this happen? • How and when will external contacts be informed? • Is there training needed for house mates/colleagues/teams? • What support do you have? Are you aware of agencies, networks, SU, SS and Security? • Are you undertaking a placement in the UK or overseas? What are the organisations transgender policy? Are there any legal issues for transgender 	

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people in the country that you will be working in that need to be considered?	
Discrimination	
<ul style="list-style-type: none">• If any bullying, harassment, or assault occurs do you know how to report it and how it will be dealt with?• Are systems in place to address any adverse publicity or reactions from students, staff or third parties (e.g., external examiners, placement providers) to ensure you are supported?	

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Appendix C - Template Letters

It is optional for applicants/students/staff/alumni to use these templates.

1. Notification of intent to transition or of having previously transitioned.

Dear

I am writing to notify the University of Bath that (please tick as appropriate):

- ☐ I have already transitioned to my self-defined or legally recognised gender.
- ☐ I intend to transition to my self-defined gender.

I understand that the information that I share with you will be used to ensure that I can go about my day-to-day life in my self-identified or legally recognised gender with ease.

I also understand that if appropriate, the information shared will be used to ensure appropriate support for me as an applicant to/ student of /staff member of The University of Bath.

Please tick:

- ☐ I understand that the information I share with you will only be passed on with my consent.
- ☐ I understand that you will contact me to organise a meeting that will provide an opportunity for me to give an overview of my circumstances, discuss the changes that can be made, the support available and any timescales.

Name:

Student/staff identifier:

--	--

Known as/nickname:

Pronouns:

--	--

Email:

Contact number:

--	--

Signed:

Print name:

--	--

Date:

--

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2) Notification of change of gender, name, title, and pronouns

Current details on record

Name on student/staff record:	Student/staff identifier:
<input type="text"/>	<input type="text"/>
Known as/nickname:	Date of birth:
<input type="text"/>	<input type="text"/>
Email:	Contact number:
<input type="text"/>	<input type="text"/>

Dear ,

I understand that you are the named contact for trans **[insert as appropriate applicants/students/staff/alumni]** and that information that I share with you will be used to ensure that I can go about my day-to-day life in my self-identified or legally recognised gender with ease.

I also understand that if appropriate, the information shared will be used to ensure appropriate support for me as an applicant to/ student of /staff member of the University of Bath.

Please tick:

- ☐ I understand that the information I share with you will only be passed on with my consent.

For university purposes my **personal details** (please select one of the following):

- ☐ are reflective of my preferred names, gender, pronouns, and title (delete as appropriate). If you are using nicknames or known as names you will need to have formally changed your name for a degree certificate to be issued in a name that is different to the one in which you registered.
- ☐ are not reflective of my preferred names, gender, pronouns, and title (delete as appropriate). I would like to meet with you to discuss changing my records. Please complete the information below if you would like a different name/s to be used during the meeting.
- ☐ are not reflective of my preferred names, gender, pronouns, and title (delete as appropriate). I would like my records to be changed as per the information provided below as soon as possible. I understand that you will contact me to ensure I am aware of the implications of the change and to agree a date from which the change will occur.

Changes to be made to records.

Title:	Pronouns:
<input type="text"/>	<input type="text"/>
Forename(s):	Surname (if applicable):
<input type="text"/>	<input type="text"/>

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--	--

Gender:

Email (if applicable):

--	--

Signed:

Print name:

--	--

Date:

--

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Appendix D

Example email to communicate transition to colleagues (to be adapted as required)

Dear Colleagues,

I am writing to you because I know that it wouldn't be possible to speak to you all individually. I wanted to tell you my news personally, rather than leaving you to hear it via someone else. There are going to be some big changes in my life that I would like to share with you.

I have been seeing a specialist doctor for a while, who confirms what I have recognised for many years. I identify as a woman/man/non-binary and I always have. Because I don't look like a woman/man, I have lived with a feeling of great discomfort, which I have tried to ignore, repress, or overcome. This uncomfortable experience is called gender dysphoria. Most of you will have heard of people in my situation being described as transgender, or just trans.

I have reached the point where I cannot continue in my old gender role. I shall be away for xxx weeks and will return xxxx. From then on, I will be living and working as a woman/man/non-binary. I am still the same person, and I shall continue to do the same job. In that respect nothing will change. My appearance and the way I dress will change, of course, and I will no longer be known as xxx, but as xxx. Pronouns are tricky, but I am sure I can count on you all to refer to me as "she"/"he"/"they."

We have great values in our organisation; we celebrate diversity, and we treat each other as equals, so I am confident that all of you will give me the support that I need through this exciting phase of my life.

Please feel free to come and ask me about anything that you don't understand or would like to know. I don't mind answering questions, and if you have uncertainties, I would much rather you spoke to me directly about them.