

POLICY FOR
**TRANSGENDER
STUDENTS**



Brunel
University
London

STUDENT SERVICES
supporting you



Policy for transgender students

Brunel University London recognises and values the diversity of its students' gender, gender identity and gender expression. The University therefore undertakes not to discriminate against transgender, transfeminine, transmasculine, gender non-binary and non-conforming students. It commits to creating an inclusive trans-friendly culture and learning environment, free from discrimination, harassment or victimisation, where all transgender and non-binary students are treated with dignity and respect in the gender in which they choose to present themselves.

Throughout this policy we use *trans** as an umbrella terms to describe people whose gender is not the same as, or does not sit with, their sex at birth following discussions with our students. 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, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

March 2019

Introduction

The aim of this policy is to set a framework for how the University will support students who express their gender identify different 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 policy will give more detail on how the University's strategic commitment should be applied and how it will provide support to members of the University in meeting their legislative duties.

As part of the Equality and Diversity agenda, Brunel University London is committed to the development of a culture where all students may live, study and work without encountering prejudice or discrimination because of any of the nine "protected characteristics" as defined by the Equality Act 2010.

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 Brunel University London 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.

A glossary of terms is provided in Appendix B.

Scope

This policy applies to students who have indicated a wish to live in a gender other than their sex at birth (whether or not medical supervision or surgery is either involved or contemplated) and non-binary students. The policy serves students at all stages of gender reassignment, identity or expression, begun or complete throughout the student cycle. This encompasses application to Brunel, registration, every stage of their study or research to graduation.

Policy statement

The University will endeavour to undertake the following:

- No student will be denied access or progression to admission, registration, teaching, learning and research, or treated unfairly on the grounds of their gender identity or expression, or their participation or non-participation in any gender reassignment process.
- No student will be treated unfairly in relation to the awarding of scholarships, grants and other awards under the University's control or the provision of student support.
- 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. Any historical content or comparative content containing what is now recognised as transphobic material needs to be clearly labelled with a trigger warning.
- The University respects the confidentiality of each *trans** student and no information will be revealed by University staff or fellow students without the prior written agreement of the individual *trans** student.
- 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 Senate Regulation 6 and/or Staff Disciplinary Policy and Procedures s.3. Support will be provided to any student who experiences such behaviour.
- 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 should be included in University Equality and Diversity training and specialised transgender training should be delivered to those working with and supporting *trans** students.
- Any student undergoing medical and/or surgical procedures related to gender reassignment will 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 alumni, providing a professional and consistent service so that all *trans** students feel welcome, safe, valued and supported in achieving their individual potentials.
- The University commits to create and maintain an inclusive environment which demonstrates respect for each *trans** student and all *trans** students. The University guarantees equality across the whole student community with regard to the right to study with dignity, to use University facilities, and to preserve the name, personal identity of each *trans** student. The inclusive and respectful environment will apply equally to associations (e.g. partner, spouse and family member, or ally), of a *trans** student, and to an associate of any student who forms a part of, or identifies with, the wider-*trans** community.
- 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.

Disclosure

Legally no student is under any obligation to disclose that they wish to take, or have taken steps, to express themselves in a gender different to their sex at birth. However, they are encouraged 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 support and advice is made available. Such notification may be made at any point of application, at registration or at any point in the course of study or research. In the first instance, the notification can be communicated to the University via a tutor and/or the Student Support and Welfare Team.

Making the University aware of their gender, gender identity or expression at an early stage will enable discussions, arrangements and support to be put in place if required.

Providing support to students during transition

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 recognises that all journeys are valid and all students will be supported.

The most important consideration is ensuring each student can express gender identity preferences in the most comfortable way.

The student is encouraged to discuss transition with a tutor and/or the Student Support and Welfare Team if they would like support but there is no onus to do so. A very important part of this meeting will be to determine how to support the student and who will liaise with other University staff as required with the student's written consent. Detailed arrangements should be agreed in the form of a support plan (See Appendix E). It should be noted that this may entail a gradual and incremental process, with regular reviews and revisions, should be student lead and will be confidential.

The plan should be put into writing and the student should sign it alongside the staff member. A copy will be kept by the University for the duration of the student lifecycle after which it should be managed in accordance with data protection law. The details will not be shared without the student's written consent. If there is a change in a relevant member of staff this will need to be discussed in advance with the student and how the student would like this change to be managed.

The support plan and other arrangements should be monitored and reviewed regularly. Key review points are likely to include any time of significant change (whether personal or academic, or placement-related) but this does not preclude review and revision at any other time.

Communication with staff and students during transition

The student should consider when or whether to inform fellow students and appropriate staff about any point of transition, and what information should be given. Some students may choose to send a letter to their fellow students and/or staff, while others may prefer that an agreed statement should come from a tutor. Information should be pitched at a level and style appropriate to the audience, while respecting the individual's wishes including their right to medical confidentiality.

It is common for a transitioning individual to take a short time away from work or study, then returning using a new name and expressing their gender in a new way. This period may be offered as an opportunity to brief people about the change. It remains, it must be stressed, up to the individual to decide the timing of any communication.

When someone transitions this may challenge fellow students and staff who have a fixed idea of gender identity. They may need support and training in dealing with the situation and some may want to ask questions. While some *trans** individuals are very open about their gender identity or expression, they should not need to answer any intrusive questions if they do not wish. Other individuals may want some help in dealing with questions etc. It may be helpful to be able raise these questions with the Student Support and Welfare Team who may refer to the Student Equality and Diversity Manager for expert knowledge.

A student who is on placement or who will be preparing to take up a placement, may need some support in informing the placement employer and colleagues, and to secure support and/or training for anyone involved in line with our policies.

Confidentiality

Brunel University London respects the confidentiality of each of its students, and will not reveal sensitive information about *trans** status without the prior agreement of the individual.

Change of name and/or gender

If a student would like, they are able to request a change of name and/or gender 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.

The request must be made in writing to Student Centre, and must be accompanied by documentary evidence of the new name. For a home / EU student this could be a passport, a deed poll (this can be done free of charge) or a statutory change of name. The date of change for current and accessible University records, and for the updating of current documentation, ID cards, etc., will be agreed in advance between the 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. The student will have the opportunity to register, within the student record system, a preferred name which differs from the legal or official name. Such changes are passed into other University systems. Current gender options in University systems are:

- **man**
- **woman**
- **not specified**
- **other**

There is a requirement that, as part of the registration task, each student declares sex as assigned at birth, as well as current gender. Birth sex is stored in a field with strong access protection. No record will be changed without the permission of the student concerned.

After 2 years of living in their chosen gender, whether or not they have undergone surgery, the *trans** student currently can apply for a Gender Recognition Certificate should they want (for more information, see [gov.uk/apply-gender-recognition-certificate](https://www.gov.uk/apply-gender-recognition-certificate)). When issued, they will then receive a new birth certificate and they will have the right to request that all references to their former name and gender are removed and replaced with their current name and gender. Brunel will support this request and make the required change. However it is unlawful for the University to ask for the Gender Recognition Certificate. (It should be noted that this legislation is currently under review and is likely to change).

The University requires verification (e.g. passport, deed poll or statutory change of name) before considering the replacement or re-issue of a degree certificate for a graduate of the University.

International Students on a Tier 4 Visa and in the UK short term may wish to use a preferred name and gender within the University but make no changes to their documentation from their own country. If they want to make a formal change, the Home Office advises that transgender people who hold non-British passports in their former name and gender should align their passports and other identity documents to reflect their acquired name and gender so that they use one name for all purposes. If a student is from a country where changes to name and gender in passports and official identity documents are not recognised, they could obtain a biometric residence permit in their acquired gender as long as they can demonstrate that they use their acquired name / gender for all purposes. Specialist external advice is recommended for these students.

A student may not choose to identify as man or woman, or may prefer to profess a more fluid gender identity, either during transition or permanently. For such a student, the field for preferred gender offers the non-specified/other options in the student record. This field is access-protected.

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**

To reveal a student's transgender status without permission may amount to a form of harassment and a criminal offence.

Brunel University London takes a zero-tolerance approach to any abuse, harassment or bullying. Transphobic bullying and harassment could be regarded as grounds for disciplinary action, which may include expulsion under Senate Regulation 6 and/or the Staff Disciplinary Policy and Guidance s.3, or dismissal under the University's Disciplinary Procedure 21.

Any student who undergoes transphobic abuse, harassment or bullying is encouraged to seek support from the Student Support and Welfare Team and to report the incident either through the Report and Support Portal and/or through the security team. They can also make a complaint via the Complaints Procedure – see below. The University takes any form of abuse, harassment or bullying very seriously and any complainant would be supported throughout the complaints process.

Trans* respect training

Training for fellow students and/or staff, academic and professional, is highly recommended and would be delivered by the Student Equality and Diversity Manager, or on behalf of. 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.

The University will aim to co-create any training materials with *trans** students in order to embed their first-hand experience and knowledge.

Complaints

Any student who considers that the University has failed to comply with this policy may use the University's Complaints procedure under the grounds of dissatisfaction "...about the University's action or lack of action, or about the standard of service provided by or on behalf of the University". Such grounds may pertain to unfair treatment or disadvantage based on gender identity, repeated lack of respect for a preferred name or pronoun, and similar actions. The Complaints Procedure cannot be used to appeal against a decision of a Board of Examiners they should instead refer to Senate Regulation 12.

Before raising a complaint, the student is encouraged to read the Complaints Procedure and the accompanying Guidance Notes – brunel.ac.uk/life/supporting-you/student-complaints-conduct-and-appeals/complaints.

The student might find also it useful to refer to the Equality Challenge Unit guidance on Transgender – ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people. The Students Union at Brunel has an Advice and Representation Centre which can also provide ongoing advice and support. There are also a range of external specialist organisations – see Appendix C for further details).

Appendix A

General information about transgender students

Definition of *trans** students

The term *trans** is designed to be an inclusive one to describe anyone whose gender is not the same as, or they do not feel sits with, their sex. "Transgender" – *trans** is used to describe the following groups:

- People covered by the Equality Act definition which means that "a person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process for the purpose of reassigning the person's sex by changing physiological or other attributes of sex."
- People who do not wish to transition permanently to a new gender role, but who identify as non-binary, genderqueer, gender variant or who choose to live permanently with a more fluid gender identity.

Legal framework

There are various key pieces of legislation that govern this area of equality and protect *trans** people against unlawful discrimination:

Gender Reassignment Regulations 1999

This protects a *trans** person who is intending to undergo, is undergoing or has undergone gender reassignment from the moment of decision to start the process. It is unlawful for a person to be treated less favourably, nor to be harassed because of gender reassignment. Furthermore, no person should be treated less favourably by reason of their absence from study or work while undergoing gender reassignment, in comparison to someone absent due to illness or for some other similar reason. The process of gender reassignment can involve several procedures, some of which are medical and others of which are changes in legal documentation, notifying others etc.

Gender Recognition Act 2004

This allows a person who have completed transition, and who meets certain criteria to apply for a Gender Recognition Certificate. This certificate which allows for official change of identity on documents (e.g. birth certificate) and in processes (e.g. marriage) in the new gender. The Act makes it unlawful to pass information about a person's *trans** status to a third person without the consent of the *trans** person. It should be noted that this legislation is currently under review and is likely to change.

Equality Act 2006

This introduced the Gender Equality Duty, requiring institutions to have due regard to the need to eliminate unlawful discrimination and harassment, and to promote equality of opportunity for all gender. As a result, institutions set up Gender Equality Schemes including input from, and participation by, *trans** people.

This was compiled with specialist knowledge from the following organisations where further detail can be found:

- Equality and Human Rights Commission – equalityhumanrights.com
- Equality Challenge Unit – ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people
- Gendered Intelligence – genderedintelligence.co.uk
- Stonewall – stonewall.org.uk

Appendix B

Glossary of gender related terms

This was compiled with support and specialist knowledge from some of our *trans** students and the following organisations where further detail can be found for which we are most grateful:

- Equality Challenge Unit – [ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people](https://www.ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people)
- Gendered Intelligence – [genderedintelligence.co.uk](https://www.genderedintelligence.co.uk)
- Stonewall – [stonewall.org.uk](https://www.stonewall.org.uk)
- National LGBT Hate Crime Partnership – [lgbthatecrime.org.uk](https://www.lgbthatecrime.org.uk)

It should be noted that language in this area is constantly changing and that it is vital to check with individuals students what terminology they feel comfortable with and what they choose to use.

AFAB	Acronyms meaning “assigned female at birth” (also designated female at birth or female assigned at birth). No one, whether cis or <i>trans*</i> , has a choice in the assignment of sex. This term is preferred to “biological female”, “female bodied”, “natal female”, and “born female”.
Agender	Pronounced āgender – An umbrella term encompassing many different genders of people who commonly do not have a gender and/or have a gender that they describe as neutral. Many agender people are <i>trans*</i> . Because this is a new and quickly-evolving term, it should be used with caution — check a user’s definition of the term before responding or using it.
Ally	A (typically) straight and/or cis person who supports members of the LGBT+ community.
AMAB	Acronym meaning “assigned male at birth” (also designated male at birth or male assigned at birth). No one, whether cis or <i>trans*</i> , has a choice in the assignment of sex. This term is preferred to “biological male”, “male bodied”, “natal male/”, and “born male”.
Cisgender/cis	Someone whose gender identity is the same as their sex at birth.
Deadnaming	Using someone’s birth name rather than a changed preferred name; often referring to misaddressing a <i>trans*</i> person after a name-change as part of transition.
Genderqueer	An identity commonly used by people who do not self identify or express gender within the gender binary. A person who identifies as genderqueer may identify as neither a man nor a woman, may see themselves outside of, or in between the binary gender boxes, or may simply feel restricted by gender labels. Many genderqueer people are cisgender and identify with it as an aesthetic. Not everyone who identifies as genderqueer identifies as <i>trans*</i> or non-binary.
Gender-fluid	A changing or “fluid” gender identity.
Gender binary	A system of viewing man and woman as two opposite categories, in which no other possibilities are believed to exist. This system is oppressive to anyone who defies the sex assigned at birth, but particularly those who are gender-variant, or are intersex.

Gender dysphoria	Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex and their gender identity. This is also the clinical diagnosis for someone who doesn’t feel comfortable with the sex they were assigned at birth.
Gender expression	A person’s outward expression of gender identity, within the context of societal expectations of gender. A person who does not confirm to societal expectations of gender may not, however, identify as <i>trans*</i> . Gender reassignment – another way of describing a person’s transition. To undergo gender reassignment often implies some medical intervention, but may also include living in a self-identified gender with changes in name, pronouns, dress etc.
Gender identity	A person’s innate sense of gender self-knowledge, whether man or woman, or something else (see non-binary below), which may or may not correspond to their sex.
Gender Recognition Certificate	This enables <i>trans*</i> people to be recognised legally in the affirmed gender, and to be issued with a revised birth certificate in the new gender. The certificate is not needed to change gender markers in work or study environments, nor to change gender on other legal documents, such as a passport. The certificate is only available to those over 18 years old.
Gender variant	An individual’s behaviour or gender expression by an individual that does not match masculine and feminine gender norms.
Intersex	A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary.
Medical transition	May include hormone replacement therapy (HRT) and/or gender reassignment surgeries. For a transman, this may include Phalloplasty (lower surgery), breast reduction (top surgery) and hysterectomy. For a transwoman, this may include breast augmentation, orchiectomy (removal of testes), tracheal shaving (removal of Adam’s apple), facial feminisation surgery and penile inversion vaginoplasty (creation of a vagina by inverting penile skin).
Non-binary	An umbrella term for people whose gender identity doesn’t sit comfortably with ‘man’ or ‘woman’. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.
Out	To disclose gender identity or sexual orientation without the subject’s consent: this negative action often causes distress and may be considered abusive.
Passing	If someone is regarded, at a glance, to be a cisgender man or cisgender woman.
Pronoun	Words we use for people’s gender – for example, ‘he’ or ‘she’. Some people may prefer others to use them in gender neutral language and use pronouns such as they/their and ze/zir.
Queer	In current usage, the term is used by LGBT+ individuals who do not identify with traditional categories of gender identity and/or sexual orientation. However, the term is still associated by some with the previous derogatory connotations.
Questioning	The process of exploring’s on individual’s own sexual orientation and/or gender identity.

Social transition	May include coming out to friends and family as transgender; asking people to use pronouns (he/him, she/her, they/them) that match gender identity; going by a different name; dressing/grooming in ways that match gender identity.
Stealth	Desisting from being openly transgender in all, or almost all, social situations. Some transgender persons who can consistently pass in society choose stealth.
Trans*	An umbrella term to describe people whose gender is not the same as, or does not sit with, their sex at birth. There is a wide variety of terms used by <i>trans*</i> people to describe themselves including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.
Transfeminine	A person who identifies with femininity rather than masculinity but does not want to be defined as wholly woman.
Transgender	A person whose gender differs from their sex at birth — that written on their birth certificate. Gender can refer to one's own, internal sense of being a man or woman, or another type that doesn't fit either category.
Transmasculine	A person who identifies with masculinity rather than femininity but does not want to be defined as wholly man.
Transphobia	Fear, disgust, violence or discomfort of someone on the grounds of <i>trans*</i> status, including denial or refusal to accept professed gender identity.
Transsexual	This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex assigned at birth. This term is still used by some, although many people prefer the term <i>trans*</i> or transgender.
Trans man	A term used to describe someone who is female at birth but identifies and lives as a man. The same meaning as FTM, an abbreviation for female-to-male.
Trans woman	A term used to describe someone who is male at birth but identifies and lives as a woman. The same meaning as MTF, an abbreviation for male-to-female.
Trigender	A gender identity which can be literally translated as 'three genders' or 'triple gender'. Trigender people experience exactly three gender identities, either simultaneously or varying between them. These three gender identities can be a man or a woman and/or any non-binary identities.

Appendix C

Further information, advice and support

The lists of useful contacts given below is correct at the time of writing (January 2019). Please check the web for up-to-date contact information. Please note that Brunel University London does not endorse or take responsibility for the information provided by external organisations.

External services

Equality Challenge Unit provides advice and support for students and staff on equality and diversity in higher education — ecu.ac.uk/guidance-resources/inclusive-environment/providing-support/trans-people

Equality and Human Rights Commission is the statutory body responsible for protecting, enforcing and promoting equality across nine protected characteristics — age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, and sexual orientation — equalityhumanrights.com

Specialist transgender services

The Beaumont Society is the largest transgender support group in the UK. It promotes better understanding of the conditions of transgender, transvestism and gender dysphoria — beaumontsociety.org.uk

The Forum promotes equality and good practice in the provision of post-school education and employment, with a specific focus on sexual orientation and gender identity, or transgender, equality issues — sgforum.org.uk

Gendered Intelligence provides support, training and resources for all those who work with and support trans people as students, pupils, employees, colleagues, or clients; and works extensively in schools, colleges and universities with students and staff offering mentoring, workshops and training — genderedintelligence.co.uk

LGBT+ Switchboard provides a one-stop listening service for LGBT+ people on the phone, by email and through Instant Messaging — **Tel: 0300 330 0630**.

Depend offers advice, information and support to all family members, partners, spouses and friends of *trans** people — depend.org.uk

Transgender Zone is an online resource covering all aspects of transgender issues — transgenderzone.com

Nonbinary inclusion project fights for the inclusion and recognition of non-binary people in law, media and everyday life within the UK — nonbinary.co.uk

Press for Change campaigns to achieve equal civil rights and liberties for all transgender people in the UK through legislation and social change — pfc.org.uk

TranzWiki is a directory of the groups campaigning for, supporting or assisting *trans** and gender non-conforming individuals, including those who are non-binary and non-gender, as well as their families across the UK — tranzwiki.net

Stonewall helps organisations including HEIs and colleges to recognise the benefits of the perspectives of lesbian, gay, bi and *trans** people for all employees, service users and members of the community. It is also a campaigning organisation — stonewall.org.uk

National LGBT Hate Crime Partnership brings together 35 LGBT organisations from across England, Wales and Scotland and is led by the LGBT consortium on behalf of the EHRC. It aims to increase the reporting of homophobic, biphobic and transphobic hate crimes and incidents and improve the support available to those targeted — lgbthatecrime.org.uk

Appendix D

Student support plan

The pro forma below aims to guide discussions to support a student during transition. It should be completed and agreed with a tutor or member of staff from the Student Support and Welfare Team. It is recommended that staff receive training on how to conduct these conversations sensitively and respectfully, how to use the information and how it will be stored.

The form should be reviewed at key points of the student's transition. If circumstances change, the plan may also need to be reviewed.

E1	Student's details	
	Name	
	Student ID	
	Email	
	Year of study	
	Are you studying on a Tier 4 visa?	
	2	Programme details
Programme title		
Department		
Departmental contact		
3	Communication	
	Would you like to share your news with fellow students / academic staff / tutor?	Yes / No
	Name and title	Date
	How? – personally, tutor, other	Verbally / email / other

4	Timescales	
	Are there any timings in your transition that you would like to make the University aware of? This could include medical appointments, time off, personal goals	
	Do you want to take a leave of absence? The member of staff may need to explain what options the student has.	
	When?	
	How long for?	
	Do you anticipate needing to take other time off?	
	At what stage?	
	How long for?	
	Will any absence impact your ability to complete any module requirements/ assessments?	
	If so, please provide details	
	Will alternative arrangements be required for outstanding or incomplete assessments?	

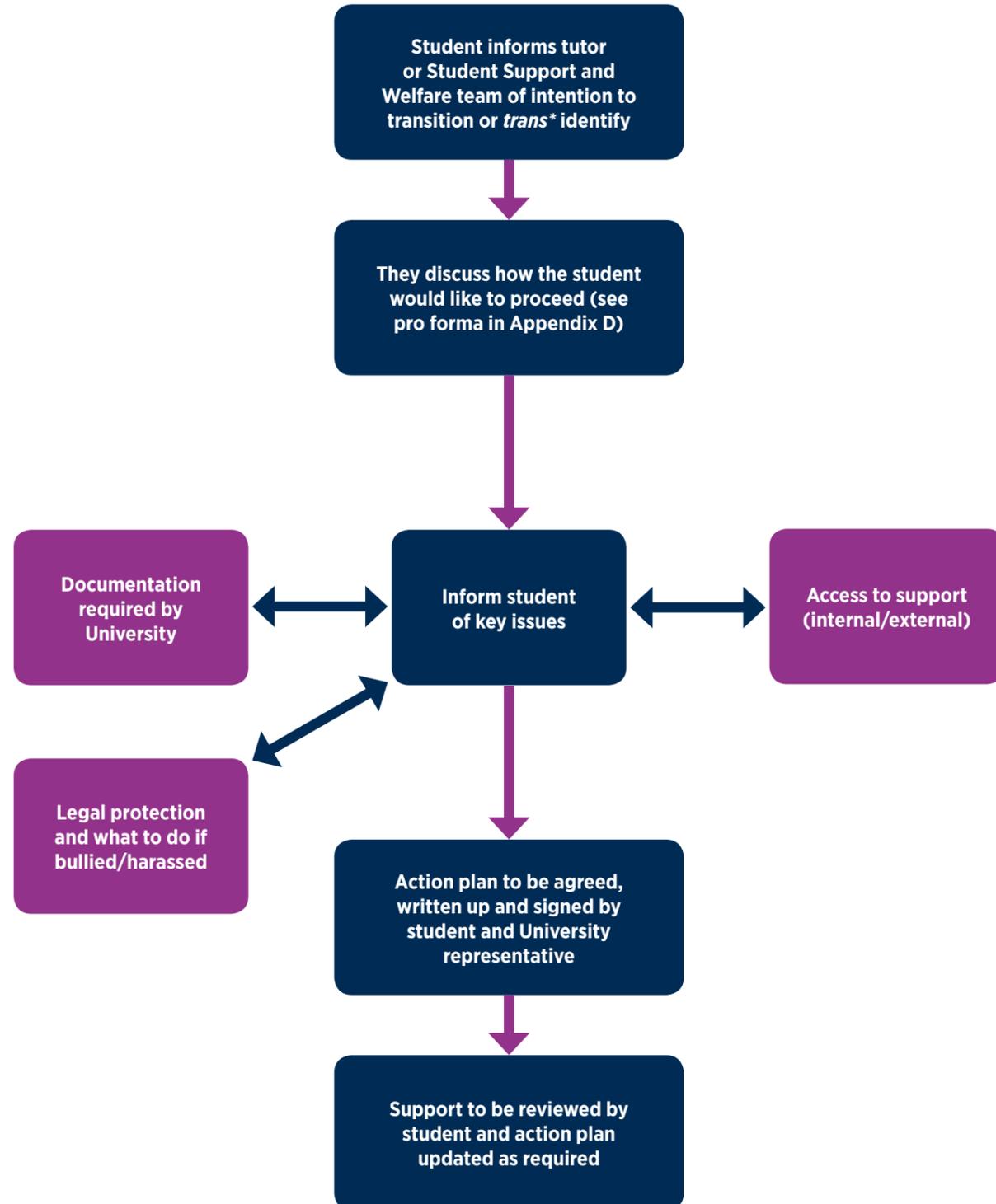
5	Changes to records / identity cards	
	Do you want to make any changes to your formal records, id cards, email account such as name and/or gender?	
	What amendments would you like?	
	When	
	Which documents	
6	Support needs	
	Do you need any support to be put in place? <small>This could include coursework extension, change of accommodation, support managing transition at work placement etc</small>	
	What and when?	
	Will you need any reasonable adjustments? <small>This might be because of medical treatment and /or side effects of drug therapy and could include regular rest breaks, extra time etc</small>	
	What and when?	
7	Accommodation and/or other facilities	
	Will you want any changes in your accommodation and/or access to other facilities?	
8	Dress code	
	Will you need any changes in the dress code to be made?	

9	Other information or comments	
10	Signatures	
	Plan to be reviewed on	
	Agreed by staff member	
	Name	
	Title	
	Signature	
	Date	
	Agreed by student	
	Name	
	Signature	
Date		

Appendix E

Flowchart for supporting a student through transition at Brunel University London

This aims to guide discussions during transition.





Brunel
University
London

STUDENT SERVICES
supporting you