



Gender Affirmation Plan for Students affirming their gender

This Gender Affirmation Plan ('the Plan') outlines the actions agreed between _____ (Student) and _____ (Student Support Advisor or chosen primary support person) regarding the student's gender affirmation at UNSW.

Timeline

The Student has told their Support Person that they will begin living their affirmed gender at University on or about _____ (Gender Affirmation Date).

This date has been discussed between the Student and their Support Person as part of the Plan. Setting a date helps to guide discussions around timeframes of the various agreed actions in the Plan.

Confidential guidance and support

The Support Person will always respect the Student's right to privacy and will seek permission wherever possible and inform the Student of any sharing of their private information on a needs-to-know basis.

The Student is aware of the support and guidance available in relation to students affirming their gender at UNSW, and is encouraged to reach out to a member of the [ally@UNSW Network](mailto:ally@UNSW) to support them through their gender affirmation.

Appropriate forms of address (names and pronouns)

From the Gender Affirmation date, the Student will be known by the name of _____

The correct pronouns to be used when referring to this Student will be _____/_____.

Changes to university records

The Student is responsible for requesting any changes of name, title and gender within University records (see the [Gender Affirmation Guideline for Students](#) for process details).

With requests for records changes, the Student will include their Affirmation Date and any evidence required by the University.

The Student will ensure any request is received by the University at least 5 working days prior to the Affirmation Date to allow for processing of the request. The Student can expect that any request made

within the specified 5 working days will be reflected in University records no later than the Affirmation Date and that they will be notified of the completed change.

The following areas have been discussed with dates set for implementation:

Updates	Process and things to know
<p>Preferred name (informal name) in your UNSW record</p> <p>Evidence or ID verification is <u>NOT</u> required.</p>	<p>You can immediately change your preferred name in myUNSW. (We acknowledge that 'Chosen name' is more appropriate, however 'Preferred' is the language currently used in UNSW systems)</p> <p>Log on to myUNSW > My Student Profile > My Profile > Name Change > Edit Preferred Name.</p> <p>Within 48 hours, the preferred name will update your display name in Outlook and other Office365 apps (e.g., Teams). You must log out of all apps and log back in for the change to take effect.</p> <p>To update the email address alias itself, refer to <i>Email Address</i> below.</p> <p>Notes: <i>Verification of identity is not required, nor is any rationale for the change. This change will not result in any change to your given name in the existing University record., nor automatically update your email address (see 'email address' section below).</i></p>
<p>Primary name (formal/legal name) in your UNSW record</p> <p>Evidence <u>IS</u> required.</p>	<p>Changing your legal name in your UNSW record is a formal process.</p> <p>In order to change your UNSW 'primary (formal) name' in your student record, you must first change your legal name with the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra.</p> <p>If you need support with changing your legal name, contact Arc Legal team, Twenty10 or Inner City Legal Centre. Details are listed in Section 13 of this Guideline.</p> <p>Once you have received your certificate, complete the Correction or change of personal details request form and attach your documentary evidence and submit the form to the Student Nucleus Hub.</p> <p>Note: <i>Documentary evidence of legal name change from the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra can include:</i></p> <ul style="list-style-type: none"> • <i>Change of Name Certificate</i> • <i>Updated birth certificate</i>
<p>Moodle display name</p> <p>Evidence or ID verification is <u>NOT</u> required</p>	<p>You can immediately change your display name in Moodle.</p> <p>To update your display name on the Moodle e-learning system, log into Moodle > on the dashboard, click your name > Profile > Edit Profile > Change First Name</p> <p>Note: <i>Verification of identity is not required, nor is any rationale for the change. This change will not result in any change to your primary name in your existing University record</i></p>
<p>Gender marker in your UNSW record</p> <p>Evidence or ID verification is <u>NOT</u> required</p>	<p>Changing your gender marker in your UNSW record is a formal process.</p> <p>Currently, the three gender markers in UNSW systems are Male / Female / Unknown (Intersex, Indeterminate or Unspecified)</p> <p>Complete the Correction or change of personal details request form and attach your documentary evidence and submit the form to the Student Nucleus Hub.</p> <p>Note: <i>At the launch of this Guideline the Division of Equity Diversity and Inclusion acknowledge that the evidence requirement is problematic, and amendments are under discussion. The Division also acknowledge that the three gender markers do not accurately reflect gender diversity and continue to advocate for change.</i></p>
<p>Title in your UNSW record</p> <p>Evidence is <u>NOT</u> required for social</p>	<p>Changing your title in your UNSW record is a formal process.</p> <p>Complete the Correction or change of personal details request form and submit to The</p>

title changes unless changing to a legally recognised title, e.g. Dr.	<p>Nucleus: Student Hub</p> <p>A request to amend your mode of address (title such as Mr, Mrs, Ms, Mx) can be made. You may wish to request this when changing your primary name and/or gender marker.</p> <p>Note: For social title changes, verification of identity is not required, nor is any rationale for the change. For legal title changes, e.g., Dr, verification is required.</p>
Email address	<p>After your preferred name has been changed in your myUNSW record, contact UNSW IT on 9385 1333 or ITServiceCentre@unsw.edu.au to request the email address is updated accordingly.</p> <p>Note: Preferred name must first be changed by logging into myUNSW (per step 1 above).</p>
Pronouns on MS Teams	<p>Currently, you <u>cannot</u> add pronouns to your display name on MS Teams.</p>
Pronouns on Zoom	<p>You can add your pronouns on Zoom in two ways:</p> <ul style="list-style-type: none"> • If you have a Zoom license, click your initials in the top right > Settings > Profile > Edit your profile > Pronouns • If are in a meeting, click 'Participants' > Hover over your name, click the three dots '...' > 'Rename' or 'Share My Pronouns'. Your pronouns will appear next to your display name in your participant video or thumbnail and next to your display name in the 'Participants' list. <p>More information about sharing pronouns.</p>
Log ins – for computer and/or additional systems	<p>Contact UNSW IT (details above). You may wish to do this at the same time you update your email address.</p>
Email distribution/mailling lists	<p>Contact the relevant person who manages the distribution list, if known; otherwise, contact UNSW IT (details above).</p>
ID card	<p>Once your legal name change is processed, you will receive an email when you are able to request a new ID card from Estate Management.</p> <p>Estate Management administers all ID cards. Their service counter is located on Level 2, Mathews Building (F23). Ph. 9385 5111 or estate@unsw.edu.au.</p> <p>Note: You will first need to complete the Correction or change of personal details request form</p>
Qualifications	<p>For any name or gender changes to your qualifications, contact Student Central on 9385 8500 or submit an online enquiry.</p>
<p>Chosen name at Graduation Ceremonies</p> <p>Evidence is NOT required.</p>	<p>UNSW is pleased to use a name that affirms your gender during your graduation ceremony, even if you have not legally changed your name. Your chosen name will be used on your graduation ceremony day at registration points, to introduce you on stage, in presentation slides and in the graduation program.</p> <p>Please submit a request by email to the Ceremonies team ceremonies@unsw.edu.au with your zID, chosen name and pronouns and they will contact you to confirm.</p>
<p>Testamur replacement in your new legal name</p> <p>Evidence IS required.</p>	<p>A testamur is an important certificate, as both a reflection of your education and as a legal document. Your name will appear on your testamur as it is recorded on your UNSW record.</p> <p>However, UNSW is proud to make replacement testamurs available to students who have legally changed their first name as part of their gender affirmation. The testamur will be reissued with your chosen name in both hard-copy and digital formats, free of charge.</p> <p>Email the Registrar at registrar@unsw.edu.au directly to make a request, attaching the following:</p> <ul style="list-style-type: none"> • change of name certificate issued by the government (to provide evidence

	of your new name) • your original testamur
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Dress standards

UNSW does not have a dress code and encourages all students to dress how they feel best reflects their gender. Where it is a safety requirement, all students are expected to adhere to UNSW’s rules for the wearing of relevant uniforms or protective gear.

Leaves of absence

Students are entitled to apply to defer their initial enrolment or apply for program leave. For more information, refer to [Program Leave](#).

The Student is planning on taking leave on or about _____ (insert date/s).

ITEM	Dates	Details
Leaves of absence		
Return to Uni arrangements		
Educational adjustments		

Facilities

Under the [Sex Discrimination Amendment \(Sexual Orientation, Gender Identity and Intersex Status\) Bill 2013](#), to The Sex Discrimination Act 1984, students have the right to access campus facilities and participate in gender-based activities according to their gender identity or intersex status. Facilities include gyms, changerooms, showers, toilets or any other campus spaces that are gendered.

To restrict any person from using the toilets that best affirms their gender may be unlawful. Requiring a person who is transgender to use a toilet that does not align with their gender identity may constitute unlawful discrimination. This includes people who have not legally affirmed their gender or engaged in any surgical intervention.

Maintaining standards of conduct

The expected standards of conduct for all students are those in line with the [UNSW Student Code of Conduct](#), and relevant anti-discrimination law.

The Student accepts that because most people are not familiar with the gender affirmation process, it is likely that relevant academics and classmates may make mistakes, such as referring to the Student by the wrong name or pronoun, or asking inappropriate questions. Initial mistakes will be gently corrected.

If misgendering or deadnaming continues and respect is not being shown toward the Student, the Student Support Person will first address the issue in consultation with the [Access, Equity and Inclusion Team](#) (if necessary) and failing this measure, a formal complaint will be made.

Communications with Teaching staff, Supervisors and Classmates

The following outlines the agreed plan for communicating the gender affirmation with relevant teaching staff, supervisors and classmates and others who may be in regular, direct contact with the Student.

The purpose of the communications is to inform relevant teaching staff, supervisors and classmates of the gender affirmation of the Student and outline behavioural expectations. It is also to give teaching staff, supervisors and classmates the opportunity to learn, seek more information and ask questions with the aim of providing a positive supportive university environment and reassure the Student that they will be supported.

Communication type	From whom	To whom	When	Student attending?

Outlining classroom expectations

If the Student would like to provide specific information in the communications, below is a list of things to consider mentioning:

- what gender affirmation is
- the gender affirmation process
- the right to privacy at the meeting (for the Student and for the attendees)
- rights of the Student under law
- respectful behavioural responsibilities of relevant teaching staff, supervisors and classmates
- correct forms of address (name, title, pronouns)
- changes to the Student’s appearance
- what colleagues can ask the Student and what they cannot
- where classmates can go for more information (resources, support, professional services)
- any other matters agreed

Face-to-face communications

A meeting of the (circle one) class / of the relevant teaching staff / supervisors will be held on or about _____

The Student (circle one) will / will not attend the meeting.

A list of people to be invited will be collated by the Student and Support Person.

The wording of the invitation will be agreed by both the Student and the Support Person prior to sending (see email template)/

The Student will hold one-on-one meeting/s to inform _____(name)
on _____(date). The Support Person will, with the permission of the Student, hold one-on-one meeting/s to inform _____(name) on
_____ (date).

Email communications

It is only necessary to inform people who interact directly with the Student about their gender affirmation.

Email may be considered the easiest way to communicate. A list of people to inform is be agreed between the Support Person and the Student prior to any communications being sent. See [Email Communications Templates](#) which can be customised accordingly.

In relation to an email schedule:

- An email will be sent to teaching staff / supervisors on or about _____
- An email will be sent to classmates on or about _____
- An email will be sent to other University contacts on or about _____

All people who are in direct contact with the Student are encouraged to seek further information to learn more about gender affirmation. Refer to [Gender Affirmation Guideline for Students](#), section 13. *External Support & Resources*.

Awareness raising and education

It may be useful to contact [Access, Equity and Inclusion](#) to organise gender affirmation awareness training.

An awareness session is scheduled on or about _____.

Complaint procedures

Any concerns or complaints may be referred through the [UNSW Student Complaints Portal](#).

Changes and amendments to the plan

This Plan has been developed, agreed and supported by the Student and Support Person.

Where changes to actions or roles are required, the Student and Support Person will meet to discuss matters and any changes will be noted in a variation to the Plan.

Ending date

This plan will terminate one year from the Affirmation Date, unless otherwise agreed between the Student and the Support Person.

Discussion checklist

The following have been discussed and agreed:

- Contacting an ally@UNSW, if desired
- gender affirmation awareness session for relevant teachers, tutors, classmates, etc.
- gender affirmation communications for relevant teachers and classmates
- timeframes and requirements for changing University records (who will do what and when)
- leaves of absence and any educational adjustments arrangements for returning to work
- course expectations and adjustments
- support mechanisms for self, teaching staff, supervisors and team
- date for the next check-in

Signed (Student) _____

Signed (Support Person) _____

Date meeting held _____

Date for check-in meeting _____