



## Gender Expression and Identity:

### Supporting Students and Staff with Diverse Genders

TUS is committed to supporting students and staff with diverse genders. Since each individual journey of exploration and expression of gender is different, good communication between the individual and TUS is essential.

#### **1.1 What to do if you are transitioning**

Making the decision to transition and begin showing your gender expression may impact on all areas of your life. TUS will work with you and support you throughout this process. The following steps are a guide and not exhaustive.

- **Let TUS know**

As soon as you feel comfortable sharing this information, please let TUS know you will be/ are transitioning by contacting the EDI Manager in the Equality, Diversity and Inclusion Office. You can contact them through the following email address: [equalityanddiversity@tus.ie](mailto:equalityanddiversity@tus.ie) The EDI Manager will either support you directly or will establish a designated contact person for you, through discussion with you and with your agreement. Sharing your information will enable TUS to plan with you, and support you. All information about your transition will be treated in the strictest confidence.

- **Your initial meeting**

If you notify TUS that you intend to/ are transitioning, a face-to-face meeting in a safe private space or a virtual meeting will be offered by your designated contact person. You can also bring someone of your choice with you for support if you wish. The purpose of this meeting will be to discuss and identify what supports you will need and will help you during your transition and to agree how the practicalities of your transition process will be supported.

A transition plan should be developed between the individual, the designated contact person and relevant TUS contacts to assist in the student or staff member coming out and/or transition. This plan will capture key transition points and will assist in recording how issues such as updating records and informing others should be addressed.

While an individual's specific needs will be reflected in the agreed plan, there are some general principles to follow:

- Acknowledge the student or staff member as the gender they identify as from the outset of the process. This means, for example, using their correct name and pronouns from the day they begin transitioning.
- Respect the student's or staff member's boundaries. Transitioning is a very personal and individual process. Some people may choose to talk about their transition, while others may choose to keep the experience private.
- Respect the student's or staff member's privacy. Do not discuss a person's transgender status or process with others, without permission.
- If you are not sure of how to address or refer to someone, discreetly and politely ask them how they would like to be addressed, including which pronouns they would prefer to be used. One suggestion to do this would be to say "Hi, I just want to ensure I am being respectful, can I please check your preferred pronouns?"

- **Next steps**

The EDI Manager/ Designated Contact person will work in consultation with you to ensure any formal communication relating to your identity is issued to the relevant contacts within TUS. This process will begin within 5 working days after receipt of the Notification of Change of Gender, Name, Title & Pronouns form. The EDI Manager/ Designated Contact person will also link you with any further follow up supports on a case by case basis.

**A transition plan for a student/staff member should include the following elements:**

Main contact

A flexible transition timetable

Name and Identification

The Student Record/ Employee Records

The Transition Process

Communication Strategy

Additional available staff/student supports

## 1.2 Name change flow chart

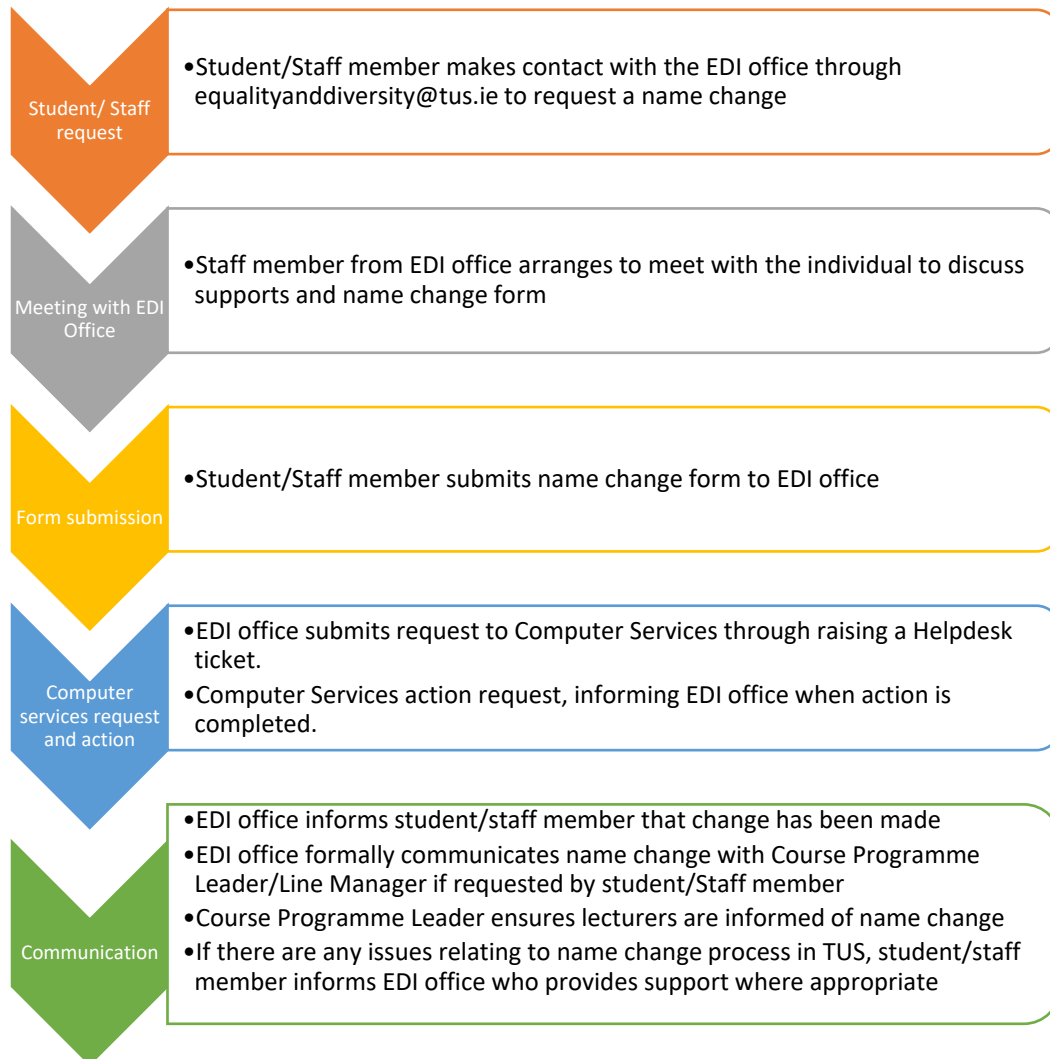
There are two options for supporting a name change within TUS:

- **Name change on online TUS platforms only** (does not require official documentation).
- **Name change on all TUS systems** (requires official documentation).

In TUS, we recognise that obtaining legal documentation to support a full change to a student's or a staff member's record may require considerable time. While legal documentation is required to support a name change on official documents and reports such as Academic Award Documents (Award parchments, European Diploma Supplements, Transcripts), Examination Reports, HEA Returns, Grant Awards, ID cards, Payslips, etc., TUS aims to provide as much support as possible to our students and staff members with diverse genders in the absence of such legal documentation.

In this regard, the EDI office will work closely with Computer Services and Admissions/HR Office to support a best effort process in ensuring that students and staff members are referred to on a day-to-day basis by their preferred name and that this is reflected in their MS Teams, Moodle and Outlook systems. Computer Services can bear no responsibility for any misunderstandings, miscommunications or embarrassment caused by incomplete or incorrect names being used or displayed on the technology platforms they oversee.

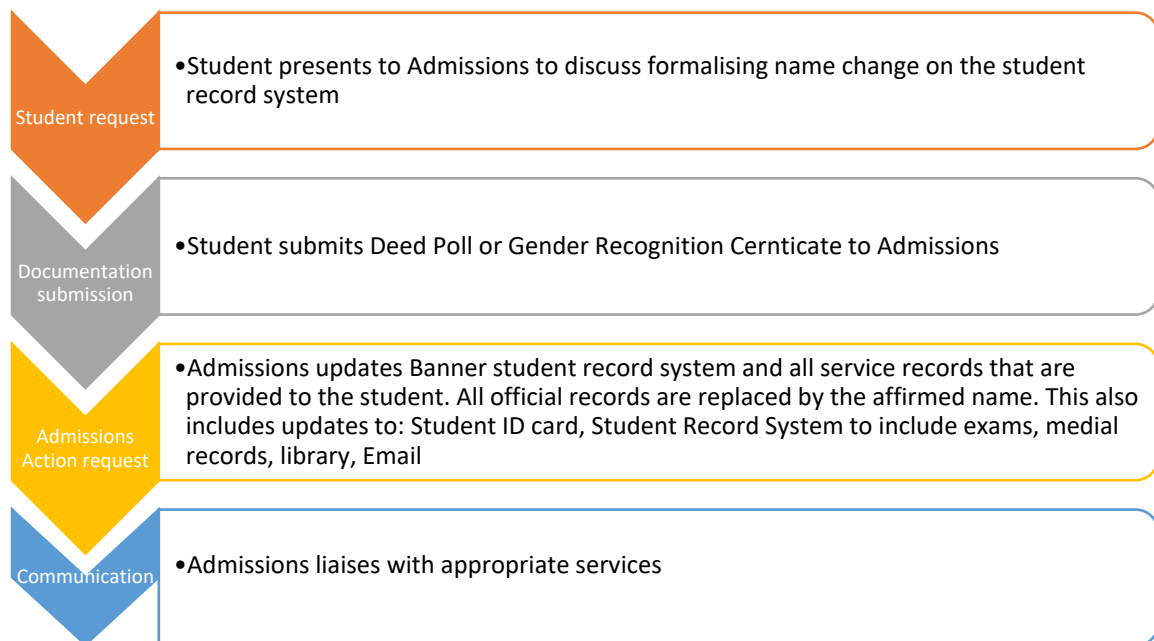
## 1.2.1 Flow chart for name change on online TUS platforms only



## 1.2.2 Flow chart for Name change on all TUS systems

When a change is affected on the student/staff record system all correspondence and communication will issue in that name. The flowchart below represents the process to be employed to formalise a name change.

### Student name change flowchart



## Staff name change flowchart

