



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 intention to affirm their gender at UNSW.

Timeline

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

This date has been discussed between the Student and the Student Support Advisor 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 Student Support Advisor 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 given 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 or provide the evidence upon request. The Student will ensure any request for change 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 a date set for implementation:

Changes	Process and things to know
<p><i>Preferred name in your UNSW record</i></p> <p>Evidence is <u>NOT</u> required.</p>	<p>You can immediately change your preferred name in myUNSW.</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 Email Address below.</p> <p>Notes: 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. This change will not automatically update your email address (see 'email address' section below).</p>
<p><i>Primary name (formal name) in your UNSW record</i></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: Documentary evidence of legal name change from the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra can include:</p> <ul style="list-style-type: none"> • Change of Name Certificate • Updated birth certificate
<p><i>Moodle display name</i></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: 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</p>

Gender marker in your UNSW record Evidence is <u>NOT</u> required	Changing your gender marker in your UNSW record is a formal process. Currently, the three gender markers in UNSW systems are Male / Female / Unknown (Intersex, Indeterminate or Unspecified). Complete the Correction or change of personal details request form and attach your documentary evidence and submit the form to the Student Nucleus Hub. Note: <i>The Division also acknowledge that the three gender markers do not accurately reflect gender diversity and continue to advocate for change.</i>
Title in your UNSW record Evidence is <u>NOT</u> required for social title changes unless changing to a legally recognised title, e.g. Dr.	Changing your title in your UNSW record is a formal process. Complete the Correction or change of personal details request form and submit to The Nucleus: Student Hub 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. Note: <i>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.</i>
Email address	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. Note: <i>Preferred name must first be changed by logging into myUNSW (per step 1 above).</i>
Log ins – for computer and/or additional systems	Contact UNSW IT(details above). You may wish to do this at the same time you update your email address.
Email distribution/ mailing lists	Contact the relevant person who manages the distribution list, if known; otherwise, contact UNSW IT (details above).
ID card	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. 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 . Note: You will first need to complete the Correction or change of personal details request form
Qualifications	For any name or gender changes to your qualifications, contact Student Central on 9385 8500 or submit an online enquiry .

Dress standards

UNSW does not have a dress code and encourages all students to dress how they feel best reflects their gender. 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](#), [UNSW's Values in Action \(for staff\)](#) 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 continues and respect is not being shown toward the Student, the Student Support Advisor will be notified by the Student, and will first address the issue with the lecturer/ tutor etc (in consultation with the Diversity & Inclusion team, if necessary) and failing this measure, a formal complaint will be made.

Communications with colleagues and relevant internal / externals

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

The purpose of the communications is to inform relevant academics and classmates of the gender affirmation of the Student and outline behavioural expectations. It is also to give academics and classmates the opportunity to learn and ask questions with the aim of providing a positive supportive university environment for all and reassure the Student that they will be supported.

To whom	Communication type	From whom	When	Student attending?

Face-to-face communications

A meeting of the class / of the relevant academics will be held on or about_____.

The Student will / will not attend the meeting.

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

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

The Student will hold one-on-one meeting/s to inform_____ (name) on_____ (date). The Student Support Advisor will, with the permission of the Student, hold one-on-one meeting/s to inform_____ (name) on_____ (date).

Classroom expectations for discussion in the communications

- 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
- behavioural responsibilities of relevant academics and classmates for respectful behaviour
- 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

Email communications

It is only necessary for people who work directly with the Student affirming their gender to be informed of the gender affirmation.

Email may be discussed and considered the easiest way to communicate. An e-list of people to inform is be agreed between the Student Support Advisor (or other) 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 immediate team members on or about _____
- An email will be sent to the broader Division/Faculty on or about _____
- An email will be sent to external clients 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 the [Diversity & Inclusion Team](#) in EDI to organise gender affirmation awareness training through our partnership with Pride in Diversity.

An awareness session is scheduled on or about _____.

Complaint procedures

Any concerns or complaints may be referred through the [University's complaints portal](#).

Changes and amendments to the plan

This Plan has been developed and agreed by the Student and Student Support Advisor (or other) and will be supported by both the Student and Student Support Advisor.

Where changes to actions or roles are required, the Student and Student Support Advisor 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 Student Support Advisor.

Discussion checklist

The following have been discussed and a plan agreed on

- 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 when)
- leaves of absence and any educational adjustments arrangements for returning to work
- workload expectations and adjustments in relation to taking leave
- confirming arrangements for using toilets and any other facilities
- support mechanisms for self, teacher and team
- date for the next check-in

Signed (Student)

Signed (Student Support Advisor)

Date meeting held
