Galway-Mayo Institute of Technology (GMIT)

GMIT Policy on Gender Identity and Gender Expression

Version 1.0

Document Location

Office of the Registrar

Revision History

Date of this revision: April 2018	Date of next review: January 2019

Version Number/Revision Number	Revision Date	Summary of Changes	Changes marked
1.0	April 2018	Draft	

Consultation History

Version Number/Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
1.0	Students Union		Updates/suggestions included in draft before policy finalised
1.0	Student Services		Updates/suggestions included in draft before policy finalised
1.0	Management Group		

Approval

This document requires the following approvals:

Name	Title	Date
Academic Council		15th Feb 2019
Governing Body		28th Feb 2019

1.0 Introduction/Purpose

GMIT is committed to providing an inclusive and diverse environment in which each member of our community is valued for their unique perspectives and encouraged to reach their full potential. The Institute recognises the range, type and nature of gender diversity within its community.

This policy will provide a framework to ensure good practice in its approach to equality, inclusion and diversity and will establish the philosophy and values that the Institute applies to its operations, in recognition of the need for respect and dignity for each person.

Its purpose is to guide institutional action and to direct procedures that impact on gender identity and expression in a manner that is consistent and does not discriminate against individuals on any of the following grounds: gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the traveller community.

It also recognises the legal and regulatory framework within which the Institute operates and the obligations, constraints and opportunities that the legislation creates.

It reiterates the Institutes commitment to equality of opportunity.

2.0 Scope

This policy is an extension of the Code of Academic Policy No. 6 - Equality Policy for Students, and the Equality Policy (Staff) and therefore applies to all student applicants, all students and graduates of GMIT, and all current, former & prospective staff members.

3.0 Statement of Policy Principles

The following principles underpin all activities of the Institute:

1. We adopt the philosophy of inclusive environments - promoting equality and diversity as well as being committed to maintaining, for all, an environment of dignity and respect;
2. We support an individual's gender identity and gender expression, ensuring that students & staff experience a positive, safe and non-discriminatory environment within the Institute;
3. We endeavour to use gender neutral terms as far as is practical and to use non-gender key identifiers (such as student number), in preference to gender-laden identifiers;
4. We recognise that individuals may identify with any or no gender, and that each person has the right to their own unique identity, authentic expression and self-determination;
5. We will update a student's personal record on the student record system on presentation of required documentation to maintain an accurate account of the academic record and achievements of each student.
6. We will update a staff's personal record on the staff record system on presentation of required documentation.

In defining these Principles, the Institute recognises it obligations, specifically under the Equal Status Act 2000-2015, and welcomes the historic passing of the Gender Recognition Act in July 2015, which enables all individuals over the age of 18 to self-declare their own gender identity. The Institute

notes and supports Transgender Equality Network Irelands continuing advocacy for the meaningful inclusion of young intersex and non-binary people in the Gender Recognition Act.

In support of these Principles and legislative developments, the Institute will:

➢ Be non-discriminatory on the grounds of gender identity and gender expression;
➢ Facilitate students & staff to express their gender identity without fear of consequences;
➢ Not tolerate harassment or bullying of students or staff on the basis of gender identity and expression;
➢ Respect the privacy of all students & staff;
➢ Provide a safe and respectful environment in which any student or staff member can choose to be open about their gender identity;
➢ Provide reasonable supports for student & staff undergoing medical procedures related to gender reassignment;
➢ Encourage student and staff training and awareness to ensure a supportive environment
➢ Remove unnecessary gender distinctions within the College environment;
➢ Develop best practice and policy in line with legislation.

4.0 Ownership and Implementation

GMIT endorses a collegial environment on all campuses and therefore every member of GMIT has a responsibility to abide by this policy and contribute to its effective implementation. Those in managerial and supervisory roles have a particular responsibility to ensure the implementation of this policy.

5.0 Roles and Responsibilities

5.1 The Institute has a responsibility to:
➢ oversee the development and implementation of the policy in relation to gender identity and expression in accordance with best practice and legislation;
➢ take all reasonable steps to ensure appropriate supports are in place to create an inclusive and discrimination-free environment;
➢ ensure appropriate training in relation to gender identity and expression is provided to staff and students;
➢ develop clear and easily accessible procedure documents and related processes to allow the student or staff member to have official records amended;
➢ remove unnecessary gender distinctions with the Institute environment;
➢ promote and raise awareness of gender identity issues within the Institute community; and
➢ comply with relevant legislation.

These responsibilities may be delegated to the appropriate functional area; however, Institute Management has an overarching responsibility in respect of the above.

5.2 The Institute has a right to:
➢ request an individual who requires supports to provide information and documentation from an acceptable source to establish the nature of supports required;
➢ request a student or staff member to provide documentation necessary to change records if applicable (See Guidance Document for Change of Records Procedure).

5.3 Heads of Department/Function have a responsibility to:
➢ respect a student or staff member's right to confidentiality and privacy;
➢ meet with students and staff to discuss their needs and required supports;
➢ inform students and staff of their rights and responsibilities under this policy;

➢ inform student and staff of the supports available;
➢ support the implementation of the Gender Identity and Expression Policy and
➢ promote awareness of Gender Identity and Expression in their area.

5.4 An individual has a responsibility to:
➢ inform the Institute if they wish to avail of supports or have records changed;
➢ engage with the Institute in respect of following policy and procedural processes;
➢ provide any documentation necessary for changing records (See Guidance Document for Change of Records Procedure).

The individual has a personal obligation to ensure they have a sufficiently informed basis for making their decision and that they have adequate supports in place. While the Institute may be able to support the individual to some degree, the primary obligation for engaging and seeking support rests with the individual.

5.5 An individual has the right to:
➢ Express their gender identity without fear of consequences;
➢ Be treated with dignity and respect;
➢ Confidentiality and privacy;
➢ Equal access to education, services, activities and facilities in the Institute;
➢ Reasonable and appropriate supports;
➢ Access to facilities appropriate to their gender identity.

6.0 Definitions

The following guidance from Transgender Equality Network Ireland (TENI) in using terms is advised:

"There is ongoing discussion within trans communities about the usage, meanings and the implications of certain terms. If you know or are working with a person who is trans we suggest that you speak to them directly about what words or terms they use to describe themselves and their experiences".

Androgynous or androgyne: *A person whose gender identity is both male and female, or neither male nor female. They might present as a combination of male and female or as sometimes male and sometimes female.*

Bigender: *A gender identity which can be literally translated as 'two genders' or 'double gender'. These two gender identities could be male and female, but could also include non-binary identities.*

Cisgender: *A non-trans person (i.e. a person whose gender identity and gender expression is aligned with the sex assigned at birth).*

The term cisgender acknowledges that everyone has a gender identity (i.e. a non-trans identity is not presented as normal or natural which stigmatises a trans identity as abnormal or unnatural).

Cissexism: *The assumption that a cisgender identity is more authentic or natural than a trans identity. The belief that a person's sex assigned at birth always remains their real gender (e.g. suggesting that a trans woman is 'really a man' or a trans man is 'really a woman').*

Gender Expression: *Refers to all of the characteristics and behaviours that are socially defined as either male or female. Gender can be expressed through mannerisms, dress, physical characteristics, social interactions and speech patterns.*

Gender Identity: *Refers to a person's deeply-felt identification as male, female, or some other gender. This may or may not correspond to the sex they were assigned at birth.*

Gender variant: *People whose gender identity and/or gender expression is different from traditional or stereotypical expectations of how a man or woman 'should' appear or behave.*

Not all individuals with identities that are considered part of the transgender umbrella will refer to themselves as transgender. For some, this may be because they identify with a particular term (such as transsexual or genderqueer) which they feel more precisely describes their identity. Others may feel that their experience is a medical or temporary condition and not an identity (for example they feel they have gender identity disorder but are not transgender).

Non-binary: *An umbrella term for gender identities that fall outside the gender binary of male or female. This includes individuals whose gender identity is neither exclusively male nor female, a combination of male and female or between or beyond genders. Similar to the usage of transgender, people under the non-binary umbrella may describe themselves using one or more of a wide variety of terms .*

Sex: *The assignation of a person at birth as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones).*

Sexual Orientation: *Refers to a person's physical/emotional attraction to another person. Sexual orientation is distinct from a person's gender identity and gender expression.*

Transgender/Transperson: *Trans people are individuals whose gender identity and/or gender expression differs from the sex they were assigned at birth. **Trans or trans*:** Commonly used shorthand for transgender. Avoid using this term as a noun: a person is not 'a trans'; they may be a trans person.*

Transition: *A process through which some transgender people begin to live as the gender with which they identify, rather than the one assigned at birth. Transition might include social, physical or legal changes such as coming out to family, friends, co-workers and others; changing one's appearance;*

changing one's name, pronoun and sex designation on legal documents (e.g. driving licence or passport); and medical intervention (e.g. through hormones or surgery).

Transsexual: *A person whose gender identity is 'opposite' to the sex assigned to them at birth. The term connotes a binary view of gender, moving from one polar identity to the other. Transsexual people may or may not take hormones or have surgery.*

Use of the term 'transsexual' remains strong in the medical community. However, the term 'transsexual' is hotly debated in trans communities with some people strongly identifying with the term while others strongly reject it. Moreover, for some, 'transsexual' is considered to be a misnomer as the underlying medical condition is related to gender identity and not sexuality.

Transvestite: *A person who wears clothing, accessories, jewellery or make-up not traditionally or stereotypically associated with their assigned sex. There is generally no intention or desire to change their gender identity or assigned sex.*

Terms to avoid/Offensive Terms.

The following are considered offensive to transpeople and should be avoided:

Sex Change.

Sex Swop.

Tranny.

Transgenders.

Pre-op.

Post-op.

Shemale.

HeShe.

Transsexual (when used as a noun).

Transgender (when used as a noun).

GenderBender.

Hermaphrodite (the term now in use is 'intersex people').

LadyBoy

7.0 Privacy and Confidentiality

All persons have a right to privacy and this includes the right to keep one's gender identity private. Individuals have the right to discuss and express their gender identity openly and to decide when, with whom, and how much to share.

GMIT is committed to respecting this right to privacy and all information relating to a person's gender identity will be treated as confidential. Disclosure of information will only occur on request of, or with the consent of the individual, unless there is an inherent threat to the life or safety of the individual or if the law dictates.

Institute staff will take all necessary precautions to ensure accurate records are stored securely and confidentially, using appropriate language and in compliance with relevant legislation (Data Protection Acts, General Data Protection Regulation, Equality Act, Equal Status Act and Freedom of Information Act).

8.0 Training and Awareness

GMIT will provide appropriate and targeted training for staff and students to ensure the effective implementation of this policy throughout the college. The college will commit an appropriate level of resources to carry out training and awareness activities. GMIT will establish an internal consultative team, tasked with the design, delivery and evaluation of an annual training action plan.

9.0 Supports

9.0.1 Supports for Students

A range of professional, open and non-judgemental health and personal social services are available to all registered students of the Institute through GMIT Student Services. The focus of these services is to provide acute short-term care and support students in their college career. GMIT services are not a replacement for primary community care providers or other community health and personal social services. GMIT Student Services recognise that gender identity and expression may present a range of points to navigate on a journey for some students. Navigation could include, but is not considered exclusive to; the process of self-identification, coming out/ not, and social, physical, legal transitioning /not. Student Services may be able to offer support to students at some points and at others, where more specialist support is required, they will endeavour to be a point of information/ referral to external community/ medical services. Where referral to specialist services is appropriate, student services staff will explain the context for referral to the student in an effort to manage expectations.

Examples of the ways the various Services may be able to assist/ provide support/ signpost or refer to external support are:

- ➢ The Student Counselling Service – counselling support/ point of information/ referral
- ➢ The Student Health Unit – point of information/ referral
- ➢ The Students Service Officer – point of information/ referral
- ➢ The Vice President for Welfare in the Students' Union – point of information/ referral
- ➢ Access and Disability Service – provide reasonable academic supports and accommodations based on individual needs assessment on receipt of required medical documentation

Other relevant points of assistance in the Institute:

- ➢ Head of Department - Guidance on process for name and/or gender change. Guidance on deferrals/ other academic facilities possible during medical transition
- ➢ Registration Officer - Guidance on process for name and/or gender change

9.0.2 Supports for Staff
- ➢ Advice on all aspects of employment through Human Resources
- ➢ Information & support from the line manager
- ➢ Confidential 24-hour support via the Employee Assistance Programme

10.0 Complaints

Students who believe they have suffered any form of discrimination are entitled to raise the matter through the defined grievance procedure as outlined in the Student Code of Conduct.

Staff members who believe they have suffered any form of discrimination are entitled to raise the matter through the Institute's Grievance Procedures. In accordance with the Employment Equality Acts 1998 and 2004, and statutory employment rights, complainants may also have recourse to:

The Director of Equality Investigations
Office of the Director of Equality Investigations
Clonmel Place (off Harcourt Street)
Dublin 2

All complaints will be taken seriously and addressed promptly and confidentially.

11.0 Policies

Related GMIT Policies, Procedure and Guidelines include;

- ➢ Code of Academic Policy No. 6 - Equality Policy for Students
- ➢ Code of Student Conduct
- ➢ Dignity at Work Policy
- ➢ Code of Conduct for Employees
- ➢ Equality Policy (Staff)
- ➢ Grievance Procedures
- ➢ Student complaints procedure
- ➢ Data Protection Policy

The Gender Identity and Expression guidance document should be read in conjunction with this policy.

GMIT recognises that name and gender is personal data and therefore protocols for changes to the same are in line with data protection legislation and must be strictly adhered to.

All new or revised policies will undergo an equality impact assessment to ensure that there is no negative impact on groups across the nine grounds, including gender identity. This measure will also identify how policies are positively promoting equality, diversity and inclusion across the Institute.

12.0 Guidance

A guidance document accompanies this policy and outlines protocols for the following;

- ➢ Student Records
  - Change to personal details on the Student Record System,
  - Graduation Parchment

- ➢ Staff Records
  - Change to personal details on the Staff Record System

- ➢ Garda Vetting
  - For Staff and Students

- ➢ The Transition or Gender Reassignment Process
  - Supporting the Individual
  - Appropriate language and terminology

APPENDIX

Acknowledgements

GMIT Staff – Policy Development

Debbie Molloy - Student Affairs Manager

Theresa Byrne - Access & Disability

Anita- Mahony - Student Services

Renagh Linnane - Student Counselling

Paula Cannon - Human Resources

Ann Foley - Academic Staff Member

Margaret Tobin - Academic Staff Member

The following organisations/groups have produced Gender Identity and Gender Expression Policies and Guidelines which were reviewed in preparing GMIT's Policy :

Dublin Bus Human Resources Department (2017)*. Workplace gender transition policy and guidelines.*

Open University, citing Barker, M-J., Boukli, A., Renz, F. and White, F. (2017). *Non-binary staff and student guidance for higher education institutions.* http://rewriting-the-rules.com/wpcontent/uploads /2017/01/Non-BinaryGenderHigherEducationGuidance-1.pdf

Transgender Equality Network Ireland (http://www.teni.ie)

 Trinity College Dublin (2014) *Gender Identity and Gender Expression Policy.*

University College Dublin (2017) *Gender Identity and Expression Policy.*

University of Birmingham:
https://intranet.birmingham.ac.uk/collaboration/equality/documents/Staff-policies-and-guidance/UoB-Trans-guidance-for-staff-and-students.pdf

Gender Identity and Gender Expression - Guidance Document

This guidance document accompanies GMIT's policy on Gender Identity and aims to increase understanding of gender diversity in the GMIT community. It is a practical guide for reference by students and staff.

The document outlines protocols for the following;

- ➢ Student Records
    - Change to personal details on the Student Record System,
    - Replacement of Graduation Parchment

- ➢ Staff Records
    - Change to personal details on the Staff Record System

- ➢ Garda Vetting
    - For Staff & Students

- ➢ The Transition or Gender Reassignment Process
    - Appropriate language and terminology
    - Supporting the Individual

Student Records

Change to personal details on the Student Record System

The Institute is obliged to maintain an accurate account of the students' academic records and achievements; hence, the student record should always reflect the current name and gender of the student. Changes to the students address, phone number, correction of date of birth (with proof) can be made by administration staff on presentation of the change of details form (Appendix 1) or by the student via online registration. The Registration Officer on presentation of the change of details form (Appendix 1) and relevant documentation will approve changes of a student's name or gender on the student record system. The following documents are considered relevant: Birth Certificate, Passport, Gender Recognition Certificate or Deed Poll. Students changing name or gender have the option of arranging an appointment with the registration officer to discuss the implications of the changes to personal information on official records, i.e. exam transcripts in previous name, new name on correspondence to mailing address, timelines for changing the system, new ID etc. At this meeting a date should be agreed in which all records should be changed.

Once the student record system is updated, all previous exam records will be available in the new name. However, where paper records exist in a different name other than that recorded on the Student Record System, and are requested at a future point in time, a combination of the student ID number, date of birth and the personal public service number (PPSN) will be used to identify the

records. GMIT recognises the students' right to privacy when requesting a change to personal records; personnel working at the student administration desk are trained to follow protocol in a sensitive and confidential manner. Any documentation provided as part of the process for amending records will be stored confidentially and will only be viewed by relevant staff members when required, and with the permission of the student. The Registration Officer is available should you wish to discuss any matter in relation to changing your personal details on the student record system.

FlowChart for Change of Details on the Student Record System

Change to address or telephone no.

Student changes details using online registration log onto https://ssb.ancheim.ie/gmit/

Or Student downloads the change of detail form from student.gmit.ie/change of details and presents to student query desk or sends an email to studentreg@gmit.ie to request change of address or phone number.

Member of staff updates the student record system

Change to Name and/or Gender Student downloads the change of detail form from student.gmit.ie/change of details and presents to student query desk OR sends an email to studentreg@gmit.ie to request a meeting with the registration officer to discuss an official change of records

Student meets with the registration officer to discuss the practical implications of changes to personal information on official records, i.e. exam transcripts in previous name, new name on correspondence to mailing address, timelines for changing the system, new ID etc. Documentation is requested/provided. A date is agreed for when records will be amended

Registration officer amends student details on the student record system (as per agreed date), which changes all areas of identification in GMIT. All documents and forms required in the change of details process are locked in confidential, secure storage. All matters discussed in the meeting between the student and the registration officer is confidential.

Student does not wish to meet with the registration officer

Student downloads the change of detail form from student.gmit.ie/change of details Presents form and relevant documentation at the student registration desk

A photocopy of documentation will be taken and stored confidentially. The system will be updated following approval by the registration officer and a

Replacement of Graduation Parchment

GMIT will issue a replacement graduation parchment to graduates who have subsequently completed gender reassignment. Replacement parchments will be issued on provision of the following;

- The return of the original parchment or a statutory declaration signed by a Commissioner for Oaths where the original parchment has been lost (Appendix 2)
- Original relevant documentary evidence of gender reassignment. Relevant documentation includes Birth Certificate, Passport, Gender Recognition Certificate.

Flowchart for obtaining a replacement graduation parchment following gender reassignment

Student downloads the request for replacement parchment form from student.gmit.ie or presents to examinations office and completes the form

I have a copy of my original parchment

Present the following to Examinations Officer, GMIT, Dublin Road, Galway

- ❖ Completed Request for Replacement Parchment Form
- ❖ Original parchment
- ❖ Relevant documentary evidence of gender reassignment
- ❖ Your full name and address and the name on the original parchment
- ❖ Title of programme awarded and year of conferring
- ❖ Date of birth
- ❖ Phone number

I do not have a copy of my original parchment

Present the following to Examinations Officer, GMIT, Dublin Road, Galway

- ❖ Completed Request for Replacement Parchment Form
- ❖ Statutory Declaration form signed by a commissioner of oaths
- ❖ Relevant documentary evidence of gender reassignment
- ❖ Your full name and address and the name on the original parchment
- ❖ Title of programme awarded and year of conferring
- ❖ Date of birth
- ❖ Phone number

GMIT will prepare and issue a replacement parchment in the requested name and update the student record system with the graduates name and gender.

Replacement parchment can only be issued in the current, size and format and with the current president's signature.

Any documentation provided as part of the process for amending records will be stored confidentially and will only be viewed by relevant staff members when required, and with the permission of the student.

Staff Records

Change to personal details on the staff records system

The Institute is obliged to maintain records that include an individual's name and gender as reflected on identification documents presented at the commencement of employment unless and until the individual makes a legal change. However, to the extent that the Institute is not legally required to use an individual's legal name and gender on records or documents, it will use the name and gender preferred by the individual. The preferred name and/or gender will be used on all documentation except where records must match the legal name, such as on payroll, pension or insurance documents. The Institute will change an individual's official record to reflect a change in legal name or gender upon receipt of official documentation. Acceptable documentation includes Passport, Birth Certificate, Gender Recognition Certificate, Deed Poll. In situations where the Institute is required by law to use a person's legal name or gender, such as for pension purposes, and this is different to the preferred name or gender, staff will adopt practices to avoid the inadvertent disclosure of such confidential information.

Procedure for changing preferred name:

1. Contact the HR department by email or letter requesting that your preferred name be changed. No documentation is required.

Procedure for changing legal name:

1. Contact the HR Department by email or letter requesting that your legal name be changed.
2. Present to the HR Department in person with the required documentation as outlined above.

Garda Vetting for Staff and Students

The law requires that a vetting applicant disclose all their previous names and addresses to the National Vetting Bureau (NVB) so that the application can be correctly processed. The NVB does however have a process whereby a transgender applicant can disclose their previous gender/name to the NVB only and not reveal this data on the vetting application form.

This is known as the 'Sensitive Applications Process'. This process ensures that information is handled sensitively and securely by the NVB and not revealed to the registered organisation seeking vetting in respect of an individual.

Before submitting a Garda Vetting Form to GMIT, the individual must contact the NVB's Sensitive Applications Team. This will ensure that the previous gender/name is not released while permitting

the applicant to comply with the law. A member of the team will be able to answer any questions about completing the application form and will record the applicant's details so that the NVB can track the application when it arrives. Once it arrives at the NVB they will monitor the application and check the content of the NVB disclosure before it is issued.

GMIT will refer queries in relation to vetting for transgender applicants to the NVB Sensitive Applications Team, who will respond to the query.

The Transition or Gender Reassignment Process

Appropriate language and terminology

The gender transition process describes the personal, social and sometimes medical process by which a transgender person seeks to live permanently as the gender they identify as. This process is sometimes referred to as 'gender reassignment' or 'gender affirmation;' transitioning is generally the preferred term.

For some transgender people transitioning will mean living as the gender they identify as without undergoing any medical procedures. For others it will be a longer transition process, first living as the gender they identify as and later beginning hormonal and/or medical procedures.

It is appropriate and respectful to acknowledge the person as the gender they identify as. Do not ask about names that someone may have been assigned or used in the past

If you are not able to determine immediately the gender identity of the person it is acceptable to ask questions in a polite, respectful manner. Ask for clarification of the way they wish to be addressed if unsure (i.e. their name).

Respect the person's privacy; some people are open about their gender identity or expression, others may not be. Respect their choice. Do not disclose a person's trans status without their consent.

Supporting the Individual.

GMIT recognises that transitioning is a significant step in a person's life; it is vital that all of us in GMIT ensure that we are supportive of the individual throughout the transition period.
The process of transitioning may take place over a long period of time. It can include communicating with one's family, friends, colleagues, peers; using a different name and associated pronoun, dressing differently, changing one's own name and/or sex on legal documents; hormone therapy and possibly surgery.

It is a significant time for the person when they start presenting in their true gender publicly. This needs to be managed and communicated well to those working or studying with the person so that we respond appropriately and supportively.

- Acknowledge the person as the gender they identify as from the beginning of the transition process. This means using their chosen name with the appropriate pronoun.
- If you are unsure how to address someone, ask how they would like to be addressed. If you accidentally use the wrong pronoun apologise and continue the conversation.

- Respect people's boundaries. Transitioning is a personal and individual experience. Some people may choose to talk openly about their transition, others may choose to keep this private.
- Respect a person's privacy. Do not share information on a person's transitioning process unless you have permission to do so. Depending on your role, you may need to ask for explicit consent to disclose information to other people where it is necessary for a specific purpose.
- Do not ask personal questions about transition and do not share any information relating to the person's gender status without permission.

Transition Action Plan: Process

When the individual feels comfortable in sharing information and wishes to access information/supports, they are advised to let GMIT know by contacting the line manager, Equality officer (employee) or Student services manager (student) as appropriate. This will enable GMIT to support the person and plan with them how this transition is managed.
An initial meeting with the person and the appropriate GMIT representative will be arranged in a private space. The meeting will give the opportunity to discuss and agree what support the person will need during the transition.

The plan will be agreed to ensure appropriate steps are taken at appropriate stages. This plan is confidential; there should be agreement on where copies will be held, who will have access to it and with whom information about the transition can be shared in keeping with the person's wishes. The plan will include the following where applicable:

The expected point or phase of change of name or other details.
If a student wishes to continue on their course of study, defer for an amount of time or other arrangement.

What supportive arrangements/adjustments are needed regarding the student's programme of study.
- Who will need to be informed initially and the level of information to be provided to support and ensure arrangements are in place for the person during the transition process.
- If the person wishes to inform line managers, co-workers/fellow students themselves or if they would prefer a designated person to do this.
- Verifying amendments to records and systems.
- Verifying whether additional awareness training is required for co-workers, fellow students.
- Liaison with other services as necessary.

Appendix 1 Change of Personal Details Form

Change to Student Personal Details Form

GMIT
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

Dublin Road, Co. Galway
Tel: 091 742084/742562
Email: studentreg@gmit.ie

Personal Details - Currently on the Student Record System (Please complete in Block Capitals)

NAME		SURNAME	

Male ☐ Female ☐ Date of Birth ___ / ___ / ___

Email _____ Mobile ___ / ___

STUDENT ID _____ PPSN* _____

Nationality _____ Country of Birth _____

Current Course Details

Programme Title	Stage	Course Code

Please Select Appropriate Detail you wish to Update

SURNAME ☐ FORENAME ☐ GENDER ☐ ADDRESS ☐ MOBILE NO ☐ NATIONALITY ☐

Enter Details to be updated on the student record system

SURNAME _____ FORENAME _____

GENDER Male ☐ Female ☐ Gender Non–Binary ☐ Prefer not to say ☐

NATIONALITY _____

PLEASE NOTE YOU CAN UPDATE YOUR ADDRESS AND MOBILE NUMBER AT https://ssb.ancheim.ie/gmit/

HOME ADDRESS _____ ADDRESS (term time) _____

MOBILE NO. _____

Declaration

I have read the relevant information on the reverse of this form and understand that the amended details will appear on my student record/amended name will appear on my final award parchment and on correspondence posted to my mailing address

I understand that the Institute will certify my registration only in the details indicated above.

SIGNED _____ DATE _____

Regulations

It is the responsibility of the student to notify the Registration Desk of any changed or incorrect information on their student record.

A student's personal details are recorded at the point of admission to Galway-Mayo Institute of Technology as given on the CAO/ Advanced Entry/PAC or direct entry application, as appropriate.

A student can make changes to their address and mobile number using online registration at https://ssb.ancheim.ie/gmit/

For all other changes to a students record, this form should be completed and presented in person with supporting documentation to the Student administration desk for processing.

Any change or correction to a student's personal details must be supported by official documentation e.g. passport, birth/marriage/divorce/gender recognition certificate, deed poll of name change or *other relevant documentation. In the event of a change requiring a replacement student ID card the replacement fee may be applicable.

A student's registered name may be changed on provision of relevant documentation after the publication of a student's final results to the web, however should a student request the re-issue of an official document (EDS, transcript of results, parchment etc.) a replacement fee may be applicable. Requests for a replacement parchment should be made using the request for a replacement parchment form.

Students are advised that the name under which any grants, visa applications or other documentation are applied for should correspond with their official name as registered in Galway-Mayo Institute of Technology. **The Registration Desk is unable to certify any documentation presented by a student that is not in their registered name.** Requests to certify documentation presented with shortened versions of names, alternate surnames or Irish/English translations of names cannot be facilitated.

It is the responsibility of the student to advise the relevant personnel with regard to their change in personal details.

Transgender and otherwise gender-transitioning students are invited to make an appointment with the registration officer to discuss the practical implications of changes to personal information on official records, i.e. exam transcripts in previous name, new name on correspondence to mailing address, timelines for changing the system, new ID etc. Email studentreg@gmit.ie to request an appointment.

Students who do not wish to meet with the registration officer should present this form and relevant documentation at the student registration desk. A copy of your documentation will be taken and stored confidentially. The system will be updated following approval by the registration officer and a new student ID issued.

Transgender and otherwise gender-transitioning students with access to other supporting documentation must, in the first instance, contact the Registration Desk in person or email studentreg@gmit.ie to request an appointment with the registration officer.

For Office Use Only

Date Form Received	
Type of Documentation Received	
Date Form Reviewed	
Additional Evidence Requested (Yes/No)	

Signed		Date	

REQUEST FORM FOR
REPLACEMENT PARCHMENT

GMIT
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-M
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

This form is to be completed by graduates requesting a replacement parchment who have lost an original parchment or those requesting a name change on an original parchment on presentation of a birth/marriage/ divorce/gender reassignment certificate, or passport. Parchments cannot be re-issued in a name changed by deed poll.
Please complete this form, mark PRIVATE AND CONFIDENTIAL and return to:
Examinations Officer, Galway-Mayo Institute of Technology, Dublin Road, Galway

The completed form must be submitted with the following:
- Original Parchment issued **OR** where a parchment is lost a Completed Statutory Declaration (attached) signed by a Commissioner for Oaths.
- Documentary evidence of name change, birth/marriage/ divorce/gender reassignment certificate, or passport
- Proof of Payment fee - €60 per parchment must be paid by bank transfer for replacement lost/stolen parchments and for name change requests in the case of marriage/divorce. GMIT Bank Details; Bank of Ireland, Mainguard Street, Galway, Sort Code: 90-37-95 Bank Account No: 36381298 BIC/SWIFT Code: BOFIIE2D IBAN: IE23 BOFI 9037 9536 3812 9

I wish to request the issue of a replacement Parchment in respect of my Galway-Mayo Institute of Technology award. In addition to the application form, I enclose the statutory declaration, relevant documentary evidence and proof of payment for the appropriate fee.

Full Name: _____

Name on Original Parchment: _____

Date of Birth: _____

GMIT Student No: _____

Address: _____

Phone No: _____

Email Address: _____

Programme Studied: _____

Year of Graduation: _____

For Official Use

Date Received:	Payment Method:	Documentation Received & Returned	Date Processed:

STATUTORY DECLARATION

GMIT
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

I, _____, of _____,
  (Full name)   *(Address)*

Aged 18 years and upwards, do solemnly and sincerely declare that:

1. I am one and the same person on whom the: *(tick appropriate box)*

    National/Higher Certificate (Level 6) ☐

    National Diploma/Bachelor Degree (Level 7) ☐

    Honours Bachelor Degree (Level 8) ☐

    Masters Degree (Level 9) ☐

    Doctor of Philosophy Degree (Level 10) ☐

    in _____ was conferred in the year _____
       (Award discipline area)   *(Year)*

    by Galway-Mayo Institute of Technology, and that I was the recipient of the said parchment.

2. The said parchment of which I was the recipient has been lost and despite careful and exhaustive searches cannot be located. I therefore believe it to have been irretrievably lost or destroyed.

3. I hereby request that a duplicate be issued to me by Galway-Mayo Institute of Technology, by way of replacement.

AND I make this solemn declaration conscientiously believing that the same to be true for the benefit of the Institute and by virtue of the Statutory Declaration Act, 1938.

TO BE COMPLETED BY A COMMISSIONER FOR OATHS:

Declared by _____ on this _____ day of _____ 20____
         (Declarant's name)   *(date)*   *(month)*   *(year)*

In the City/County of _____ before me, a Commissioner for Oaths/Practising
                                (County)

Solicitor/Peace Commissioner, and I verify the identity of the Declarant.

Stamp	Signed: _____
	(Commissioner for Oaths/Practising Solicitor/Peace Commissioner)
	Address: _____
	_____
	Tel. No.: _____