Appendix 1 - Checklist for students

Checklist on supporting students who are transitioning.

1. Main contact

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| Identify a single point of contact to support the individual, agree an action plan and coordinate arrangements between departments of the University. |  |

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| What is the likely timetable for transition? e.g. Dates for name change |  |

1. Timetable

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| What identification needs to be changed?  e.g. University ID card |  |
| What documents and records need to be changed?  e.g. Admissions records Department records, Student Finance England, Club and society membership, Students’ Union membership |  |

1. Name

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| Is the student taking any extended time off? Does the student want to continue their current programme of study, defer for a set time, or come to some other arrangement? |  |
| Is time off needed for medical appointments? |  |
| How can ongoing non-medical procedures be accommodated? |  |
| Is time off needed for any surgeries? |  |
| What adjustments can be made to minimise the impact on a student’s learning?  e.g. Extensions to deadlines, resits. |  |
| Are any temporary adjustments needed following surgery? |  |
| Are any adjustments needed to work placements? Does the student need support to inform the placement? |  |
| Are any permanent changes needed following medical treatment? |  |
| Are there any risks to the individual e.g. in relation to third parties or media intrusion, and how will they be handled? |  |
| Are extensions to deadlines needed if students need time out to attend medical appointments, or if they are experiencing side effects from medication or complications following surgery? |  |
| Are any arrangements needed in relation to social activities such as competitive sports where teams and changing facilities are based on gender? |  |

1. Process
2. Facilities

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| Do any additional arrangements need to be made with regard to toilets or changing facilities? |  |

1. Support for the individual

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| Is the student aware that there is support from the SU LGBT group? |  |
| Is the student aware that externally the voluntary organisation Gendered Intelligence offers free mentoring to trans students and those interested in exploring their gender identity? |  |
| Student Services may be able to offer a student short-term support in thinking about any issues in relation to being a trans member of this University. |  |
| Is the individual receiving gender identity counselling through a specialist clinic? |  |

1. Communication

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| How will staff and students in the department be informed? Can a statement be agreed? |  |
| How and when will external contacts e.g. placement providers be informed? |  |
| Is there a communication or training needed for tutors and the cohort from the course to raise awareness? |  |