

Policy on Gender Identity & Gender Expression

Document Reference and Version Number	Version 1 February 2019
Purpose	To guide institutional action and to direct procedures that impact on gender identity and expression
Commencement Date	February 2019
Date of Next Review	November 2020
Who needs to know about this document	Registrar, Heads of Faculty, Heads of Department, Programme Chairs, Faculty Administrators, all academic staff, all students
Revision History	Version 1 November 2018
Policy Author	Office of the Registrar
Policy Owner	Office of the Registrar
Approved by Academic council	4 th February 2019

Context

This policy was developed in response to the growing need for IADT to recognise the range, type and nature of gender diversity within its student body and, in particular, to form a policy framework to ensure good practice in its approach to diversity.

This policy will establish the philosophy and values that the Institute applies to its operations, in recognition of the need for respect and dignity for each student.

Its purpose is to guide institutional action and to direct procedures that impact on gender identity and expression. It also recognises the legal and regulatory framework within which the Institute operates and the obligations, constraints and opportunities that the legislation creates

Statement of Policy Principles

The following principles underpin all activities of the Institute:

- We adopt the philosophy of inclusive environments - promoting equality and diversity as well as being committed to maintaining, for students, an environment of dignity and respect
- We support a student's gender identity and gender expression, ensuring that they experience a positive and tolerant environment within the Institute
- We will balance the dual needs of the individual's desire to have a preferred name, while also maintaining an accurate account of the academic record and achievements of each student and maintaining our legal obligation regarding retention of records
- We endeavour to use gender neutral terms as far as is practical and for students to use non-gender key student identifiers (such as student number), in preference to gender-laden identifiers
- We recognise that individuals may identify with any or no gender, and that each person has their own unique identity

In defining these principles, IADT recognises its obligations, specifically under the Equal Status Act 2000-2015, as well as the Employment Equality Acts 1998-2015.

IADT Commitment

In support of these principles, IADT will:

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

Student Responsibilities

In making choices, the student should also be cognisant of corresponding obligations that they may have, as a result of their choices. These include:

- The need to adequately engage with the Institute in respect of following policy and procedural processes
- The impact of decisions on their legal record within the Institute and future needs to connect their preferred identity to their formal record
- Provide the relevant documentation to enable the Institute to make some categories of changes, this documentation may include the following :
 - Gender Recognition Certificates
 - Deed Poll
 - Passport
- The 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.

Implementing the Policy

The principles underpinning this policy inform all decision-making within the Institute and are incorporated, as far as is practical while ensuring the legal obligations of the Institute, into the routine operations of the Institute.

Specifically, the issue of the student's choice in gender assignment should inform the Institute's record system and permit the individual, where possible, to be recognised as a unique, non-gender, identifier rather than a name on the record system. However, it is important to note that correspondences e.g. postal mail, from the Institute to the student will be addressed under their expressed preferred name.

The Institute has developed the Gender Identity and Expression Procedure document and related process to enable:

- A student to change the official gender recorded on entry to the Institute
- An individual to change their name to a preferred name, by which they would like to be known
 - Unless legally obligated to use an individual's legal name and gender on records or documents, the Institute shall use the name and gender preferred by the individual.

IADT Institute Supports & Resources

The following resources are available to students who may require support or guidance:

- Health Centre
- Welfare and Equality Office

-
- Students Experience office
 - Student counselling office

External Resources:

http://www.citizensinformation.ie/en/birth_family_relationships/changing_to_your_preferred_gender.html

Related Policies and procedures

This policy is intended to be used in conjunction with the following policies and procedures

- Gender and Identity expression procedure
- Diversity Policy (In development)
- Equal Opportunities policy
- Mutual respect policy
- Quality Framework

Policy Review

The Institute is committed to continuously assessing this Policy in line with changes in the law, best practice, relevant case law and other developments, and reviewing at a minimum every three years. It is the policy of the Institute to observe the above provisions; however, it reserves the right to depart from same where appropriate.

Procedures for Student Name & Gender Change

Document Reference and Version Number	Version 1 November 2018
Purpose	Outline the procedure to enable change of student name &/or gender identity and expression
Commencement Date	November 2018
Date of Next Review	November 2021
Who needs to know about this document	Registrar, Heads of Faculty, Heads of Department, Programme Chairs, Faculty Administrators, all academic staff, all students
Revision History	Version 1 October 2018
Policy Author	Office of the Registrar
Policy Owner	Office of the Registrar

Context

This procedural document should be read in conjunction with the IADT **Policy on Gender Identity & Gender Expression**.

This document sets out the procedure to be followed when a student wishes to request a change to the name or gender recorded in their current IADT records. This may include the following:

- Changing the official gender recorded on entry to the Institute
- Changing their name to a preferred name, by which the student would like to be known

The Institute may, for some categories of changes defined in the procedures document, require particular documentation, which may include:

- Gender Recognition Certificates
- Passport
- Deed Poll

Procedure for changing Records

Name change

Some records, regarding a name change can be modified at the request of the individual without the requirement for legal documentation.

Records on Banner, Blackboard, e-mail addresses, class lists, and student cards can be changed without official proof of a name change. The student should complete the Form “Request of Change of Name or Gender on Student records” (See Appendix 1) and return this form to Academic Affairs Manager or Student Experience Manager. The Academic Affairs Manager will then advise the relevant staff, including Faculty Staff, Blackboard Administrator & Academic Affairs staff of this name change.

For final award or legal documents such as a transcript and graduation parchment, students should advise in writing and present official proof of a name change such as Gender Recognition Certificate, Deed Poll or Passport to the Academic Affairs Manager.

Gender Identity

The Institute respects the privacy of all our students and will not reveal information relating to a student’s gender identity or status without their prior agreement.

Documents that need to be kept relating to a previous gender identity or a transitioning process will be kept confidentially and be only viewed by people when required, and with the permission of the individual concerned.

If a student wants to change the official gender recorded on entry to the Institute they should provide Confirmation of legal change of gender and complete the form “Request of Change of Name or Gender on Student records” (See Appendix 1), both documents should be presented to the Academic Affairs Manager or Student Experience Manager.

The institute will then replace all official records with the affirmed gender and the following actions will occur:

- Current Student records will be updated
- A new ID card is issued
- Applicable staff are advised
- Student will be provided with advise of supports available to them

APPENDIX 1

Declaration form: Request of Change of Name or Gender on Student Records

Part One (please complete)

New name: _____

New Gender: _____

Preferred Pronoun: _____

Contact details: _____

Student number: _____

Part Two (Please complete with previous and new names)

I [_____] formerly known as [_____] declare that:

I wish to cease using my former name of [_____] and assume the name of [_____];

I request that the Institute of Art, Design + Technology change my Student record to the name of [_____];

Declared on: dd/mm/yy

Signed

[Insert full new name] : _____

Former signature of former name: _____

Part Three (Please complete as appropriate Gender Change)

I [insert full new name here] formerly known as [insert previous name here] declare that:

I wish to change the record of my gender from [] to [];

Declared on: dd/mm/yy

Signed

[Insert full new name]: _____

Former signature of former name: _____

Academic and Student Affairs Office Use only

Processed by:

Date:

Appendix 2

Definitions*

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.

Demigender: A gender identity that involves feeling a partial, but not a full, connection to a particular gender identity. Demigender people often identify as non-binary. Examples of demigender identities include demigirl, demiboy, and demiandrogyne.

FTM: A female-to-male trans person (see definition of Trans man).

Gender Fluid: Is a non-binary gender identity. Gender fluid individuals experience different gender identities at different times. A gender fluid person's gender identity can be multiple genders at once, then switch to none at all, or move between single gender identities. Some gender fluid people regularly move between only a few specific genders, perhaps as few as two.

Genderqueer: A person whose gender varies from the traditional 'norm'; or who feels their gender identity is neither female nor male, both female and male, or a different gender identity altogether.

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.

MTF: Male-to-female trans person (see definition of Trans woman).

Multigender: Refers to individuals who experiences more than one gender identity. It can be used as a gender identity in its own right, or can be an umbrella term for other identities which fit this description. Multigender identities include **bigender** (two genders), **trigender** (three genders), **quadgender** (four genders), **quintgender** (five genders), **polygender** (many genders), **pangender** (all genders) and **genderfluid** (variable gender).

Neutrois: A non-binary gender identity which is considered to be a neutral or null gender. It may also be used to mean genderless, and has considerable overlap with agender - some people who consider themselves neutrally gendered or genderless may identify as both, while others prefer one term or the other.

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 (See definition of Androgynous, Gender Fluid, Genderqueer, Gender variant).

Sex Change: Generally considered derogatory; has been replaced by the terms 'transition' or 'surgery' (see definition of Transition and Surgery).

Tranny: A slang term for many different trans identities. Some find this term highly offensive, while others may be comfortable with it as a self-reference, but consider the term derogatory if used by outsiders. It is recommended to avoid using this term.

Transgender: Refers to a person whose gender identity and/or gender expression differs from the sex assigned to them at birth. This term can include diverse gender identities.

Not all individuals with identities that are considered part of the transgender umbrella will refer to themselves as transgender.

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.

Transphobia: The fear, dislike or hatred of people who are trans or are perceived to challenge conventional gender categories or 'norms' of male or female. Transphobia can result in individual and institutional discrimination, prejudice and violence against trans or gender variant people.

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).

Transvestite: A person who wears clothing, accessories, jewellery or make-up not traditionally or stereotypically associated with their assigned sex. Some transvestites refer to themselves as male to female transgender people who do not wish to transition or change their assigned sex but prefer to live "dual role".

Trans man: *A person who was assigned female at birth but who lives as a man or identifies as male. Some trans men make physical changes through hormones or surgery; others do not.*

*Trans man is sometimes used interchangeably with **FTM** (female-to-male). However, some trans men don't think of themselves as having transitioned from female to male (i.e. because they always felt male). Some people prefer to be referred to as **men** rather than trans men while others will refer to themselves as **men of transgender experience**.*

Trans woman: *A person who was assigned male at birth but who lives as a woman or identifies as female. Some trans women make physical changes through hormones or surgery; others do not.*

*Trans woman is sometimes used interchangeably with **MTF** (male-to-female). However, some trans women don't think of themselves as having transitioned from male to female (i.e. because they always felt female). Some people prefer to be referred to as women rather than trans **women** while others may refer to themselves as **women of transgender experience**.*

Variation of Sex Development (VSD): *Another term for 'intersex' preferred by some medical practitioners and intersex people in place of DSD as it removes the stigma of 'disorder' from the nomenclature*

*Adapted from TENI Trans Terms <http://www.teni.ie/page.aspx?contentid=139>