



## **CERTIFICATES AND DIPLOMAS FOR TRANSEXUAL PEOPLE**

The Gender Recognition Act 2004 will mean that people who have taken decisive steps to live fully and permanently in their acquired gender are afforded all the rights and responsibilities appropriate to that gender.

A holder of a full Gender Recognition Certificate (GRC) is legally recognised in his or her acquired gender for all purposes. This means that the person in question now belongs to the opposite gender in both a legal and social context. The GRC will be issued to an applicant if he or she satisfies a Gender Recognition Panel that they fulfil all the criteria outlined in the Gender Recognition Act 2004. A full GRC gives the holder the means to obtain a new birth certificate, which reflects their acquired gender.

The state will not change any historical documents, but it is recommended as good practice that higher education institutions are able to re-issue degree certificates and diplomas as this will protect the future confidentiality of the transsexual person. It is also essential that references do not refer to the previous transsexual status of the person. Reference to the previous gender would constitute a major breach of confidentiality and could be a criminal offence.

## **PROCEDURE FOR ISSUING A REPLACEMENT CERTIFICATE TO GRADUATES WHO HAVE UNDERGONE GENDER REASSIGNMENT**

If a request for a replacement certificate is received by Academic Registry from a graduate who has undergone gender reassignment after graduation, the following procedure should be followed:

- The graduate should be informed that along with a written request for a replacement certificate, Academic Registry will require a certified copy of the new birth certificate or the Gender Recognition Certificate (GRC).
- On receipt of the request and birth certificate or GRC, the Integrated Student System (ISS) record must be updated with the new name and gender, and a note recorded to reflect the change of gender (eg: Strictly Confidential: Previous name was ( ) prior to gender reassignment.)
- The Graduation Master List and Programme must be updated manually to reflect the new name. If the graduate's record is not on ISS because they graduated prior to 1994/95, it is essential that the note on the list and programme is clearly marked with the new name and that the confidentiality aspect is highlighted..
- The graduate's record must be checked to determine the authenticity of the original award before being re-issued in the new name.
- A replacement certificate should be requested from Media Services in the new name. The replacement certificate will not include the original signatures or University seal, but will include a statement on the reverse and will be officially signed and stamped. The statement on the reverse will read 'I certify that this document is an accurate statement of the award and the signatories on the original certificate.'
- Academic Registry should inform the appropriate School/Institute, in writing, of the new name in order that their records can be updated and that confidentiality can be maintained. A copy of the birth certificate or GRC should also be sent to the School/Institute to be held in the Student's file.