



Management of records for applicants, students or alumni who have changed gender, or who have registered their intention to permanently change gender

1. The University of Oxford respects the dignity of all transgender staff, students and alumni and will take steps to meet individual requests for changes to name and gender identity wherever possible. Priority will be given to changing details on systems which are most likely to be used currently or in the future, to ensure that the individual is recognised in their preferred name and gender. Consultation with the individual is a key principle when determining which records will be changed.

2. Active applicants, current students and alumni who intend to change gender permanently may request changes to the gender, name and title in their records. Such a request will start a process by which the student or alumnus/a agrees the detail of the changes with the University, using the categories of information in this document as a starting point.

2.1. Name will be amended on the presentation of [authorised documentation](#). (Students who do not wish to formally change their name in the student record, but who would like to be recognised with a different gender whilst at Oxford, may request that their preferred name is displayed on the University Card and email address.)

2.2. Gender will be changed on the provision of a statement that declares the intention to permanently transition to a different gender (no medical evidence is required), or on presentation of a birth certificate showing a gender different from that on the University's student record system.

3. **Alumni:** former students may wish to request a new transcript, degree certificate and/or references reflecting their change of gender, particularly if they are applying for a further course of study, or for employment. These will be provided on presentation of authorised documentation and/or a statement of intent as above. Original transcripts and certificates should be returned.

4. **Overseas students:** the University student record must match the name and gender details on an individual's passport and visa. Individuals who would find it difficult to amend their passport and visa details, but would like to be recognised by their preferred gender while at Oxford should discuss their circumstances with their college and/or the ARO who will explore the options available.

Which records are amended?

5. It is anticipated that the following individual records will normally be amended, although all decisions will be taken in consultation with the individual:

- a) The University's central student record system (SITS eVision)
- b) The University's hardcopy card index for former students (students matriculating between 1932 and 2000)
- c) Subsidiary IT systems for specific functional activities, which are automatically updated through overnight data feeds from SITS, and include:
 - ADSS (Admissions)
 - CMIS (examination timetabling)
 - DARS (Alumni records)
 - GSO database (PGR examinations)
 - GSR (Graduate Supervision Reports)
 - Mark-IT (examination results processing)
 - OxCORT (undergraduate student tutorial arrangements and reports)
 - University Card database
 - WebLearn
- d) Departmental systems used for specific functions such as admissions and results processing. The Academic Records Office (ARO) will instruct departments to update their computer and paper systems.
- e) College databases. The Academic Records Office will instruct colleges to update their computer and paper systems.
- f) Data warehouse. All current data will be updated by overnight feed from SITS. [Note historic data snapshots will not usually be changed. Access to identifiable individuals in this data is restricted to a small number of staff within the Student Data Management and Analysis team, and if data is extracted for research or management information purposes, all identifying information is removed or anonymised.]

6. It may not be feasible or proportionate for every type of record or information to be updated, although each decision will be taken in consultation with the individual and will take their views into account. For example, in some instances it may not be possible to retrieve all occurrences of an individual's name, especially where these have been widely or publicly shared, for example in emails, University Gazette notices, handbooks, committee papers, HESA submissions, archived results and pass lists and archived web pages. In other cases, it might not be proportionate to make changes to documentation which is no longer in current use where access would be restricted to a small number of university (and/or college) staff: these might include data snapshots, spreadsheets and progression forms. Individuals should contact the ARO if they wish to discuss the storage of their personal details in any of these data sources.



How requests for change are managed

7. Individuals should contact the Academic Records Office directly or via their college. The request for change will be shared with a small number of people, with any documentation (hardcopy or digital, in email or email attachments) marked as 'strictly confidential'. Senders and recipients of these communications will be asked to destroy all correspondence as soon as the record has been updated: ARO will send out reminders at the appropriate time. Recipients of this information are restricted to system IT administrators, administrators in central teams (e.g. admissions, alumni) and department and college administrators in specific roles. One copy of the record change will be held for administrative purposes, and accessed by staff in the ARO only; hard copies will be sealed, and digital copies retained in password protected secure files.

8. Current students may wish to give permission for their supervisors and tutors to be informed in order to provide ongoing pastoral and academic support. Alumni who require references or confirmation of their study at Oxford may request that their former tutors (or administrative support staff) are informed to facilitate this process. An individual whose record is being amended will be consulted and informed about the changes throughout the process.

9. Individuals may also choose to define their 'Preferred gender' on their student record as male, female or other, which may be a useful option for students who are not in a position to commence a formal process of gender transition, or for students who do not wish to identify as male or female. Preferred gender will appear on all student-accessed records (i.e. online student self-service), and in data returned to [HESA](#), but is not visible to University staff as some students may not wish to have this information shared. Preferred gender is also not used for reporting purposes (aggregated data) as individuals identifying as other could be identifiable as soon as any intersectionality is introduced (College, Department, Ethnicity etc).

Further information

10. For further information about student records please contact the Academic Records Office (aro@admin.ox.ac.uk). For information about alumni records, please contact the Alumni Office (enquiries@alumni.ox.ac.uk). For further information about support for transgender students and staff please contact the Equality and Diversity Unit (equality@admin.ox.ac.uk).

11. The University's transgender policy and guidance can be found on the Equality and Diversity Unit's [website](#).