

## Information for applicants, students, and alumni who have changed legal sex, or who intend to permanently change legal sex.

### A. Introduction

The University collects data on students' legal sex and gender identity in order to meet statutory requirements of the Higher Education Statistics Agency (HESA), as well as to satisfy other external and internal requirements for reporting, including (but not limited to):

- 1.1 Athena SWAN
- 1.2 Understanding differential outcomes by legal sex and gender identity (admissions, on-course, alumni)
- 1.3 Reporting to the Home Office for visa purposes
- 1.4 Exploring sex and gender bias

The aim of this document is to outline the types of information collected by the University, to explain how these data are held and displayed, and to inform incoming, current, and former students of how to request changes to the data held on their legal sex or gender identity.

The University of Oxford respects the dignity of all transgender applicants, students and alumni and will take steps to meet individual requests for changes to name, legal sex 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 accurate legal sex and name. Consultation with the individual is a key principle when determining which records will be changed.

### B. Data Collected

In the student record at Oxford, we collect information on three types of sex/gender:

#### 1. Legal Sex (available values: Female, Male, Other)

The available values are as recognised by the Higher Education Statistics Agency and should correspond with the student's sex as recorded on their legal documents such as birth certificate, Gender Recognition Certificate, or passport. If there is any conflict, the newest document should be referenced.

Value "Other" should only be used for a third sex that is legally recognised by another country – this will recognise the scenarios where, for example, an international student has a legal sex other than male or female. It should be noted that currently, for the purposes of UK law and identity documents, legal sex is binary (male or female).

Students are prompted to self-declare their legal sex at annual registration, or on demand via Student Self Service.

Information on a student's legal sex is displayed on their student record, is visible in eVision and dataviews, to both staff and the student in question. Legal sex data is transmitted to the Higher Education Statistics Agency (HESA) and used in aggregate reporting.

#### 2. Binary Legal Sex for visa purposes (available values: Female, Male)

This represents a binary choice, as recognised in UK law. It is not necessarily the same as a student's legal sex, since international students who have a legal sex of "Other" are required to choose a legal sex of Female or Male to appear on their UK visa documents. This is a requirement of the UK Home Office.

Students will be asked to declare a binary legal sex for visa purposes, on a case-by-case basis, if necessary. This will be requested of applicants as part of the process of applying for their visa.

Information on a student's binary legal sex for visa purposes is transmitted to the Home Office and visible to staff for the purposes of visa administration. It is not more widely available.

### 3. Gender Identity (available values: Man, Woman, I use another term, I prefer not to say)

This corresponds with the gender with which the student identifies and need not match their legal documents. Students are prompted to self-declare their gender identity at annual registration, or on demand via Student Self Service.

Information on a student's preferred gender is not visible to University staff via eVision or dataviews; it is only visible to the student themselves via Self-Service. It may be used in aggregate reporting.

### C. Process for current students

Current students who intend to change legal sex permanently may request changes to the legal sex, name and title in their records.

1. **Name changes.** Information on the process for name changes can be found on the [University website](#). 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 addressed by a different name whilst at Oxford, may request that their preferred name is displayed on their student record and in their email address. Note that official documentation, e.g. transcripts or degree certificates, cannot be issued in a student's preferred name.
2. **Legal sex, gender identity and title changes** can be made by the student themselves, via [Student Self Service](#).
3. **Photo changes.** Current students may also be able to request a change to their photo (which appears on their University card and on Student Self Service) if their appearance has changed considerably whilst on-course. They should contact their college office (or departmental administrator if they do not have a college).

### D. Process for applicants and alumni

Active applicants and alumni who intend to change legal sex permanently may request changes to the legal sex, name and title in their records. Such a request will start a process by which the person agrees the detail of the changes with the University, using the categories of information in this document as a starting point.

1. **Name changes** should be requested from the relevant admissions office (if an applicant), or from the Academic Records Office ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)) for alumni. Name will be amended on the presentation of authorised documentation.
2. **Legal sex** will be changed on the provision of a statement that declares the intention to permanently transition to a different legal sex (no medical evidence is required), or on presentation of a birth certificate showing a legal sex different from that on the University's student record system. These changes should be requested from the relevant admissions office (if an applicant), or from the Academic Records Office ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)) for alumni.
3. **Former students** may wish to request a new transcript, degree certificate and/or references reflecting their change of legal sex and official name, 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.

### E. Which records are amended?

It is anticipated that the following individual records will normally be amended in cases of a change to legal sex, 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)
  - TMS (undergraduate student tutorial arrangements and reports)
  - University Card database
  - Canvas (Virtual Learning Environment)
- d) Departmental and College databases will receive updated information through data feeds from SITS eVision.
- e) 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 Registry team, and if data is extracted for research or management information purposes, all identifying information is removed or anonymised.]

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 Academic Records Office ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)) if they wish to discuss the storage of their personal details in any of these data sources.

### F. How requests for change are managed

Individuals, (where they are not able to make the changes themselves via Student Self Service) should contact the Academic Records Office directly ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)). 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.

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.

Individuals may also choose to define their gender identity on their student record from the following options:

- Man
- Woman
- I use another term
- I prefer not to say

This provides an option for students who do not wish to change their legal sex on their student record. Gender identity will appear on all student-accessed records (i.e. online Student Self Service) but is not visible to University staff as some students may not wish to have this information shared.

### **G. How will data appear in reports?**

It is important for much reporting and analysis that is undertaken internally that data can be reported by legal sex. All statistical reporting on Oxford students and postgraduate applicants – both internal to the Collegiate University and in the public domain – uses legal sex rather than gender identity. Additionally, student lists for internal use only include legal sex.

As UCAS only collects gender identity data, reporting on undergraduate applicants uses gender identity rather than legal sex. This is in the form of anonymous, aggregated statistics and does not allow for the identification of any specific applicant's gender identity.

Data returned to the Higher Education Statistics Agency ([HESA](#)) is based on legal sex.

Other than undergraduate admissions data, the University does not currently undertake reporting by gender identity, although this is an area which is now being explored.

### **H. Further information**

- For information about student records please contact the Academic Records Office ([aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk)).
- For information about alumni records, please contact the Alumni Office ([enquiries@alumni.ox.ac.uk](mailto:enquiries@alumni.ox.ac.uk)).
- For information about support for transgender students and staff please contact the Equality and Diversity Unit ([equality@admin.ox.ac.uk](mailto:equality@admin.ox.ac.uk)).
- The University's transgender policy and guidance can be found on the [Equality and Diversity Unit's website](#).