

Student record amendments related to legal sex



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

A. Introduction

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.

The University collects data on students' legal sex and gender identity to ensure it hold a robust and secure student record and 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 disparities

The aim of this document is to outline the types of information collected by the University, to explain how data is 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.

There is separate guidance to [record your pronouns](#) (She/Her, She/They, He/Him, He/They, They/She, They/He, They/Them, Another Pronoun, No Pronouns, use my name) which is part of the registration process and available to students to view through our student records system (known as [Student Self Service](#)).

B. Data Collected

In the student record system (known as [Student Self Service](#) for students and SITS for staff), the University collects information on both legal sex and gender identity:

1. Legal Sex (Possible answers: Female, Male, Other)

The available answers are 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 latest document should be used.

Value "Other" should only be used for a third sex that is legally recognised by a country other than UK and with documentation to support this – this will recognise the cases 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 and gender identity at annual registration and students can update this information any time on our student records system (known as [Student Self Service](#)). Information on a student's legal sex is displayed on their student record, (and is visible in SITS eVision and dataviews), to both staff and the students. Legal sex data is transmitted to the Higher Education Statistics Agency (HESA), forms part of visa applications for international students and is used in aggregate reporting.

2. Gender Identity (Possible answers: Yes, No, Information refused)

This field identifies whether the current gender identity is the same as their sex registered at birth. This corresponds with the gender with which the student identifies and need not match the legal documents. Students are prompted to self-declare the gender identity at annual registration and students can update this information any time on our student records system (known as [Student Self Service](#)).

Information on a student's gender identity is not visible to university staff (via SITS eVision or dataviews); it is only visible to the student themselves on our student records system (known as [Student Self Service](#)). It may be used in aggregate reporting.

Note: The Home Office will now accept 'Other' if stated on a passport/travel document for visa purposes. The University's student record system (known as [Student Self Service](#)) has been amended to allow this value to be used for visa applications.

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 the student record system.

- 1. Name changes.** 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.

UG name change after registration process	Information on the process for name changes can be found on the University website . If you change your name while you are a current student at Oxford, you must submit a formal request in writing, accompanied by documentary evidence of the change of name, (original or certified copy). If you are an UG then a request must be made to your college. If you are a graduate student, the request must be made to your college or your department if you are not a member of a college.
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- 2. Legal sex, gender identity and title changes** can be made by the student themselves by students can update this information any time on our student records system (known as [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 our student records system (known as [Student Self Service](#) for students and SITS for staff) 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

Anyone with an active admission application or a previous student who is now an alumni who wish to change legal sex permanently may request changes to the legal sex, name and title in their records. When someone makes a request, the University starts a process to work through and agrees to the changes required. The categories in this document will be used as a starting point.

- 1. Name changes** should a name change be required, see the table below to confirm the action to take depending on your student type to request the name change in our student records systems (known as [Student Self Service](#)). You will be requested to provide the relevant documentation to support the

change.

UG name change before student registration during admission process	Should a name change be required prior to UG registration is completed then contact UCAS to make a name change, and the new name will be used in the registration processes as part of our UG admissions system (ADSS) and will be updated in the transfer to the University at point of admission. Notify Undergraduate Admissions by emailing undergraduate.admissions@admin.ox.ac.uk so they can support this change at registration.
Alumni name change	If you are an alumni then requests should be sent to aro@admin.ox.ac.uk for processing.
PG name change	If an applicant for graduate study, contact graduate.admissions@admin.ox.ac.uk or the Academic Records Office (aro@admin.ox.ac.uk) for Alumni records.

2. Legal sex will be changed on the provision of a statement that declares the intention to transition to a different legal sex permanently (no medical evidence is required), or on presentation of a birth certificate showing a legal sex different from that on our student record system (known as [Student Self Service](#)). These changes should be requested from the relevant admissions office (if an applicant), or from the Academic Records Office (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 with a presentation of authorised documentation and/or a statement of intent to the relevant University team as stated above. Original transcripts and certificates should be returned to:

Degree Conferrals Office,
Student Records
Examination Schools
75-81 High Street
Oxford OX1 4BG.

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), note that for UG students the initial registration data is populated by UCAS data held for UG students
- b) The University's digitised card index for former students (students matriculating between 1935 and 2000)
- c) Subsidiary IT systems for specific functional and operational activities, which are automatically updated through overnight data feeds from SITS eVision, and include:
 - CMIS (examination timetabling)
 - DARS (Alumni records)

- GSO database (PGR examinations)
- GSR (Graduate Supervision Reports)
- TMS (undergraduate tutorial management 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 the student records system (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 Education Services - Academic Records team and Admissions offices, and if data is extracted for research or management information purposes, all identifying information is removed or anonymised.]

f) 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. For example, in some instances it may not be possible to retrieve all the 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) 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 on our student record system (known as [Student Self Service](#)) should contact the Academic Records Office by emailing 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. The Academic Records Office will send out reminders at the appropriate time. Recipients of this information are restricted to system IT administrators, administrators in central teams (eg 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:

- Female
- Male
- Other

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-access records (ie 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 internal analysis 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.

H. Further information

- For 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 information about applicant records for undergraduate study, please contact the Undergraduate Admissions Office (undergraduate.admissions@admin.ox.ac.uk).
- For information about applicant records for graduate study, please contact the Graduate Admissions and Recruitment Office (graduate.admissions@admin.ox.ac.uk).
- For information about support for transgender students and staff please contact the Equality and Diversity Unit (equality@admin.ox.ac.uk).
- The University's transgender policy and guidance can be found on the [Equality and Diversity Unit's website](#).
- For information about HESA Student data mapping can be found at: [HESA - Experts in higher education data and analysis](#)