

Student Gender Affirmation Guidelines

These Guidelines support a person-centred approach for UNSW student at any stage of gender affirmation.

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Acknowledgement of Country

UNSW would like to acknowledge the Bidjigal (Kensington campus), Gadigal (City and Art & Design Campuses) and Ngunnawal people (Australian Defence Force Academy in Canberra) who are the traditional custodians of the lands where each campus of UNSW is located.

UNSW pays respect to ancestors and Elders, past and present, and pays tribute to and honours the lives of Sistergirls, Brotherboys and Aboriginal and Torres Strait Islander transgender and gender diverse people.

In some Aboriginal and Torres Strait Islander communities, Sistergirls and Brotherboys refer to transgender and gender diverse people. Sistergirls are considered people who were reported male at birth but have a feminine spirit, including taking on traditional cultural feminine practices; where brotherboys were reported female at birth but have a masculine spirit¹. ¹ Sistergirls and Brotherboys can be anywhere on the gender spectrum from a feminine gay man or masculine woman, to a non-binary person, to a trans woman or trans man.

It is important to note that in broader Aboriginal and Torres Strait Islander communities, the terms Sistergirl and Brotherboy are used as terms of endearment, for women and men respectively, with no reference to gender diversity².

The acceptance of Sistergirls, Brotherboys and Aboriginal and Torres Strait Islander transgender and gender diverse people is part of the UNSW commitment to a culture which accepts and values diverse identities.

¹ Australian Institute of Family Studies, [LGBTIQA+ communities Glossary of common terms](#), Child Family Community Australia, 2019

² TransHub, [Trans Mob](#)

1 Aim of these Guidelines

These Guidelines support a person-centred approach for UNSW staff at any stage of gender affirmation.

Whether you've already affirmed your gender, are in the middle of affirming it, or are still figuring out what feels right, this applies to you.

UNSW recognises that everyone's gender affirmation journey is different.

It is important that you drive the process. This includes deciding when to seek support, what steps to take, and who you choose to share personal information with.

These Guidelines explain the supports and processes available at UNSW, as well as the employment-related obligations that may arise during gender affirmation, so you can feel prepared for conversations with your manager and others.

If you are a manager, a colleague or a friend, wanting to support someone affirming their gender, please check out the Understanding Gender Affirmation Guide found on the UNSW LGBTQIA+ Hub [Community and Support](#) section.

2 Recommended Processes

Recommendation 1: Seek support from a Student Support Advisor

If you have affirmed your gender, are currently affirming your gender, or are about to begin, it is recommended that you get in touch with a [Student Support Advisor](#) by [booking an appointment here](#), emailing advisors@unsw.edu.au or calling 02 8374 9201.

You will be allocated a Student Support Advisor as a single point of contact to assess your needs, plan and support you throughout your gender affirmation. They will also coordinate with other people and services when necessary.

The Student Support Advisor can help you with:

- Making a Gender Affirmation Plan (found [here](#))
- Guidance on changing name, title, gender, email address and student identity card
- Communicating any changes in names and/or pronouns to relevant people, if necessary
- Other support you may need for academic, administrative, and personal matters
- Getting in touch with lecturers, tutors, Higher Degree Research (HDR) Supervisor or Postgraduate (PG) Coordinator
- Attending meetings with you as needed

Recommendation 2: Seek support from others

While [Student Support Advisors](#) can be your main source of support through your gender affirmation, UNSW understands that everyone's circumstances are different. You may get in touch with other support staff to help, such as:

Lecturers, Tutors, HDR Supervisors and/or PG Coordinators

If you have a trustworthy and reliable lecturer, tutor or HDR Supervisor/PGA Coordinator, then this is someone who can help support you too. UNSW understands this may be a difficult conversation for both or either of you. You can bring along a Student Support Advisor or classmate/friend or use the template email (see [Gender Affirmation Email Communication Templates](#) on the LGBTQIA+ Hub) to start a conversation about affirming your gender.

Not everyone is experienced or highly knowledgeable about gender affirmation and may need some time to understand your needs and concerns and read through this

Guideline. They can also get support through Access, Equity and Inclusion and external services or organisations.

As early as you're comfortable, share and seek any necessary information to make sure you're supported as much as possible.

ally@UNSW Network

An ally@UNSW is someone (staff or student) who is informed about, is sensitive toward and understanding of people of diverse genders, sexes, and sexualities and is available for a confidential discussion if need be. [Contact an ally@UNSW](#) in your Faculty or Division. Note: Some Allies may not necessarily have experience with gender affirmation but are still willing to help.

Queer Collective, Queer Medicine Society (MedSoc) and Queer Students in STEM (QSI)

There are a few collectives and societies on campus that support and represent all students who are queer or gender, sex and sexuality diverse (LGBTIQ+).

The Queer Collective is led by two Queer Officers, appointed annually, and hosts events and activities throughout the year which you can check out on their [Facebook Group](#). It's a safe space to meet other students in the community. [Email the Queer Officers](#)

A trusted friend or classmate

If you have a trustworthy person in your friendship circle or class, they may be able to help. This person can recommend and connect you with support contacts (as mentioned in this section) and come along to meetings with you and your Student Support Advisor, lecturer, tutor, etc.

UNSW Mental Health Connect

UNSW knows that affirming your gender can affect your study, safety, mental health, and wellbeing. UNSW Mental Health Connect offers a triage service to free and confidential mental health support and counselling options to, either by phone or face-to-face. They won't share your information with anyone else, without your permission. Make an appointment by calling 02 9385 5418. [Find out more here.](#)

Recommendation 3: Develop a Gender Affirmation Plan

A Gender Affirmation Plan can be put together with your Student Support Advisor, or whoever else you'd like to help you. Without a plan, your Student Support Advisor may not know what you need, your expectations may not be met, and important things may be missed. You can create a plan on your own or with your manager or a trusted support person.

Here is a list of things you may want to think about in your Plan:

- how you would like to be known in the classroom and on campus.
- change of name, title, gender, email address
- new student ID card
- how, if and when to share information with lecturers, tutors, classmates, etc.
- any changes to study arrangements or required leaves of absence for medical or legal reasons
- evidence you need to provide when changing your given name in UNSW systems

Once a Gender Affirmation Plan has been developed, your Student Support Advisor will help you to make it happen. You do not need to submit your plan to the Nucleus or officially to the university. If developing a Gender Affirmation Plan is not for you, you may still want to take certain actions such as changing your University records.

Recommendation 4: Consider various supports available

It is helpful to know what adjustments might be available to you during the gender affirmation process.

Taking time - leaves of absence

Students can apply to push back their initial enrolment or apply for program leave. For more information, refer to [Program Leave](#).

Educational adjustments

Equitable Learning Services (ELS): If you live with disability, medical condition, learning disability, mental health issue, or anything else that affects your studies, Equitable Learning Services can help. Register with ELS to chat about your concerns and the services available (such as educational adjustments). [Find out more about this service and how to register here.](#)

Special considerations

If anything regarding your gender affirmation may stop you from completing an assessment (including attending an exam) you can apply for special consideration before the start of your exam or due date for your assessment. Find out more about [Special Considerations](#) for information on the application process, criteria, and evidence required. Talk with your Student Support Advisor about Special Consideration.

HDR Candidate Note: Special Consideration does not apply to Higher Degree Research Candidates. You should speak to your HDR Supervisor or PG Coordinator directly.

Updating university records

It is the responsibility of all staff members to update their personal records at UNSW. Keep in mind that it may take up 5 business days for some record changes to take effect. Please consider this timeframe when requesting any changes.

Records of previous name or gender will be maintained where required by law or by UNSW's record keeping policies. If the University is unable to make the required change to any record held it will notify the Staff Member of additional actions required.

For more detailed information how to update specific information, please refer to the table in the Appendix.

Recommendation 5: Know how to report harmful and disrespectful behaviour

UNSW is guided by a strong Code of Conduct and is committed to a community built on safety, respect and inclusion. We don't tolerate discrimination or harmful behaviour.

If you experience or witness behaviour that concerns you, we encourage you to report it so we can respond and support a safe environment for all.

Resources:

- [UNSW's Code of Conduct and Values](#)
- [Equity Diversity & Inclusion Policy](#)
- All complaints can be made through the [UNSW Student Complaints Portal](#).
- [UNSW Gendered Violence Portal](#) – provides access to specialist support from a team of mental health clinicians for any gendered violence issue – big or small, on campus or off campus.
- you can contact [Student Conduct & Integrity](#) for a confidential discussion.

Emergencies

If you are on campus, call [UNSW Security Rapid Response](#) on **9385 6666** as your first contact point for any incident or emergency on campus 24 hours a day, 7 days a week. Security will contact emergency services and can direct them to your location on campus.

At any time in any place in Australia, if you or others feel at risk, or consider the situation to be an emergency, call the Police or an ambulance on 000.

There are also Help Points strategically placed around campus which directly connect to the Security Rapid Response control room. Find the [Help Points](#) on this map. You can also download the StaySafe@UNSW app to your smart phone for direct access to:

- Emergency contacts
- Request a safety escort
- Track the night security bus
- Use the Friends Walk feature

<https://www.gs.unsw.edu.au/policy/documents/staffcomplaintproc.pdf>

3 Support and resources

You can find on-campus and external community support and resources at our [UNSW LGBTQIA+ Resource Hub Community & Support](#) page.

Other support and resources can be found via:

- ☐ **Student Support Advisors** – can assist you through every step of

the gender affirmation process. They will work with every student on a case-by-case student to ensure they feel supported to succeed at university. [Book an appointment here](#), email advisors@unsw.edu.au or calling 02 8374 9201. [Find out more here](#).

- **Mental Health Connect** - a triage and referral point to appropriate mental health support and counselling options for all currently enrolled students. Make an appointment to see a counsellor by calling 02 9385 5418 or [completing this online form](#). [Find out more here](#).
- **Equitable Learning Services (ELS)** – If you have a disability, medical condition, learning disability, mental health issue, or anything related to your gender affirmation that affect your studies, Equitable Learning Services may be able to help. Register with ELS to chat about your concerns and the services available (such as educational adjustments). [Find out more about this service and how to register here](#).
- **Nura Gili Centre for Indigenous Programs** – Students who identify as Aboriginal and/or Torres Strait Islander can access support by phone 02 9385 3805 or by [submitting an online enquiry](#).
- **ally@UNSW Network** – An ally@UNSW is someone (staff or student) who is informed about, is sensitive toward and understanding of people of diverse genders, sexes, and sexualities and is available for a confidential discussion if need be. [Contact an Ally](#). Note: Some Allies may not necessarily have experience with gender affirmation. [Contact Access, Equity and Inclusion](#) for the possibility of speaking with an ally@UNSW who has lived experience of or has supported someone through gender affirmation.
- **Queer Collective** – The Queer Collective is part of the Student Representative Council at UNSW. The Collective supports and represents all students on campus who are queer and gender, sex, and sexuality diverse (LGBTIQ+). The Collective is led by two Queer Officers, who are appointed annually, and meets regularly and hosts a wide range of events and activities throughout the year. It's a safe space to meet other students in the community. [Email the Queer Officers](#).
- **The Nucleus: Student Hub** – Advice and assistance with updates to your personal details, changes to student records and student ID cards. Call the Nucleus at (02) 9385 8500 between 10am and 5pm or [make an appointment, speak with someone online or ask a question online](#).
- **Student Conduct & Integrity** – Offers confidential discussions about complaints and information on the complaints process. Email: studentcomplaints@unsw.edu.au or call: (02) 9385 8515.
- **Arc Legal & Advocacy Services** – An advice service that represents the rights of UNSW students. The service can provide referrals and answer questions about legal documentation involved for legally affirming your gender. Note: This service does not have any specialist knowledge on gender affirmation. Email:

advice@arc.unsw.edu.au or call (02) 9065 0900.

4 Appendix

4.1 [Gender Affirmation Plan Template](#)

4.2 [Email Communications Templates](#)

4.3 Processes and details on changing your information

Update	Process and things to know
Preferred name (informal name) in your UNSW record Evidence or ID verification is NOT required.	You can immediately change your preferred name in myUNSW. (We acknowledge that 'Chosen name' is more appropriate, however 'Preferred' is the language currently used in UNSW systems) Log on to myUNSW > My Student Profile > my profile > Name Change > Edit Preferred Name. Within 48 hours, your display name will update in Outlook and other Office365 apps (eg Teams). You must log out of all apps and log back in for the change to take effect To update the email address alias itself, refer to Email Address section below. <i>Notes: This change will not result in any change to your primary name (formal name) in your existing University record. You must contact IT to update your email address (see 'email address' section below).</i>
Primary name (formal/legal name) in your UNSW record Evidence IS required	Changing your legal name on UNSW records is a formal process. In order to change your primary (formal) name in your staff record, you must first change your legal name with the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra. If you need support with changing your legal name, you can contact the Inner City Legal Centre, or look at the process here: Changing Your Name TransHub. Once you have received your certificate, complete the Correction or change of personal details request form and attach your documentary evidence and submit the form to the Student Nucleus Hub. <i>Note: Documentary evidence of legal name change from the NSW Registry of Births, Deaths & Marriages or ACT Access Canberra can include Change of Name Certificate or Updated birth certificate</i>
Moodle display name Evidence or ID verification is NOT required	You can immediately change your display name in Moodle. To update your display name on the Moodle e-learning system, log into Moodle > on the dashboard, click your name > Profile > Edit Profile > Change First Name <i>Note: Verification of identity is not required, nor is any rationale for the change. This change will not result in any change to your primary name in the existing University record</i>

Update	Process and things to know
Gender marker in your UNSW record Evidence or ID verification is <u>NOT</u> required.	Staff can update their gender information in the 'personal information' section via the self-service portal on myUNSW. Gender can be recorded using one of five categories: • Female/Woman • Male/Man • Non-binary • Different term • Prefer not to answer
Title in your UNSW record Evidence is <u>NOT</u> required for social title changes unless changing to a legally recognised title, e.g. Dr.	Complete the Correction or change of personal details request form and submit to The Nucleus: Student Hub A request to amend your mode of address (title such as Mr, Mrs, Ms, Mx) can be made. You may wish to request this when changing your primary name and/or gender marker. Note: <i>For social title changes, verification of identity is not required, nor is any rationale for the change. For legal title changes, e.g., Dr, verification is required.</i>
Email address	After the preferred email address has been changed in myUNSW, contact UNSW IT on 9385 1333 or ITServiceCentre@unsw.edu.au to request the email address alias is updated accordingly. You may wish to ask IT about updating your computer log in details at the same time. <i>Note: Preferred name must first be changed via myUNSW</i>
Pronouns on MS Teams	You can add your pronouns to MS Teams with the below instructions: • Select your profile picture in the upper right corner of Teams, then select your name/email address on your profile card. • On your profile card, select + Pronouns or the pronouns listed below your name. • To add or change your pronouns, select from the examples (only available in English), or enter your own. • Select Save to update your profile (or press Cancel if you don't want to save your changes). • Changes are updated and reflected on your profile card immediately after you select Save. • Select <i>Got it</i> to exit the confirmation dialog.
Pronouns on Zoom	You can add your pronouns on Zoom in two ways: If you have a Zoom license click your initials in the top right and go to Settings > Profile > Edit your profile > Pronouns If are in a meeting, click 'Participants' > Hover over your name, click the three dots '...' > 'Rename' or 'Share My Pronouns' Your pronouns will appear next to your display name in your participant video or thumbnail and next to your display name in the 'Participants' list.
Log Ins – for computer and/or additional systems	Contact UNSW IT (details above). You may wish to do this at the same time you update your email address.

Update	Process and things to know
Email distribution/mailling lists	Contact the relevant person who manages the distribution list, if known; otherwise, contact UNSW IT (details above).
Student ID card	As student cards are a form of legal ID, if you wish to update your name on your card, you will need to have it legally updated first. You can find the process for legally updating your name on TransHub. Once your name has been updated legally, you can fill out this form to update your Student ID card.
Qualifications	If you are also a student, or have UNSW qualifications and want to change your records, contact Student Central on 9385 8500 or submit an online enquiry .
Name at Graduation Ceremonies Evidence is not required.	UNSW is pleased to use a name that affirms your gender during your graduation ceremony, even if you have not legally changed your name. Your chosen name will be used on your graduation ceremony day at registration points, to introduce you on stage, in presentation slides and in the graduation program. Please submit a request by email to the Ceremonies team ceremonies@unsw.edu.au with your zID, chosen name and pronouns and they will contact you to confirm.
Testamur replacement in new legal name Evidence is required.	A testamur is an important certificate, as both a reflection of your education and as a legal document. Your name will appear on your testamur as it is recorded on your UNSW record. However, UNSW is proud to make replacement testamurs available to students who have legally changed their first name as part of their gender affirmation. The testamur will be reissued with your chosen name in both hard-copy and digital formats, free of charge. Email the Registrar at registrar@unsw.edu.au directly to make a request, attaching the following: • change of name certificate issued by the government (to provide evidence of your new name) • your original testamur

4.4 Legislation references

- [Sex Discrimination Act 1984](#) (Cth)
- [Sex Discrimination Amendment \(Sexual Orientation, Gender Identity and Intersex Status\) Bill 2013](#)
- [Anti-Discrimination Act 1977](#) (NSW)
- [Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables](#) (Australian Bureau of Statistics)
- [Recognition of Sex and Gender](#) (Australian Government Guidelines)
- [Fair Work Act 2009](#) (Cth)

5 Other Resources

UNSW values the wisdom and collegiality of university equity practitioners across Australia, and the expertise of ACON in this area. We acknowledge the following in the development of the UNSW Guideline:

- 7.1. [RMIT University's Gender Affirmation Guide](#)
- 7.2. [TransHub Gender Affirmation Policy and Guidelines Template](#)
- 7.3. [UNSW Faculty of Science's Classroom Inclusivity Guidelines](#)
- 7.4. [Griffith University Guidelines](#)

This Guideline underpins UNSW's commitment to the [Equity Diversity & Inclusion Policy](#).