



Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

Student Gender Identity and Expression Guidelines

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Introduction

Dublin City University (DCU) herein called ‘the University’ values all members of the community, irrespective of gender identity, and respects and recognises diverse gender identities and gender expressions. Gender identity and expression is a positive, core part, of being human and experiencing wellbeing and fulfilment. The purpose of the Student Gender Identity and Expression Guidelines is to support students of DCU who are planning or going through a gender transition. Additionally, they provide staff with guidance on how to support a student throughout the transition process and beyond.

Beginning the Process of Transitioning

We encourage students to engage with the University designated contacts and process early to ensure they receive all the support available and enable a plan to be put in place. A student may have discussed in confidence the intention to transition with family, friends or a counsellor, however, may not know what steps to take and what support options are available.

Confidential Transition Plan

A student can use these guidelines to engage with the process themselves or contact a member of Student Support and Development to discuss a plan. The University is aware that there are different elements of transition such as social, legal and medical transition. It can be helpful to draw up a confidential plan for the period of transition and thereafter. The implementation of this plan will be reviewed with the student and reassessed at each significant part of the process, as required by the student.

Contacts for Students and Coordination of Transition Plan

- Student Advice and Support Centre - Senior Student Support Advisers can meet a student and go through the policy and guidelines. Contact student.support@dcu.ie to make an appointment.
- Ruan Kennedy, Senior Counsellor & Psychotherapist, email: ruan.kennedy@dcu.ie

Email a member of staff above to arrange a meeting. This can be a general conversation to answer questions and go through options or to create a transition plan. This plan will take into consideration that there is a distinction between social transition and medical transition and that there can be a significant time gap between the two processes. The implementation of the plan can be reviewed regularly and reassessed at each significant part of the process.

An initial meeting can include the following discussion, where applicable:

- The expected point or phase of change of name or other personal details
- What amendments will be required to student records and systems
- What on-going support may be required.
- Who will need to be informed initially, and the level of information to be provided, to offer support and arrangements during the transition process.
- Whether the student wishes to inform lecturers / fellow students / placement settings (if required) themselves or would prefer this to be done for them.
- Whether training or briefing of other students or staff members would be welcomed, at what point and by whom this will be carried out.
- The date of transition, i.e. the first day of the change of gender presentation, pronoun use or name.
- Awareness of policies that protect against bullying, harassment or discrimination.
- Options for taking time off for medical treatment.
- Psychological, practical or academic support required throughout the process.

If the initial contact is made with Student Support & Development, it is important at some point that the student's School becomes part of their support team. This will be discussed in the first meeting with the student. For a full checklist of items to consider prior to transitioning during attendance at university, see Appendix 1.

Changing a Student Record

A student's file or record will always reflect their legal name and gender. No records will be changed without the permission of the student concerned. A timeframe should be agreed with the student within which all records are changed.

Documentation required to formally change a student record

Where a name and/or gender change is requested and official documentation is provided, all student records will be updated. To request a change, contact Mary McKiernan, Students Records Officer, Registry at mary.mckiernan@dcu.ie. **One** of the following documents is required to change a student record.

- [Deed poll](#) – displaying the name changed (name change only)
- [A gender recognition certificate](#) (name and gender change)
- A new birth certificate (name and gender change)
- Passport (name and gender change)

Any documents that need to be kept relating to a previous gender identity or a transitioning process will be kept confidentially and will only be viewed by people when required, and with the permission of the individual concerned.

Actions following a record change

- Create new Student ID Card
- Create new Student Email (if required)
- Update name/gender on the Student Information System. New name/gender will appear on class lists.

Third party record changes

It is the responsibility of the student to ensure that name or gender changes are noted with any third party external to DCU or on their student profile. A change in a student record within DCU does not update any external records with other bodies or within their student profile.

- Next of Kin on Student Record
- Garda Vetting
- Grants and Awards Schemes
- Government Departments
- Immigration Authorities
- Professional Regulatory Bodies
- Current and Future Job Applications

Historical Records and Alumni Records

To have formal documentation such as transcripts and parchments retrospectively changed to reflect a legal name or gender change, the necessary documents are to be emailed to the **Registry Student Records Officer**. To request a change, contact Mary McKiernan, Students Records Officer, Registry at mary.mckiernan@dcu.ie. **One** of the following documents is required to change a student/alumni record.

- [Deed poll](#) – displaying the name changed (name change only)
- [A gender recognition certificate](#) (name and gender change)
- A new birth certificate (name and gender change)
- Passport (name and gender change)

Additional Information Required

- Full name in which award was made
- Date of Birth

- Award(s) obtained from the University
- Year in which the award(s) was/were made
- Current Address
- Previous Student Number (if known)
- Original transcripts and parchment returned

Communication of Student Record Change

For former students, the Alumni Office will be informed of the change of name and/or gender by the **Registry Student Records Officer** once this is complete. There will be no charge for a new set of transcripts.

For existing students, when the student record is changed, the **Dean of Students** will be formally and confidentially advised by the **Student Records Officer**. **The Dean of Students** will organise for the following records to be updated (if relevant).

- Counselling and Personal Development Service
- Sports Membership
- Clubs and Societies Database
- Any other university record (advised by student)

Supporting a Student

Checklist for Students and Staff

Timescale & Planning:	
What is the timescale for the transition?	
Will studies be deferred or accommodations provided?	
Who will need to be informed initially and who will make this contact?	
Student Records: Which records will need to be updated?	
Student Name on SIS	
Student Gender on SIS	
Student ID Card	
Email Address	
School / Faculty Records	
Clubs and Societies Database	
Counselling Records	
Health Centre Records	
Previous Transcripts	

What documentation is required to facilitate the change of records?	
Other	
Support during Transition:	
What support will be needed during the transition phase?	
Who will be involved in this support?	
Who is the 'named' person that will support the student?	
What important dates need to be noted?	
Training:	
Does the student wish to inform the Chairperson / Lecturers / Fellow Students themselves, or would they prefer this to be done for them?	
Who needs to be informed?	
Is training required for staff / students?	
Who will arrange this training?	
Does the student wish to be involved in the training session?	

Definitions

For detailed definitions and relevant terms related to these guidelines please refer to the 'DCU LGBTQ+ Terminology' in Appendix 1.

Related Documentation

These guidelines should be read in conjunction with the following policies / procedures / guidelines.

- Student Gender Identity and Expression Policy
- [Dignity and Respect at Work and Study Policy](#)
- [Gender Recognition Act 2015](#)

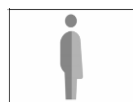
Frequently Asked Questions

Facilities

There are several universal access facilities across each campus and thus can be used by all students regardless of gender.

Use [Campus Explorer](#) to see where all universal access bathrooms are located. This includes facilities on all three campuses.

- [Glasnevin Campus](#)
- [St. Patrick's Campus](#)
- [All Hallows Campus](#)



DCU Sport has universal-access changing rooms throughout its facilities. DCU Sport is an inclusive space, and students are encouraged to use the changing room which best aligns with your gender.

Sports & Physical Activity

DCU has over 100 clubs and societies with a range of activities for all students. For more information on clubs, societies, events and activities available to DCU students, visit the [OSL website](#). In respect to competitive sport, depending on the governing body of that sport, there may be a participation model, as well as competitive opportunities available. For more information and contact details for sport's governing bodies, visit the [Sport Ireland](#) website.

Records

A person's file or record will always reflect their legal name and gender. No records will be changed without the permission of the student concerned. A timeframe should be agreed with the student within which all records are changed.

Contact

Any queries regarding these guidelines should be directed to Deirdre Moloney, Student Policy Officer, Student Support & Development. Email deirdre.moloney@dcu.ie

Key University Contacts

Designated staff members to assist students with items related to these guidelines:

Contact Persons for Students and Coordination of Transition Plan:

- Student Advice and Support Centre - Senior Student Support Advisers can meet a student and go through the policy and guidelines. Contact student.support@dcu.ie to make an appointment.

- Mr. Ruan Kennedy – Senior Counsellor & Psychotherapist (ruan.kennedy@dcu.ie)
- Ms. Caroline Bowe - Senior Student Advice Officer (caroline.bowe@dcu.ie)

Contact Person for Student Record / Official Documentation Changes:

Mary McKiernan, Registry, Students Records Officer (mary.mckiernan@dcu.ie)

External Contacts

TENI – Transgender Equality Network Ireland

Transgender Equality Network Ireland (TENI) seeks to improve conditions and advance the rights and equality of trans people and their families.

www.teni.ie

01 873 3575

Citizen’s Information

The Citizens Information Board is the statutory body which supports the provision of information, advice and advocacy on a broad range of public and social services.

www.citizensinformation.ie

0761 07 4000

Free Legal Advice Centre

FLAC is an independent human rights organisation dedicated to the realisation of equal access to justice for all.

www.flac.ie

Legal Aid Board

This board provides legal aid if you can’t afford to pay for a lawyer. It gives legal aid only for civil issues such as suing for personal injury or applying for asylum. It does not deal with criminal issues.

www.legalaidboard.ie

1890 615 200

LGBT Helpline

LGBT Ireland provides access to a network of trained volunteers who provide a non-judgemental, confidential, listening support and information service for lesbian, gay, bisexual and transgender (LGBT) people as well as their family and friends.


www.lgbt.ie

1890 929 539

Guidelines Review

These guidelines will be reviewed as and when changes are required. If no reviews are requested, they will be reviewed in 2030.

Version Control

Document Name	Student Gender Identity and Expression Guidelines		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
Unit Owner	Student Support and Development		
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Approved by	Executive	Dean of Students	
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End.

Appendix 1 DCU LGBTQ+ Terminology

For a full list of terminology, visit the [Teni website](#).

Allies

Allies are persons that seek to advance the social and legal equality of those with differing identities, sexualities and experiences.

Androgynous or Androgyne

A person whose gender identity is both male and female, or neither male nor female. They might present as a combination of male and female or as sometimes male and sometimes female.

Asexual

Asexual is an umbrella term for those that tend to not have any innate desire or interest in entering sexual relationships with other people. Sometimes referred to as 'Ace', this identity solely concerns an individual's sexual identity (as on the scale of asexual-sexual) and is separate and typically unrelated to romantic relationships.

Pansexual

Someone attracted to more than one gender. Refers to those" that form sexual and romantic relationships on bases of personality rather than gender identity. Pansexual, with "pan" deriving from the Greek for "all", refers to those who do not adhere to binary gender in terms of their sexual and romantic relationships.

Bisexual

Bisexual, linguistically, implies recognition of binary gender, and therefore can mean an individual who is attracted to men and women, but those who identify as bisexual are not necessarily only attracted to traditional gender expression.

Cis

Cisgender (or cis) refers to those that identify with the gender they were assigned at birth. Gender assignment describes the process by which physicians and individuals prescribe one gender to a person based on the appearance of their genitals and/or genetic markers.

Coming Out

This is the process of revealing your sexual orientation and/or gender identity to individuals in your life; often incorrectly thought to be a one-time event, this is a lifelong and sometimes daily process.

Crossdressers and Transvestites

A transvestite or crossdressing person is someone who at times wears clothing, jewellery and/or make-up not traditionally or stereotypically associated with their assigned sex. There is generally no intention or desire to change their gender identity or assigned sex and has no relation to sexual orientation. Crossdressing is not necessarily synonymous with drag, of which is more concerned with performance and entertainment. There are also negative connotations with the use of the term transvestites and this can be met with distaste when used. The term 'transgender' is more appropriate.

Gay

This term refers to someone who is attracted to people of the same gender. It is mainly used to describe men but can also be used to describe women.

Gender

This term refers to expectations and stereotypes about behaviours, actions and roles linked to being a "man" or "woman." Social norms related to gender vary across cultures and can shift over time.

Gender/Sex Affirmation Surgery

Also called gender confirmation surgery or gender reassignment surgery, this refers to surgical interventions undertaken by some people as part of the transitioning process. It is a process that is undertaken under medical supervision for the purpose of reaffirmation of a person's sex by changing physiological or other characteristics of sex. Surgical interventions are not a necessity for the transition process.

Gender Binary

This term refers to the predominant social system whereby people are thought to be one of two genders: male or female. This system is restrictive for many people who feel that their natal sex (sex they were labelled with at birth) does not match up with their gender or that their gender is fluid and not fixed. Gender binaries are thought to be exhaustive and mutually exclusive.

Gender Expression

This term refers to how a person represents or expresses their gender identity to others, such as through behaviour, clothing, hairstyles, voice or body characteristics.

Gender Identity

Gender identity refers to a person's self-descriptor that they believe to capture their gender. Gender identities include male, female, non-binary, transman, transwoman and so on. Gender identity is distinct from a person's sexual orientation.

Gender Norms

Gender norms define what society considers male and female behaviour, and it leads to the formation of gender roles, which are the roles males and females are often expected to take in society.

Gender Recognition Certificate

A certificate issued under the Gender Recognition Act 2015 which enables trans people's preferred gender to be legally recognised from age sixteen.

Heteronormativity

Refers to heterosexual identities being considered the norm and the exclusion of any other sexual orientation or gender identity.

Heterosexual (Straight)

Someone who is attracted to people of the opposite gender.

Homophobia / Transphobia & Biphobia

Homophobia encompasses a range of negative attitudes and feelings toward homosexuality or people who are identified or perceived as being lesbian and/or gay. Biphobia describes negative attitudes towards bisexual people. Transphobia relates to prejudice directed specifically at those who don't adhere to gender norms and people who are trans.

Intersex


Intersex refers to a number of different variations in a person's sex characteristics that do not match strict medical definitions of male or female. These characteristics may be chromosomal, hormonal and/or anatomical and may be present to differing degrees. Some intersex people identify with their assigned sex, while others do not. Some choose to identify as intersex. Intersex people, like the general population, may or may not identify as trans. Trans people undergoing transition are not considered to have an intersex condition as a result of their transition.

Lesbian

A woman who is attracted to other women.

Non Binary

Non-binary is an umbrella term for gender identities that fall outside the gender binary of male or female. This includes individuals whose gender identity is neither exclusively male nor female, a combination of male and female or between or beyond genders. Similar to the usage of transgender, people under the non-binary umbrella may describe themselves using one or more of a wide variety of terms e.g. gender fluid, bigender and



gender neutral. The term is not a synonym for trans and should only be used if someone self-identifies as non- binary and/or genderqueer.

Outing

When someone reveals another person's sexual orientation or gender identity to an individual or group, often without the person's consent or approval.

Queer

Queer is an umbrella term used to encompass all variants of gender/sexuality beyond heteronormative and cisgender norms. It is a self-defining term that should not be prescribed to an individual. Queer has historically negative connotations and can be met with controversy within the LGBTQ+ community. It should only ever be used as an adjective, not a noun. e.g., Dean is a queer person, not Dean is a queer.

Sexual Orientation

The attraction felt between people.

Transgender (Trans)

Transgender is an umbrella term referring to people with diverse gender identities and expressions that differ from stereotypical gender norms. It includes but is not limited to people who identify as transgender, gender non-conforming, non-binary or genderqueer. Trans is shorthand for 'transgender', however, 'transgender' should be used as an adjective, not as a noun. For instance, 'transgender people' is appropriate but 'transgenders' or 'Mary is a transgender' could be viewed as disrespectful.

Transition

Transitioning is a process through which some trans people begin to live as the gender with which they identify, rather than the one assigned at birth. Transitioning might include social, physical or legal changes such as coming out to family, friends, co-workers and others; changing one's appearance; changing one's name, pronoun and sex designation on legal documents (e.g. driving licence or passport); and medical intervention (e.g. through hormones or surgery). A medical transition may include hormone therapy, sex reassignment surgery and/or other components and is generally conducted under medical supervision based on a set of standards developed by medical professionals.