

Student Names Policy

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Student Names Policy

1 Introduction

- 1.1 The Tavistock and Portman NHS Trust (“The Trust”) is committed to upholding high standards of accuracy in relation to student data and acknowledges the importance of securing accurate records in relation to the identity of all students studying with the Trust.
- 1.2 The Student Names Policy (“The policy”) sets out the Trust’s approach to ensure we are able to fulfil a wide range of legal responsibilities and is underpinned by a balance between the statutory and non-statutory requirements and the students’ needs and expectations.

2 Purpose

- 2.1 This procedure articulates and outlines Trust’s Education and Training policy for ensuring student names are checked against statutory forms of identification and accurately recorded. This policy is also intended to meet our obligations under the Data Protection Act and the General Data Protection Regulations.

3 Scope

- 3.1 This policy applies to all applicants and enrolled, suspended, or intermitting students attending the Tavistock and Portman NHS Foundation Trust on Trust premises and at National Centres. Where National Centres need to amend this policy for relevance and practical reasons, this policy should be used as the basis and the amendments must be agreed with the Trust. In exceptional circumstances an Associate Centre may have their own policy, which will need to be agreed by the Trust to be implemented with students studying on Trust courses.

4 Recording of Names

- 4.1 The Trust’s student records system (SITS) provides a record of a student’s legal name as the name appears on a student’s passport, birth certificate or driving licence. The Trust may accept other forms of identification for this purpose but it is at the Trust’s discretion; a valid passport is the preferred form of identification. Where a student provides a form of identification which does not include a photograph, such as a birth certificate, the Trust may request photographic identification in order to verify identification.

- 4.2 The student name is recorded and checked during the initial registration process during Welcome Week and each student is required to provide evidence of their legal name. The record remains unchanged for the duration of a student's studies and beyond, unless formal notification is received from the individual student and a request made to Student Registry (studentregistry@tavi-port.ac.uk) for the name to be changed during their studies. It is the responsibility of students to ensure any official name change is reported in a timely way, and before the completion of their studies (where applicable), to ensure records are maintained accurately.
- 4.3 Without exception, the legal name appears on award certificates as first name followed by surname (as recorded in SITS). Students can access MyTAP, which is their portal to the record, in order to check the name shown.
- 4.4 The Trust recognises that a student may have a single name rather than a 'first name' (usually recorded on a passport as the 'given' name) and 'surname'. The Trust accepts a single name as a student's legal name where it appears as such on the passport or other accepted identification documentation. The single name is recorded in the 'surname' field in SITS and a null value is retained in the 'first name' and 'other names' fields.

5 Use of Legal Names

- 5.1 The name recorded in SITS is used by the Trust for all formal activities, including those related to legal requirements, such as determining immigration status. This name also appears on any formal documentation produced by the Trust to record a student's academic achievement, such as award certificates and academic transcripts. Without exception, the Trust does not permit preferred, alternative or amended names to be used for these purposes.
- 5.2 Where a student's legal name changes, for example through marriage, gender transition or for another reason, the formal record and related documentation will only record the new name where the student has informed the Trust in accordance with Section 6 of this Policy during the period of study. After a student's award has been conferred, retrospective reporting of a name change for that period of study will not result in a change being made in the record, even though the change of name may have occurred during the period of study.
- 5.3 Where a student has a single name recorded as their legal name, the award certificate shows the name as recorded in the surname field on the record and the academic transcript shows the title (e.g. Mr, Ms etc) and the name as recorded in the surname field in SITS.

6 Changing the Trust's Formal Record

6.1 The process of changing the Trust's formal record of a name is managed by Student Registry. A student wishing to change their name is required to provide, in person, an original copy of one of the following forms of identification showing the new name before the change may be made:

- Valid passport
- Valid driving licence
- National identity card
- Birth certificate
- Change of name deed/Deed poll certificate
- Marriage certificate
- Divorce certificate
- Police report or solicitor's letter: if you have to adopt a pseudonym for personal reasons (including personal safety) while you are a student at the University, you should provide a police report or solicitor's letter as evidence of the change
- Gender Recognition Certificate (GRC) – the Trust will never ask for this to be presented but evidence will be accepted if the student chooses to present this voluntarily

6.2 The Trust does not change the formal record as indicated SITS if satisfactory evidence of a legal change of name is not provided.

6.3 Some students who have transitioned may choose to obtain a Gender Recognition Certificate (GRC) although this is not a requirement for updating records at the Trust.

6.4 When a person receives a GRC, they have the right to request that all references to their former name and gender are removed from old records to ensure their former identity is not revealed. All records held on paper file must be found and replaced with new records, for example birth certificates or original offer letters. It is illegal for documents to remain on file that would disclose to a third person that a change has occurred.

7 Preferred Names and/or Titles

7.1 The Trust permits a student to indicate a preferred name and/or title as an alternative to the formal name recorded on SITS. Examples of circumstances where a preferred name may be applicable for use include:

- international students wishing to adopt a different name during their time at the Trust
- students who wish to be known by a middle name rather than their first name

- personal security

This is not an exhaustive list of examples and is included in the policy in order to demonstrate the uses of preferred names that the Trust considers appropriate.

- 7.2 While the Trust understands and accepts the need for permitting preferred names to be recorded on its systems for use across the Trust, it reserves the right to refuse to record a preferred name if it is not considered appropriate for the purpose for which it is intended.

8 Recording and Use of Preferred Names

- 8.1 A preferred name is recorded in SITS upon request alongside the legal name, usually during the registration process. It is used for the production of class lists and registers, and for informal communication with the student. Changes to a preferred name are managed via Student Registry, again upon request. No formal documentation is required to make a change. The Trust reserves the right to refuse to change a preferred name if the change is not considered appropriate for the purpose for which the preferred name is intended.
- 8.2 A student's registration card is produced using the student's legal name. Where the student wishes the card to show the preferred name, the student must request for the preferred name to be recorded on SITS (see section 8.1) and for a replacement card to be produced. The student is required to pay the standard fee for a replacement card in these circumstances.

9 Policy Review

- 9.1 The Policy is reviewed regularly by the Academic Registry to ensure it continues to meet the Trust's legal and operational requirements.

10 Equality Analysis

Completed by	Will Fitzmaurice
Position	Director of Education (Operations)
Date	24th March 2023

The following questions determine whether analysis is needed	Yes	No
Does the policy affect service users, employees or the wider community? The relevance of a policy to equality depends not just on the number of those affected but on the significance of the effect on them.	X	
Is it likely to affect people with particular protected characteristics differently?	X	
Is it a major policy, significantly affecting how Trust services are delivered?		X
Will the policy have a significant effect on how partner organisations operate in terms of equality?		X
Does the policy relate to functions that have been identified through engagement as being important to people with particular protected characteristics?	X	
Does the policy relate to an area with known inequalities?	X	
Does the policy relate to any equality objectives that have been set by the Trust?	X	
Other?		X

If the answer to *all* of these questions was no, then the assessment is complete.

If the answer to *any* of the questions was yes, then undertake the following analysis:

	Ye s	No	Comment
Do policy outcomes and service take-up differ between people with different protected characteristics?	X		The policy positively addresses the need for students who have transitioned gender or married (both of which are protected

			characteristics) to have their new legal name recognised
What are the key findings of any engagement you have undertaken?			Not applicable because this is a legal requirement.
If there is a greater effect on one group, is that consistent with the policy aims?	X		Yes, as the policy positively addresses the need for students who have transitioned gender or married to have their new legal name recognised.
If the policy has negative effects on people sharing particular characteristics, what steps can be taken to mitigate these effects?		X	It will not have negative effects.
Will the policy deliver practical benefits for certain groups?	X		See above
Does the policy miss opportunities to advance equality of opportunity and foster good relations?		X	
Do other policies need to change to enable this policy to be effective?		X	
Additional comments			

If one or more answers are yes, then the policy may unlawful under the Equality Act 2010 –seek advice from Human Resources (for staff related policies) or the Trust’s Equalities Lead (for all other policies).