



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Gender Identity & Expression

PROCEDURE

Version 1.0

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1. Purpose

Atlantic Technological University is committed to embedding Equality, Diversity, and Inclusion (EDI) across everything we do to ensure we can all work and learn in an environment defined by dignity and respect, where diversity is celebrated, and everyone is treated fairly. The University recognises the range, types, and nature of gender diversity and is committed to supporting students and staff with diverse genders and increasing understanding of gender diversity within the ATU community. This procedure details the different pathways for staff and students seeking information, supports and/or changes to their records with respect to gender identity and expression within the University.

2. Scope

This procedure applies to staff and students of ATU.

3. Reference Documents

The following external reference documents that have guided the content of this procedure.

ATU Policy on Gender Identity and Expression

Technological University of the Shannon (2023) *Gender Expression and Identity: Supporting Students and Staff with Diverse Genders*.

Munster Technological University (2023) *Student Change of Details Regulations*.

Dublin Bus Human Resources Department (2017). *Workplace gender transition policy and guidelines*.

Open University, citing Barker, M-J., Boukli, A., Renz, F. and White, F. (2017). *Non-binary staff and student guidance for higher education institutions*. <http://rewriting-the-rules.com/wpcontent/uploads/2017/01/Non-BinaryGenderHigherEducationGuidance-1.pdf>

Transgender Equality Network Ireland (<http://www.teni.ie>)

Trinity College Dublin (2014) *Gender Identity and Gender Expression Policy*.

University College Dublin (2017) *Gender Identity and Expression Policy*.

University of Birmingham:

<https://intranet.birmingham.ac.uk/collaboration/equality/documents/Staff-policies-and-guidance/UoB-Trans-guidance-for-staff-and-students.pdf>

4. Procedure

This document accompanies the ATU Policy on Gender Identity and Expression and sets out the procedure for students and staff seeking information and/or changes to their records within the University.

4.1 Appropriate language and terminology

The gender transition process describes the personal, social, and sometimes medical process by which a transgender person seeks to live permanently as the gender they identify as. This process is sometimes referred to as 'gender reassignment' or 'gender affirmation;' transitioning is generally the preferred term.

For some transgender people, transitioning will mean living as the gender they identify as, without undergoing any medical procedures. For others it will be a longer transition process, first living as the gender they identify as and later beginning hormonal and/or medical procedures.

4.2 General Guidelines for Supporting the Individual.

ATU recognises that transitioning is a significant step in a person's life; it is vital that all of us in ATU ensure that we are supportive of the individual throughout the transition period. The process of transitioning may take place over a long period of time. It can include communicating with one's family, friends, colleagues, peers; using a different name and associated pronoun, dressing differently, changing one's own name and/or sex on legal documents; hormone therapy and possibly surgery.

It is a significant time for the person when they start presenting in their true gender publicly. This needs to be managed and communicated well to those working or studying with the person so that we respond appropriately and supportively.

- It is appropriate and respectful to acknowledge the person as the gender they identify as from the beginning of the transition process. This means using their chosen name with the appropriate pronoun.
- If you are unsure how to address someone, ask questions about how they would like to be addressed in a polite and respectful manner. If you accidentally use the wrong

pronoun apologise and continue the conversation. Ask for clarification of the way they wish to be addressed if unsure (i.e., their name).

- Respect people's boundaries. Transitioning is a personal and individual experience. Some people may choose to talk openly about their transition, others may choose to keep this private.
- Respect a person's privacy and their choice to disclose. Do not share information on a person's transitioning process unless you have permission to do so. It is not advisable to ask about names that someone may have been assigned or used in the past or to disclose a person's trans status without their consent. Depending on your role, you may need to ask for explicit consent to disclose information to other people where it is necessary for a specific purpose.
- Do not ask personal questions about transition and do not share any information relating to the person's gender status without permission.

4.3 Transition Action Plan: Process

When the individual feels comfortable in sharing information and wishes to access information/supports, they are advised to let ATU know by contacting the following representatives as appropriate:

For Students: Contact the Equality, Diversity & Inclusion Office (edi@atu.ie)

For Staff: Contact the HR Department

This will enable ATU to support the person and plan with them how this transition is managed. This is explained in more detail in sections 2 and 3 below.

An initial meeting with the person and the appropriate ATU representative will be arranged in a private space. The meeting will give the opportunity to discuss and agree what support the person will need during the transition.

This confidential plan will be agreed to ensure appropriate steps are taken at appropriate stages (see Appendix 4 and section 4.6). The plan will contain details of whom information about the transition can be shared in keeping with the person's wishes.

Student Records

There are two options for supporting a name change within ATU:

- Name change on the Student Record System to reflect Preferred Name on online ATU platforms only (does not require official documentation).
- Name change on all ATU systems (requires official documentation – e.g. Gender Recognition Cert/ Deed Poll).

In ATU, we recognise that obtaining legal documentation to support a full change to a student's or a staff member's record may require considerable time. While legal documentation is required to support a name change on official documents and reports such as Academic Award Documents (Award parchments, European Diploma Supplements, Transcripts, Examination Reports, HEA Returns, Grant Awards, Payslips, etc.), ATU aims to provide as much support as possible to our students and staff members with diverse genders in the absence of such legal documentation.

4.3.1 Name change to personal details on the Student Record System to reflect Preferred Name (does not require official documentation).

When students feel comfortable sharing information with regard to gender identity and expression, please contact the EDI Manager in the Equality, Diversity and Inclusion Office through the following email address: edi@atu.ie. The EDI Manager will provide support directly or will establish a designated EDI contact person. The designated EDI contact person will discuss the practical implications of changes to personal information on official records i.e., exam transcripts in the previous name, a new name on correspondence to the mail address, timelines for changing the system, new ID etc.

Sharing information will enable ATU to plan and support the student. All information will be treated in the strictest confidence. The EDI Manager will:

- meet the student in a safe private space or arrange a virtual meeting
- the student may bring someone of their choice with them for support
- discuss with the student and identify what supports are needed

The University is obliged to maintain an accurate account of each student's academic records and achievements; hence, sections of the student record system used to create official records, i.e., academic transcripts and the graduation parchment, must reflect the current legal name and gender of the student. Requests to change the legal name on the student record system will be processed in accordance with the procedures outlined in this document and must be accompanied by relevant documentation i.e., Birth Certificate, Passport, Gender Recognition Certificate or Deed Poll.

Requests to use a preferred name can be facilitated for student email, MS Teams, Moodle / Blackboard, student ID card without documentation. All other official documentation will contain the legal name on the student record system until the relevant legal documentation is submitted. Official documentation includes transcripts, graduation parchment, European

Diploma Supplement and all other official correspondence. It is the responsibility of the student to submit the legal documentation prior to graduation ceremonies. It is recommended that documentation is submitted 4 months in advance of the graduation dates.

No records should be changed without the permission of the student concerned, and a date on which all records are changed should be agreed.

Procedure for use of Preferred Name

The University recognises that students may wish to use a preferred name for student email, Teams, Moodle / Blackboard and student ID card, without having legally changed their name in the aforementioned relevant documentation. Students who wish to use a preferred name for the duration of their studies in the University can do so when they register by following the below steps:

Step 1: Please ensure that you enter your Preferred Name on the Personal Information tile in the Student Record System.

- For Galway-Mayo students go to [Banner General Self-Service \(gmit.ie\)](http://gmit.ie)
- For Sligo and St. Angela's students go to [Banner \(itsligo.ie\)](http://itsligo.ie)
- For Donegal students go to [Banner \(lyit.ie\)](http://lyit.ie)

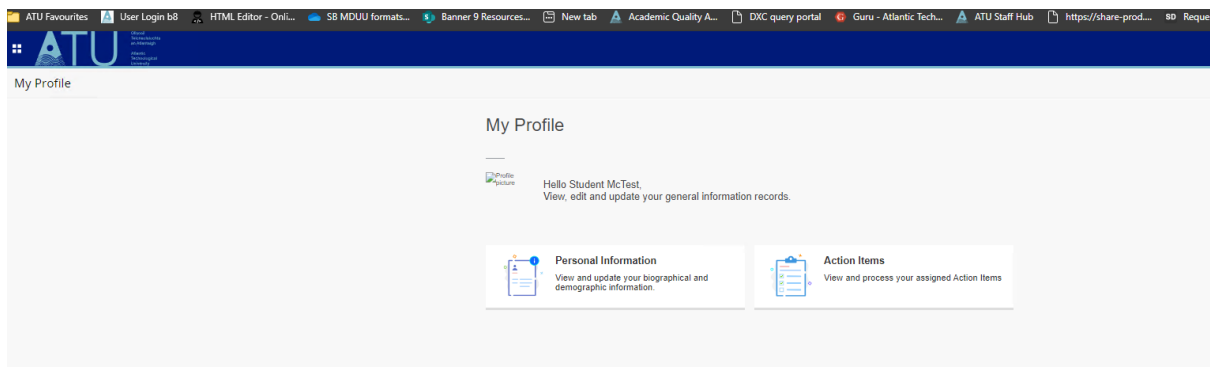


Figure 1: Select Personal Information tile.

Select and edit Personal Information.

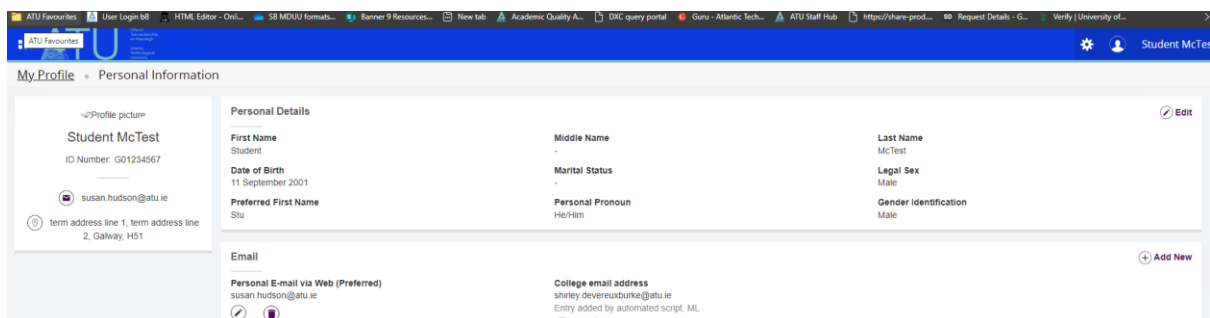


Figure 2: Enter Preferred Name

- Step 2: Go to the EDI SharePoint, GI&E Procedure for use of Preferred Name for STUDENTS ONLY section to complete and submit the 'Use of Preferred Name [form](#)'. IT Services will process the requested change on a 24-hour cycle.
- Step 3: Student will receive an email from IT Services acknowledging their request for use of Preferred Name.
- Step 4: IT Services will email the library with details of student's Preferred Name.
- Step 5: The Registration Office will email the student when the ID card is ready to be collected in the relevant campus.

Please note:

- the sections of the student record system used to produce academic transcripts and graduation parchments will still reflect the legal name of the student. These sections will not be amended to the preferred name until relevant legal documentation is submitted.
- Systems external to the university may not reflect the use of preferred name by the student. This is outside of the control of IT Services. Students must contact external service provider directly regarding use of preferred name on external systems.

4.3.2 Name change on all ATU systems (requires official legal documentation)

Changes to student legal name and/or gender are made by the Registration Officer (registration@atu.ie) on submission of the Change of Personal Details Form and relevant documentation i.e., Birth Certificate, Passport, Gender Recognition Certificate* or Deed Poll. Students who wish to change name or gender must follow Steps 1-4 outlined below.

**For information: Trans or gender-nonconforming people can now obtain a legal name change through the GRC [Gender Recognition Cert] process. The use of the person's chosen name on the Gender Recognition Certificate application form is sufficient to apply for a Gender Recognition Cert i.e., a deed poll is no longer required to be legally recognised by their new name as part of this process.*

Once the student record system is updated, all previous exam records will be available in the new name and the Graduation parchment will be processed in the new name. Should any

records exist that do not reflect your legal identity, please contact the Academic Affairs Office (registration@atu.ie).

Steps for changing legal name and/or gender on the student record system

- Step 1: Student completes and submits a Change of Personal Details Form and submits the necessary legal documentation.
- Step 2: The Registration Office contacts the student to arrange a meeting to discuss the implications of the changes to personal information on official records.
- Step 3: Student meets (in person or online) with the Registration Office to discuss the practical implications of changes to personal information on official records i.e., exam transcripts in the previous name, a new name on correspondence to the mail address, timelines for changing the system, new ID etc. All matters discussed in the meeting between the student and the Registration Office are confidential. A date is agreed for when records will be amended.
- Step 4: The Registration Office amends the student details on the student record system (as per the agreed date), which changes all areas of identification in ATU. Once the name/gender is changed it flows through to the email address, Moodle / Blackboard, and One Drive account. All documents and forms required are stored in a confidential and secure manner.
- A date is agreed for when records will be amended.

4.3.2.1 Retrospective changes to Graduation Parchment

On request, ATU will issue a replacement graduation parchment to graduates who have changed their legal name subsequent to completing their studies in ATU.

Replacement parchments will be issued in the new legal name on provision of the following to the Examinations Office:

- Completed Duplicate Parchment Request Form [Duplicate Parchment Request Form and Bank details ATU.docx \(sharepoint.com\)](#) with previous name and new name. The Exams Office will follow up with the student.
- The original parchment **or** complete a statutory declaration which is signed by a Commissioner for Oaths where the original parchment has been lost (Appendix 2 [Duplicate Parchment Request Form and Bank details ATU.docx \(sharepoint.com\)](#))
- Original relevant documentary evidence of change of legal name, e.g. Birth Certificate, Passport, Gender Recognition Certificate.

Replacement parchments can only be issued in the current, size and format and with the signature of the current President and Governing Body Chairperson.

Any documentation provided as part of the process for amending records is stored confidentially and is only be viewed by relevant staff members.

4.4 Staff Records

4.4.1 Change to personal details on the staff records system

The University is obliged to maintain records that include an individual's name and gender as reflected on identification documents presented at the commencement of employment unless and until the individual makes a legal change. However, to the extent that the University is not legally required to use an individual's legal name and gender on records or documents, it will use the name and gender preferred by the individual. The preferred name and/or gender will be used on all documentation except where records must match the legal name, such as on payroll, pension, or insurance documents. The University will change an individual's official record to reflect a change in legal name or gender upon receipt of official legal documentation. Acceptable documentation includes Passport, Birth Certificate, Gender Recognition Certificate, Deed Poll. In situations where the University is required by law to use a person's legal name or gender, such as for pension purposes, and this is different to the preferred name or gender, staff will adopt practices to avoid the inadvertent disclosure of such confidential information.

Procedure for changing preferred name:

1. Contact the HR department by email or letter requesting that your preferred name be changed. No documentation is required.

Procedure for changing legal name:

1. Contact the HR Department by email or letter requesting that your legal name be changed.
2. Contact the HR Department with the required documentation as outlined above.

4.5 Privacy

ATU recognises students and staff right to privacy when requesting a change to personal records. ATU staff working to support students and staff in this process are trained to follow protocol in a sensitive and confidential manner.

Your personal data will be stored confidentially and securely only on ATU premises or on the secure IT platforms of ATU within the European Economic Area (EEA).

Access to the data you provide is available only to:

- Staff of the Equality Diversity and Inclusion Office (EDI) assigned the duty of initiating the process in the case of students.
- Staff of the HR Office assigned the duty of initiating the process in the case of staff.
- IT Helpdesk Staff for the purpose of amending your details on the MS Platforms and Banner.

Where requested by the student, EDI Office will communicate the identifier changes to the relevant Head of Department. Where students request this step, the Head of Department will ensure that the student's Programme Co-ordinator and lecturers are informed.

Where requested by the staff member, HR will communicate the identifier changes to the Head of Department or relevant Line Manager.

Personal data will be stored for as long as is necessary for the purposes set out above and for at least the duration of the student's studies or the duration of the staff members employment.

Students and staff and have the following rights under data protection law, although the ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access to the personal data that ATU holds, together with other information about processing of that data;
- The right to request that any inaccurate data that is held is corrected and incomplete data is updated;
- The right, in certain circumstances, to request that ATU erases the personal data of a student or staff member;
- The right, in certain circumstances, to request that ATU no longer process personal data for particular purposes, or to object to ATU's use of personal data or the way in which it is processed;
- The right, in certain circumstances, to transfer personal data to another organisation;
- The right to object to automated decision making and/or profiling;
- The right to complain to the Data Protection Commissioner.

If students or staff have any questions about how their personal information is used, or wish to exercise any of their rights, please contact dataprotection@atu.ie.

Students or staff can also make a complaint to the Data Protection Commissioner by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlington, R32 AP23 Laois, emailing info@dataprotection.ie or calling +353 (0)761 104 800 or 057 8684800.

4.6 Garda Vetting

The law requires that a vetting applicant disclose all their previous names and addresses to the National Vetting Bureau (NVB) so that the application can be correctly processed. The NVB does however have a process whereby a transgender applicant can disclose their previous gender/name to the NVB only and not reveal this data on the vetting application form.

This is known as the 'Sensitive Applications Process'. This process ensures that information is handled sensitively and securely by the NVB and not revealed to the registered organisation seeking vetting in respect of an individual.

Before submitting a Garda Vetting Form to ATU, the individual must contact the NVB's Sensitive Applications Team. This will ensure that the previous gender/name is not released while permitting the applicant to comply with the law. A member of the team will be able to answer any questions about completing the application form and will record the applicant's details so that the NVB can track the application when it arrives. Once it arrives at the NVB they will monitor the application and check the content of the NVB disclosure before it is issued.

ATU will refer queries in relation to vetting for transgender applicants to the NVB Sensitive Applications Team, who will respond to the query.

4.7 Training

The University will provide appropriate and targeted training in gender identity and gender expression for students and staff, to ensure the effective implementation of this policy throughout ATU. An internal liaison team (comprising of EDI Manager, Staff Development Officer, Student Affairs Manager, and designated Students' Union Officer) shall be responsible for arranging and overseeing the sourcing, delivery, and evaluation of the training.

4.8 Supports

4.8.1 Supports for Students

A range of professional, open, and non-judgemental health and personal social services are available to all registered students at the University through ATU Student Services. The focus of these services is to provide acute short-term care and support students in their university career. ATU services are not a replacement for primary community care providers or other community health and personal social services. ATU Student Services recognise that gender identity and expression may present a range of points to navigate on a journey for some students. Navigation could include but is not considered exclusive to; the process of self-identification, coming out/ not, and social, physical, legal transitioning /not. Student Services may be able to offer support to students at some points and at others, where more specialist support is required, they will endeavour to be a point of information/ referral to external community/ medical services. Where referral to specialist services is appropriate, Student Services staff will explain the context for referral to the student in an effort to assist with managing expectations.

Examples of the additional services and how they may be able to assist/ provide support/ signpost or refer to external support are:

- The Student Counselling Service – counselling support/ point of information/ referral
- The Student Health Unit – point of information/ referral
- The Students Service Officer – point of information/ referral
- The Student Chaplaincy Service – pastoral support/ point of information/ referral
- The Vice President for Welfare in the Students' Union – point of information/ referral
- Access and Disability Service – provide reasonable academic supports and accommodations based on individual needs assessment on receipt of required medical documentation

Other relevant points of assistance in the University:

- Equality, Diversity and Inclusion Office - Guidance on process for name and/or gender change
- Registration Officer - Guidance on process for name and/or gender change
- Head of Department - Guidance on process for name and/or gender change. Guidance on deferrals/ other academic facilities possible during medical transition

4.8.2 Supports for Staff

- Advice on all aspects of employment through Human Resources Department
- Information & support from the line manager
- Confidential 24-hour support via the Employee Assistance Programme. You can access the EAS directly by Phone, WhatsApp or Text Message, as follows:

Freephone IRE: 1800 814 243

WhatsApp & Text Message: 087 369 0010 – just text 'Hi'

5. Measurement of Effectiveness of this Procedure

A committee will be established to review and oversee the effectiveness of the process. This committee will be convened at least annually and as required, based on need, and will consist of:

- Academic Affairs Manager
- EDI Manager
- Assistant Registrar

High-level anonymised data will be reported annually by the EDI Office to the Equality, Diversity & Inclusion Steering Group and the Equality, Diversity & Inclusion subcommittee of Governing Body.

6. Revision History

Revision No	Description of Change	Approval Date
000	New Procedure	November 2023
001	If there is a revision, insert reference to change (for example Amended 4.1), correction to formatting and typographical errors.	Xx/xx/20xx

Appendices

6.1.1 Appendix 1: Change of Personal Details Form (updated form to follow)

Change to Student Personal Details Form



Dublin Road, Co. Galway
Tel: 091 742034/742562
Email: studentreg.galwaymayo@atu.ie

Personal Details - Currently on the Student Record System (Please complete in Block Capitals)

NAME	<input type="text"/>	SURNAME	<input type="text"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Email	<input type="text"/>	Mobile	<input type="text"/> / <input type="text"/>
STUDENT ID	<input type="text"/>	PPSN*	<input type="text"/>
Nationality	<input type="text"/>	Country of Birth	<input type="text"/>

Current Course Details

Programme Title	Stage	Course Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Select Appropriate Detail you wish to Update

SURNAME	<input type="checkbox"/>	FORENAME	<input type="checkbox"/>	GENDER	<input type="checkbox"/>	ADDRESS	<input type="checkbox"/>	MOBILE NO	<input type="checkbox"/>	NATIONALITY	<input type="checkbox"/>
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Enter Details to be updated on the student record system

SURNAME	<input type="text"/>	FORENAME	<input type="text"/>	
GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Gender Non-Binary <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
NATIONALITY	<input type="text"/>			

PLEASE NOTE YOU CAN UPDATE YOUR ADDRESS AND MOBILE NUMBER AT <https://ssb.anchaim.ie/gmit/>

HOME ADDRESS permanent/mailling	<input type="text"/>	ADDRESS (term time)	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
MOBILE NO.	<input type="text"/>		<input type="text"/>

Declaration

I have read the relevant information on the reverse of this form and understand that the amended details will appear on my student record/amended name will appear on my final award parchment and on correspondence posted to my mailing address

I understand that the Institute will certify my registration only in the details indicated above.

SIGNED	<input type="text"/>	DATE	<input type="text"/>
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Regulations

It is the responsibility of the student to notify the Registration Desk of any changed or incorrect information on their student record.

A student's personal details are recorded at the point of admission to Galway-Mayo Institute of Technology as given on the CAO/ Advanced Entry/PAC or direct entry application, as appropriate.

A student can make changes to their address and mobile number using online registration at <https://ssb.ancheim.ie/gmit/>

For all other changes to a student's record, this form should be completed and presented in person with supporting documentation to the Student administration desk for processing.

Any change or correction to a student's personal details must be supported by official documentation e.g. passport, birth/marriage/divorce/ gender recognition certificate, deed poll of name change or *other relevant documentation. In the event of a change requiring a replacement student ID card the replacement fee may be applicable.

A student's registered name may be changed on provision of relevant documentation after the publication of a student's final results to the web, however should a student request the re-issue of an official document (EDS, transcript of results, parchment etc.) a replacement fee may be applicable. Requests for a replacement parchment should be made using the request for a replacement parchment form.

Students are advised that the name under which any grants, visa applications or other documentation are applied for should correspond with their official name as registered in Galway-Mayo Institute of Technology. **The Registration Desk is unable to certify any documentation presented by a student that is not in their registered name.** Requests to certify documentation presented with shortened versions of names, alternate surnames or Irish/English translations of names cannot be facilitated.

It is the responsibility of the student to advise the relevant personnel with regard to their change in personal details.

Transgender and otherwise gender-transitioning students are invited to make an appointment with the registration officer to discuss the practical implications of changes to personal information on official records, i.e. exam transcripts in previous name, new name on correspondence to mailing address, timelines for changing the system, new ID etc. Email studentreg@gmit.ie to request an appointment.

Students who do not wish to meet with the registration officer should present this form and relevant documentation at the student registration desk. A copy of your documentation will be taken and stored confidentially. The system will be updated following approval by the registration officer and a new student ID issued.

***Transgender and otherwise gender-transitioning students with access to other supporting documentation must, in the first instance, contact the Registration Desk in person or email studentreg@gmit.ie to request an appointment with the registration officer.**

For Office Use Only

Date Form Received	<input type="text"/>		
Type of Documentation Received	<input type="text"/>		
Date Form Reviewed	<input type="text"/>		
Additional Evidence Requested (Yes/No)	<input type="text"/>		
Signed	<input type="text"/>	Date	<input type="text"/>

6.1.2 Appendix 2 Request for Replacement Parchment



Atlantic Technological University
Ollscoil Teicneolaíochta an Atlantaigh

DUPLICATE PARCHMENT REQUEST FORM

Please complete this form and return to:

Examinations Office, Atlantic Technological University, Dublin Road, Galway, H91 T8NW

The completed form must be submitted with the following:

- Completed Statutory Declaration (attached) signed by a Commissioner for Oaths
- Bank Transfer for the amount of €65 (fee per parchment)

I wish to request the issue of a Duplicate Parchment in respect of my Atlantic Technological University award. In addition to the application form, I enclose the statutory declaration and the appropriate fee.

Full Name: _____

Date of Birth: _____

ATU (GMIT) Student No: _____

Address: _____

Phone No: _____

Email Address: _____

Programme Studied: _____

Year of Graduation: _____

Please note that the word DUPLICATE will appear on the new parchment

For Official Use

Date Received:	Payment Method:	Date Processed:
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STATUTORY DECLARATION

Atlantic Technological University
Ollscoil Teicneolaíochta an Atlantaigh

I, _____, of _____
(full name) *(address)*

aged 18 years and upwards, do solemnly and sincerely declare that:

1. I am one and the same person on whom the: *(tick appropriate box)*

National/Higher Certificate (Level 6)

National Diploma/Bachelor Degree (Level 7)

Honours Bachelor Degree (Level 8)

Masters Degree (Level 9)

Doctor of Philosophy Degree (Level 10)

in _____ was conferred in the year _____
(award discipline area) *(year)*

by Atlantic Technological University (Galway-Mayo Institute of Technology), and that I was the recipient of the said parchment.

2. The said parchment of which I was the recipient has been lost and despite careful and exhaustive searches cannot be located. I therefore believe it to have been irretrievably lost or destroyed.

3. I hereby request that a duplicate be issued to me by Atlantic Technological University, by way of replacement.

AND I make this solemn declaration conscientiously believing that the same to be true for the benefit of the Institute and by virtue of the Statutory Declaration Act, 1938.

TO BE COMPLETED BY A COMMISSIONER FOR OATHS:

Declared by _____ on this _____ day of _____ 20____
(Declarant's name) *(date)* *(month)* *(year)*

In the City/County of _____ before me, a Commissioner for Oaths/Practising
(County)

Solicitor/Peace Commissioner, and I verify the identity of the Declarant.

6.1.3 Appendix 3 – Process for changing a name by Deed Poll:

A deed poll is an official document drawn up and completed by one party only. It is most often used to declare an intention to change one's name. <http://www.courts.ie/deed-poll>

Note: Trans or gender-nonconforming people can now obtain a legal name change through the GRC [Gender Recognition Cert] process and no longer need a deed poll to be legally recognised by their new name as part of this process. Going forward, the use of the person's chosen name on the GRC application form is sufficient to apply for a Gender Recognition Cert.

The process for changing a name by deed poll is detailed below.

The person declares to have given up a former name and adopted a new name for all purposes. The deed must be printed on Deed Paper (which is available from legal stationers), signed in the former name and the new name. <http://www.courts.ie/deed-poll>

To make your Deed Poll legally valid you must sign the deed in the presence of your WITNESS* in the presence of a Commissioner for Oaths**/A Peace Commissioners***/Solicitor who will sign it. <http://www.civilcertificates.ie/Q-and-A-centre>.

Once this is complete your Change of Name Deed Poll is complete. <http://www.civilcertificates.ie/Q-and-A-centre>.

You can – but are not legally obliged – to lodge your Deed Poll with the High Court. It costs €64.99 (at time of printing) to do this and your name is added to Register of Deed Polls.

<http://www.civilcertificates.ie/Q-and-A-centre>.

Note: if you complete a Deed Poll to change your name, you cannot use the deed poll to change your Birth Certificate. <http://www.civilcertificates.ie/Q-and-A-centre>.

*Witness: Your Witness must be over 18 Years of age and read and speak English fluently. <http://www.civilcertificates.ie/Q-and-A-centre>.

**Commissioner for Oaths: A Commissioner for Oaths is a person who is authorised to verify affidavits, statutory declarations, and other legal documents. Affidavits are statements in writing and on oath and statutory declaration are written statements of facts that the person signs and declares to be true. A Commissioner for Oaths charges a fee for their service. There is a standard fee of €10.00 (at time of printing) per signature for verifying statements. If you need a Commissioner for Oaths, you should contact a solicitor and find out whether they provide a Commissioner for Oaths service to the public. https://www.citizensinformation.ie/en/justice/civil_law/commissioners_for_oaths.html

Your local Garda (police) station may be able to give you the name and address of a Peace Commissioner. The Gardaí use their services in the course of their duties and should be able to supply the name and address of one who is active in your area.

***A Peace Commissioner: Peace Commissioners are appointed by the Minister for Justice under Section 88 of the Courts of Justice Act 1924. The duties of the Peace Commissioners consist primarily of 1. Taking statutory declarations, 2. Witnessing signatures on documents, 3 Signing certificates and orders under various Acts. https://www.justice.ie/en/JELR/Pages/Peace_Commissioners#Introductionhttps://www.justice.ie/en/JELR/Pages/Peace_Commissioners#Introduction Your local Garda (police) station may be able to give you the name and address of a Peace Commissioner. The Gardaí use their services in the course of their duties and should be able to supply the name and address of one who is active in your area.

Information on Gender Recognition Certificate

The [Gender Recognition Act 2015](#) provides that a person can apply for a Gender Recognition Certificate to have their preferred gender recognised by the State. Once a Gender Recognition Certificate is issued, the gender of the person names on the certificate becomes for all purposes the preferred gender from that date forward. The effect of the legal recognition is not retrospective. All rights, responsibilities, and consequences of actions by you prior to the date of recognition of your preferred gender remains unaffected.

<https://www.gov.ie/en/service/b55abfgender-recognition-certificate/>

You can apply for a Gender Recognition Certificate if you are at least 18 years of age. An application can be made on behalf of a child aged 16 years or over if a court order is obtained that exempts the child from meeting the age requirement.

https://www.gov.ie/en/service/b55abf-genderrecognition_certificate/ If you want your preferred gender to be legally recognised by the State, you must apply for a Gender Recognition Certificate by downloading the application form GRC 1 (pdf) which is available on www.gov.ie website. There is no charge for a gender recognition certificate.

https://www.citizensinformation.ie/en/birth_family_relationships/changing_to_your_preferred_gender.html

If you want your Gender Recognition Certificate to be issued in your new name (a different name to that on your birth certificate) you must provide either: 1. Proof that you have used the name for over 2 years or 2. A Deed Poll for a change of name that has been enrolled in the Central Office of the High Court.

https://www.citizensinformation.ie/en/birth_family_relationships/changing_to_your_preferred_gender.html

Once you receive your Gender Recognition Certificate your gender (and your name if you have chosen to change it) will be updated on the Department of Social Protection's database. This means that all records associated with your Personal Public Service (PPS) Number will be updated with your new information.

https://www.citizensinformation.ie/en/birth_family_relationships/changing_to_your_preferred_gender.html

6.1.4 Appendix 4 - Transition Action Plan

This form captures what supportive arrangements/adjustments are needed regarding the student's programme of study or the staff member work arrangements.

Staff/Student Name	
Staff/Student number	
If you are a student, do you wish to have a new ID card printed ?	Y/N
Support function (EDI/HR) and person	
Tick <u>one</u> of the below: Changes to Preferred Name only <input type="checkbox"/>	Changes enabled by provision of legal documentation <input type="checkbox"/>
Agreed timeline by which change of name or other details will be implemented on ATU systems	
Expected duration of study for student (e.g. 2023-2026) (account for deferring studies or other arrangements here)	
Communications Strategy - Who will need to be informed initially?	

What level of information will be provided to support and ensure study /work arrangements are in place for the person during the transition process?	
Does the person wish to inform line manager/ co-workers/ fellow students themselves? OR	
Does the person wish for a designated person (EDI/HR) to inform line manager/ co-workers/ fellow students?	
Liaison with other services as necessary	
Awareness training requirements for staff and students	

6.1.5 Appendix 5 Information on Gender Recognition Certificate

The [Gender Recognition Act 2015](#) provides that a person can apply for a Gender Recognition Certificate in order to have their preferred gender recognised by the State.

Once a Gender Recognition Certificate is issued, the gender of the person named on the certificate becomes for all purposes the preferred gender from that date forward.

Accordingly, if the preferred gender is the male gender the person's sex becomes that of a man, and if it is the female gender the person's sex becomes that of a woman.

The effect of the legal recognition is not retrospective. All rights, responsibilities and consequences of actions by you prior to the date of recognition of your preferred gender remain unaffected.

You can apply for a Gender Recognition Certificate if you are at least 18 years of age and you are:

- registered in the register of births **OR**
- registered in the adopted children register **OR**
- registered in the register of intercountry adoptions **OR**
- recorded in a foreign births entry book or in the foreign births register

You can also apply if you were born outside the State but are ordinarily resident in the State. Evidence of your birth is required.

[gov.ie - Apply for a Gender Recognition Certificate / Revised Birth Certificate \(www.gov.ie\)](#)