

Queen's University Belfast

6. Trans respect guidelines

The following informal guidelines

9. Identification

Name changes/Pronouns

Trans people can change their legal name by making a statutory declaration of name change.

Records

Staff Only:

Pensions

Record changes for pensions differ slightly and members of staff who are in the University pension scheme will need to send their birth certificate to the Pensions manager to ensure their gender is changed on pension records. Only people with a full Gender Recognition Certificate (GRC) can have their pension records changed by HMRC.

11. Support and Advice

Further information and advice for staff and students, including Frequently Asked Questions and Sample Transition and Support Plans, are available by clicking [here](#)

Further website resources are listed below:

Queen's University People and Culture

<http://www.qub.ac.uk/directorates/HumanResources/>

<http://www.qub.ac.uk/directorates/HumanResources/diversity-and-inclusion/policies-procedures-and-guidance/>

Twitter: <https://twitter.com/QUBEQUALDIVERSE>

Queen's University Oc

AffirmNI

www.affirmni.co.uk/

Twitter: @AffirmNI

Anchor NI

Twitter: @AnchorTransNI

Belfast Butterfly Club

www.belfastbutterflyclub.co.uk/

Buoys NI

Twitter: @BuoysNI

Focus: The Identity Trust

www.thefocustrust.com/

Twitter: @thefocustrust

Gender Essence

www.genderessence.org.uk/

www.facebook.com/groups/25049822043/

GenderJam NI

www.genderjam.org.uk/

Twitter: @GenderJamNI

Alternative Formats

This policy can be made available in large print and alternative formats, where required, on request from the HR Hub by ringing 02890 973000 or emailing hrhub@qub.ac.uk.