

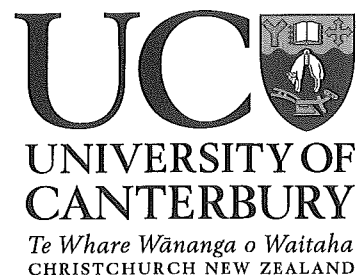
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6 September 2013

Rachael Loader

By e-mail: fyi-request-1097-afff1147@requests.fyi.org.nz

Dear Rachael,

OFFICIAL INFORMATION ACT REQUEST 13/26

I refer to your e-mail dated 24 August 2013.

Please find our responses to your questions below.

1. What policies and procedures does the university have in effect with regard to transsexual students and alumni wishing to update name, and where applicable, gender, on university records? This includes but is not limited to, transcripts, degree certificates, and responses to employer verification requests.

Students

We do not have a specific policy for updating student details as it is accommodated within our proof of identity requirements as set out by the Tertiary Education Commission (TEC). Further information on this can be found under *TEC Rule ENR032: Verifying learner identity – identification documents*, available here: <http://www.tec.govt.nz/Resource-Centre/Rules-and-Conditions/Container-ENR-001---050/ENR032-Verifying-learner-identity---identification-documents1/>

All that we would require is an updated proof of identity which showed a change in name, gender etc. Once the proof of identity has been supplied as required by the TEC then the Records, Examinations, Graduation (REGS) team will issue replacement certificates free of charge. Transcripts still incur the standard cost but the previous name can be excluded if desired. Verification requests by employers do not need to include previous names.

Alumni

There is no official policy in place for updating alumni details; however this is included under the usual process for changes to the alumni database:

- A. Update the record of the person
- B. Make note of former name(s) in the 'former name' field
- C. Make note of the action on the person's record

Please note the alumni database is not linked to other databases and does not link to any official documentation. It is only used for connecting with alumni.

- 2. What policies and procedures does the university have to ensure that transsexual students have equal access to all university facilities? The most obvious concern in this regard is university-affiliated residential facilities, which are often gender-segregated, and may involve uncomfortable room-mate assignments.

The University of Canterbury firmly believes in the right for all students to have equal and equitable access to tertiary education and the accompanying services irrespective of gender, race, disability, age, marital status, sexual orientation, or religious or ethical beliefs.

There are requirements for education establishments under the Human Rights Act 1993 section 57 and we do our best to ensure that these are maintained.

The University is currently reviewing its Equal Education Opportunities (EEdO) Policy to better display its commitment to providing equal access to all students. The Policy as it stands can be found online at the University Policy library here:

<http://www.canterbury.ac.nz/ucpolicy/>, but please be aware this is undergoing a significant re-write.

The University itself does not have any control over the residential facilities which are run by a series of private groups. As such we are unable to answer questions around accommodation. If you would like to pursue questions in this area they should be directed to the CEO of each residential hall organisation.

Yours faithfully



Tom Norcliffe
Information and Records Manager