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Document Number	373	Document Revision	A	Date Issued	11.09.2025

GENERAL INFORMATION

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Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 **today!**



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1. PURPOSE

- 1.1. This policy aims to promote an inclusive and respectful environment for all members of the MCAST community.
- 1.2. MCAST recognises that staff and students may wish to be known by a different or preferred name.
- 1.3. This policy outlines the procedures for requesting and using a preferred name and/or an alias email address within official MCAST systems.

2. SCOPE

- 2.1. This policy applies to all current staff and registered students at MCAST.

3. PREFERRED NAME IN RECORDS

- 3.1. Staff and students may request a preferred name to be added to their official MCAST records.

3.2. Procedure for Students

- 3.2.1. Students who wish to be known by a preferred name are to liaise with their mentors, who will inform the Institute Director in writing, following written confirmation by the student.
- 3.2.2. The Institute Director shall not withhold their approval without just cause.
- 3.2.3. When the request is approved by the Institute Director, it shall be forwarded to the Director of Information Systems.
- 3.2.4. The Director of Information Systems will ensure the preferred name is updated in the Student Management System.

3.3. Procedure for Staff

- 3.3.1. Staff who wish to be known by a preferred name must send a request to the Equality Consultative Committee (ECC) at equality@mcast.edu.mt
- 3.3.2. The ECC shall discuss the request with the HR Director. Approvals shall not be withheld without just cause.
- 3.3.3. When the request is approved, the change will be effected by the HR Department in the Staff Management Information System.

4. ALIAS EMAIL ADDRESS

- 4.1. Together with the request for a change to a preferred name, any staff member or student may request an alias email address that reflects their preferred name.
- 4.2. The request for an alias email address (that reflects the preferred name) should be included with the requests indicated in 3.2.1 and 3.3.1.



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4.3. Procedure for Creating an Alias Email Address for Students

4.3.1. Upon updating of the preferred name in the Student Management System, the Director of Information Systems will liaise with the Director of Information Technology to process and implement the alias email address.

4.3.2. The Director of Information Technology informs the students of the creation of the email address providing the necessary credentials and instructions for access.

4.4. Procedure for Creating an Alias Email Address for Staff

4.4.1. Upon effecting the change to the preferred name in the Staff Management Information System, the Director of HR will liaise with the Director of Information Technology to process and implement the alias email address.

4.4.2. The Director of Information Technology informs the staff member of the creation of the email address providing the necessary credentials and instructions for access.

5. GENERAL PROVISIONS

5.1. Requests will be considered with respect and confidentiality.

5.2. MCAST reserves the right to decline requests that are deemed inappropriate or misleading.

5.3. The preferred name and alias email will not alter legal documentation or records requiring legal identification.

6. REVIEW

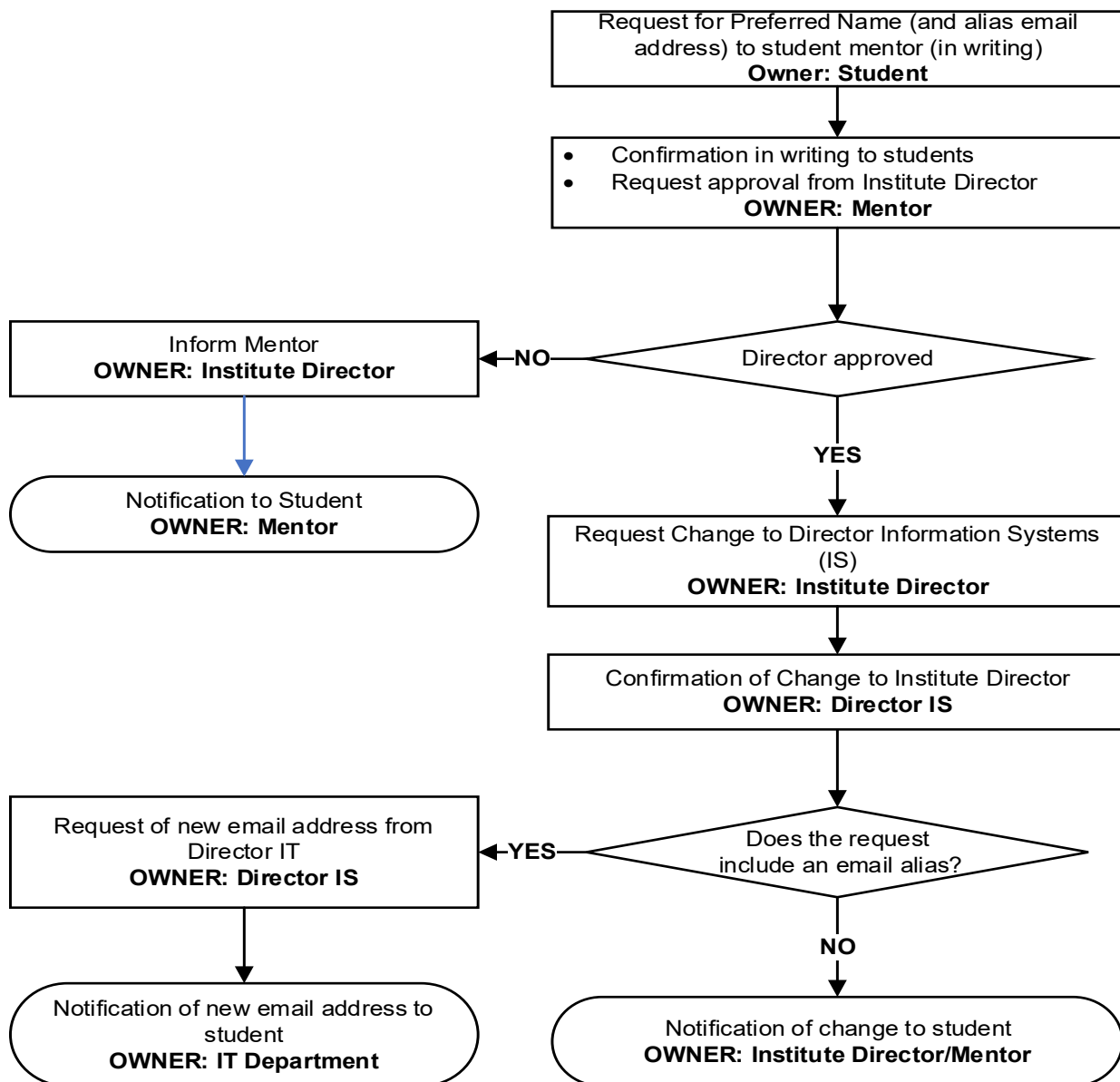
6.1. This policy will be reviewed every as a minimum once every three years as per the provisions of the College's Document Control Procedure (DOC 014) or as deemed necessary.



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7. Appendix 1: Flow chart for Student Requests

PROCESS FOR STUDENT REQUESTS





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8. Appendix 2: Flow chart for Staff Requests

PROCESS FOR STAFF REQUESTS

