



Document Title	MCAST POLICY AND PROCEDURE FOR TRANSGENDER STUDENTS			Page 1 of 6
Document Number	407	Document Revision	A	Date Issued 15.07.2022

GENERAL INFORMATION				
1	Document category		Rules and regulations	
2	Document approver		Council of Institutes	
3	Minimum list of document users to be notified upon release of document update		MCAST Management; MCAST Academic and Administrative Staff; MCAST Students	
4	Document change history			
	A	Document Change Tracking	Date released	Change originator
		74/2022	15.07.2022	Edel Cassar
		Change history (Section/change details)		
		New Documents - First inclusion in College QMS		
		Document Change Tracking	Date released	Change originator
		Change history (Section/change details)		

PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT

Instructions for document users with access to College SharePoint System

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College website and Intranet System.

Document users who do have access to online documents are therefore encouraged NOT to retain printed hard copies of the Quality Management System documents.

If, however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.

Document Title	MCAST POLICY AND PROCEDURE FOR TRANSGENDER STUDENTS			Page 2 of 6
Document Number	407	Document Revision	A	Date Issued 15.07.2022

Contents

1. INTRODUCTION	3
2. AIMS	3
3. POLICY STATEMENT	4
4. PROVIDING SUPPORT TO STUDENTS DURING TRANSITION	4
5. USING A DIFFERENT GENDER AND NAME DURING THE TRANSITION PERIOD	5
6. TRANSITIONING STUDENTS ON WORK PLACEMENTS	5
7. CHANGE OF NAME AND GENDER ON STUDENT RECORDS AFTER LEGAL TRANSITION	6

Document Title	MCAST POLICY AND PROCEDURE FOR TRANSGENDER STUDENTS			Page 3 of 6	
Document Number	407	Document Revision	A	Date Issued	15.07.2022

1. INTRODUCTION

1.1 MCAST recognises and values the diversity of its students' gender, gender identity and gender expression. The College is committed to promoting equality, diversity and good relations in all its policies and procedures and undertakes not to discriminate against transgender, transfeminine, transmasculine, gender non-binary and non-conforming students. It commits to creating an inclusive trans-friendly culture and learning environment, free from discrimination, harassment or victimisation, where all transgender and non-binary students are treated with dignity and respect in the gender in which they choose to present themselves.

1.2 'Trans' or 'transgender' describes people whose gender identity differs from their sex assigned at birth. They are umbrella terms covering people who:

- Are intending to undergo, are undergoing, or have undergone gender reassignment at any stage;
- Identify as having a gender different from that which they were assigned at birth and are planning or have had medical interventions such as hormones or surgery;
- Identify as having a gender different from that which they were assigned at birth, but who are not planning any medical intervention; and/or,
- Are non-binary – that is, they are not solely male or female. They may define themselves as both, neither or something entirely different. They may or not have medical interventions to align their body with their non-binary gender identity.

The above are not mutually exclusive alternatives.

1.3 'Transitioning' is the process undertaken by a trans person in order to bring their gender presentation into alignment with their gender identity. This often involves dressing differently, using a different name and pronoun (eg she, he or they) and changing official documentation. It may involve various types of medical or surgical treatment, although this is not the case for all trans people.

1.4 Students who identify as transgender enjoy the same legal rights or protections afforded to all students. Additional protections apply to such students under discrimination law.

2. AIMS

2.1 The purpose of this policy is to set out a framework for how the College will support students who wish to take steps to change their gender identity.

2.2 This policy and associated guidance give more detail on how the College's Equality and anti-harassment policies apply to transgender people.

2.3 This policy applies to students who have indicated a wish to live in a gender other than their sex at birth (whether or not medical supervision or surgery is either involved or contemplated) and non-binary students. The policy serves students at all stages of gender reassignment, identity or expression, begun or complete throughout the student cycle.

Document Title	MCAST POLICY AND PROCEDURE FOR TRANSGENDER STUDENTS			Page 4 of 6	
Document Number	407	Document Revision	A	Date Issued	15.07.2022

- 2.4 This policy aims to foster a College environment that is inclusive, safe and free from harassment and discrimination for all members of the college community, students and adults, regardless of sex, sexual orientation, gender identity, gender expression and/or sex characteristics and ensure a college climate that is physically, emotionally and intellectually safe for all students to further their successful learning development and well-being, including that of trans, gender variant and intersex persons.
- 2.5 The College strives to promote a culture of respect for human rights and social justice, and recognises that discrimination affects people in complex ways and is committed to challenging all forms of inequality.

3. POLICY STATEMENT

3.1 The College will endeavour to undertake the following:

- No student will be denied access or progression to admission, registration, teaching, learning and research, or treated unfairly on the grounds of their gender identity or expression, or their participation or non-participation in any gender reassignment process.
- No student will be treated unfairly in relation to the awarding of grants and other awards under the College's control or the provision of student support.
- No student will be disadvantaged through any of the College systems including but not limited to health and safety, personal conduct, complaints or disciplinary procedures. Equity for all students to be provided with opportunities to be successful, that identifies and removes institutional barriers to such success and that provides all learners with supports and rewards to develop their abilities and achieve their aspirations.
- The College respects the confidentiality of each student and no information will be revealed by College staff or fellow students without the prior written consent of the individual student.
- The College will not tolerate harassment and bullying. Transphobic abuse, harassment or bullying is treated as a serious disciplinary offence and will be dealt with under the College Student Disciplinary Regulations. Support will be provided to any student who experiences such behaviour.
- The College commits to create and maintain an inclusive environment which demonstrates respect for each student. The College guarantees equality across the whole student community with regard to the right to study with dignity, to use College facilities, and to preserve the name and personal identity of each student.
- The College recognises each student's right to their individual gender identity and expression, and commits to respecting their privacy and treating their status confidentially and sensitively.
- The College commits to providing access, where possible, to gender-neutral facilities on campus.

4. PROVIDING SUPPORT TO STUDENTS DURING TRANSITION

- 4.1 The way each student transitions will vary depending on a range of factors, including whether a person chooses to socially transition but not undergo any medical treatment, opt for medical procedures, or alter their gender expression without undertaking any other steps of transition.

Document Title	MCAST POLICY AND PROCEDURE FOR TRANSGENDER STUDENTS			Page 5 of 6	
Document Number	407	Document Revision	A	Date Issued	15.07.2022

4.2 The College acknowledges any such transitioning journey and commits to support all students undergoing such a critical process. The most important consideration is ensuring each student can express gender identity preferences in the most comfortable way.

4.3 Students in transition may consider discussing transition with MCAST's Student Support Services and Wellbeing Team, should they feel the need to do so.

5. USING A DIFFERENT GENDER AND NAME DURING THE TRANSITION PERIOD

MCAST students are able to request that a change of gender and name is done to their College records. **This request needs to be done at the same time or during the legal transition process.** The student request this change at any point of the application/registration process. The students are to abide by the following College processes:

5.1 Transitioning students are requested to enrol as an MCAST student with their legal name through the MCAST enrolment system, using their e-id.

5.2 In case of students below the age of 18, parental/guardian consent is required.

5.3 The request must be made in writing to the Registrar via an affidavit declaration (Refer to DOC 408), and must be accompanied by evidence of the legal proceedings.

5.4 Upon acceptance (Refer to DOC 409), the Registrar issues a Letter of Recognition of the Known Name and Gender to the student (Refer to DOC 410).

5.5 The Registrar will update the student details on the College student records and will authorise a change in the Student card, the students class list/attendance sheets, and the student email address.

5.6 Upon successful completion of the study programme, the MCAST certificates and transcript will be issued in the Legal name, however the Known Name will be used at the graduation ceremony.

Reference Documents

- Doc 408: Change of Name and Gender Declaration (Student)
- Doc 409: MCAST Consideration of Change of Name and Gender Declaration
- Doc 410: Letter of Recognition of Change of Name And Gender Declaration

Documents referenced above are available at <https://www.mcast.edu.mt/college-forms/> scroll down to Office of the Registrar heading

6. TRANSITIONING STUDENTS ON WORK PLACEMENTS

6.1 A transitioning student who is on placement or who will be preparing to take up a placement, may need additional support to inform the placement employer and colleagues.

Document Title	MCAST POLICY AND PROCEDURE FOR TRANSGENDER STUDENTS			Page 6 of 6	
Document Number	407	Document Revision	A	Date Issued	15.07.2022

- 6.2 While the Known Name and Gender are different, the Work-based Learning and Apprenticeship agreements are to be issued in the Legal name.
- 6.3 Discussion with employers will be facilitated by the Institute or the Work-based Learning Office, as necessary. Students can use the Letter of Recognition, as necessary.

7. CHANGE OF NAME AND GENDER ON STUDENT RECORDS AFTER LEGAL TRANSITION

- 7.1 Where students or alumni have legally changed to a new Known Name, they can present their new official documents to the Registrar.
- 7.2 MCAST will change the student records, including retrospective records.
- 7.3 MCAST will also re-issue the student's graduation certificate with the Known Name upon submission of the original certificate bearing the Dead Name.