

Student Names Policy

Version:	Final
Approved by:	Director of Education and Training
Date Approved:	13/02/2018
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Date issued:	13/02/2018
Review date:	February 2020

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1 Introduction

The Tavistock and Portman NHS Trust (“The Trust”) is committed to upholding high standards of accuracy in relation to student data and acknowledges the importance of securing accurate records in relation to the identity of all students studying with the Trust.

The Student Names Policy (“The policy”) sets out the Trust’s approach to ensure we are able to fulfil a wide range of legal responsibilities, and is underpinned by a balance between the statutory and non-statutory requirements and the students’ needs and expectations.

2 Purpose

This procedure articulates and outlines Trust’s Education and Training policy for ensuring student names are checked against statutory forms of identification and accurately recorded. This policy is also intended to meet our obligations under the Data Protection Act and the General Data Protection Regulations.

3 Scope

This policy applies to all applicants and, enrolled, suspended or intermitting students attending the Tavistock and Portman NHS Foundation Trust on Trust premises and at National Centres. Where National Centres need to amend this policy for relevance and practical reasons, this policy should be used as the basis and the amendments must be agreed with the Trust. In exceptional circumstances an Associate Centre may have their own policy, which will need to be agreed by the Trust to be implemented with students studying on Trust courses.

4 Recording of Names

4.1 The Trust’s student records database (SITS) provides a record of a student’s legal name as the name appears on a student’s passport, birth certificate or driving licence. The Trust may accept other forms of identification for this purpose but it is at the University’s discretion; a valid passport is the preferred form of identification.

4.2 The name is recorded and checked during the initial registration process during Welcome Week and each student is required to provide evidence of his/her legal name. The record remains unchanged for the duration of a student’s studies and beyond, unless formal notification is received from the individual student and a request made for the name to be changed. It is the responsibility of students to ensure any official name change is reported in a timely way, and before the

completion of their studies (where applicable), to ensure records are maintained accurately.

4.3 Without exception, the legal name appears on award certificates as first name followed by surname (as recorded in SITS). Students can access MyTAP, which is their portal to the record, in order to check the name shown.

4.4 The Trust recognises that a student may have a single name rather than a 'first' and 'surname' (usually recorded on a passport as the 'given' name). The Trust accepts a single name as a student's legal name where it appears as such on the passport or other accepted identification documentation. The single name is recorded in the 'surname' field in SITS and a null value is retained in the 'first name' and 'other names' fields.

5 Use of Legal Names

5.1 The name recorded in SITS is used by the Trust for all formal activities, including those related to legal requirements, such as determining immigration status. This name also appears on any formal documentation produced by the Trust to record a student's academic achievement, such as award certificates and academic transcripts. Without exception, the Trust does not permit preferred, alternative or amended names to be used for these purposes.

5.2 Where a student's legal name changes, either through marriage or for another reason, the formal record and related documentation will only record the new name where the student has informed the Trust in accordance with Section 6 of this Policy during the period of study. After a student's award has been conferred, retrospective reporting of a name change for that period of study will not result in a change being made in the record, even though the change of name may have occurred during the period of study.

5.3 Where a student has a single name recorded as their legal name, the award certificate shows the name as recorded in the surname field on the record and the academic transcript shows the title (e.g. Mr, Ms etc) and the name as recorded in the surname field in SITS.

6 Changing the Trust's Formal Record

6.1 The process of changing the Trust's formal record of a name is managed by Student Registry. A student wishing to change their name is required to provide, in person, an original copy of one of the following forms of identification showing the new name before the change may be made:

- A valid passport
- A valid driving licence
- A marriage certificate
- Formal notification of divorce
- Formal deed poll notification

6.2 The Trust does not change the formal record as indicated SITS if satisfactory evidence of a legal change of name is not provided.

7 Preferred Names and/or Titles

7.1 The Trust permits a student to indicate a preferred name and/or title as an alternative to the formal name recorded on SITS. Examples of circumstances where a preferred name may be applicable for use include:

- international students wishing to adopt a different name during their time at the Trust
- students who wish to be known by a middle name rather than their first name
- personal security

This is not an exhaustive list of examples and is included in the policy in order to demonstrate the uses of preferred names that the Trust considers appropriate.

7.2 While the Trust understands and accepts the need for permitting preferred names to be recorded on its systems for use across the Trust, it reserves the right to refuse to record a preferred name if it is not considered appropriate for the purpose for which it is intended.

8 Recording and use of Preferred Names

8.1 A preferred name is recorded in SITS upon request alongside the legal name, usually during the registration process. It is used for the production of class lists and registers, and for more informal communication with the student. Changes to a preferred name are managed via Student Registry, again upon request. No formal documentation is required to make a change. The University reserves the right to refuse to change a preferred name if the change is not considered appropriate for the purpose for which the preferred name is intended.

8.2 A student's registration card is produced using the student's legal name. Where the student wishes the card to show the preferred name, the student must request for the preferred name to be recorded on SITS (see section 8.1) and for a replacement card to be produced. The student is required to pay the standard fee for a replacement card in these circumstances.

9 Policy Review

9.1 The Policy is reviewed regularly by the Academic Governance, Quality Assurance and Registry Unit to ensure it continues to meet the Trust's legal and operational requirements.