

Naming - Policy (students)

Originator name:	Melissa Cadby
Section / Dept:	SSA
Implementation date:	June 2017
Date of next review:	Aug 2018
Related policies:	Dignity at Work & Study Policy www.surrey.ac.uk/policies/dignity_at_work_and_study_policy.htm Data Protection Processing Policy www.surrey.ac.uk/policies/data_protection_policy.htm Data Protection Processing Statement www.surrey.ac.uk/information-management/data-protection/applicants-students-alumni Procedure for Complaints www.surrey.ac.uk/quality_enhancement/regulations/
Policy history:	Created by Student Services and Administration in consultation with University colleagues

Version History

Version	Author	Revisions Made	Date
1	Melissa Cadby	First Draft (inc consultation)	Feb 17
2	Craig Lowe	Review & transfer to template	Mar 17
3	Melissa Cadby	Clarification on terms further to consultation	Mar 17

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Executive Board Committee (or other)	

1	Introduction
1.1	Purpose
1.1.1	The purpose of this policy is to provide a clear and consistent approach to the use of official and preferred names at the University of Surrey. This includes how to make changes or alterations to information held in the central student record system.(SITS)
1.2	Scope
1.2.1	The scope of this policy is restricted to title, official name(s) and preferred names held only in the central University record system. (SITS)
1.3	Equality Analysis
1.3.1	This policy has been assessed in relation to its impact on equality. (tbc)
1.4	Definitions
1.4.1	<p>Title – Mr, Mrs, Miss, Ms, Mx (gender neutral). These are social titles and not identified on most documentation. You are free to choose any title. Mx can be selected by students who are non-binary or who do not wish to indicate their gender</p> <p>Official Name – this must match formal identification, for example a passport, birth certificate, or marriage certificate. If you only have one name, this must be entered as a Surname.</p> <p>As per University of Surrey Regulations: <i>The name in which a student registers or re-registers for their programme will be the name that is recorded on any transcript or certificate issued by the University.</i></p> <p>Preferred name – students may wish to be known by a preferred name instead of their official name. This may be a shortened version of an official name, a ‘nickname’, or a name used before a formal change of name is submitted to the relevant authorities. We are unable to use preferred names on official university documents or email addresses.</p>
1.5	Legislative context
1.5.1	Equality Act 2010
1.6	Health & Safety Implications
1.6.1	None
2	Policy
2.1	Principles
2.1.1	It is important that any documents that we issue detail the same name as your official documentation – if not, this may mean your qualification will not be recognised in future.
2.1.2	We will use name and title information you supply for the production of campus card and for applications to accommodation.
2.1.3	Your preferred name will be used in other informal contexts, for example in class

2.2	Procedures
2.2.1	<p>Official name</p> <p>The name you provide will be used on all official University of Surrey documents, including degree certificates and Higher Education Achievement Report (HEAR), campus cards, notifications to external bodies such as the Student Loans Company or Home Office (where applicable), or in official financial processes. If you require a visa to study in the UK, it is particularly important that the University's record of your name matches the name in your passport and visa.</p> <p>If you have a Student Loan from Student Finance England/Wales/NI or the Student Awards Agency for Scotland, your name on your loan application should match the name we have on your student record as this will ensure we can link the two records and any payments can then be made on time.</p> <p>All students are asked to review the details we hold during online registration at the beginning of their course, and during online re-registration each subsequent year they are registered.</p> <p>It is your responsibility to ensure your name is recorded correctly in Surrey Self Service. An administrative charge may apply if you require a reprint of any official award documentation as a result of providing incorrect information.</p> <p>We will use the information you supply for the production of campus card and for applications to accommodation as below.</p> <p>Campus cards</p> <p>Your campus card will contain title, first initial, and surname. This is taken from your student record. Please visit the Library website for further information on obtaining a replacement campus card after a change of name or title, and how you'll use your campus card whilst at Surrey.</p> <p>Accommodation</p> <p>Your name, title, and gender may be used when you apply for on campus accommodation, particularly if you apply for single sex accommodation. The Accommodation Services team will take this information from your student record and it will be used for accommodation offers, reminders, and licences.</p>
2.2.2	<p>Amendment of title</p> <p>Your title (Mr, Mrs, Miss, Ms, Mx) can be amended at any time without documentary evidence, but we ask that you are mindful of where this information appears (e.g. your campus card). Please visit the Student Services Centre to amend this, or email ask@surrey.ac.uk. If you wish to change your title at the same time as changing your name, please ensure this is requested.</p>
2.2.3	<p>Correction of error(s)</p> <p>If you notice an error in how your name is detailed in Surrey Self Service, you must report this as soon as possible. You can either visit the Student Services Centre on campus with a form of identification, or contact them on ask@surrey.ac.uk for further advice. We will normally require formal evidence of your correct name.</p>
2.2.4	<p>Official name change</p> <p>If you change your name (either forename(s), surname, or both) whilst studying at the University of Surrey, we will require documentary evidence of the name change. This may include one or more of the following documents:</p>

	<ul style="list-style-type: none"> • Passport • A marriage certificate • Decree absolute/divorce documents • Change of name deed (deed poll) • Police report in the case of a change for personal safety reasons <p>We will not change a name where the intention is to commit fraud or evade detection.</p> <p>Name changes can not normally be requested by a third party, nor actioned by staff at the University of Surrey without your permission.</p> <p>The University will normally keep a record of your previous name(s) on your record. This is important when linking records but will not be used on formal documentation.</p>
2.2.5	<p>Post-award changes</p> <p>We will not normally change a name on your degree certificate or HEAR after your degree has been awarded. Exceptionally, we are able to change your name in the case of gender re-assignment.</p>
3	Governance Requirements
3.1	Responsibility
3.1.1	Overall responsibility for the University's students records system recording rests with the Director SSA.
3.2	Implementation / Communication Plan
3.2.1	<i>Students:</i> Information shared during online registration, via web site and directly on request.
3.2.2	<i>Staff:</i> Student Support Service website, Policies webpage
3.3	Exceptions to this Policy
3.3.1	There are no exceptions.
3.4	Supporting documentation
3.4.1	None