

STUDENT NAMES POLICY			
Department	Strategic Planning and Student Administration		
Author	Student Administration Manager/Student Records Manager		
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Implementation By:	Strategic Planning and Student Administration		
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I have carried out an equality impact assessment screening to help safeguard against discrimination and promote equality.			x
I have considered the impact of the Policy/Strategy/Procedure (<i>delete as appropriate</i>) on the Welsh language and Welsh language provision within the University.			x

1. Purpose

The law in England, Wales and Northern Ireland allows individuals to change their names without informing anyone, unless the change is intended to deceive or defraud. Whilst recognising this, the University has an obligation as a public organisation to prevent and deter fraud and for this reason it requires enrolling students to use “official” names. The University is entitled to make this requirement mandatory. The effect is that for all students only official names will be recorded against enrolment records and for names subsequently used on certificates and transcripts recognising awards. Students can also record a ‘known as’ first name, which can be a preferred name in SITS to reflect their day-to-day preference, but this will not appear on official documents.

2. Initial recording of name

On enrolment students will be required to present evidence of their name as given in one of the following documents for recording on the University’s central record:

- Birth Certificate
- Adoption Certificate
- Passport

- Current UK or EEA photo-card driving licence (provisional or full)
- EEA member state national identity card

If a student has adopted a pseudonym for personal reasons, including for personal safety, the University will require sight of a police report or solicitor's letter as evidence of the name used. In this case the applicant or student should correspond in confidence with the Academic Registrar directly.

3. Changes of name during a period of study

During their course of study there may be occasion for a student to change their name as it was given at enrolment. This will be permitted only on the following grounds:

- 3.1. That it takes place no less than one week before the final Award Board for the student's award.
- 3.2. If there is a change of name through marriage then a marriage certificate must be presented.
- 3.3. If the student reverts to using maiden name due to divorce then a divorce decree absolute, birth certificate and a signed, written statement confirming that the student has reverted to using their maiden name for all purposes will be required.
- 3.4. If the student changes name using Change of Name Deed (previously known as Deed Poll), the University will require sight of the deed.
- 3.5. If a new name has been recorded in the Register of Births then the University will need to see a certified copy of the change. This is usually provided by way of a re-issued full-format birth certificate which will show the amendment.
- 3.6. For 3.2 to 3.5 above, the documents listed under 2 above showing the new name will also be accepted,
- 3.7. Where a change of name through public announcement, for example, by advertisement in a national newspaper stating that the student has stopped using his or her name and assumed a new one, this should be evidenced with an original copy of the advertisement.
- 3.8. For a change of name by way of a statutory declaration, indicating that the student will abandon their old name and adopt a new one, the University will need to see the original completed declaration document.
- 3.9. Adoption of a pseudonym for personal safety reasons will be recognised if a police report or solicitor's letter can be provided as evidence that the name is legitimately used. In this case the student should correspond in confidence with the Director of Strategic Planning and Student Administration directly.

4. Award Certificates

Student names on award certificates will be printed in the following format by default:

FORENAME(s), SURNAME

Students studying at partner institutions outside of the UK will be offered the opportunity to indicate preferred naming sequences on award certificates in accordance with the accepted local societal naming conventions, for example:

SURNAME, FORNAME(S)

The University will not normally produce or re-issue documentation, including certificates and transcripts, under names which have changed after an award to which a student has been confirmed by an Assessment Board, or a subsequent Chair's Action, except in the case of change of name resulting from legally recognised gender reassignment. Other students in circumstances which may indicate the need for exceptional consideration, however, can apply in writing with the relevant supporting documentation to the Director of Strategic Planning and Student Administration or nominee.

5. Corrections

The onus is on students to ensure that the University holds the correct record of their name, including spelling. The University will provide access to its student Management Information System to allow students to check their names. The University will undertake to rectify errors it has made in recording names and will reproduce documentation as necessary.

6. Presentation of student name

The University's systems impose limitations on the recording of names.

- 6.1. Up to three forenames will be recorded (up to 30 characters each), followed by a surname or family name (up to 40 characters). These are the names represented on certificates and are produced in the order of forenames followed by surname. The University cannot guarantee that all documentation will show complete names where names fully occupy all name fields (ie 130 characters including spaces).
- 6.2. The University will record a "Previous name" where a student changes a surname through any of the processes identified earlier or provides a previous name at enrolment: this will not be reproduced on documentation and is to ensure that student tracking is effective.
- 6.3. The University will record a "Known as" forename to allow students to be identified within the University by a preferred name (eg an abbreviated name, a forename other than their first forename, a 'Western' alternative name etc). The University reserves the right to record or reject an inappropriate name offered as a "Known as" name. The "Known as" name will not be reproduced on documentation such as certificates and transcripts.

7. Arrangements with Partner institutions

Student names submitted by partner institutions will be required to adhere to this policy, insofar as this does not conflict with local regulatory and statutory obligations.