

Name change procedure for transsexual, transgender and intersex persons at UPF

Resolution of the Board of Governors of 26 April 2017

Article 1. Purpose

The purpose of this procedure is to guarantee the right of transsexual, transgender and intersex persons to be called, at the university, by the name corresponding to the gender they identify with.

This involves the use of a chosen name, rather than their legal name, in all matters that do not have legal implications for UPF and only has effect with regard to internal procedures.

Article 2. Scope

This procedure is applicable to the following groups of members of the Pompeu Fabra University community: students, teaching and research staff, and administrative and service staff.

Article 3. Deadline

The deadline to change the chosen name in the list of modifiable records will be three weeks – excluding holidays periods at UPF – from the time the interested party's application is accepted.

Article 4. Processing

To carry out the modification of the chosen name, any unit or service receiving such a request should refer the interested party to the Equality Unit, to complete the following process:

- a) The interested party must submit a written request to the UPF Equality Unit to change their chosen name. The application form can be downloaded from the Equality website (www.upf.edu/igualtat).
- b) The Equality Unit will interview the interested party.
- c) The interested party will make an appointment through the Equality Unit with the UPF Registration Office to modify their UPF card.
- d) The Equality Unit will refer the name change request to the corresponding registries depending on the group to which the applicant belongs, i.e. to the Academic Management Service (students) or the Staff Management Service (teaching and research staff or administrative and service staff).
- e) These services will notify the Equality Unit when the name change process has been completed.

f) Once the changes have been made, the Equality Unit will notify the applicant.

Article 5. List of records using the chosen name

The chosen name will be changed in all records for internal use at the university, including, but not limited to:

- the e-mail account name,
- the intranet username,
- the name printed on the UPF card,
- the name used on class or training course lists, and
- the name used on other documents of an unofficial nature outside the university.

Article 6. Issuance of official documents

Official documents (certificates, degrees, etc.) issued by the university for persons who have changed their chosen name in accordance with this procedure will reflect the details appearing on their national ID card or equivalent document, in accordance with current law.

Article 7. Legal name or sex change

Should a member of the university community change their legal name or sex, they must notify the Academic Management Service (students) or Staff Management Service (teaching and research staff or administrative and service staff) so that they can change the name on any official documents and update the person's personal details in their records.