

# Student Name Policy and Procedures

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## 1 Introduction

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- 1.1 The policies and procedures set out in this document underpin the regulations which all staff and students are expected to follow. They provide greater details of the principles behind the regulations and the rules and processes that Goldsmiths puts in place to positively impact on the student and staff experience and to ensure compliance with external regulatory frameworks.
  - 1.2 The relevant regulations appear in text boxes at the start of each section.
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## 2 Scope

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1.8.1 Goldsmiths complies with the General Data Protection Regulation (GDPR) in managing the records and personal information of Members of the College.

1.8.2 Goldsmiths also maintains internal policies on the use of recording or photographic equipment, and the maintenance of records. These are compliant with Freedom of Information laws and GDPR.

### 2.1 Purpose

- 2.1.1 To provide a clear framework for the recording and changing of student names and titles, both current and former students.

### 2.2 Scope

- 2.2.1 The policy scope covers title, legal names and preferred names, uses of names in University administration and how they are recorded in the Student Record System (UNIT-e) and feeder student facing IT systems.
- 2.2.2 It facilitates the sharing of modules across departments and student mobility through the portability of credit.

## **3 Official Name**

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- 3.1 The University will hold a record of a student's legal name as the name appears on a student's passport, birth certificate, national identity card or driving licence. The name is recorded and checked during the initial registration process and each student is required to provide evidence of their legal name. The recorded name will only be changed for the duration of a student's studies where formal notification and evidence is received from the individual student.
- 3.2 The University 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 University 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 on the student record system (UNIT-e) and a null value is retained in the 'first name' and 'other names' fields.
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## **4 Use of Official Name**

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- 4.1 The official name recorded is used 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 University to record a student's academic achievement, such as award certificates and academic transcripts. Without exception, the University does not permit preferred, alternative or amended names to be used for these purposes.
- 4.2 We will not normally change a name on a degree certificate or Higher Education Achievement Report (HEAR) after a degree has been awarded. Exceptionally, we are able to change a student name in the case of gender re-assignment.
- 4.3 It is the student's responsibility to ensure they have their name recorded in full including middle names as given in legal documents before they complete their studies.
- 4.4 The name recorded on a Student Loan from Student Finance England/Wales/NI or the Student Awards Agency for Scotland should match the name on the student record.

## **5 Changing Name on our Records**

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- 5.1 We will keep a record of previous names on the student record system but this will only be used to connect any documentation or records relating to previous names.
- 5.2 If a student changes their name (either forename(s), surname, or both) whilst studying at the University, will we require documentary evidence of the name change. This may include one or more of the following documents:
  - 5.2.1 Passport
  - 5.2.2 Driver's License
  - 5.2.3 National ID card
  - 5.2.4 A marriage certificate/civil partnership certificate
  - 5.2.5 Decree absolute/divorce documents/final order
  - 5.2.6 Change of name deed (deed poll)
  - 5.2.7 Police report or solicitors' letter in the case of a change for personal safety reasons and with intention to use pseudonym
  - 5.2.8 Statutory Declaration of name change
- 5.3 Students studying on a visa will only be able to change their name using a passport.
- 5.4 We will not add or remove names to an official record without documentary evidence.
- 5.5 Name changes cannot normally be requested by a third party, or actioned by staff at the University without the student's permission.

## **6 Use of a Preferred Name**

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- 6.1 The University permits a student to indicate a preferred first name as an alternative to the formal name recorded on the Student Record System. This may be for:
- 6.1.1 International students wishing to adopt a different name during their time at the University
  - 6.1.2 Students who wish to be known by a middle name rather than their first name; or shortened version of their name.
- 6.2 While the University understands and accepts the need for permitting preferred names to be recorded on its systems for use across the University, 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.
- 6.3 A student can supply a preferred first name via their 'MyGoldsmiths' account either as part of their online application, online enrolment or at any time during their studies.
- 6.4 Exceptionally, we can record an alternative Second name (Surname) on our records system. This can be done via a request to the Enrolment and Records team who will determine if the circumstances for the change are valid. An example of grounds for this would be cultures where family names include parental names, or composites of these names which are not used in official formats in their country. In some cases, these are too long to print onto ID cards.
- 6.5 We use preferred names in the University in the following ways;
- 6.5.1 Goldsmiths ID cards
  - 6.5.2 Class registers
  - 6.5.3 Informal email communications with the student

## **7 Use of Title**

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- 7.1 Titles, (Mr, Mrs, Miss, Ms, Mx, or no title) can be amended at any time without documentary evidence via 'MyGoldsmiths', but students are asked to consider where this information appears before opting to change this. The University will take steps not use Title in any official letters during a student's studies.
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## **8 Student Obligations to their Official Name Record**

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- 8.1 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 that they are registered.
- 8.2 Where an error has occurred, it can be corrected by contacting the Enrolments and Records team, or by visiting the Student Services Centre on campus. We will require formal evidence of a correct name before we make amendment to records.