



## **Student Name Policy and Procedure**

### **1. Scope and Purpose**

- 1.1 This policy and procedure is for AECC University College (AECCUC) staff and students.
- 1.2 This policy and procedure is to ensure that the recording of a student name is accurate and correct at all times in order comply with statutory and regulatory duties and a duty to prevent fraud.

### **2. Key Responsibilities**

- 2.1 The Academic Registrar is responsible for the overall management and implementation of this policy and the accompanying procedures.
- 2.2 It is the student's responsibility to ensure that the names submitted on their original UCAS or online application form, and at the point of enrolment matches that on their passport or birth certificate (note that the student record system supports Unicode standards and will support most European characters). All students must provide identification at the point of enrolment to verify their identity and correct spelling of their name.
- 2.3 Students must notify Registry as soon as possible if there is any misspelling or discrepancy in the spelling of their name.
- 2.4 Registry staff are responsible for verifying the correct spelling of student names at the point of enrolment and amending any inconsistencies, where the name previously provided on the application does not match that on the student passport or birth certificate.
- 2.5 Registry staff are responsible for updating the student record system with any name changes.

## **Policy**

### **3. General Principles**

- 3.1 AECCUC as an institution has statutory and regulatory obligations so can, and will, exercise the right for production of evidence before accepting any name amendments.

### **4. Recording Student Names**

- 4.1 It is fundamental that the student name recorded throughout the student journey is correct, and matches that on the student passport or birth certificate in its entirety, for purposes of quality assurance, prevention of fraud and effective auditing.

- 4.2 Where the order of given names as displayed on passports differs from the UK name order, it is the student's responsibility to ensure that AECCUC are made aware of this to ensure names are properly recorded.
- 4.3 Names will only be changed in the Student Record System (SRS) if formally requested by the student in writing to Registry with supporting evidence.

## **5. Issuing Official Documents (Transcripts and Award Certificates)**

- 5.1 All official documents will be issued in the name recorded in the SRS.
- 5.2 Once a student has graduated it is not possible to retrospectively change the name held on the SRS or produce a new official transcript or award certificate (unless the name change is related to gender reassignment, see section 8). This includes the scenarios of a name change as the result of marriage, divorce, deed poll, public announcement etc.
- 5.3 AECCUC may consider issuing official documents in a new name in exceptional circumstances, such as the student/graduate entering witness protection.

### **Procedure**

## **6. Application and Enrolment**

- 6.1 In order to fulfil our obligations and prevent fraud, every applicant is required to apply using their correct full and legal name as it appears on their passport or birth certificate.
- 6.2 Student names are stored on the student record system (SRS) and maintained by Registry staff. There are numerous fields available on the student record system for the purpose of recording names (e.g. Title, Forenames, Surname, Preferred Names, and Previous Names). These fields are used to populate many reports generated through the student record system. Each field listed above is auditable to track and record any changes made and are maintained by Registry staff.
- 6.3 The preferred name fields can be used and will be chosen to appear on certain documents rather than the recorded forenames.
- 6.4 There is an obligation on students to check this record during enrolment once it has been created by AECCUC and if there are administration or spelling errors to contact the Registry so that the appropriate amendments can be made.

## **7. Current Students**

- 7.1 Once a student is enrolled with AECCUC, if they want to change their name they will need to make an application in writing to the Registry with either the original or certified copies of 1 of documents listed below:
  - i. passport
  - ii. birth certificate
  - iii. public announcement (a copy of the advertisement placed to announce the name change)
  - iv. statutory declaration
  - v. change of name deed/deed poll

- vi. police report (if a student chooses to adopt a pseudonym for personal reasons (including personal safety) during their academic careers a student must submit a police report or solicitor's letter as verification of the change)
  - vii. marriage certificate
  - viii. civil partnership certificate
  - ix. decree absolute certificate
- 7.2 Registry will scan the document and upload onto the SRS and amend details.
- 7.3 Registry will email all departments notifying them of the name change for their action. If the student is registered with Bournemouth University, Registry will also email BU.
- 7.4 Applications from students for amendments to names must be received by Registry 4 weeks prior to the final Assessment Board and will not be made retrospectively.
- 7.5 Students will bear the cost of a replacement student ID card once their name has been changed.

## 8. Alumni and Graduates

- 8.1 Once a student has graduated and been issued with an award certificate this is a legal document. The names on that document should match the official record held by AECCUC.
- 8.2 Award Certificates will be printed using the forenames, middle names and surname that were recorded on the SRS at the time the results were ratified at the Assessments Board.
- 8.3 AECCUC will only normally change a name on the SRS or on an award certificate after the final Assessments Board has taken place, if there is a spelling mistake or an administrative error has been made by AECCUC.

## 9. Gender Reassignment

- 9.1 AECCUC has responsibilities under both the Gender Recognition Act 2004 and the Equality Act 2010. Both Acts render it unlawful to discriminate (directly or indirectly), harass or victimise a transsexual employee, student or service user.
- 9.2 If an applicant, student or graduate intends to change their name they should note:  
**Applicants** who took their entry qualifications in another name will need to provide a statutory declaration of name change.  
**Current students** should write to the Academic Registrar stating their intention to make the transition, at which point a meeting will be arranged with relevant staff only. Records will be changed to reflect their chosen name at the agreed time. The student will need to provide a statutory declaration of name change only if they originally registered under another name and wish to obtain a degree certificate in their new name.  
**Graduates** will need to provide a statutory declaration of name change if they originally registered under another name and wish to obtain a degree certificate in their new name. This information will only be viewed by the Registry staff member who will make the necessary changes to the system.

## 10. Further information

Further information on changing name by deed poll is available on the Government website.

<https://www.gov.uk/change-name-deed-poll/overview>

Version:	1.0
Approved by:	Academic Board
Originator/Author	Academic Registrar
Policy Owner	Academic Registrar
Reference/ source	Examples from other institutions used as source material (in particular Bournemouth University, De Montfort University, The University of York, Academic Registrars Council)
Date approved	June 2017
Effective from	1 September 2017
Review date	Spring 2020
Target	All staff and all students enrolled on programmes leading to AECC awards
Policy location	SIP/VLE, Public website
Equality analysis	<ul style="list-style-type: none"> <li>- No major impact. There is provision in the policy for reasonable adjustments to be made to arrangements where required.</li> <li>- With respect to gender reassignment restrictions to access to information regarding gender reassigned persons is taken into account with regard to limiting staff access to information.</li> <li>- With respect to gender, it may be seen that women are more affected by the policy as women are more likely to change name as the result of marriage or divorce.</li> <li>- Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases</li> </ul>