Curtin University

Gender Affirmation at Curtin
Student Processes
Appendix A

Make tomorrow better.

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GUIDE FOR STUDENTS

This 'Student Processes Guide' covers the main processes you can personally undertake to update your details with Curtin. The processes outlined are not required to be completed to affirm your gender at Curtin and are intended as a guide only.

The traffic light and alphabet method helps identify the time likely associated with each step:

A

Quick and easy to do

B

Moderate and might take some time

C

Likely requires additional time

PREFERRED NAME (A)

- Fill out the 'Change personal details' form found under 'My Studies' in Oasis or through eStudent under 'Submit USI/Personal Details'
- You can update your preferred name without any supporting documentation required
- Once submitted you will be notified via email when the change has been made
    NOTE: Currently this email is addressed to your formal name

SYSTEM	HOW TO CHANGE		NOTES
Student ID Card	Once you have updated your preferred name (as above) you can contact Curtin Connect (Building 102) and ask them to print you a new Student ID card free of charge.	(B)	During busy periods (e.g. start of semester) there may be a longer wait time. When printing your new card, you can choose to take a new photo or keep your current one. You can order your new card online. Choose the outdated card option and specific reason as a change of preferred name or contact Curtin Connect. If this does not happen, please contact Curtin Connect or the Queer Officer with your Student ID and they will investigate and assist with resolution.
Emails	When you change your preferred name, the display name for your student email will be automatically updated to reflect this.	(A)	If this does not happen, please contact Curtin Connect or the Queer Officer with your Student ID and they will investigate and assist with resolution.
	Curtin Connect will update your email address manually. All correspondence sent to your previous email will automatically be forwarded to your new one.		You may wish to use your Student ID email (e.g. 12345678@student.curtin.edu.au) instead of your 'firstname.lastname' email - both will direct to the same account. If your email is not updated, please contact Curtin Connect.
Blackboard	This should automatically update within 24 hours of your preferred name being updated in the system.	(A)	Note: systems such as Turnitin might have a few issues, this is known and currently being investigated and addressed.
	Go to your profile and select 'Add Pronouns' then choose your pronouns from the list.	(A)	You can choose multiple sets of pronouns. You can change your pronouns whenever and as often as you wish. There is no requirement to add pronouns, it can be left blank. This is a blackboard-only feature. Your pronouns will be visible to everyone in your courses.

PREFERRED NAME (CONT.)

Curtin Access Plan (CAP)	If you do not have a CAP but require one in the future, it will automatically generate with your preferred name.	A	
	If you currently have a CAP, email access.ability@ curtin.edu.au and ask for your CAP to be re-generated with your preferred name.	B	
Curtin Health Services	At your first appointment you can list a preferred name on your intake paperwork. After this, you can simply go to Reception and ask for your preferred name to be added to your file.	C	The Health Services communicates with Medicare and therefore all official documents and communications will be addressed to your legal name.
Unihub	You will need to manually update your name yourself by logging into Unihub and going to 'My Account'.	A	
Curtin Challenge Platform	You will need to manually update your name by logging into Unihub and going to 'My Account'.	A	
Alumni Mailing List	This should be automatically updated. However, it may take up to 30 days for your preferred name to be updated in the system. You can manually update your name via the online form curtin.edu.au/friends/graduates/	B	

FORMAL (LEGAL) NAME **B**

- Fill out the 'Change personal details' form found under 'My Studies' in Oasis or through eStudent under 'Submit USI/Personal Details'.
- The supporting documents required to update your formal name are outlined at the Curtin Connect webpage.
  - Once submitted you will be notified via email when the change has been made.
- To ensure your award certificates have your correct formal (legal) name, it is recommended that you update your formal (legal) name prior to the completion of your studies or prior to your intention to graduate where possible.
- Additional supporting information is available on the Student Guild LGBTQIA+ website.

GENDER MARKER **B**

STEP	TO DO	NOTES
1	Submit the enquiry form under 'Change your personal details' via Curtin Connect.	students.connect.curtin.edu.au/app/ask
2	In the 'Question' box simply write that you would like to change your gender marker from whatever it currently is to what you would like it to be.	You do not need any supporting documents to do this, although the form will have a place for them.
		Curtin Systems allow you to choose either 'F', 'M' or 'X'.

Important to Note:

Please note that changing details with Curtin does not automatically change details with government agencies and could lead to delays in services with agencies whilst verifications take place. For example, Centrelink student support payments may be interrupted if name and gender records do not match in both Curtin's and Centrelink's systems. Please carefully consider any potential consequences of changing details with Curtin but not changing personal details with government agencies.

TITLE **A**

- Fill out the 'Change personal details' form found under 'My Studies' in Oasis or through eStudent under 'Submit USI/Personal Details'.
- You can update your title name without any supporting documentation required.
- Once submitted you will be notified via email when the change has been made.

LEAVE OF ABSENCE (B)

COURSEWORK STUDENTS

STEP	TO DO	NOTES
1	Submit an online Leave of Absence application in My Studies in Oasis prior to the withdrawal deadline for the enrolled study period.	curtin.edu.au/students/essentials/forms-documents/forms/ Relevant documentation may be required to support your application.
2	Reason for leave, choose 'other'.	Please contact Curtin Connect, the Queer Officer or Student Assist with your Student ID and they will assist in applying for Leave of Absence.

HIGHER DEGREE BY RESEARCH (HDR) STUDENTS

STEP	TO DO	NOTES
1	Complete the HDR Application for Leave of Absence form	curtin.edu.au/students/essentials/higher-degree-by-research/hdr-forms/ Relevant documentation may be required to support your application.

ASSESSMENT EXTENSIONS (B)

COURSEWORK STUDENTS

STEP	TO DO	NOTES
1	Access the online Assessment Extension Form	curtin.edu.au/students/essentials/forms-documents/forms/ Relevant documentation may be required to support your application. Applications must be submitted before date and time of assessment and may be accepted up to 5 days after the assessment due date in exceptional circumstances. Please check if you are eligible for self certification.
2	If you are applying for an assessment extension for more than one unit, you will need to apply for an assessment extension for each unit separately.	Please contact Curtin Connect, the Queer Officer or Student Assist with your Student ID and they will assist. Accessibility Services can assist with developing a Curtin Access Plan with you, if you require assessment extensions for all assessments in all units in the enrolled study period.

HIGHER DEGREE BY RESEARCH (HDR) STUDENTS

STEP	TO DO	NOTES
1	Complete the Online Extension to Thesis Submission Date Form. Please contact your Principal Supervisor for extension to Milestones.	www.curtin.edu.au/students/essentials/higher-degree-by-research/hdr-forms/ Contact the Graduate Research School for assistance.

RESOURCES AND HELP

CURTIN ALLY

CURTIN SERVICES & RESOURCES

Student Wellbeing Advisory Service

Provides advice and support on any issue impacting on your studies or wellbeing in a confidential and safe environment. They can refer you on to relevant internal and external services where necessary to assist you further.

Phone: 1800 244 043 (free call)
Email: studentwellbeing@curtin.edu.au
Website: curtin.edu.au/students/personal-support/counselling-wellbeing/wellbeing

Curtin Connect

Curtin Connect can assist with student services, support and advice or refer you on to services that may assist you further.
Phone: 1300 222 888
Location: Building 102
Website: curtin.edu.au/students/connect

Curtin Student Guild Queer Department

Provides advocacy and support for all LGBTQIA+ students across campus, including organising social events and being a voice for queer students in meetings and committees at various levels in the Curtin Student Guild.

Email: qd@guild.curtin.edu.au

Curtin Safer Community Team

For help on campus at any time, 24/7.

Phone: 9266 4444
Download the SafeZone app

Curtin Counselling Services

Provides free psychological and counselling services in a safe, professional environment to deal with any issues affecting your life or study.

Phone: 08 9266 7850
Email: counselling@curtin.edu.au
Website: curtin.edu.au/students/personal-support/counselling-wellbeing/counselling

Student Assist

Provides free support and advocacy services run by the Curtin Student Guild.

Phone: (08) 9266 2900
Free call: 1800 063 865
Email: student.assist@guild.curtin.edu.au
Location: Building 106F

The Curtin Services above work together to provide you with safe and confidential assistance to navigate Curtin systems and administrative processes, and support you when they do not work as planned.

ADDITIONAL SERVICES

QLife

QLife services are free and include both telephone and webchat support, delivered by trained LGBTI community members across the country.

Phone: 1800 184 527
Website: qlife.org.au

Sexual Health Quarters (SHQ)

Sexual health and wellbeing for all, including queer-friendly counselling.

Website: shq.org.au

Transfolk WA

Support service for all trans* & gender diverse people and their families.

Website: transfolkofwa.org

ADDITIONAL RESOURCES

Australian Human Rights Commission
humanrights.gov.au

LGBTIQ+ Health Australia
lgbtiqhealth.org.au

Diversity Council Australia
dca.org.au

Pride in Diversity
prideinclusionprograms.com.au/about-pid

The Gender Centre
gendercentre.org.au

Rainbow Futures
rainbowfutureswa.com