General Student Regulations 2023-24
Section 06 – Student Records

Owner: Dean of Students

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# Accuracy of records

* 1. To prevent fraud, all students must be registered using the name on their passport, birth certificate, or marriage certificate.
	2. Students must provide the University with the address at which they will usually reside while studying at the University (their term-time address). Students studying on campus will need to provide a UK address.
	3. Students must advise the University of any changes to their contact details including home and term-time addresses, email addresses, and telephone numbers at the earliest opportunity.

# Changes of name

* 1. A student or Alum has the right to change their name provided such change is not intended to deceive or defraud any other person.
	2. The University shall only change a student or Alum’s name in its records on receipt of a written request sent to the Dean of Students (or nominee) that is accompanied by appropriate evidence of the change of name. The Dean of Students (or nominee) may publish guidance on forms of appropriate evidence.
	3. Change of name in the University’s records shall not affect any certificates or transcripts already issued and the University will not re-issue certificates in a name other than the name under which a student was awarded save as provided for in regulation 2.4.
	4. The University will only change the name on a degree certificate retrospectively (that is, by issuing a further certificate in a different name) in cases where:
		1. there was an error on the certificate at the time it was issued;
		2. the change of name is associated with gender transition, where the Alum affirms a different gender identity and requests a re-issued certificate in the new name;
		3. the change of name relates to the personal security of the Alum (such as victim or witness protection), where the Alum has changed their identity and the police or security services recommend that the change includes the individual's qualifications.

In such cases the request to re-issue the certificate must be in writing and sent to the Dean of Students (or nominee), accompanied by appropriate evidence relating the new name and circumstances of the change and the original degree certificate (or a statutory declaration stating that the original certificate is no longer in the requester’s possession and that they have carried out a diligent search for it and they are unable to recover it, together with a written undertaking to return the original degree certificate to the University if it should be found subsequently).