



# Student ID Card Procedures

## Purpose

The purpose of this document is to set out the requirements for the issuing of and holding of Unitec student identity cards.

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## Scope

The Student ID Card Procedures are relevant to all eligible Unitec students

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## Procedures

### 1. Identification Card

Unitec Student Identity Card shall show the following details:

- a. A photo of the student. The photo requirements are:
  - i. No image manipulation or filters
  - ii. Head and shoulders centred with a clear gap around the sides of the head, including hair
  - iii. Plain, light-coloured background
  - iv. No headbands or head covering. Cultural headwear is acceptable if the face is visible
  - v. Head straight to camera, eyes open
  - vi. Eyes must show clearly through glasses with no reflections
  - vii. No sunglasses or glasses with tinted lenses that obscure the eyes
  - viii. File type needs to be JPG, JPEG, BMP or PNG
  - ix. File size needs to be a minimum of 500KB and a maximum of 4MB
  - x. Be in full colour
  - xi. Be less than six months old
- b. The Student Identification Number given at the point of applying to study
- c. The student's preferred name:

Student's preferred name changes must be approved by Student Central. This new preferred name information is sent electronically and updates the ID Card system overnight after the request has been approved. There is a fee of \$10.00 to change the name on any Unitec student ID Card for any reason

- d. Programme or Course name
- e. The card issued date
- f. The card expiry date

## 2. Eligibility and Card Issue

Cards are issued to those who have been validated or approved to hold a card. To receive a Student ID card, individuals must be an active Unitec student, who is either commencing a new programme in the upcoming semester, or enrolled in an existing programme for the current semester

- a. Student Central validates students via the Student Management System or can request proof of identity. All card applicants must provide one of the following acceptable forms of valid photo identification:
  - i. Passport
  - ii. New Zealand Drivers Licence
  - iii. Secondary School ID Card
- b. Only students enrolled in a formal credit-bearing programme are eligible for a Student ID Card. Short course students do not qualify for a Student ID Card, except for students enrolled in a Competency Assessment Programme
- c. Student ID Cards are issued by Student Central on campus. Students who are not able to collect their Student ID Card in person may request to have their card sent to them by post
- d. Only one card will be issued per student
- e. Student ID Cards are available to new students two weeks prior to their programme start date

## 3. Conditions of Use

- a. Student ID Cards remain the property of Unitec and may not be transferred or altered
- b. Unitec reserves the right to utilise any data and images for official business
- c. Students are obligated to take reasonable steps to ensure that the Student ID Card issued to them is held securely and is not made available for any other person to use. Unitec is not responsible for any loss or expense resulting from the loss, theft, or misuse of any Student ID Card
- d. A student who ceases to attend or withdraws from all study must return their Student ID Card to Student Central
- e. Unitec officials can request individuals produce their Student ID Card as proof of identity and status as a current student. This is to confirm:
  - i. Eligibility for services or entitlements
  - ii. Authorisation to access buildings, sites, or other areas under the control of Unitec
  - iii. Authorisation to access or participate in external organisation activities that require proof of Unitec identity
- f. A student who has lost or otherwise misplaced their Student ID Card must arrange for a replacement card at the earliest opportunity. A \$10.00 fee will apply for replacing a lost Student ID Card. Only current enrolled students may receive a replacement Student ID card
- g. Misuse of a Student ID Card may constitute misconduct under the Disciplinary and Performance Management Policy and Procedures

## Definitions

Term	Means
Campus	means all land and premises in possession or occupation of Unitec Institute of Technology, excluding premises leased to other organisations.
Misconduct	comprises a breach of this statute which significantly compromises the wellbeing of members of the Unitec community and/or academic integrity, and/or is likely to bring the Student or Unitec into disrepute
Student	means a person who is currently enrolled in a course or programme offered at Unitec.
Unitec	Unitec Institute of Technology

## Approval Details

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<b>Procedure Sponsor</b> (Has authority to approve minor amendments)	Director, Student Success	<b>Procedure Owner:</b>	Manager, Student Central
<b>Contact Person</b>	Jeffrey Wu	<b>Date of Next Review</b>	January 2023