**PROCEDURE**

**UNIVERSITY STUDENT IDENTITY CARDS**

**Introduction**

The following procedure relates to student identity (ID) cards and provides clear guidelines for staff and students on the conditions of use. The purpose of the ID card is a means of personal identification that can also serve as eligibility to use University services and the Library.

**Conditions of use**

New students are issued with an ID card, which is also a library card, at the beginning of their first academic year, usually at enrolment and the information on the card is extracted from the student record system. The ID card is valid for the entire duration of study and serves a number of functions and is required for identification at the University e.g. when collecting your official letters and/or cheques, when sitting examinations and for access to University facilities such as the Sports facilities. All students are required to carry the card when on University premises.

**ID card Conditions of Use**

1. The student ID card is the property of the University
2. All students are required to produce their student ID card when accessing certain University facilities
3. A student may be asked to present their ID card as proof of identity by security or any other University staff whilst on University premises
4. The student should not allow anyone else to use their student ID card or disciplinary procedures may be imposed.
5. The student ID card will act as the Library card and users of the Library must comply with Library Regulations.
6. ID cards are mandatory for all University examinations and failure to show a valid ID card could result in the student not being able to sit their exam.

All students must be in possession of a valid ID card for the duration of their study, if a student leaves the University the Student must return the card to Student Services. At the beginning of term, there may be a slight delay between enrolment and the student details appearing on the Library computer. A student is advised to wait 24 hours before obtaining their user name and password at the Library.
Religious observance

Female students who wear a veil or headscarf may be expected to remove their veil/headscarf in order to have their photograph taken for an ID card. Such issues will be dealt with in a sensitive manner with a full discussion taking place with the student. In all cases a female member of staff will take the photograph, if a female member of staff is not available at the time of the photograph a suitable appointment will be arranged with the student.

Distance learning students

Student Services will accept passport sized photographs for distance learning students in order to produce their student ID card.

The photograph should be:

- in colour
- taken against a light background so that a students features are clearly distinguishable against the background
- full face without sunglasses and normally without any head covering

All photographs should be forwarded by the student or Faculty Office to the Student Advisors in Student Services. For verification purposes a photocopy of the Students’ passport or driving licence should accompany the photograph. Student Services will accept written confirmation from the Course tutor on student eligibility.

Photographs should be sent either by email to studentadvisers@bolton.ac.uk in jpeg format or as a standard passport style photograph by post to: Student Services, Student Centre, Eagle Mall, Deane Road, Bolton, BL3 5AB. In either case the name of the student and the student number should be written in ink on the back of the photograph. Any unsuitable photographs will not be accepted and will be returned to the Student or the Faculty Office.

Card Replacement

In the event that an ID card is lost or stolen it is the responsibility of the student to notify Student Services and the Library. Lost cards are frequently handed in to Student Services and we will return this to the card holder. In order to cover administration costs a fee of £10.00 is charged to replace lost or damaged cards. Students are asked to pay at Financial Services then bring their receipt of payment to Student Services the ID card will then be produced on the same day. All students should bring with them another form of identification (bank card, driving licence or passport) in order to collect the new ID card

In cases where the ID card has been stolen, the charge is waived providing the student has reported the theft to the Police and has produces a crime reference number from the Police at the time of requesting a new ID card.
Student Identity cards and examinations

All students are required to display their Student ID Card at formal examinations and to copy the information from their ID card onto their examination answer books. Students may not be able to sit the examination if they fail to bring their Student ID Card with them to the examination. If a student does not have an ID card they should obtain a replacement card from Student Services before sitting an examination. Invigilators will not accept a passport or driving licence as alternative forms of ID for the purpose of the examination.

Female students who wear a veil or headscarf may be expected to remove their veil/headscarf before sitting their examination in order to have their identification verified. In these cases, a female member of staff will check the identification of the student in a private room prior to sitting the examination. If a female member of staff is not available at the examination the invigilator should, where they deem it necessary, ask Student Services to arrange a female member of staff to attend in order to confirm the student’s identity.

Uploading a photograph for a Student ID card

As part of the University’s online registration process students are asked to upload a passport style photograph. The uploaded image should meet set criteria and will be subject to approval by University staff. Once approved, the photograph will be used on the University Student ID card. Part-time students will be sent their ID card in the post to their home address and full-time students will collect their card at enrolment. Students will not be able to replace the uploaded image once it has been approved and a re-print with an alternative image will cost £10.00.

Change of Programme of study

If a student transfers onto a new programme of study and the end date for study remains the same a replacement card is not required.

Student Withdrawal & Interruption of study

If a student temporarily interrupts their study the student should retain their ID card. All students are able to use their ID card to access the Library and University facilities whilst suspending their studies.

If a student withdraws from their course on a permanent basis he/she must hand their ID card to Student Services; their Library and computing services account will then be automatically closed.

Further information

If you have any other questions about your University Student ID Card please contact Student Services, e-mail: studentadvisors@bolton.ac.uk or telephone 01204 903733.

Reference to University Policies

Policy on Religion & Belief
Regulation & Procedures for University Examinations