Student Identification Cards Procedure

Section 1 - Purpose and Objectives

(1) This Procedure applies to the issue and management of Student Identification Cards and enacts the Student Identification Cards Policy.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
ID card	Student identification card
Full-time enrolment	Being enrolled in 6 units or more per semester.

Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to all staff and students at The University of Queensland.

Section 4 - Procedure Statement

(3) This Procedure is intended to assure the quality of information used to produce student identification cards as well as clarify the process to be followed when a new ID card is required.

(4) ID cards are mandatory for all students including those studying through distance education.

(5) ID cards will only be produced for students who are enrolled in courses in the semester of card production.

(6) It is the student's responsibility to provide, at their initial enrolment, full and complete information for the production of their ID card.

(7) Internally enrolled students are expected to attend a campus in person to have their ID card produced.

Section 5 - External/Distance Education Students

(8) If a student is enrolled as an external/distance education student (i.e. is not enrolled in any internal courses and is enrolled in at least one course in external mode), they may obtain an ID card remotely, without having to personally attend a campus.

(9) Students seeking to obtain an ID card remotely must complete the External Student ID Card declaration form and mail it to the University, along with an evidence of identification photocopied and certified by a Commissioner for Declarations or a Justice of the Peace, and a passport sized photo certified as a true and correct likeness by a Commissioner for Declarations or a Justice of the Peace.

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Section 6 - Cardholder Responsibility

(10) The student is responsible for:

a. promptly notifying the University of any change in personal details (for example, residential or postal address, name change, etc.) to maintain the currency of identification and contact details;
b. paying for a replacement card if the original card was produced based on incorrect enrolment information provided by the student (for example, incorrect graduation semester resulting in the ID card expiring prior to degree requirements being met);
c. applying for a replacement ID card to reflect their true enrolment status if they change their enrolment from full-time to part-time and vice versa; and
d. returning the ID card to the University should their enrolment be cancelled.

(11) The identification card must be produced on request and remains the property of The University of Queensland.

(12) Any attempt to fraudulently obtain or use an identification card will be dealt with under University policy and/or referred to law enforcement agencies.

Section 7 - Application Process for Obtaining Replacement Cards

(13) Students requiring a replacement ID card because the original card has been lost, stolen or destroyed, can apply for a replacement card by completing and submitting the Request for Replacement ID Card form.

(14) There is a fee for the replacement of the ID card if:

a. the ID card is lost or destroyed;
b. if a new card is required to correct inaccurate enrolment information; or
c. if a new image is requested (see the Request for Replacement ID Card form for details).

(15) Replacement ID cards are issued free of charge only where replacement is necessary as a result of:

a. University error;
b. extension of program duration;
c. change of program;
d. legal change of name (verified—see below); or
e. loss of ID card due to theft (verified with police report number).

(16) Students requesting a replacement ID card due to change of name (for example, because of marriage, divorce or other legal name change) must submit certified documentary evidence of the change of name to the Student Affairs Division. A replacement ID card will be issued free of charge upon verification of the name change.

Section 8 - Building Access

(17) Students who have received appropriate authorisation from their Head of Organisational Unit (usually their School or Institute), can have their ID card encoded to facilitate access to secured areas and buildings.

(18) The Head of Organisational Unit (or nominated officer) must notify UQ Security of the access level required. This

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includes the site and duration of the access for the ID card to be coded appropriately.

(19) All access transactions are monitored in order to maintain security.

(20) Students who have been provided with such access must notify UQ Security immediately if their ID card is lost or stolen.

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