

UNIVERSITY STUDENT IDENTITY CARDS PROCEDURE

Introduction

The following procedure relates to Student Identity (ID) cards and lanyards and

7. ID cards are mandatory when students attend all University examinations and failure to wear and show a valid ID card could result in the student not being able to sit their exam.
8. A student will need to be in possession of their ID card in order to gain access to the Library out of hours, certain rooms on campus, the halls of residence and student carparks.

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 and lanyard to Student Services. Personal Tutors when conducting exit interviews with a student who is leaving the University are encouraged to remind the student to return their ID 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.

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.

All students will be required to remove any caps or hats for the ID card photo along with any sunglasses or items which obscure the face that are not worn due to a religious belief.

Distance learning students

Distance learning students are supplied with information, as part of their online enrolment instructions that explains how to supply an appropriate image for their ID card via the University Photo Upload system. If this is not possible we can accept a standard passport-style photograph sent by email to studentadvisers@bolton.ac.uk in jpeg format, or by post to: Student Services, Student Centre, & K D Q F H M A I R U T V Deane Road, Bolton, BL3 5AB. 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 School Office.

The photograph should be:

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

All photographs should be forwarded by the student or School Office to the Student Advisors in Student Services.

Card and Lanyard Replacement

In the event that an ID card and or Lanyard 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

Further information

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

Reference to University Policies

Policy on Religion & Belief

Examination Procedures 2017/18

Conditions of Enrolment 2017/18

Student Non Academic Conduct and Disciplinary Polind