

Student Identification Procedure



1 Purpose

The purpose of this procedure is to assist Students who require identification for authenticating UniSQ initiated activities.

2 Scope

All students

3 Procedures

During their studies, Students may be required to approach members of the public, or enter upon non-University property, in order to carry out the requirements of their course. In such a case, the following steps must be observed:

1. Written approval must be obtained from the Course Coordinator and the relevant ethics committee.
2. Students must carry with them, and present at initial contact, both the written approval (on University letterhead) of the Course Coordinator, and personal Student photo identification.
3. Where the project involves entry onto private property, the property owner must first be contacted by the Course Coordinator and approval obtained.

4 References

Nil.

5 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

6 Procedure Information

Accountable Officer	Executive Director (Facilities Management)
Responsible Officer	Executive Director (Facilities Management)
Policy Type	University Procedure
Policy Suite	Capital, Minor Works and Maintenance Policy and Procedure
Subordinate Schedules	
Approved Date	7/6/2021
Effective Date	7/6/2021
Review Date	
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary
	Course Coordinator
	Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.
	Student
	A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.
	Definitions that relate to this procedure only

Keywords	Identification
Record No	13/417PL