

# Student Identification Procedure



## 1 Purpose

The purpose of this procedure is to assist students who require identification for authenticating USQ 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 examiner of the course 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 examiner, and personal student photo identification.
3. Where the project involves entry onto private property, the property owner must first be contacted by the course examiner 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

<b>Accountable Officer</b>	Executive Director (Facilities Management)
<b>Responsible Officer</b>	Executive Director (Facilities Management)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Capital, Minor Works and Maintenance Policy and Procedure
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	2/7/2014
<b>Effective Date</b>	2/7/2014
<b>Review Date</b>	
<b>Relevant Legislation</b>	
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>
	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Identification
<b>Record No</b>	13/417PL