Identification Policy for Students

It is important for the security and safety of all our students and staff that the University is able to confirm an individual’s identity. The principal mechanism used to identify students is the University registration card, which holds basic information including a photographic image.

The University requires all students either to provide a passport-type photograph showing their head and face, or to have an image captured at Registration.

The requirement is for an image without headgear or face covering. Religious garments are acceptable as headgear but must not cover the face. Face coverings may only be worn for genuine medical reasons.

If the student chooses to have the image captured at Registration then facilities will be provided for any student who wishes this to be done in private in the presence of same sex staff.

Identification may be requested by an authorised member of University staff in order to confirm the identity of the student and/or their entitlement to services, e.g. on entry to examinations. This is normally by presenting the University registration card which students must carry at all times whilst on the University Campus.

If a student chooses to wear a face covering for religious reasons then they are entitled to request that the identification (by removing the face covering) takes place only in the presence of same sex staff and this will be arranged.

Academic Registrar