



Ākonga ID Card Procedures

Purpose

The purpose of this document is to set out the requirements for the issuing of and holding of Unitec ākonga identity cards.

Scope

The Ākonga ID Card Procedures are relevant to all eligible Unitec ākonga

Procedures

1. Identification Card

Unitec Ākonga Identity Card shall show the following details:

- a. A photo of the ākonga. The photo requirements are:
 - i. No image manipulation or filters
 - ii. Head and shoulders centred with a clear gap around the sides of the head, including hair
 - iii. Plain, light-coloured background
 - iv. No headbands or head covering. Cultural headwear is acceptable if the face is visible
 - v. Head straight to camera, eyes open
 - vi. Eyes must show clearly through glasses with no reflections
 - vii. No sunglasses or glasses with tinted lenses that obscure the eyes
 - viii. File type needs to be JPG, JPEG, BMP or PNG
 - ix. File size needs to be a minimum of 500KB and a maximum of 4MB
 - x. Be in full colour
 - xi. Be less than six months old

- b. The Ākonga Identification Number given at the point of applying to study
- c. The ākonga's preferred name:

Ākonga's preferred name changes must be approved by Student Central. This new preferred name information is sent electronically and updates the ID Card system overnight after the request has been approved. Unitec may charge a fee of \$10.00 for a name change on any Unitec Ākonga ID Card

- d. Programme or Course name
- e. The card issued date
- f. The card expiry date

2. Eligibility and Card Issue

Cards are issued to those who have been validated or approved to hold a card. To receive an Ākonga ID card, individuals must be an active Unitec ākonga, who is either commencing a new programme in the upcoming semester, or enrolled in an existing programme for the current semester

- a. Student Central validates ākonga via the Ākonga Management System or can request proof of identity. All card applicants must provide one of the following acceptable forms of valid photo identification:
 - i. Passport
 - ii. New Zealand Drivers Licence
 - iii. Secondary School ID Card
- b. Only ākonga enrolled in a formal credit-bearing programme are eligible for an Ākonga ID Card. Short course ākonga do not qualify for an Ākonga ID Card, except for ākonga enrolled in a Competency Assessment Programme or Literacy and Learning
- c. Ākonga ID Cards are issued by Student Central on campus. Ākonga who are not able to collect their Ākonga ID Card in person may request to have their card sent to them by post
- d. Only one card will be issued per ākonga
- e. Ākonga ID Cards are available to new ākonga two weeks prior to their programme start date

3. Conditions of Use

- a. Ākonga ID Cards remain the property of Unitec and may not be transferred or altered
- b. Unitec reserves the right to utilise any data and images for official business
- c. Ākonga are obligated to take reasonable steps to ensure that the Ākonga ID Card issued to them is held securely and is not made available for any other person to use. Unitec is not responsible for any loss or expense resulting from the loss, theft, or misuse of any Ākonga ID Card
- d. An ākonga who ceases to attend or withdraws from all study must return their Ākonga ID Card to Student Central
- e. Unitec officials can request individuals produce their Ākonga ID Card as proof of identity and status as a current ākonga. This is to confirm:
 - i. Eligibility for services or entitlements
 - ii. Authorisation to access buildings, sites, or other areas under the control of Unitec
 - iii. Authorisation to access or participate in external organisation activities that require proof of Unitec identity
- f. An ākonga who has lost or otherwise misplaced their Ākonga ID Card must arrange for a replacement card at the earliest opportunity. A \$15.00 fee will apply for replacing a lost Ākonga ID Card. Only current enrolled ākonga may receive a replacement Ākonga ID card
- g. Misuse of an Ākonga ID Card may constitute misconduct under the Disciplinary and Performance Management Policy and Procedures

Definitions

Term	Means
Ākonga	A (current, past, and future) domestic tertiary learner, international tertiary learner, or industry trainee or apprentice
Campus	means all land and premises in possession or occupation of Unitec Institute of Technology, excluding premises leased to other organisations
Misconduct	comprises a breach of this statute which significantly compromises the wellbeing of members of the Unitec community and/or academic integrity, and/or is likely to bring the Student or Unitec into disrepute
Unitec	Unitec Institute of Technology

Approval Details

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Procedure Sponsor (Has authority to approve minor amendments)	Director, Student Success	Procedure Owner:	Manager, Student Central
Contact Person	Jeffrey Wu	Date of Next Review	May 2023