

Collaborative Student ID Card Production Policy

After feedback from partner enhancement reviews it has been agreed to make the UEL Student ID Card available to collaborative students.

In line with UEL current regulations, ID cards cannot be produced for students who have not completed enrolment with UEL.

ID check confirmation: Because students are unlikely to be attending an enrolment session at UEL we are unable to check their passports/other photo ID. For this reason it is understood that upon forwarding photos of students to Student Records relevant ID checks have been conducted and approved by the collaborative partner.

Formal Procedure

To cut down on unnecessary administrative work for both parties there will be two points in the semester where student cards will be generated.

- The first point in the semester will come 3 weeks after the student numbers are generated and sent to the partner. This allows time for partner institutions to provide instructions to the students in how to enrol and hold mass sessions where they can carry this out.
 - Once the classes have been held and the students have enrolled, the partner will send UEL the digital photographs of the students (essential technical specifications below).
- UEL will then generate the student cards, send them to the partner by courier, and give the partner a list of students who have not yet enrolled and therefore cannot have the cards. The partner will ensure that the students who do not have cards enrol online.
- A month later UEL will create and send the cards for the students who have enrolled since the first attempt, this should mop up any remaining students and there should be no students left to enrol. Any un-enrolled students who do not have a card at this stage will have to wait until the next semester unless there are exceptional circumstances.

The UEL file transfer system is available for conveying large folders containing student photos.

Technical Specifications

Photo file composition:

- Jpg format photos of students head/shoulders only.
- One photo file per student
- Photos must be approx 300 pixels in width
- Files must be names in the format 0123456.jpg only (sometimes we are sent files that are named as the student name which card system won't read).

The photos need to be accompanied by a spreadsheet listing all the UEL ID numbers for the student photos being sent.

How to edit a student photo to meet above requirements

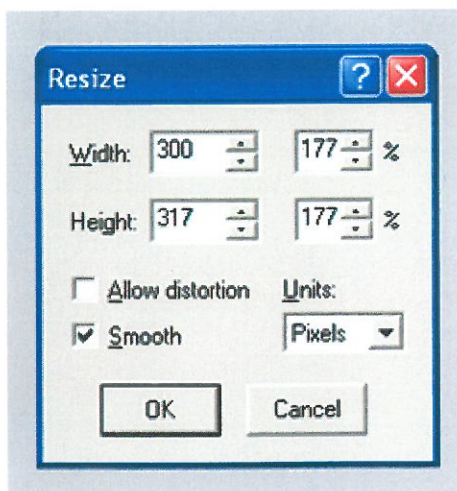
1. Open Microsoft Photo Editor (Start menu > University Menu > Drawing > Microsoft Photo Editor).
2. Open photo file of student.
3. Using the 'Select' tool (pictured below) below draw a square box around the students face / shoulders.

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< Select tool icon

4. On Photo Editors 'Image' drop down menu select 'Crop' .
5. Select OK on the Crop options menu that appears.
6. On Photo Editors 'Image' drop down menu select 'Resize'
7. In the 'Width' field enter 300. The height field should then automatically update itself.
8. From the 'Units' drop down box select 'Pixels' (see below).



9. Save the file somewhere easy to find (e.g. your desktop) – use 'File Menu' then 'Save As'.
10. On the file menu select 'File Type' : 'JPEG File Interchange Format (*.jpg, *.jpeg)'
11. Under file name type the student number **only** e.g. 01234567 – please do not include the students name or the letter "u" as in u0123456.
12. Click Save and then either repeat for each photo or close Photo Editor.