

Leipzig University of Applied Sciences

## Guidelines for use of the HTWK-Card

- RL-HTWK-Card -

Last amended 1 October 2012

### **§ 1**

#### **Legal basis, scope**

- (1) The following provisions are pursuant in particular to
  - a) the Saxon Higher Education Act,
  - b) the Saxon Data Protection Act,
  - c) the Saxon Regulations on Student Data,
  - d) legal provisions referring to the aforementioned regulations.
  
- (2) The HTWK Card provides identification in the form of a multi-functional chip card for members, staff and guests of the HTWK Leipzig as well as for persons / institutions under contract with the HTWK Leipzig.

### **§ 2**

#### **Card functions**

In addition to serving as a form of identification, the HTWK Card can, depending on the user's authorization, include the following user-specific features:

- a) validation (extension of validity using the validation stations),
- b) cashless payment (prepaid e-wallet), in particular for using photocopiers at the student copy center and for services provided by the Studentenwerk (refectories, cafeterias),
- c) access to university premises (access control),
- d) library use,
- e) ticket for use on local public transport for students of the HTWK Leipzig,
- f) ID card and recording of hours worked for employees.

### **§ 3**

#### **Data collection**

(1) With the exception of those users according to § 3 paragraph 4, the following information is clearly printed on the HTWK Card:

- a) logo and complete university name,
- b) photograph,
- c) title, first name, surname,
- d) library user number,
- e) unique card number.

(2) The integrated Mifare chip contains the following in an electronically readable format:

- a) ID card identification number,
- b) application-specific data for cashless payment (in particular for the student copy service and the Studentenwerk Leipzig),
- c) card number and card sequence number for access control and recording of hours worked,
- d) library user number,
- e) status (student, employee, guest),
- f) validity of ID card (from/until).

(3) Students' HTWK Cards also include:

- a) matriculation number (visible and electronic),
- b) validity of student identification (visible and electronic),
- c) proof of entitlement to use local public transport (visible).

(4) The HTWK Card is issued in simplified form (e.g. with no photograph) to external service providers and for temporary or reusable HTWK Cards. These may be used for access control and for making cashless payments.

### **§ 4**

#### **Contact persons / responsible body**

The following are points of contact and responsible bodies for matters concerning the HTWK Card:

- a) the Department of Student Affairs for students as well as for identification cards issued for study and advanced training purposes (non-matriculated external students, junior students, guests students), or the faculties for when cards are first issued,
- b) the Human Resources Department for university staff,
- c) the Department of Technology in the case of external service providers for access purposes,

- d) every HTWK Leipzig institute in the case of HTWK Cards in simplified form (§ 3 paragraph 4 for guests of the institute in question).

## **§ 5**

### **Card issuance and returning the card**

- (1) The first issuance of the HTWK Card is free of charge.
- (2) The HTWK Card is issued by the responsible body once the user has confirmed his or her receipt and acceptance of these guidelines. The HTWK Card remains the property of Leipzig University of Applied Sciences.
- (3) Generally, all users are obliged to hand in their HTWK Card to the body responsible for them when ultimately leaving the university or if their entitlement to use the card expires. If a card is not returned, fees based on the HTWK Leipzig's Fees and Charges Regulations will be charged.  
For organizational and administrative reasons, the responsible body may waive the requirement for cards to be returned if their validity is clearly visible.

## **§ 6**

### **Terms of use**

- (1) The HTWK Card is for personal use only and is not transferable. The card may not be passed on to third parties.
- (2) Users must notify the body responsible for them immediately in the case of loss, malfunction or defect in the use of the HTWK Card.
- (3) In the event of loss or misuse of the HTWK Card, the card's access function for university premises will be disabled immediately.
- (4) In the event of loss or improper treatment, a new HTWK Card may be issued after a written application is submitted to the responsible body. Fees will be charged for this according to the HTWK Leipzig's Fees and Charges Regulations. Defective cards which have been used properly will be replaced free of charge.
- (5) The responsible body must be advised immediately following a change of name or title and the previous HTWK Card must be returned. Changes made to update HTWK Cards will be carried out free of charge.
- (6) Use of the HTWK Card for locking functions, including the issuance and administration of PINs, is regulated by the "Locking System Service Instructions".
- (7) Use of the HTWK Card as a user identification card for the university library is regulated by the "University Library Regulations".

(8) Before a HTWK Card is returned, the e-wallet must be emptied of any money. Any remaining credit on the card may only be reimbursed by the corresponding e-wallet operators, and not by the HTWK Leipzig.

## **§ 7** **Data security**

Data arising from HTWK Card use are treated in accordance with data protection regulations.

## **§ 8** **Final provisions**

(1) Violations of these regulations may lead to consequences on the university, civil servant and employment level, as well as to civil and criminal proceedings.

(2) The Chancellor may use his discretion, on a case-by-case basis, to make decisions contrary to the above regulations.

(3) No later than when the card is collected, all HTWK Card users must be made aware of the content of these regulations and this must be documented.

(4) These guidelines come into effect on the day after they are signed. The guidelines dated 25 August 2009 shall no longer be applicable.

Leipzig, 4 October 2012

Prof. Dr. U. Ziegler  
Chancellor