SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA

Rector´s Directive

No. 2/2012

Issue of identity cards at SUT

Article 1

General Provisions

The Slovak University of Technology in Bratislava (hereinafter referred to as "SUT") issues ID cards in the form of contactless smart cards in accordance with the Methodological Guidance of the Ministry of Education of the Slovak Republic No. 13/2010-R.

SUT issues the following types of ID cards:

- Student ID cards:
    a) / a SUT student ID card (full-time)
    b) a SUT student ID card (part-time)
    c) a SUT student ISIC card
- University ID card
- Employee ID card
- ITIC card
- Canteen ID card
- User ID card

From the academic year 2012/2013 onwards, newly admitted full-time students will be issued with a SUT student ISIC card only.

Card issue and administration is provided by the SUT Computing Centre, the Vazovova-Mýtna Datacentre (hereinafter referred to as "CC").

Article 2

Student ID cards

1. One of the documents issued by the SUT, in accordance with § 67 of art. 1 and 2, Act No. 131/2002 Coll. on higher education as amended, is student ID cards. Under the above-cited provision, the student ID card proves the student´s status, guarantees his rights and benefits prescribed by law, the internal regulations of the university, and

agreements with other legal entities. This document also serves for the verification of data stated in it.

2. During the contractual relationship with International Association Services A/S Dutch Branch (hereinafter referred to as "IAS") and CKM SYTS Association, the SUT issues, in addition to its own "a SUT student ID card", also international ID cards "a SUT student ISIC card".

   A SUT student ISIC card is not issued to part-time students.

3. The Registrar Departments, the Department of Education Activities and Teaching Departments (hereinafter referred to as "registrar departments") orders student ID cards through the Academic Information System (hereinafter referred to as "AIS").The ordering procedure, specification of the photo, and the conditions for the issue SUT student ISIC cards will be provided by the CC and are binding for all departments. The CC will deliver the issued ID cards to customer - registrar departments under the mutual agreement.

   Organizational guidelines for the issue of ID cards are provided by registrar departments. Distribution of ID cards and prolongation stickers for students are provided by registrar departments.

4. Each SUT student is obliged to have a valid ID card. Students must fulfil this obligation by the end of the academic year in which this obligation incurred, otherwise they cannot be enrolled for the following academic year.

5. Unless stated otherwise, international students, students of other universities, and short-term students of the SUT are obliged to have an ID card issued at the SUT.

6. Student ID card is valid if the expiry date of the ID card or prolongation sticker has not passed, and is properly recorded in the chip by attaching the card to the university terminal. The SUT issues new ID cards and their duplicates with properly recorded expiry date on the card or prolongation sticker, but not on the chip.

Recording the expiry date on the chip and activation of external functionalities will be executed by the student without delay at the university terminal after receiving the ID card or the duplicate, as well as after every enrolment for a higher grade.

A student ID card expires:
   a) on the last day of the calendar month recorded on the ID card or prolongation sticker,
   b) on the last day of validity recorded on the chip of the ID card,
   c) in the case of an unrecoverable failure of the chip,
   d) by disabling the ID card in information systems, deactivating or revoking the ID card in AIS,
   e) by issuing a duplicate or a different type of student ID card,
   f) by changing the form of study from full-time to part-time or vice versa,
   g) on the day of interruption or termination of study,
   h) after 6 years from the issue of the ID card.

7. University terminals are located in the buildings of the Faculty of Civil Engineering (SvF), the Faculty of Electrical Engineering and Information Technology (FEI), and the Faculty of Material Sciences and Technology in Trnava (MTF). The terminal databases are updated at least twice a day.

8. Students that have already been issued with a student card during the same form of study at the SUT will not be issued another ID card. AIS activates an ID card valid from the previous study at the SUT, regardless of the kind of faculty. In such case, the student is obliged to pay a prolongation fee in accordance with the registrar department´s instructions. If a student cannot or does not want to use the ID card from the previous term, or if 6 years from the issue date have passed, they must ask for the issue of a duplicate.

9. Students are issued with new student ID cards after enrolment, on the first day of the academic year at the earliest, within 5 working days from placement the order into AIS at the latest. The CC also provides a copy of the order as well as the list of names.

10. In exceptional and justified cases, the CC provides the priority issue of ordered ID cards on the earliest date possible on the basis of an agreement with the registrar department.

    The request for priority issue must be sent to preukaz.studenta@stuba.sk.

11. Individual fees for the issue and prolongation of student ID cards are determined by the directive for study and study-related payments.

    Students admitted concurrently to more types of study at the SUT will be issued with only one ID card. Students pay fee for only one ID card.

12. A student is obliged to report every incident (loss, theft, damage or other invalidation) at the registrar department without delay.

    The registrar department will revoke the ID card in AIS and instruct the student about the issue procedure of a duplicate under the Procedure for dealing with incidents, provided by the CC.

Article 3
Employee ID card and ITIC card

1. The employee ID card is issued to all employees of the SUT when entering employment no later than 5 working days from placement the order into AIS. The first issue of an ID card for an employee is free of charge.

2. Employees with multiple employment relationships at the SUT will be issued with only one ID card. Termination of employment obliges the employee to return the ID card to the Personnel Department.

3. Personnel departments order employee ID cards through AIS. The ordering procedure as well as the specification of the photo is provided by the CC. The CC also provides the copy of the order as well as the list of names. The issued ID cards will be delivered

to the customer - personnel department on the basis of mutual agreement. The distribution of ID cards to employees is provided by personnel departments.

4. The employee ID card can be used in the external environment within agreements with external entities under the conditions set by the providers of external services. To use the ID card as a travel pass of the Bratislava Transportation Company, Inc. (hereinafter referred to as "BTC"), its personification at the BTC office is necessary.

5. The employee ID card is valid for the period of 6 years from the issue date. In the external environment the ID card can be used only until the expiry date recorded on the chip. The validity date recorded on the chip cannot be prolonged. The validity date of the ID card recorded on the chip is not limited when used in the internal information and technical systems of the SUT.

6. During the contractual relationship with the IAS and the CKM SYTS Association, the SUT issues ITIC cards, which are a combination of employee ID card and the "International Teacher´s Identity Card". The issue and prolongation of ITIC cards is charged, the conditions and issue procedure will be provided by the CC.

   The issue of ITIC cards is optional, an ID card is issued on the request of an employee, who is:
   a) a full-time teacher in the corresponding academic year (minimum amount of working hours is 18 hours a week),
   b) a part-time teacher in the corresponding academic year, if not simultaneously engaged in other teaching activities (minimum amount of working hours is 10 hours a week).

Article 4
Canteen ID cards and the use of ID cards in the dining system

1. All types of ID cards issued by the SUT can be used in the dining system.

2. Canteen ID cards are issued for those interested in using the dining services of the SUT and are not entitled to hold a different type of ID card issued by the SUT. A Canteen ID card is intended only for internal use within the SUT. The conditions and issue procedure of canteen ID cards will be provided by the CC.

3. The financial credit of the dining system is not recorded on the chip of the ID card but in the dining system database. Inserting and paying the credit is provided by the dining facility cash desk.

Article 5
University ID cards

University ID cards are issued for those engaged in lifelong learning and other education courses at the SUT, if the statute of the course so requires. University ID cards are intended only for internal use within the SUT. The conditions and issue procedure of university ID cards will be provided by the CC.

Article 6
User ID cards

User ID cards are issued to those not entitled to hold other types of ID cards issued at the SUT, in order to enable them to use the access and other systems as well as for other special purposes. User ID cards are intended only for internal use within the SUT. The conditions and issue procedure of user ID cards will be provided by the CC.

Article 7
Common and Final Provisions

1. The owner of ID cards issued by the SUT is the SUT. Only ID cards issued by the SUT are accepted in the internal information and technical systems of the SUT.

2. The cardholder is obliged to protect their ID cards from damage or misuse. The cardholder is responsible for damage caused by the improper use or misuse of their ID card.

3. The duplicate of the ID card has a different serial number of chip than the original ID card. In systems interconnected with AIS (e.g. the dining system) the duplicate can be used after regular database actualization, usually on the next working day. In other closed systems it is necessary to report every change of ID card number to the system administrator.

4. The conditions and complaints procedure of ID cards will be provided by the CC.

5. One person can hold only one valid ID card issued at the SUT. AIS enables the registration of only one valid (active) ID card. If the obligation to hold more ID cards results from several provisions, the primary type of ID card is selected and other types disregarded. During the validity of the primary ID card, other types are not issued, or are invalid (or deactivated) if existing. All necessary user registration settings in external systems are adjusted individually.

   Order of the primary ID card selection is as follows (from highest to lowest priority):
   1) a SUT student ID card (full-time) or a SUT student ISIC card,
   2) a SUT student ID card (part-time),
   3) ITIC card,
   4) University ID card,
   5) Employee ID card,
   6) Canteen ID card,
   7) User ID card.

6. The CC will publish documents and other information about ID cards on the web site http://www.stuba.sk/preukaz.

7. A graphical image of ID cards is provided in Annex 1.

8. Rector´s Directive No. 7/2004 of 25 August 2004 is hereby repealed.

In Bratislava, on 18 April 2012

illegible signature

Prof. Ing. Robert Redhammer, PhD.

Rector

Annex 1 – Graphical image of ID cards

Picture 1 – a SUT student ID card (full-time)

Picture 2 – a SUT student ID card (part-time)

Picture 3 – University ID card

Picture 4 – Employee ID card

Picture 5 – Canteen ID card

Picture 6 – User ID card

Picture 7 – a SUT student ISIC card

Picture 8 – ITIC card