



Brief information about the Campus-Card

1. Basis of the Campus-Card

The UBT Campus Card replaces library cards, copy cards (if requested by the cost center manager), the General University Sports card, and the dining hall card.

2. Functions

- a) Library card (with photo)
- b) „Cost center card" (if desired by the cost center manager; "standard" when copying, if activated)
- c) "private" cash card ("standard", if no cost center functionality activated)
 - Payment of fees in borrowing transactions with the University Library
 - Payment for University marketing items
 - Payment for private copies etc.
- d) Student Union wallet (= dining hall card) for:
 - Cafeteria and canteen
 - Drinks and snack vending machines on campus.

3. Validate

Validation is required after payment of General University Sports and after transfer to another organizational unit. Temporary employees must revalidate their UBT Campus Card if there are any changes in the length of your employment contract. Permanent employees receive the imprint " gültig von <valida-

tion date>". Temporary employees receive the imprint "gültig bis <contract end date>". If the cost center functionality is active, the organizational unit is printed. Validation can be performed at any of the validation stations provided. The variable data is updated to the current status. During validation, the information strip (TRW strip) on the front of the card is erased and written with the current data. Data on the chip is also updated. During the validation process, make sure that the card is inserted into the slot of the validation printer as shown on the display. It should also be noted that the card is not forcibly removed from the machine before the process is completed. Validation stations are located

- a) in the building of the central administration in the entrance area
- b) In the anteroom of the university library on the right.

4. Upgrading the electronic wallet

- a) Charging stations for the University's Exchange are located at the following locations:
 - Building NW I near the dean's office
 - Building NW II in the entrance area to the IT service center
 - University library in the entrance on the right
 - Building RW in the sublibrary
 - Building ZUV.
- b) The Student Union Exchange (= canteencard) may be charged:
 - in the foyer of the canteen
 - at the cafeteria in FAN B
 - at the espresso bar in the RW building.

5. Safekeeping of the campus card

The chip card must be handled with care so that neither the externally visible information nor the technical functions of the microchip are impaired. The following is to be avoided:

- Bending of the UBT-Campus-Card (danger of contact and antenna breakage)
- A slight permanent curvature (problems with printing the data on the TRW strip during validation)
- Chemical influences (e.g. washing or contact with other liquids)
- High temperatures (e.g. in vehicles)
- Heavy soiling

In general, it is recommended to keep the card in a solid protective cover. If necessary, you can obtain a protective sleeve from the Student Office. If the chip card becomes unusable due to improper handling, the cost of a replacement card must be borne by the staff member. The current prices for this (currently 20,- €) can be found on the notice board at the Student Office.

6. Loss, blocking and return

If a UBT Campus Card is lost due to carelessness or theft, the blocking of this chip card must be requested immediately.

You can request the blocking by e-mail at chipkarte@uvw.uni-bayreuth.

The card will be temporarily blocked for a certain period of time so that it cannot be used on any of the devices at the University of Bayreuth. This means that from the time the card is blocked (usually 1 working day after receipt of the notification), the electronic purse can also no longer be accessed. In the event of loss or negligent damage to the card, the IT Service Center will reissue the card for employees. For this purpose, a photograph, if necessary sent electronically by e-mail, is required.

7. Data privacy

The Campus Card and its contents, as well as the data generated during card use, are subject to the provisions of the Bavarian Data Protection Act. In particular, no personal usage profiles may be

created. This is also not possible because no personal data is stored with the functions of the card, only the number of the card. The data will be deleted within the specified periods. If you have any questions regarding data protection, please contact the data protection officer at the University of Bayreuth.

8. help with chip card problems

If you have any problems with the content or use of your UBT Campus Card, the following persons are available to answer your questions:

- K. Sehr, Abteilung II,
Tel. 0921/55-5326
- P. Schenkendorf, IT-Servicezentrum,
Tel. 0921/55-3235

Please prefer to contact the mail address:

chipkarte@uni-bayreuth.de

9. Possibilities of abuse

The risk of misuse of the UBT Campus Card is extremely low. On the one hand, there is a picture of the owner on the card and on the other hand, the card cannot be duplicated due to its security technology (AES encryption). Even in the event of loss or theft, the card can only be misused until an application to block the card has been submitted and executed. It is therefore extremely important that the cards are handled with care and that they are reported immediately by e-mail in the event of loss or theft. If these measures are observed, the risk of misuse is relatively low.

Your Campus Card Team
ZUV/Abt. II und IT-Servicezentrum