

B1-09/1-PR



PALACKÝ UNIVERSITY IN OLOMOUC
INSTRUCTION OF THE RECTOR OF UP

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Identity Cards for Students and Employees of Palacký University in Olomouc

Contents: Palacký University in Olomouc operates a Uniform Identification System in the form of identification cards in order to facilitate the record keeping related to the services provided to UP students and employees (e.g. catering, accommodation, or library services).

Drafted by: Manager of the Operation Department at the Computer Centre of UP

Date regulation came into force: 4 February 2009

Date regulation to come into effect: 6 February 2009

In accordance with the existing distribution list, the following persons shall be notified of the effect of the new regulation:

Rector, Vice-Rectors, Bursar, the Rector's Office,
Deans and Secretaries of Faculties,
Manager of the Accommodation and Dining Facilities, Managers
of the Computer Centre,
Library, University Press, Project Service, Science and
Technological Park, Academic Sports Centre and of the
Economic and Technical-administrative, Operational, and
Research Departments of the Rector's Office, Archives of UP,
Legal Department of UP,
Internal Audit and Inspection Department of UP, Organization
and Management Department of UP.

Identity Cards for Students and Employees of Palacký University in Olomouc

Article 1 Introductory Provisions

Palacký University in Olomouc (hereinafter referred to as "UP") operates a Uniform Identification System in the form of identification cards in order to facilitate the record keeping related to the services provided to UP students and employees (e.g. catering, accommodation, or library services).

The Computer Center of UP (hereinafter the "Computer Center") in cooperation with other constituent parts of UP is responsible for the technical aspects of the said system. Within the system, personalized identification cards are issued to the students and employees of UP under conditions defined in a contract between UP and the card user. Users shall receive such a contract together with their identification card. The current version of the contract can be found at cvt.upol.cz/IK/

Pursuant to Section 57 (1) (a) and (2) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), of 22 April 1998 (hereinafter the "Act"), I adopt the following instruction:

1. All students newly admitted to full-time study shall, upon being entered in the Student Register, receive their International Student Identification Card issued by UP (hereinafter "UP ISIC"), which is also their identification card. Other students newly admitted to study (part-time or distance students and lifelong education students) shall receive a standard student identification card issued by UP (hereinafter "UP IC"), which shall also be their student identity card.
2. Student identity cards are not transferable.
3. Each student is responsible for the loss of his or her student identity card and for any damage arising from its misuse.
4. The range of services which can be accessed only by the use of a student identity card shall be published on the official notice boards of UP and its faculties and on the website of UP.
5. Each individual shall have his or her student identity card issued in accordance with Articles 2 and 3 hereof.
6. All UP students shall have the validity of their student identity card prolonged in accordance with Article 4 hereof.
7. Upon accepting their student identity card, students shall also sign the Contract to Borrow an Identification Card.

Article 2 Newly Admitted Students

1. Together with the Admission Decision, an Application Form for Users of an Identification Card, including a payment order for the security deposit, shall be sent by the Students Office to the students admitted within the regular time limit, together with the following instructions:
 - a. having a student identity card is a statutory obligation,
 - b. if the student fails to enroll in studies, the security deposit is forfeited,
 - c. if the student was admitted to study at more than one faculty, only one Application Form for Users of an Identification Card is sent and one security deposit is paid.
Further information shall be provided to students in accordance with the conventions of individual faculties.
2. An applicant admitted to study shall file a completed ID User's Application Form with the Students Office by the date defined in the Students Office instructions together with a proof of payment (a payment order does not constitute a proof of payment).
3. The date defined by the Students Office for sending the documents under Paragraph 2 shall enable the Students Office to provide the Computer Center with such documents not later than 20 July. Received and completed application forms together with the proofs of payment shall be continuously handed over to the Computer Center both before and after such a date so that they can be processed by the Computer Center.
4. The faculties shall inform the Computer Center of the enrollment date for first-year students. The faculties shall inform the Computer Center of the termination of enrollment (entry of an enrollment code and transfer of the applicants into the Study Information System) so that the preparation of student identity cards could begin. Student identity cards shall be distributed to the newly enrolled students at the Computer Center, not earlier than 10 days after the faculty has announced the end of enrollment.
5. If students do not enroll in the first year of study, the security deposit shall be forfeited.
6. After admission decisions have been reviewed (or after alternative dates of entrance examination and other similar causes), the procedure shall be the same as in the case of students admitted with-

in the regular time limit and the faculties shall inform the Computer Center thereof so that student identity cards can be prepared.

7. Not later than 20 April faculties shall inform the Computer Center of:
 - a. the expected number of admitted students so that the cards can be ordered,
 - b. the number of graduates so that validation stamps can be ordered.

Article 3

Exchange of Student Identity Cards

If a student having a UP ISIC changes from full-time to part-time or combined study, he or she shall request that the UP ISIC be exchanged for a UP IC not later than 14 days after such a change has been officially approved. The administrative fee for a UP IC in the relevant academic year shall be paid by the student for the exchange; see Appendix No. 1 hereto.

Article 4

Validation Stamps

1. Students are obliged to check that their student identity cards are valid.
2. Before enrolling in another year of study, students shall buy validation stamps as defined by individual faculties. Details regarding the purchase of validation stamps shall be defined by means of the Dean's instruction.
3. The Operation Department of the Computer Centre shall be informed of such Deans' instructions.
4. Students who have not bought the validation stamp shall not be enrolled in another year of study and shall have all UP services which can be accessed only by the use of a student identity card blocked.
5. Faculties keep electronic records of the validation stamps sold by linking it with the data on the chip card of the student purchasing the stamp (after their introduction in the 2008/2009 academic year).
6. Students who fail to appear for enrollment (either regular or provisional) in another year of study shall have the validity of their student identity card terminated.
7. Students who interrupt their studies shall have the validity of their student identity cards terminated. In accordance with the provisions of individual faculties, students shall return their student identity cards to the Students Office or to the Computer Center.
8. The Students Office shall inform the Computer Center in the standard way through the Study Information System of all information related to students (loss of the card, termination, or inter-

ruption of studies), which may influence the validity of the student identity card.

Article 5

Identity Cards for Foreign Students on Short-term Stays

Foreign students on short-term stays, courses, etc. shall be provided with a UP identification card for the period of their stay by the Computer Center.

Should the stay not exceed 3 months, a standard blue identity card without a name or a photo shall be issued. Should the stay exceed 3 months, a standard or ISIC identification card shall be issued in accordance with the rules of the stay at UP. Details for such identification cards are obtained from a special study information system under the Rector's Directive on the Electronic Records related to Foreign Visitors at UP. The security deposit and its refund shall be the same as for domestic students. The appropriate Students Office of the faculty or UP Department of International Affairs shall take necessary steps for the provision of the UP IC to such students.

Article 6

Refund of the Security Deposit

1. Students who have terminated their studies and have returned their student identity card shall have the security deposit less the amount of the first validation refunded.
2. In accordance with the Contract to Borrow an Identification Cards, students may return their student identity card within 14 days of the termination of studies to the Computer Center, where they will receive a certificate for the refund of the respective amount at the main cash office of UP.
3. For stays not exceeding 3 months, the whole amount of the security deposit shall be refunded, see Article 5.
4. If students do not return their student identity card after they have terminated their studies, the security deposit shall be forfeited.

Article 7

Final Provisions

1. This instruction repeals the UP Rector's Instruction No. B2-4/99 on Identification Cards, and the Rector's and Deans' instruction No. B2-1/2000 on UP Student Identity Cards and an amendment thereto issued under No. B2-2/2001.
2. If the student identity card expires through its holder's fault or if it is misused, such situations shall be dealt with by disciplinary proceedings.

3. Students Offices of individual faculties shall take any steps necessary for all students to acquaint themselves with this instruction.
4. The present instruction enters into force once it has been signed by the Rector of UP, and comes into effect upon its publication on the official website of UP, i.e. the day following the date of its force.
5. The fees related to the use of IP ICs shall be defined in an appendix hereto.

In Olomouc on 4 February 2009

Prof. RNDr. Lubomír Dvořák, CSc., in his own hand,
Rector

Appendix No. 1: Fees Related to Student Identity Cards

Appendix No. 1

Fees Related to Student Identity Cards

The fee for having a new identity card made because of its loss, theft, or destruction is CZK 200.

The fee for having a new identity card made because of a change in the name, type of study, academic titles, or photograph is CZK 145.

The security deposit for a new card is CZK 200.

Validation stamps CZK 200 for ISIC cards, CZK 50 for standard cards.

