



UNIVERSITY OF DEBRECEN
UNIPASS CARD REGULATION

24 January 2019
The general rules governing the use of the UniPass cards

PREAMBLE

In order to enable citizens of the University of Debrecen to give proof of their affiliation, to provide access to university services and discounts, as well as to perform personal identification tasks related to the operation of the University, the leadership of the University has decided to introduce a unified university card. Further, in case of persons who are neither students nor employees at the University of Debrecen, but it is indispensable for their activities to hold the card issued by the University of Debrecen, it has also become necessary to establish the fundamental rules applicable to the use of such cards.

The Senate of the University of Debrecen hereby regulates the fundamental rights and obligations related to the issuance and use of the cards, as well as the arrangements for the efficient performance of the work processes ensuring the above, as follows:

1. The scope of the Regulation

1.1. Substantive scope: The present regulation applies to the UniPass card issued by the University of Debrecen, as well as cards of other status, the IT databases serving the above cards, as well as the organisations and persons engaged in the card management activities.

1.2. Personal scope: The personal scope of the present regulation encompasses all students (regardless of the level of programme they are enrolled in) and employees (meaning those having state employee status) of the University of Debrecen, employees of the university-owned companies, as well as the members of the alumni community, and further, to a limited extent, also such persons of non-student and non-employee status who are visitors to, or in the framework of some other legal relationship, service providers for or contractual partners of the University of Debrecen.

1.3. Temporal scope: The present regulation shall enter into effect on the date following its approval by the Senate, and shall remain in effect for an indefinite term or until revocation.

2. Definitions of terms

2.1. University citizen: Pursuant to the Rules of Organisation and Operation of the University of Debrecen, students enrolled with active or passive status, as well as persons with active employee status at the university.

2.2. Cardholder: The person to whom the UniPass card was issued shall have one of the statuses specified in Section 2.3 or 2.4 above, and is entitled to use the services and entitlements related thereto. A cardholder may be a person belonging to one of the following categories:

2.2.1. University citizens;

2.2.2. Persons of non-student and non-employee status who are

- a) former students of the University of Debrecen;
- b) former employees of the University of Debrecen;
- c) visitors to the University of Debrecen;

- d) service providers for or contractual partners of the University of Debrecen in the framework of some other legal relationship;
- e) employees of companies in which the University of Debrecen is a majority owner.

2.3. UniPass card:

A plastic card issued by the University of Debrecen to university citizens, with a contactless chip and photograph, suitable for visual and electronic identification, which can be used as proof of the status of its holder as a university citizen, and is the device whereby the related services and entitlements may be used.

2.4. Basic functions of the card:

Persons within the personal scope specified in Sections 2.1 and 2.2 above may and shall use the university card issued for them to provide proof of their entitlement to the university services and discounts, as well as their right of restricted access. In case of failure or refusal to give proof of the entitlement by way of a UniPass card, the person may be denied the given university service or discount.

2.5. Period of validity:

The UniPass card is valid for a fixed period of 5 years from its date of issuance; within this period, the services related to the card are subject to the cardholder's status as a university citizen. After its expiry, in case of persons with an active status of university citizens, the UniPass card shall be replaced free of charge.

Upon the end of the cardholder's status of university citizen, it is not necessary to physically return the card to the University of Debrecen, either upon the end of employment in case of employees or the completion of studies in case of students. The entitlements electronically linked to the card shall be disabled in the card management system.

3. The UniPass card as a service device

3.1. All students and employees are entitled to a university card. The card is issued free of charge on the first occasion, but its replacement/the issuance of a new card in case of loss is subject to a fee.

3.2. All rights and obligations related to the student or employee status may be exercised or enforced in possession of the UniPass card, or where necessary, upon presentation of the card. If the UniPass card is not physically in possession of the student/employee at the moment when the right or obligation is exercised or enforced, the university citizen may be denied of the same.

3.3. In case of the loss of, damage to, or destruction of the card, or when a new card is requested due to the change of the name of the cardholder, a fee shall be paid in the amount of HUF 2,500.

3.4. The front side of the UniPass card includes the following elements:

- Graphic elements:
 - selectable card background;
 - the coat of arms of the University of Debrecen;
 - UniPass logo;
 - photograph of the cardholder;
- Data:

- The UniPass designation;
- the name of the University of Debrecen in Hungarian and English languages;
- the cardholder's name;
- card number;
- expiry date of the UniPass card.

The back side of the UniPass card includes the following elements:

- Graphic elements:
 - logos of university-affiliated services;
 - barcode;
 - CVV number;
 - QR code;
- Data:
 - the telephone number, e-mail address, web address of the customer service;
 - the cardholder's name;
 - the postal address of the UniPass Card Management Centre in case of lost cards.

3.5. Requesting and disabling the UniPass card

3.5.1. Students: Cards may be requested continuously throughout the year. Students of the university may first order their UniPass cards in the period following the receipt of their letter of admission. According to the information letter sent to first-year students together with the decision on their admission to the university, they are required to apply for the UniPass card within 1 week, but not later than 15 days before registration, following the steps described in the information letter, using the electronic interface specified there, including the uploading of a passport-style photograph. First-year students shall receive their UniPass cards, provided that the applications were submitted in time and were approved, at the time of registration. Students may thereafter pick up unclaimed cards during normal office hours at the local office of the Student Administration Centre (HAK) of the Centre for Student Relations and Services (HKSzK), based on the campus according to the student's programme of enrollment.

Persons already with a student status at the time of the present Regulation entering into effect and not yet having a UniPass card may request at any time during the year through the <https://unipass.hu/> website.

3.5.2. Employees: For persons newly starting employment at the University with the status of state employee, the Entering and Leaving Employees Office of the IT Service Centre shall provide assistance with applying for the UniPass card. The application for the card shall take place on an online interface. A passport-style photograph of the employee shall be made for the card. The employee is required to become familiar with the Privacy Policy in connection with the use of such photo.

Persons already having the status of state employee at the time when the present Regulation enters into effect, if they do not already have a UniPass card, they can request one at any time during the year, through the <https://unipass.hu/> website, by way of uploading a passport-style photograph and accepting the Privacy Policy. Employees of the university may pick up their new cards in the organisational unit selected in the course of the application process (at the Dean's Offices of the faculties, or at the secretariats of the Central organisational units), following the procedure described in the confirmation sent after the card is ready.

3.5.3. All UniPass cardholders must have a university network identifier, with the help of which they can access the web-based user interface of the Card Management System. The existence of

a valid network identifier (eduID) is a condition of the issuance of the UniPass card. Applicants for a card must provide their network identifier or indicate the absence of an identifier at the time of application. Administrative tasks related to existing network identifiers (e.g. forgotten password, change of name or e-mail address) shall be performed by the customer service of the IT Service Centre (hereinafter: ISZK).

3.5.4. After the application, when the card is ready, it is sent by the UniPass Card Management Centre to the student/employee in the manner described on the <https://unipass.hu/> website, information on which process is also available to the cardholders upon entering their Profiles.

3.5.5. By applying for the card, the student and the employee accepts the conditions of data controlling and use related to the UniPass card.

3.5.6. After receiving the UniPass card, the cardholder must activate it with the use of the CVV code on the back side of the card. Due to the multifunctional nature of the card, its safe operation is guaranteed by the personal activation.

3.5.7. In case of the loss of the card, it may be locked (suspended) temporarily or disabled permanently, in the following way:

- If the cardholder cannot find his or her card, it can be locked temporarily for the sake of safety. Upon locking the card, it cannot be used:
 - with entry access systems (buildings, dormitories);
 - as a library card;
 - as a payment device;
 - at the motor vehicle entry access systems (gates), in case the recognition of license plate numbers is temporarily not working;
 - with entry access systems at the lecture rooms of the Faculty of General Medicine.

Temporarily locked cards may be reactivated or disabled permanently. If the cardholder makes no arrangements concerning the card within 30 days after locking it, the card management system will automatically disable the card.

- Lost or stolen cards may be disabled permanently. Cards disabled permanently cannot be reactivated by the cardholder.

3.6. The use of the UniPass card and its conditions

3.6.1. Identification function:

The holders of the UniPass cards may identify themselves in the university environment by presenting the card.

3.6.2. Entry access function:

- **Entry by motor vehicles:** Persons purchasing parking passes may enter the area of the campuses with the motor vehicles having the license plate numbers they previously submitted. The right of entering with a motor vehicle on the basis of a parking pass shall be automatically activated on the university card issued by the University of Debrecen, which may also be useful in situations when the license plate recognition system is not working; provided that the applicant already has a valid entry card at the time of

application for the university card.

- **Entry to buildings:** Employees and PhD students who wish to enter their places of work, in the interest of performing their work, outside the normal opening hours of the buildings may request an authorisation to enter. Such authorisation may be requested in writing, by the dean of the given faculty, head of the independent institute or other organisational unit, from the Director of Services and Technical Affairs.

Entry to dormitories: Entry to certain dormitories of the University of Debrecen by students and teachers wishing to use the rooms within the area of the dormitory for educational purposes is only possible via an entry access system with the use of the university card. The list of the dormitories concerned can be found on the <https://unipass.hu> website.

- **Entry to events:** The UniPass card is also suitable for the electronic checking of the right of entrance to university events. The registration necessary for participation is possible by filling in a form on the <https://unipass.hu> website.
- **Entry to external facilities:** University citizens may also use their UniPass cards for personal identification purposes and for receiving access to external facilities.
- **Entry to the University Botanical Garden:** University citizens having a UniPass card may enter the University Botanical Garden free of charge.

3.6.3. Library function:

- **Library card:** Registration in the University and National Library of the University of Debrecen (DEENK) is free of charge for all university citizens. The services of the University Library may only be used by persons in possession of a university card.
- **Self-service copy machines:** The multifunctional machines located in the libraries of DEENK may be used by the patrons themselves for making photocopies of materials. SafeQ is a multifaceted service, which allows printing, copying and scanning in black-and-white or in colour. The use of the SafeQ service requires a UniPass card, the balance of which may be recharged (topped up) with cash at the circulation desk in the library. The fee for the services used is then deducted from the balance available on the card. Patrons may use any of the multifunctional machines situated in the libraries during opening hours.

3.6.4. Payment function:

The UniPass card may be used as a payment device (as a rechargeable voucher card).

Methods of recharging the balance of the UniPass card:

- On the <https://unipass.hu> website, after logging into the Profile with the use of the network identifier and password, by clicking on the “Balance recharge” button, with the use of a bank card;
- via the UniPass App, through payment with a bank card (the mobile app works on smartphones running Android or iOS operating systems);
- at the designated recharging points, with cash or with a bank card.

The use of the mobile application, up-to-date information is available on charges and the changes in the card balance.

The Terms and Conditions of the UniCard Card Payment System is available on the <https://unipass.hu> website.

3.6.5. Bicycle rental function:

The UniBike bicycle rental system operating at the University of Debrecen is available to all holders of UniPass cards, with the use of the card.

3.6.6. Discounts:

On the basis of cooperation agreements with the University of Debrecen, certain external companies provide holders of university cards with various discounts for products and services.

3.6.7. Other conditions of use:

The UniPass card may only be used by the person to whom it was issued. Accordingly, if anyone uses another person's UniPass card, or transfers the card issued to him or her to another person either temporarily or permanently, the cardholder's right to use and possess the card shall be terminated with immediate effect, and he or she shall be liable for any damage caused with such conduct either negligently or wilfully.

3.6.8. Data protection:

The legal basis for the data controlling is the rightful interest of the University of Debrecen. Holders of UniPass cards acknowledge that their basic personal data are stored in an LDAP-based user database operated by the IT Service Centre, and that such data may be used for the reconciliation of data across internal personnel records of the university. In case a person applying for a UniPass card refuses to accept the applicable provisions of the Privacy Policy, the interface will not allow such person to proceed with the application process. The university may only use the personal data listed below for the purposes specified in the present Regulation, and may not disclose such data to third parties, except when prescribed by law (see the applicable provisions of law in Section 2 of the Privacy Policy concerning the controlling of data by the UniPass Card Management Centre of the University of Debrecen).

The data recorded by the Card Management System shall be the following: the status of the cardholder (employee/student), name, date of birth, network identifier, Neptun code, e-mail address, organisational unit/faculty, passport-type photo, card number, card expiry date, barcode, RFID. With respect to the data stored and used, the Card Management System and the data controllers shall fully comply with all relevant provisions of data protection laws, as well as the rules prescribed in the privacy policy of the University of Debrecen.

3.6.9. The Chancellor shall be entitled to decide on the conditions of the use of the card outside of the University of Debrecen.

4. Card management

4.1. The Card Management System shall provide for the administrative functions related to the UniPass cards, as well as cards of other statuses. The Chancellor shall be responsible for the operation of the above. The conditions of the operation shall be ensured by the UniPass Card Management Centre.

4.2. The institutional-level decisions related to the Card Management System shall be made by the chancellor. The tasks of the UniPass Card Management Centre shall include the provision of tasks related to the application of UniPass cards (production of the cards within or outside the organisation), the replacement of the cards in case of loss or destruction, maintaining contacts with the service providers affiliated with the UniPass Cards, maintaining the <https://unipass.hu> website, providing for the customer service tasks related to the UniPass cards, complying with and enforcing the rules prescribed in the Privacy Policy, as well as cooperation with respect to the software development activities necessary for the continuously expanding range of functions related to the cards.

4.3. The chancellor shall be entitled to issue and amend the detailed rules related to the operation of the Card Management System.

5. Closing provisions

The present Regulation was approved by the Senate of the University of Debrecen at its meeting held on 14 January 2019, by way of Resolution no. 25/2019 (I. 24.). The Regulation shall enter into effect on the day following its approval.

Debrecen, 24 January 2019

Prof. Dr. Zoltán Bács
chancellor