



**HOCHSCHULE OSNABRÜCK**  
UNIVERSITY OF APPLIED SCIENCES

**AMENDED VERSION OF THE REGULATIONS FOR  
USE OF A MULTIFUNCTIONAL SMART CARD (CAMPUSCARD)**

*adopted by the Academic Senate of Osnabrück University of Applied Sciences on September 18, 2024,  
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**Section 1**

**Definitions**

(1) <sup>1</sup>In the winter semester of 2012/13, Osnabrück University of Applied Sciences, in consultation with Osnabrück Student Services and Osnabrück University, introduced a university ID card (Campuscard). <sup>2</sup>It is a smart card in ISO 7816 ID-6 format that contains a contactless microprocessor based on the Mifare DESfire 8Kb standard. <sup>3</sup>This smart card is a mobile storage medium in the sense of section 6a of the Lower Saxony Data Protection Act [*Niedersächsisches Datenschutzgesetz – NDSG*].

(2) The Campuscard has several functions:

- a) student ID card (section 2),
- b) public transportation ticket (section 3), if applicable,
- c) employee ID (section 4),
- d) library card (section 5),
- e) payment function for Osnabrück Student Services (section 6),
- f) payment function for print and copy orders (section 7),
- g) payment function for the library (section 8),
- h) access function (for students only),
- i) locking function.

(3) <sup>1</sup>The following information is stored in the contactless microprocessor:

- a) card serial number,
- b) cardholder ID,
- c) period of validity,
- d) library number (number and barcode),
- e) cardholder status (student/employee/visitor),
- f) wallet,
- g) for employees only: cost center(s),
- h) institution.

<sup>2</sup>The configuration of the data on the card ensures that only the data that is needed at any given time can be accessed. <sup>3</sup>Which data is used for which purpose is specified in section 5 paragraph 2, section 6 paragraph 2, section 7 paragraph 2, and section 8 paragraph 2.

(4) <sup>1</sup>Each Campuscard has its own unique serial number. <sup>2</sup>This is added to the personal data as part of the data processing (LDAP). <sup>3</sup>The card serial number is used to track lost or defective cards and to assign access rights to students.

(5) <sup>1</sup>Each Campuscard contains a non-personal cardholder ID. <sup>2</sup>This consists of an organizational code and a sequential number. <sup>3</sup>The cardholder ID is not the same as the student ID number or employee number. <sup>4</sup>It is used to update the semester stamp.

## Section 2

### Student ID Card

(1) <sup>1</sup>The Campuscard serves as a student ID for students of Osnabrück University of Applied Sciences. <sup>2</sup>It remains the property of Osnabrück University of Applied Sciences. <sup>3</sup>In order to have their Campuscard produced, students must upload an appropriate electronic photo into the IT system set up for this purpose. <sup>4</sup>The photo is used to print the Campuscard and is digitally stored in the university's campus management system for the duration of enrollment.

(2) The use of the Campuscard as a student ID card is mandatory.

(3) <sup>1</sup>The following visual characteristics are displayed on students' Campuscards:

- a) the term "*Hochschulausweis*" (university ID card),
- b) last name and first name
- c) photo,
- d) student ID number,
- e) card serial number,
- f) the word "*Semesterticket*" (only if the Campuscard is used as a public transportation ticket (section 3)),
- g) the logo of the public transport companies (only if the Campuscard is used as a public transportation ticket (section 3)),
- h) period of validity,
- i) library number (number and barcode).

<sup>2</sup>The data for a) to e) and i) is already available on the Campuscard when it is issued. <sup>3</sup>The data for f) to h) – f) and g) only if applicable (section 3) – requires regular updating and is only printed and written to the chip when it is validated by the students. <sup>4</sup>Students must validate their data themselves at the validation points.

## Section 3

### Public Transportation Ticket

<sup>1</sup>For students of Osnabrück University of Applied Sciences, the Campuscard can be used as a public transportation ticket in accordance with the contractual agreements between the General Students' Committee (AStA) and the public transportation companies. <sup>2</sup>In this case, the public transportation ticket must be regularly updated and is only valid after validation. <sup>3</sup>Students must validate their tickets themselves at the validation points.

## Section 4

### Employee ID

(1) <sup>1</sup>The Campuscard serves as employee ID for employees of Osnabrück University of Applied Sciences. <sup>2</sup>It is issued by the Department of Human Resources and remains the property of the university.

(2) The following visual characteristics are displayed on employees' Campuscards:

- a) the term "*Hochschulausweis*" (university ID card),
- b) last name, first name, academic title (Professor only)
- c) photo (optional),
- d) card serial number,
- e) period of validity,
- f) library number (number and barcode),
- g) BMIS number (key account discount number with DB AG)

(3) A service agreement governs the details for the group of employees covered by the Lower Saxony State Employee Representation Act [*Niedersächsisches Personalvertretungsgesetz – NPersVG*].

## **Section 5**

### **Library card**

(1) The Campuscard is also the library card for the University Library of Osnabrück University of Applied Sciences for students, employees, and visitors of the university.

(2) The following data is used exclusively for the purpose of using the services of the University Library (section 1 paragraph 3 sentence 3):

- a) card serial number,
- b) library number (number and barcode),
- c) cardholder status (student/employee/visitor),
- d) wallet.

(3) The Campuscard can be used as an "electronic key" for the University Library lockers.

## **Section 6**

### **Payment function for Osnabrück Student Services**

(1) The Campuscard of students, employees, and visitors can be used for paying in the facilities of Osnabrück Student Services.

(2) The following data is used exclusively for this purpose (section 1 paragraph 3 sentence 3):

- a) card serial number,
- b) cardholder status (student/employee/visitor),
- c) wallet,
- d) institution.

(3) <sup>1</sup>Payment transactions and their processing in the facilities of Osnabrück Student Services are carried out under a pseudonym. <sup>2</sup>The payment protocols do not allow the connection between the person and the payment transaction to be traced. <sup>3</sup>The payment protocols may be evaluated for statistical and business management purposes, as well as for the purpose of clearing accounts.

## **Section 7**

### **Payment Function for Print and Copy Orders**

(1) The Campuscard of students, employees, and visitors can be used for paying for print and copy orders in the facilities of Osnabrück University of Applied Sciences.

(2) The following data is used exclusively for this purpose (section 1 paragraph 3 sentence 3):

- a) card serial number,
- b) cardholder ID,
- c) cardholder status (student/employee/visitor),
- d) wallet,
- e) for employees only: cost center(s).

(3) <sup>1</sup>Official print and copy jobs can be paid using the cost center(s) stored on the chip. <sup>2</sup>When payment is made, the cost center, transaction amount, and card serial number are recorded and evaluated, not the cardholder ID. <sup>3</sup>The card serial number is required for printout.

(4) <sup>1</sup>Private print and copy jobs for employees and students are paid for using the wallet only. <sup>2</sup>The card serial number is required for the printout.

(5) Payment transactions are processed pseudonymously by Osnabrück Student Services.

## **Section 8**

### **Payment Function for the Library**

(1) <sup>1</sup>Fees and charges incurred by students and employees for using the services of the University Library are to be paid with the Campuscard. <sup>2</sup>The amount of the fees and charges is based on the of the Schedule of Fees for State Libraries and University Libraries, as amended from time to time, and the corresponding determination resolutions of the University Steering Committee.

(2) The following data is used exclusively for this purpose (section 1 paragraph 3 sentence 3):

- a) card serial number,
- b) cardholder status (student/employee/visitor),
- c) wallet,
- d) library number (number and barcode).

(3) Payment transactions are processed pseudonymously by Osnabrück Student Services.

## **Section 9**

### **Card Loss, Replacement, Costs**

(1) The loss of the card must be reported to the university immediately via the appropriate online portal.

(2) In case of loss or theft, technical defect or change of data (e.g. change of name), students must apply for a new Campuscard immediately.

(3) <sup>1</sup>The first issue of the Campuscard is free of charge. <sup>2</sup>The University Steering Committee may decide to charge a fee for the second issue of the Campuscard. <sup>3</sup>Exceptions apply to technical defects and name changes.

## **Section 9a**

### **Obligation to Return the Campuscard**

(1) Students are obliged to return their Campuscard to the university (Office of the University Registrar) when they are removed from the register of students.

(2) <sup>1</sup>Any funds in the wallet must be independently redeemed before the Campuscard is returned. <sup>2</sup>After the Campuscard has been returned, there is no claim against the university for a refund of any money that may still be in the Campuscard wallet.

## **Section 10**

### **Liability**

<sup>1</sup>Osnabrück University of Applied Sciences is not liable for the loss of the Campuscard. <sup>2</sup>In particular, there is no claim against Osnabrück University of Applied Sciences for reimbursement of any money that may still be in the wallet.

## **Section 11**

### **Entry into Force**

These regulations shall enter into force on the day after their publication in the Official Gazette of Osnabrück University of Applied Sciences.