

Action statement
Information regarding the safe-keeping, handling and replacement of the student identification card (chip card)

1. Purpose

The chip card is the unified medium of authorisation for students of the BTU Cottbus-Senftenberg for the use of the services provided by the University. As student identification card it is the document of legitimation as student of the BTU Cottbus-Senftenberg. The student identification card loses its validity upon exmatriculation. The chip card is to be returned to the Admissions & Registrar's Office.

2. Safe-keeping and Handling

The chip card is to be kept with care.

It is only to be used purposefully and handled with care. Externally visible features and technical functionalities may not be impaired. No alterations (gluing, writing or the like) may be made to the surface of the card. The chip card may not be severely bended or be kept in a way, which will cause a permanent bulge. Thus it is advised to use a rigid PVC film, preferably transparent. It must not be exposed to great heat. Strong mechanical stress is to be avoided.

3. Faulty Chip Cards

If, due to technical faultiness, a reissue of a chip card becomes necessary, the BTU Cottbus-Senftenberg will issue a new chip card free of charge. The faulty chip card will be seized. The exchange will take place in the information centre consulting time.

If the card became faulty due to violations of no. 2 (like for instance broken, bent or the like), costs incur for the replacement. The replacement costs € 40.00. After use of the valid chip card for at least 3 years, the replacement can be made free of charge.

4. Loss

When a card has been lost, the Admissions & Registrar's Office is to be notified of the loss. The replacement costs € 40.00. After at least 3 years of use of the card the costs for a replacement are waived.

In order to avoid abuse of the chip card, in the case of theft, charges are to be filed immediately. This can also be done electronically. Upon presenting a copy of the charges (filed personally or electronically) in the information centre consulting hours a new chip card will be issued without payment of fees.

5. New Application

For the application of a new chip card it is mandatory for the fees of the respective amount to be received on the account of the BTU Cottbus-Senftenberg with the following reference: 160660000366/your enrolment number/your last name

6. General Information

Upon loss or theft of the chip card the Student Council (StuRa) can, for enrolled students in urgent cases – after presenting an up-to-date certificate of enrolment (obtainable on the Online-Portal) – issue a time-limited ticket. The StuRa offices are in the following places:

Office on Central Campus
Hubertstraße 15
03044 Cottbus

Office in Senftenberg
Großenhainer Str. 57
01968 Senftenberg

The current opening hours of the respective offices can be found on the website www.stura-btu.de.

Obviously invalid or possibly forged chip cards may be seized by the bus drivers of the Cottbusverkehr GmbH. The seized cards are immediately forwarded by the StuRa to the Admissions & Registrar's Office. Normally those can be picked up again at the information desk of the Admissions & Registrar's Office latest one week after having been seized by the bus driver.

Replacement or re-issue is done by the Admissions & Registrar's Office.

Further §6 of the Enrolment Regulations of the BTU Cottbus-Senftenberg of 22 January 2020 applies.

Cottbus, August 2021

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Dr. Friederike Schulz
Head VP L