

Regulations of Electronic Student ID Card and Electronic Doctoral Student ID Card

§ 1

General Provisions

1. The Regulations of the Electronic ID Card (EL) hereinafter referred to as the “regulations” include the principles of issuance, functioning and use of the Electronic Student ID Card and the Electronic Doctoral Student ID Card. -/-
2. Whenever in the Regulations we refer to:
 - 1) **ELS** or **ELS form** – it is understood as the Electronic Student ID Card in the understanding of the resolution by the Minister of Science and Higher Education about documentation of the course of studies of 14 September 2011 (Journal of Laws from 2011 No. 201, item 1188). -/-
 - 2) **ELD** or **ELD form** - it is understood as the Electronic Doctoral Student ID Card in the understanding of the resolution by the Minister of Science and Higher Education about doctoral studies and doctoral scholarships of 24 October 2014 (Journal of Laws from 2014, item 1480). -/-
 - 3) **EL** - it is understood as the Electronic Student ID Card and the Electronic Doctoral Student ID Card (ELS and ELD), -/-
 - 4) **Hologram** - it is understood as a label to visually confirm the validity of ELS in the understanding of the resolution by the Minister of Science and Higher Education about documentation of the course of studies of 14 October 2011 (Journal of Laws from 2011 No. 201, item 1188) and a label to visually confirm the validity of ELD in the understanding of the resolution by the Minister of Science and Higher Education about doctoral studies and doctoral scholarships of 24 October 2014 (Journal of Laws from 2014, item 1480). -/-
 - 5) **SELS (System of Electronic Student ID Card)** – it is understood as the IT system servicing the preparation for issuance and functioning (in particular extension of validity, annulment) of ELS and ELD, -/-
 - 6) **Section of IT Service UMCS** – it is understood as the IT unit of the University responsible for preparations for issuance of EL and administering of SELS, -/-
 - 7) **LubMAN UMCS** – it is understood as the organizational unit supervising the Section of IT Service UMCS, -/-
 - 8) **Department of Public Procurement** – it is understood as the unit responsible for overall supply of apparatus, equipment, accessories and specialist materials to the University, necessary to conduct the educational and research-and-development activity,
 - 9) **Administrator of SELS** – it is understood as an employee of the Section of IT Service UMCS authorized to administer the SELS, -/-

- 10) **Dean's office system** – it is understood as the system servicing the course of studies of all students, currently used at the UMCS, -/-
- 11) **Administrator of dean's office system database** – it is understood as an employee of the Section of IT Service UMCS authorized to manage the data base of the dean's office system, -/-
- 12) **IRK (Internet Registration of Candidates)** – it is understood as the IT system servicing the enrollment of candidates to the University (<http://irk.umcs.lublin.pl>),
- 13) **Admissions Office** – it is understood as the administrative unit of the University responsible for administering the IRK and forwarding instructions to print out EL ordered by IRK, -/-
- 14) **Administrator of the IRK system database** – it is understood as an employee of the Admissions Office authorized to manage the database of the IRK system, -/-
- 15) **User of EL** – it is understood as a person authorized to use (verify his/her identity with) EL, -/-
- 16) **Dean's office employee** – it is understood as a dean's office employee authorized to service a user of EL in the scope of issuance of EL prepared for issuance by the administrator of SELS, operating the process of exchange of EL in contact with a user of EL and the electronic and visual extension of EL validity, -/-
- 17) **Employee of the Computerization Department of the Main Library of UMCS** – it is understood as a person responsible for IT service of the Main Library UMCS, including service of a user of EL in the scope of using the EL form as a library card, -/-
- 18) **Holograms manager** – it is understood as an employee of the dean's office authorized to manage holograms, -/-
- 19) **Main field of study** – it is understood as the first field of study of an EL user, -/-
- 20) **Additional field of study** – it is understood as a subsequent field of study of an EL user (e.g. the second field of study), -/-
- 21) **EL printout** – it is understood as the process of EL personalization (bringing data on the EL form and encoding the electronic part of the EL form) in order to prepare it for issuance to an EL user. -/-

§ 2

Supervision and Administration of the SELS

1. The Section of IT Service UMCS shall be in charge of EL in terms of content and management of SELS. -/-
2. Any controversies that cannot be settled under jurisdiction of the University authorities or jurisdiction of general courts shall be decided by the Section of IT Service UMCS. -/-
3. The Section of IT Service UMCS may, based on the issued authorizations, delegate to selected units – employees of the UMCS or organizational units of the UMCS – a part of their powers concerning management of SELS. Such delegation of powers shall be made in writing. -/-

§ 3

Rights and Duties of the Administrator of SELS

1. Administrators of SELS shall have the right to: -/-

- 1) Manage SELS (including SELS servers and the center of EL printout), -/-
 - 2) Have access to data of EL users in the scope necessary to print out EL, -/-
 - 3) Cancel EL and prepare an EL duplicate for issuance based on an application of an EL user delivered to the Section of IT Service UMCS by an employee of the dean's office in the form constituting Appendix No. 1 or Appendix No. 2 hereto,
 - 4) Make a professional examination in the basic scope of EL forms on request of an employee of the dean's office – a description of appropriate procedures can be found in § 10. -/-
2. Administrators of SELS shall: -/-
- 1) Receive data of EL users from the dean's office system, -/-
 - 2) Receive photos of EL users and financial data for verification of the status of payments for an EL form in SELS from the IRK system, -/-
 - 3) Transfer data of EL users to employees of the Computerization Department of the Main Library UMCS to enable them use their EL form as a library card, -/-
 - 4) Print out EL forms, -/-
 - 5) Transfer printed out EL forms to appropriate dean's offices, -/-
 - 6) Maintain SELS, -/-
 - 7) Service SELS in terms of problems in extension of EL in dean's offices. -/-

§ 4

Duties of Dean's Office Employees concerning SELS

1. Dean's office employees shall: -/-
 - 1) Act in compliance with instruction guidelines for their position concerning the OptiCAMP application being a part of SELS and the instructions of the OptiCAMP application prepared by administrators of SELS. When an employee of the dean's office does not have the abovementioned instruction he/she may apply to the Section of IT Service UMCS (by telephone, e-mail, etc.) in order to receive the same, -/-
 - 2) Participate in courses on operating the OptiCAMP application, and especially in individual training for newly employed employees of dean's offices, -/-
 - 3) Extend validity of EL (electronically, holograms), -/-
 - 4) Cancel EL, -/-
 - 5) Receive data in the dean's office system in compliance with the actual state of affairs, -/-
 - 6) Forward immediately to administrators of SELS the forms with acknowledgment of the number of EL forms provided by administrators of SELS, -/-
 - 7) Provide immediately to administrators of SELS the forms for issuance of EL duplicate, whereas forms without the applicant's signature and the dean's office employee's signature shall not be accepted, -/-
 - 8) Report problems with EL extension immediately to administrators of SELS – a description of the appropriate procedures can be found in § 10, -/-
 - 9) Define the reason for lack of the EL form upon reporting this fact by an EL user (including checking the correctness and completeness of data and presence of a photo in SELS) - a description of the appropriate procedures can be found in § 9,
 - 10) Report in special cases the need to send personal data of EL users to administrators of the dean's office system database - a description of appropriate procedures can be found in § 9, -/-

- 11) Report to administrator of SELS the annulments of EL that have blocked printout of new EL ordered in the IRK system, -/-
- 12) Deposit EL in files (dossiers) of EL users, who have lost the status of a student/doctoral student, subject to procedures described in §13 and §14. -/-

§ 5

Rights and Duties of the Admissions Office concerning SELS

Assistance to persons ordering EL through IRK, and in particular solving problems with photos, ID fee and other reasons preventing sending an order for EL to the administrator of SELS.

§ 6

Rights and Duties of the Administrator of the IRK System Database concerning SELS

1. Administrators of the IRK system database shall be authorized to receive financial data from the Bursar's office in order to verify the status of fees for an EL form. -/-
2. Administrators of the IRK system database shall: -/
 - 1) Forward orders for EL continuously to administrators of SELS, i.e. photos and the status of fees for an EL form of persons newly admitted to the university, and a transfer of data available on the previous day has to be made by 12.00 hours of the following day, -/-
 - 2) Block the possibility to edit data and photos in IRK for EL users upon the completion of the admission process in a given calendar year. -/-

§ 7

Duties of the Administrator of the Dean's Office System Database concerning SELS

Administrators of the data base of the dean's office system shall be requested to transfer data of EL users continuously to administrators of SELS for preparations of EL to issuance and functioning of SELS, and in particular upon the notification of this fact by an employee of the dean's office - a description of appropriate procedures can be found in § 9. -/-

§ 8

Rights and duties of an EL user

1. Each EL user shall:
 - 1) Obey the regulations of SELS, -/-
 - 2) Return EL to the appropriate dean's office immediately upon a loss of the student's status or a participant of doctoral studies, -/-
 - 3) Report immediately a theft, loss or damage of an EL form in the form constituting:
 - Appendix No. 1 hereto in the case of students, -/-
 - Appendix No. 2 hereto in the case of doctoral studies, -/-
- and lodge a statement about a loss of an EL form constituting Appendix No. 14 hereto.

- 4) Act in compliance with instructions concerning use of EL and obey guidelines of the dean's office employees, employees of the Section of It Service UMCS, and in particular administrators of SELS. -/-
2. Each EL user has the right to: -/-
 - 1) Receive the first copy of an EL form while having satisfied jointly the following conditions: -/-
 - a) Award of the status of a student or participant of the doctoral studies confirmed by an entry in the dean's office system (e.g. being enrolled to the university in the recruitment process or resuming previously discontinued studies), -/-
 - b) Making an appropriate payment for an EL form: -/-
 - The amount of fee for the first copy of an ELS form is regulated by a resolution of the Minister of Science and Higher Education about documentation of the course of study of 14 September 2011 (Journal of Laws from 2011 No. 201, item 1188) and internal regulations of the University, -/-
 - The amount of fee for the first copy of the ELD form is regulated by a resolution of the Minister of Science and Higher Education about doctoral studies and doctoral scholarships of 24 October 2014 (Journal of Laws from 2014, item 1480) and internal regulations of the University, -/-
 - c) Providing a photo in the electronic version according to the requirements contained in §15. -/-
 - 2) Receive a duplicate of an EL form due to the following reasons: -/-
 - a) Loss, theft or damage of the form, -/-
 - b) Change of personal data due to a change of the address of residence or/and change of a forename or/and surname, -/-
 - c) Discrepancy of data or photos with the actual state of affairs – there are different data or photo in the received form than the ones provided in the admissions process, in the IRK system – free-of-charge, -/-
 - d) Discrepancy of data or/and photo with the actual state of affairs due to presentation of wrong personal data or/and incorrect photo in the IRK system,

The amount of fee for a duplicate of an ELS form is regulated by a resolution of the Minister of Science and Higher Education about documentation of the course of study of 14 September 2011 (Journal of Laws from 2011 No. 201, item 1188) and internal regulations of the University – not applicable to point 2 letter c). -/-

The amount of fee for a duplicate of an ELD form is regulated by a resolution of the Minister of Science and Higher Education about doctoral studies and doctoral scholarships of 24 October 2014 (Journal of Laws from 2014, item 1480) and internal regulations of the University – not applicable to point 2 letter c). -/-

- 3) Use an EL form as a library card, -/-
- 4) Use an EL card as an Electronic Ticket Card, -/-
- 5) Use an EL blanket as an identification/access card to specified premises, locations and stations – the issues of access to the abovementioned space is regulated by separate provisions. -/-

§ 9

Procedure of conduct when an EL user reports he/she has not received an EL form

1. An employee of the dean's office shall have to check individually the correctness and completeness of data, presence of a photo of an EL user and the status of payment for an EL form in the OptiCAMP application being a part of SELS.
2. When in the OptiCAMP application being a part of SELS:
 - 1) There are no personal data of an EL user, but they appear in the dean's office system – the dean's office employee shall notify (by telephone, e-mail, etc.) administrators of the database of the dean's office system about the need to send the missing data of an EL user to SELS. -/-
 - 2) There is no photo of an EL user - the dean's office employee shall notify the EL user about the need to supplement all formalities in the IRK system required to send an order for EL by the administrator of the database of the IRK system. -/-
 - 3) EL printed out in a different field of study is active (lack of cancellation), which blocks a printout of a new EL ordered during the admissions in IRK: -/-
 - a) Inform an EL user about the need to cancel EL, -/-
 - b) The dean's office employee handling the field of study where EL is active shall cancel EL and notify about this fact (by telephone, e-mail, etc.) the administrator of SELS. -/-
 - 4) There is no information about payment for an EL form - the dean's office employee shall:
 - a) verify the photocopy of the evidence of payment for an EL form produced by an EL user with respect to confirmation of the payment made for an EL form and the amount of the payments themselves regulated by a resolution of the Minister of Science and Higher Education about documentation of the course of study of 2 November 2006 (Journal of Laws from 2006 No. 224, item 1634) and a resolution of the Minister of Science and Higher Education of 5 October 2011 about doctoral studies and doctoral scholarships (Journal of Laws No. 225, item 1351) or -/-
 - b) contact the Bursar's office in order to determine the status of payment for an EL form and inform the EL user about actions he/she should take in order to make payment if the payment has not been made before that time, considering the fact that an EL user should make payments for an electronic ID card on the **individual bank account marked as "for an ID card"**, i.e. on the bank account mentioned as the third from last item (the ending of the account number: 08) on the list of individual bank accounts provided by the dean's office. -/-

§ 10

Procedure of Solving Problems with Extension of an EL Form

1. Should there be no possibility to extend validity of an EL form (the information about it being displayed by the OptiCAMP application) due to lack of appropriate authorizations (e.g. an EL user has changed his/her main field of study and the change of the field of study did not occur in SELS automatically), the dean's office employee should change the field of study to the main field of study in the OptiCAMP application. -/-
2. Should there be no possibility to read out data of an EL user from an EL form (the information about it being displayed by the OptiCAMP application with a message: lack of card in the reader): -/-
 - 1) The dean's office employee shall notify immediately the administrator of SELS about lack of possibility to extend validity of an EL form probably due to damage. Notification of the administrator of SELS by the dean's office employee should be

- made in writing in the form constituting Appendix No. 3 hereto – the abovementioned form should be supported by an EL form concerned. -/-
- 2) Immediately upon the receipt of a notification in the form constituting Appendix No. 3 hereto the administrator of SELS shall make an initial examination of the EL form, consisting of: -/
 - a) Checking the printout date of the EL form (**the guarantee of the supplier for the EL form is 12 months of the printout date**), -/-
 - b) Test reading of the EL form in the reader, -/-
 - c) Visual inspection of the EL form surface in regard to mechanical damage. -/-
 - 3) Immediately upon completion of the initial examination the administrator of SELS shall notify an employee of the dean's office and an EL user about its results by sending the appropriate forms to the dean's office: -/
 - a) Should the guarantee period have expired for an EL form or its mechanical damage has been found at the stage of the initial examination, the administrator of SELS shall fill in and send to an employee of the dean's office the forms constituting Appendix No. 4 and Appendix No. 5 hereto – an employee of the dean's office shall notify the EL user (Appendix No. 5 hereto) about the need to apply for a duplicate of an EL form in the form constituting Appendix No. 1 for students and Appendix No. 2 for doctoral students hereto and make the appropriate payment for issuance of a duplicate of an EL form. -/-
 - b) Should there be lack of possibility to find a damage of an EL form at the stage of initial examination, the administrator SELS shall send immediately a damaged form EL do the supplier of EL forms (applicable only to forms in the guarantee period). The issues of personal data protection sent to the supplier of EL forms are regulated by a suitable agreement. At the same time the administrator of SELS shall fill in and send to an employee of the dean's office the forms constituting Appendix No. 6 and Appendix No. 7 hereto – an employee of the dean's office should notify the EL user (Appendix No. 7 hereto) about a conditional issuance of a free-of-charge duplicate of an EL form for the period of examination of the form at the supplier's and the need to make a later payment for a conditionally issued free-of-charge duplicate of an EL form, if the examination at the EL form supplier's place shows mechanical damage of the form due to the user's fault. -/-

§ 11

EL Issuance Procedure

1. Blank EL forms shall be ordered by the Department of Public Procurement on request of the Section of IT Service UMCS. -/-
2. The Section of IT Service UMCS shall make personalization of a blank EL form in the process of EL printout. -/-
3. A set of properly printed out EL forms shall be delivered (personally by an employee of the Section of IT Service UMCS or the post through the Administrative Office of UMCS) to the dean's office along with the acknowledgment of receipt of a given number of received forms constituting Appendix No. 8 hereto and one copy of the printout official record, including: name of faculty, field and programme of study, semester and forenames, surnames and student record book numbers of the students and participants of doctoral studies for whom ID cards have been prepared. The other copy of the official record shall be left at the Section of IT Service UMCS. -/-
4. An employee of the dean's office shall, upon inspection of the compliance of a delivered set of properly printed out EL forms with the official record of printout, sign

and send the quantitative acknowledgement of the received EL forms constituting Appendix No. 8 hereto attached to the official record of printout to the Section of IT Service UMCS. -/-

5. ELs shall be issued to EL users against acknowledgement of receipt, and a register of issued EL forms shall be kept at the dean's office (according to regulations of the resolution by a minister competent to higher education about documentation of the course of study). -/-
6. EL forms that have been inappropriately personalized or damaged in the process of EL printout are subject to cancellation and shall be liquidated by the Rector's Commission to Liquidation of Property and Scientific Equipment. -/-

§ 12

Hologram Issuance Procedure

1. Holograms shall be ordered by the Department of Public Procurement on request of the Section of IT Service UMCS. -/-
2. The manager of holograms shall collect holograms against a receipt constituting: -/
 - 1) Appendix No. 9 hereto for one-semester holograms (studies of 1st and 2nd cycle),
 - 2) Appendix No. 11 hereto for one-year holograms (studies of 3rd cycle), -/-from the Section of IT Service UMCS, holograms which are treated as pre-numbered forms and registered in terms of quantity in SELS. -/-
3. Holograms shall be placed on EL forms received from the Section of IT Service UMCS. -/-
4. Holograms which have been damaged or are out-of-date shall be transferred to the Section of IT Service UMCS upon the completion of each semester along with an settlement protocol constituting: -/
 - 1) Appendix No. 10 hereto for one-semester holograms (studies of 1st and 2nd cycle),
 - 2) Appendix No. 12 hereto for one-year holograms (studies of 3rd cycle). -/-Holograms intended for liquidation shall be glued on a sheet of paper, crossed and provided with a note: "Cancelled", and presented along with a settlement protocol signed by the manager of holograms and the head of the dean's office. -/-
5. Holograms, which have been damaged or are out-of-date shall be liquidated by the Rector's Commission to Liquidation of Property and Scientific Equipment. -/-
6. Should an EL user fail to collect an EL form, on which a hologram has been placed, such EL form along with a hologram are deposited in a file of the EL user. -/-

§ 13

Code of Practice When an EL User Is Studying in More than One Field of Study

1. An EL user studying in more than one field of study shall have the right to one copy of EL only, issued in the main field of study. -/-
2. When he/she has completed studies in his/her main field of study (in the light of regulations of the resolution by the minister competent to higher education about documentation of the course of study) such EL user shall place a written certificate (constituting Appendix No. 13 hereto) about continuation of study in the additional field of study. -/-
3. An employee of the dean's office handling the main field of study of the EL user shall register the fact of continuation of study in the additional field of study by the EL user and an immediate change of the code and name of the faculty, field of study and

specialization in SELS, according to the content of the certificate constituting Appendix No. 13 hereto. -/-

4. A written certificate constituting Appendix No. 13 hereto shall be the document certifying that an EL user has accounted for the form before an employee of the dean's office handling the previous main field of study. -/-
5. In the understanding of SELS an additional field of study of an EL user shall become his/her main field of study. -/-
6. An EL user continuing studies in the additional field of study and using an EL form issued in the main field of study shall be exempted from fees for an EL form in the process of admissions to the additional field of study. -/-

§ 14

Code of Practice When an EL User Is Studying in the Two-Cycle System of Study

1. An EL user studying in the two-cycle system of study shall have a possibility to use the ELS form issued in the first-cycle study in his/her second-cycle study. -/-
2. An employee of the dean's office handling the first-cycle study of an ELS user shall be exempted from the duty to:
 - 1) Cancel immediately the ELS form, -/-
 - 2) Deposit the ELS form in the file of the ELS user. -/-
3. The procedure of cancellation and depositing of ELS forms may be conducted only upon 31 October of the year in which a graduate has completed the first-cycle study.
4. An ELS form used previously in the first-cycle study shall be extended for the field of study of the second cycle. The ELS user shall be exempted from the fee for the ELS form in the process of admissions to the second-cycle study. -/-
5. Should a problem appear during the process of extension of ELS in the field of study of the second cycle, the procedure of a change of the main field of study should be applied – a description of the procedure can be found in § 10 point 1. -/-

§ 15

Technical Requirements for Photos in EL

1. A photo for EL should satisfy the same requirements concerning the image of a person as a photo for an identity card and the technical requirements specified below: -/>
 - 1) A photo in the electronic form should have **dimensions 300 pixels x 375 pixels.** -/
 - 2) A file with a photo should be saved in the **JPG format** and should have a size not bigger than **50 kilobytes.** -/-
 - 3) In the file name with a photo there should be the PESEL number of the EL user **only.** -/-

I do hereby certify that this is a true and correct translation of the original document presented to me in the Polish language.

Repertory No. 50/2016

Lublin, 26 April 2016