

Information on using the smart card as University of Mannheim identification card

Irrespective of their legal status at the University of Mannheim, each university member can only receive one smart card. This means that students who are enrolled at the University of Mannheim and who receive a card in their role as enrolled students will not receive another University of Mannheim identification card (e.g. based on a temporary employment as student assistant or research assistant).

The card also serves as a University of Mannheim identification card for staff members of the university or other university members (professors emeriti, honorary professors, senior academic staff members (Privatdozenten), adjunct lecturers). In this regard, the card holder is hereby informed about the following obligations:

- The issuing of the card is subject to proof of employment. Usually, the data from the personnel administration system are transmitted to the smart card administration.
- In accordance with its purpose of use, the card must only be used for the authorizations required in connection with the discharge of duties and functions at the university.
- Irrespective of the period of validity printed on the card, the card must no longer be used as membership card once the university member has left the university. Upon leaving the university, the card holders must return - on their own initiative - the card to the issuing office for deletion.
- The period of validity depends on the term of the employment contract. For staff members employed on a permanent basis or permanent university members, the period of validity of the card is limited to 3.5 years. In case a fixed-term employment contract continues to exist or is prolonged, the period of validity of the card may be extended, analogous to the instructions on how to update the semester imprint on the cards held by students.
- The card must not be lent to third parties. If a card is lost, the issuing office has to be notified without undue delay.
- The issuing of a replacement card is subject to payment of a fee.
- The required issuing of a new card due to a change of name or the return of a card that has been damaged through no fault of the card holder is free of charge.
- The university member is liable for any damage arising to the university due to improper use or misuse of the card by the card holder or by third parties due to culpable conduct of the card holder.
- The university is not liable for any damage arising to the card holder due to loss of the card, in particular not for loss of the balance on the account linked to the card.