



## COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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### **Rector's ordinance on the application and implementation of an integrated identification and access system at the University of South Bohemia in České Budějovice**

This ordinance regulates the implementation of the integrated identification and access system (hereinafter 'IIS') as one of the information subsystems of the University of South Bohemia in České Budějovice (hereinafter as 'USB').

#### **Article 1 Integrated identification and access system**

- (1) The purpose of the IIS is to increase the safety and security of persons, property, and to prevent damage. The system enables simplification of user identification. It consists of contactless sensors, identification cards and databases. The system utilises the University computer network.
- (2) The Centre of Information Technology (hereinafter referred to as 'CIT') is the organisational and professional guarantor for the application and management of IIS at USB.
- (3) All changes, repairs and upgrades in the IIS may only be carried out with the prior approval and in the presence of the CIT staff in charge.

#### **Article 2 Identification card**

- (1) The IIS includes an identification card (IC).
- (2) The IC is the basic personal ID of a USB student (within the meaning of Section 57(1)(a) and Section 57(2) of Act No 111/1998, on Higher Education), USB employee or LLL participant at USB and is non-transferable.
- (3) The IC is used for personal identification of the user and for the use of services within the IIS in the facilities and premises of USB or when claiming discounts from contractual partners.
- (4) The IC users:
  - *a student* of full-time as well as part-time forms of study at USB ( hereinafter referred to as 'student'),
  - *a USB employee*, i.e. a user employed by USB (hereinafter referred to as 'employee'),
  - *an LLL participant*, i.e. a participant in one of the lifelong learning courses at USB (hereinafter referred to as 'LLL participant'),
  - *a graduate*, i.e. a successful graduate of one of the faculties of



- USB registered in the Graduate IS/STAG module (hereinafter referred to as 'graduate'),
- a *USB guest*, i.e. a user not belonging to any of the above groups (hereinafter referred to as 'guest').
- (5) The IC user shall present this card (upon request of the relevant staff) when:
- accessing guarded buildings, rooms or parking lots,
  - ordering and picking up meals in the refectories,
  - borrowing printed materials from USB libraries,
  - accessing computers,
  - obtaining documents for registration of a user account in the USB computer network,
  - during the pre-enrolment or enrolment for the next study period,
  - providing proof of identity in USB facilities,
  - copying and using other services for a fee,
  - at USB cash desks and at the USB internal payment system (IPS) top-up points (machines) when handling IPS accounts,
  - in other cases where the use of IC is mandated by local regulation.
- (6) The IC of employees or guests is the property of USB. Detailed guidelines for the management of IC are given in Annexe No 1 to this ordinance. The IC of a student or an LLL participant is the property of the student or the LLL participant.
- (7) The IC is handed over to the user on the basis of the confirmation of receipt of the identification card.
- (8) In the case of a guest user, the IC is issued exclusively to the contact person of the given constituent part, who is obliged to ensure that the card is handed over to the USB guest on the basis of a written loan agreement (a template is available at [https://wiki.jcu.cz/Kartov%C3%A9\\_centrum](https://wiki.jcu.cz/Kartov%C3%A9_centrum)).
- (9) USB pays for the issuance of the first USB IC to user-employees, students or guests. The ISIC licence is always paid in full by the user, including any difference in production costs between the IC and the ISIC card. User-LLL participants and Graduates shall pay the full cost of the card production.
- (10) If the user loses, damages, or has the IC stolen, the user must pay the full price of a new IC.
- (11) If the user-student is studying more than one degree programme at different faculties of USB, only one IC is issued.
- (12) Every USB student is obliged to obtain an IC by filling in an application form on the web address <https://wstag.jcu.cz/portal/studium/IIS.html>, or through his/her respective student affairs office, no later than 10 days after the start of classes in the respective academic year.
- (13) Before the IC is issued, the user must be entered into the database of students after enrolment, or into the database of employees, graduates, LLL participants or guests.
- (14) The remit and administration of IC users within the IIS is carried out in two steps as follows:
1. Introduction of cards into the system – their management is performed by the IIS administrator.
  2. Allocation of user rights – performed by local IIS administrators.



### **Article 3**

#### **System operation**

- (1) The operation of the IIS system uses the existing applications in which it is implemented (e.g. the D&R catering system, the system for printing and copying, the library system) and the IIS programme for the management of lock sensors throughout USB. The administration of user rights is carried out by the designated CIT administrator or by designated local administrators at individual faculties.
- (2) IIS applications are operated locally and centrally. The aim is the modular creation of a complete system, which cooperates with a unified database of users, with the possibility of providing data to other applications of the USB information system.
- (3) The central records of IC users, database management, IC dispensing, operation and servicing of the entire system are performed by the IIS administrator who cooperates with local administrators and provides their training and access to the system. At USB constituent parts, IC distribution is carried out through the CIT Helpdesk and the human resources offices of the constituent parts. At remote facilities, local user registration and IC dispensing are carried out by the local administrator or by the authorised student affairs or human resources office of the relevant USB unit. The IIS administrator is organisationally assigned to the CIT unit (Information Infrastructure Management Office, Card Centre unit).
- (4) A local administrator can administer the local IIS application. The local administrator is appointed by the head of the unit in agreement with the IIS administrator and the CIT director. The local administrator ensures the administration of the users of the entrusted local node, assigns access permissions and time frames to individual users.
- (5) If you need to expand the IIS system, you must contact the IIS administrator.
- (6) The CIT Director approves the price list for identification cards. The prices of the individual card variants reflect the actual costs of card production.

### **Article 4**

#### **Final provisions**

- (1) This ordinance rescinds Rector's Ordinance R 340 of 1 December 2016.
- (2) This ordinance shall enter into force and effect on the date of publication in the public section of the USB website.

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Annexes: No 1 Detailed guidelines for IC management

Distribution list: USB management, Deans and Directors of all USB constituent parts



## Annexe No 1

### **Detailed instructions for managing IC**

#### **Article 1**

##### **Description and characteristics of the identification card**

- (1) The IC is equipped with a contactless radio frequency chip. The data stored 'within' the card is used to communicate with the IIS system via a sensor and to identify the IC user.
- (2) The IC is issued in three variants:
  - a) IC with ISIC licence – for USB students who meet the ISIC card conditions, the card is issued including the European Student Cards (ESC) identifier,
  - b) IC users at USB – for other students, the card is issued including the European Student Cards (ESC) identifier,
  - c) IC users at USB – for employees, LLL participants, graduates and guests of USB.
- (3) On the reverse side, the card has an offset underprint in one of the above-mentioned variants and a thermosublimation print. This imprint contains the standard data according to IAS (International Association Services) requirements in the case of ICs with an ISIC licence and the following personal identification data in the case of ICs of other USB users:
  - type of user (STUDENT / EMPLOYEE / LLL PARTICIPANT / GUEST / GRADUATE),
  - photo of the user,
  - name and surname,
  - user's date of birth,
  - period of validity of the licence (validity),
  - identification (serial, in the case of ISIC/ITIC licence) number of the card.
- (4) The student's IC has the ESC logo on the reverse side and a QR code that allows you to verify the validity of the ESC card.
- (5) Validation stamps are not used at USB as of 16 June 2025, and the cards are valid at USB for the duration of the user's valid relationship to USB.
- (6) Students can revalidate/renew their ISIC card licence here: <https://isic.jcu.cz/cz/>.

#### **Article 2**

##### **Issuance of an identification card**

- (1) In order to be issued with an IC, the applicant must comply with the following procedure:
  - a) Fill out the 'USB Card Application' on the website <https://wstag.jcu.cz/portal/studium/IIS.html> and follow the subsequent links on the page.
  - b) Deposit the fee in the prescribed amount to the USB account number: 104725778/0300 at ČSOB, specific symbol: 110410, indicate your uidnumber as the variable symbol. The user will see the payment details, including the QR code, in the application after submitting the application.
  - c) The applicant must be entered either into the database of students after enrolment, or into the database of employees, into the database of LLL participants or into the database of graduates, or into the database of USB guests.



- d) Guest cards can be applied for via the ServiceDesk here:  
<https://servicedesk.jcu.cz/Alvao/Ticket/NewFromCatalog?SectionID=1524>

### **Article 3**

#### **Identification card issuance**

- (1) The IC is issued to USB students and graduates at the CIT HelpDesk, to USB employees at the human resources office of the relevant constituent part, to LLL participants at the lifelong learning centre of the relevant faculty, and in justified cases also at the CIT HelpDesk, or at the Card Centre – the same place, tel. 38 903 2117, 38 903 2107.
- (2) The IC shall be produced within one week of the conditions referred to in Article 2 being fulfilled. The user shall be informed of the completed card by e-mail.
- (3) The IC is issued either to the user in person on presentation of a valid ID card (ID card, passport, driving licence) or on the basis of a certified power of attorney of the user and a valid ID card of the principal. The IC shall be handed over to the user on the basis of a receipt of the identification card.
- (4) In the case of a guest user, the IC is issued exclusively to the contact person of the given constituent part and the latter is obliged to ensure that the card is handed over to the USB guest on the basis of a written loan agreement (a template is available at [https://wiki.jcu.cz/Kartov%C3%A9\\_centrum](https://wiki.jcu.cz/Kartov%C3%A9_centrum)).
- (5) Bulk IC dispensing for first-year students: IC dispensing for incoming students is usually done at the beginning of the new academic year at the CIT HelpDesk. The conditions for IC issuance are the same as those stated above. Information on IC issuance and the actual organisation of IC issuance is entirely within the purview of the HelpDesk.

### **Article 4**

#### **Returning the identification card**

- (1) The guest user shall return the IC immediately after the end of the guest period at USB to the unit where the card was issued.
- (2) The user-employee returns the IC as part of the formal proceedings associated with the termination of employment with USB.

### **Article 5**

#### **Change of personal data on IC**

- (1) If some of the user's personal data changes during the use of the IC, the IIS administrator shall, at the user's request, make the requested change to the IC. The change of the IC shall be made within 3 days at the latest, and the user shall be charged for this change in the amount of the actual production cost of issuing a new card.
- (2) A change of name or surname is considered a change of user data.