

# Campus Card User Regulations

Students FH Vorarlberg

Students Schloss Hofen, Academic courses and Master's degree programmes according to § 9 FHG (University of Applied Sciences Studies Act)

## 1 GENERAL INFORMATION

---

All students enrolled at Vorarlberg University of Applied Sciences as well as students of academic courses and Master's degree programmes according to § 9 FHG (University of Applied Sciences Studies Act) taking place at Schloss Hofen receive an electronic student I.D. (student campus card STUD).

The campus card is issued only once at the beginning of your studies and has to be picked up at your Programme Administration. The functions "entrance" and "copy and printer" are activated during the whole period of your studies and expire automatically after termination.

The campus card is a personal identity card for designated use only and must not be passed on to third parties. In case of misuse or delay in reporting the loss of the card, FH Vorarlberg reserves the right to take appropriate steps. The holder of the campus card is liable for any misuse.

### LOSS

---

If you lose your Campus Card, please follow the instructions below:

- Immediately report the loss of your Campus Card to the library (bibliothek@fhv.at). The Campus Card will be deactivated to prevent misuse.
- Pay a fee of € 10.00 at the library to issue a new card. There is no charge if you submit a notice of loss (police).

### DEFECTIVE CARD

---

If your Campus Card no longer works, please follow the instructions below:

- Please submit your Campus Card to the library for verification.
- If the card shows visible damage and a new card must be issued, please pay a fee of € 10.00. If the problem is a technical issue, the Campus Card will be replaced at no charge.

### LEAVING A PROGRAMME OR COMPLETION OF STUDIES

---

If you decide to terminate your studies or graduate from a programme, please surrender your Campus Card to Programme Administration.

### INTERRUPTION OF STUDIES

---

If you decide to interrupt your studies, your campus card will remain active throughout your absence.

## 2 DESCRIPTION OF FUNCTIONS

---

### PROOF OF IDENTITY

---

All students are required to carry their campus card with them when on the premises of FH Vorarlberg and to produce it upon request, especially when in one of the buildings outside regular opening hours.

### ACCESS

---

- FH Vorarlberg buildings outside of regular opening hours
- Unlocked laboratories
- Other rooms such as lecture halls, seminar rooms etc.

### LIBRARY

---

The campus card also incorporates the library card and thus allows cardholders to use all our library services.

When using any media, online resources or other resources at the FH Vorarlberg library, the applicable provisions of the Copyright Law and the relevant conditions of use and licensing must be observed.

Vorarlberg University of Applied Sciences is a member of the International Bodensee Hochschule (IBH). This allows our students to use the libraries and the catering services of all IBH universities. (More information about IBH can be found at [www.bodenseehochschule.org](http://www.bodenseehochschule.org)).

### CREDIT FOR COPIER AND PRINTER

---

Campus cards issued at the beginning of the semester are preloaded with €12.00 of value; any remaining unused credit expires at the end of a semester. You may add further value to your campus card on the second floor beside the colour photocopier (building U, Hochschulstraße) or at the Library Information Desk. If you lose your card or your card is defect, your remaining credit will automatically be transferred to a new card.

Remaining credit on your Campus Card at the end of your studies will expire. We recommend adding only a bit at a time.

### VENDING MACHINE

---

The drinks and coffee vending machines can also be used to add value to your campus card.

Any balance on a card is lost if you lose your Campus Card or if it has a defective chip. We recommend adding only a bit at a time.