

# Campus Card: Terms and Conditions

Valid from 1 September 2017

*The German version of these regulations is authoritative. This translation is provided for information purposes only and has no legal force.*

## 1. General Information

The Campus Card is issued to all members of Zurich University of the Arts (ZHdK) and authorized third. Cards are validated through a corresponding semester stamp/date of validity. The Campus Card serves as Student ID/Staff ID and cardholders benefit from a number of additional functions.

Once issued with their Campus Card, cardholders accept the Terms and Conditions. These are published on the ZHdK Intranet.

## 2. General Terms and Conditions

### 2.1 Issue

Campus Cards are issued to staff members when they take up their position at ZHdK. Cards are handed over in person or will be sent by post.

Students are issued their card at the beginning of their academic course. Cards will be sent by post or may be collected at the Toni Campus main reception desk.

### 2.2 Activation

No special activation procedure is required prior to initial use. To ensure the Campus Card bears a correct date of validity, belongs to the appropriate category, and possesses other necessary ID features, it must be validated at one of the designated validation terminals (Info Terminal).

### 2.3 Validation and Validity

The Campus Card is valid through the date displayed. Students are required to validate their card each semester, staff each year. Cards must be validated at one of the designated terminals at the latest two weeks after the expiry date.

### 2.4 Return

Cardholders are required to return their Campus Card to the issuing office resp. Toni Campus main reception desk before leaving ZHdK.

## 3. Uses

### 3.1 Identification and Legitimation

The Campus Card is issued for the purposes of identification and enables cardholders to benefit from discounts as advertised/applicable.

### 3.2 Academic Sports Association Zürich (ASVZ)

Semester fees paid by Bachelor and Master students include ASVZ membership. The validity date corresponds to the expiry date displayed on the Campus Card. Membership is extended automatically through validating the card for the new semester.

No automatic ASVZ membership is granted to other ZHdK members. Membership applications should be submitted directly to the ASVZ office.

### 3.3 Media and Information Centre

The Campus Card serves as library/NEBIS card and is used for self-checkout.

The Campus Card can as well be used as a means of payment in the Media and Information Centre/library area.

### 3.4 Access

The Campus Card provides access to buildings, zones, and premises throughout ZHdK (Toni Campus, Gessnerallee and Ausstellungsstrasse) via electronic authorisation.

### 3.5 Means of Payment

Cardholders can charge their Campus Card for the cashless payment of various services (printing, photocopying, etc.) and to purchase merchandise and other services at designated outlets on campus.

#### 3.5.1 Period of Use

The Campus Card can be used during the period displayed and up to 30 days after exmatriculation. Staff ID cards lose their validity with the termination of employment. Campus Card accounts can no longer be charged after expiration.

### 3.5.2 Charging

Cards can be charged with banknotes (free of charge) using the designated terminals. Cards can be charged with a minimum of CHF 10.- up to a maximum of CHF 300.-.

### 3.5.3 Remaining Balance

Any remaining balance will be refunded when the cardholder leaves ZHdK. Should a replacement card need to be issued (in the event of malfunction, loss, or theft), any remaining balance will be transferred to the new card.

## 4. Liability

### 4.1 Duty of Care

The Campus Card must be treated with the necessary care, as if it were cash. It should be used solely for the purposes set out here.

Cardholders are liable for any damage caused to the card due to a lack of care or improper use. In the event of malfunction, loss or theft, cardholders must contact the issuing office/main reception desk with immediate effect.

### 4.2 Misuse

The Campus Card is issued solely to authorised persons and is non-transferrable. The risks of improper use or loss must be borne entirely by the cardholder.

ZHdK declines any liability for any damages suffered by the cardholder as a result of improper use.

### 4.3 Blocking

The Campus Card including any existing money balance can be blocked at any time. Cardholders wishing to block their cards should contact the issuing office/main reception desk.

To block NEBIS functionality cardholders should contact the Media Information Centre.

### 4.4 Technical Error

Cardholders are not entitled to any damages should they be unable to use their Campus Card due to a technical error or operational failure.

## 5. Data Protection

All personal data is treated according to the principles of data protection. No sensitive personal data are stored either on the Campus Card chip or in the Campus Card system. Regarding all card functions users are identified solely by the card number stored on their Campus Card. Identification of cardholders is possible for authorized personnel only.

## 6. Further Provisions

### 6.1 Place of Jurisdiction

The place of jurisdiction is the City of Zurich.

### 6.2 Applicable Law

These Terms and Conditions are subject to the provisions of Swiss law.

These Terms and Conditions were enacted by the Head of Administration and revised as per 1 September 2017. All amendments shall come into force with immediate effect.

Barbara Berger, Head of Administration ad int