



Campus Card User Regulation

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

Last revised: Juni 2023

1 GENERAL INFORMATION

All students enrolled at Fachhochschule Vorarlberg GmbH (henceforth abbreviated to FHV) 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, FHV 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).

DEFECT 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.

2 DESCRIPTION OF FUNCTIONS

PROOF OF IDENTITY

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

ACCESS

- FHV 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 FHV library, the applicable provisions of the Copyright Law and the relevant conditions of use and licensing must be observed.

FHV is a member of the EVTZmbH Wissenschaftsverbund Vierländerregion Bodensee This allows our students to use the libraries and the catering services of all member universities. (More information about EVTZmbH Wissenschaftsverbund Vierländerregion Bodensee can be found at www.wissenschaftsverbund.org).

COPY AND PRINTER FUNCTION

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

Credit can be loaded on the Campus Card on the drinks and coffee vending machines.

ATTENTION: 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.