

---

# Rector's Directive No. 28/2018

---

## Introduction and Use of Identity Cards at Charles University

Date of effect: 1 October 2018

### Article 1 - Types of Identity Cards

1. Charles University ("CU") issues the following types of identity cards:

a) A student identity card in two variants: either a CU student identity card or a CU student identity card including the ISIC licence (International Student Identity Card), both variants of the identity card have a green background;

b) An international student identity card has a yellow background, the appearance of the international student identity card including the ISIC licence is the same as the CU student identity card including the ISIC licence;

c) An employee identity card in three variants: a CU employee identity card, a CU employee identity card including the ITIC licence (International Teacher Identity Card), or a CU employee identity card including the ALIVE licence; the CU employee identity card and CU employee identity card including the ITIC licence have an orange background, the employee identity card including the ALIVE licence has a blue background;

d) An identity card for a participant in lifelong learning programmes in two variants: identity card for a participant in CU lifelong learning programme or an identity card for a participant in CU lifelong learning programme including the ALIVE licence; both variants of this identity card have a blue background;

e) An external service user identity card in two variants: including personal data ("personalised identity cards") or excluding personal data ("non-personalised identity cards"); both variants of the identity card have a red background;

f) Identity card for a member of the CU Alumni Club; this card has a blue background.

2. Individual types of identity cards under paragraph 1 have been issued:

a) Student identity cards since 15 September 2003;

b) International student identity cards since 1 April 2004;

c) Employee identity cards in the variants of CU employee identity card and CU employee identity card including the ITIC licence since 1 May 2004, in the variant of employee identity card including the ALIVE licence since 11 November 2013;

d) Identity cards for participants in lifelong learning programme since 1 October 2018;

e) External service user identity cards since 10 October 2006; and

f) Identity cards for members of the CU Alumni Club since 1 September 2014.

3. All types of identity card are in the form of a smart card providing the name of the University and the coat of arms of CU (also in the form of a hologram) expressing the affiliation with Charles University and, with the exception of non-personalised external service user identity cards, they include personal data<sup>1</sup>, a bar code, photograph, and signature strip.

### Article 2 - Student Identity Cards

1. Every CU student is issued one identity card valid over the entire period of continuous study at Charles University, however the validity may not exceed nine years from the first day of the calendar year following the date of issuance of

---

<sup>1</sup> The identity cards do not list degrees.

the identity card. A change in the programme of study or faculty at which the student studies does not affect the validity of the identity card. The student has a duty to return the identity card upon the completion of study or upon the interruption of study; the student will receive the same identity card free of charge after resuming study. If the identity card holder is still a student after the expiration of the validity of the card, the student is issued a new identity card.

2. When the identity card is being issued for the first time, each student chooses whether he wants a CU student identity card or a CU student identity card including the ISIC licence. The CU student identity card is issued free of charge, the CU student identity card including the ISIC licence is issued for a fee of CZK 230, corresponding to the administrative costs. The validity of the ISIC licence (indicated on the card by a holographic sticker) may be extended for a fee reflecting the administrative costs. A student's application to change his CU student identity card for a CU student identity card including the ISIC licence shall be granted but the student will be charged the same amount as for the replacement of an identity card (loss of the card, etc., see paragraph 6).

3. Coupons confirming validity of the identity card for the given academic year and the student's affiliation with a specific faculty are issued free of charge for every CU student identity card (including or excluding the ISIC licence); the coupons are normally issued by the Student Registry of the given faculty during the registration for the year of study. The coupon for a given academic year is valid from 1 July preceding the commencement of the academic year to 31 October following the end of the academic year. An identity card without a valid coupon is not valid and cannot be used as proof of study at CU. A faculty may make access to certain buildings, facilities, equipment or information technologies, or services conditional upon presentation of a valid identity card together with the coupon confirming affiliation with the given faculty.

4. A plastic sleeve is issued free of charge with every identity card.

5. Identity cards are issued in ID Card Services centres in Prague, Hradec Králové, and Pilsen in accordance with Article 9 (1).

6. The fees charged for the replacement of an identity card, coupon, or plastic sleeve, which reflect the cost of the replacement incurred by CU, are as follows:

- a) CU student identity card: CZK 200;
- b) CU student identity card including the ISIC licence: the total of the costs incurred by CU for the replacement of an identity card under letter (a) and administrative costs under paragraph 2, i.e., CZK 430;
- c) Coupon: CZK 20;
- d) Sleeve: CZK 10.

These fees do not apply to change of identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder.

## **Article 3 - International Student Identity Cards**

1. For the purposes of this Rector's Directive, international students are students studying at CU on the basis of exchange, bursary, and other stays. For the purposes of this Rector's Directive, an international student is not a foreigner studying in a programme of study offered under Article 23 (1) (a) of the Constitution of CU providing that the relevant international agreement stipulates that the foreigner has the status of a student enrolled in a programme of study under the Higher Education Act.

2. Every international student is issued one identity card valid over the planned period of study at Charles University, however the validity may not exceed three years from the date of issuance of the identity card. Issuance of the identity card is dependent on previous provision of the required registration details by the faculty via the relevant software application. The international student has a duty to return the identity card upon completion of the study stay.

3. When the identity card is being issued for the first time, an international student who studies at CU within the Erasmus programme chooses whether he wants an international student identity card or an international student identity card including the ISIC licence. An international student identity card is issued free of charge, and an international student identity card including the ISIC licence is issued for a fee of CZK 230 which corresponds to the administrative costs. An application from an international student studying at CU within the Erasmus programme to change his international student identity card for an international student identity card including the ISIC licence shall be granted but the student will be charged the same amount as for the replacement of an identity card (loss of the card, etc., see paragraph 7).

4. Coupons confirming the validity of the identity card for the given academic year and the international student's affiliation with a specific faculty are issued free of charge for every international student identity card; the coupons are normally issued by the faculty. The coupon for a given academic year is valid from 1 July preceding the commencement of the academic year to 31 October following the end of the academic year. An identity card without a valid coupon is not valid and cannot be used as proof of identity. A faculty may make access to certain buildings, facilities, equipment,

information technologies, or services conditional upon submission of a valid identity card together with the coupon confirming affiliation with the given faculty.

5. A plastic sleeve is issued free of charge with every identity card.

6. Identity cards are issued in ID Card Services centres in Prague, Hradec Králové, and Pilsen in accordance with Article 9 (1).

7. The fees charged for the replacement of an identity card, coupon, or plastic sleeve, which reflect the cost of the replacement incurred by CU, are as follows:

a) Identity card: CZK 200;

b) Identity card including the ISIC licence: the total of the costs incurred by CU for the replacement of an identity card under letter (a) and administrative costs under paragraph 3, i.e., CZK 430;

c) Coupon: CZK 20;

d) Sleeve: CZK 10.

These fees do not apply to a change of identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder.

## Article 4 - Employee Identity Cards

1. For the purposes of this Rector's Directive, employees are persons who are employed by the University, faculty, or other unit and persons who have entered into an agreement to perform work with the University, a faculty, or a unit ("employees").

2. The CU identity cards issued to employees contain, in addition to the elements listed in Article 1 (3), the name of the faculty or unit of CU and thus express the employee's affiliation with the faculty or unit of CU.

3. Every employee is issued an identity card valid for the duration of employment or the validity of the agreement to perform work with Charles University, however the validity may not exceed nine years from the date of issuance of the identity card. If an employee is employed or entered into an agreement to perform work with more than one faculty or unit of CU, such an employee is issued with an identity card at each such faculty or unit and the Information System of CU ensures a unified identification of the employee and all identity cards issued to the employee. The employee has a duty to return the identity card upon termination of employment or validity of the agreement to perform work. If the validity of an identity card expires while the employee is still employed, a new identity card is issued.

4. When the identity card is issued for the first time, the employee chooses whether he wants a CU employee identity card, or CU employee identity card including the ITIC licence, or a CU employee identity card including the ALIVE licence. A CU employee identity card is issued free of charge, a CU employee identity card including the ITIC or ALIVE licence is issued for a fee of CZK 230 corresponding to the administrative costs. The validity of the ITIC or ALIVE licence (indicated on the card by a holographic sticker) may be extended for a fee reflecting the administrative costs. An application to change a CU employee identity card for a CU employee identity card including the ITIC or ALIVE licence shall be granted but the employee will be charged the same amount as for the replacement of an identity card (loss of the card, etc., see paragraph 9).

5. Only one identity card including the ITIC licence may be issued to an employee for a given period. The conditions for issuing an employee identity card including the ITIC licence are stipulated in the distribution agreement between Charles University, GTS ALIVE s.r.o., and International Association Services A/S; the possibility of issuing this identity card is limited to members of academic staff with at least 0.3 full time equivalent and with an employment contract with a duration of at least twelve months.

6. Only one identity card including the ALIVE licence may be issued to an employee for a given period and it may be issued only if the employee was not simultaneously issued an identity card including the ITIC licence, even if the ITIC licence validity indicated on the card expired. The conditions for the issuance of an employee identity card including the ALIVE licence are stipulated in the agreement on cooperation in issuing a joint identity card of a higher education institution employee and the ALIVE identity card between Charles University and GTS ALIVE s.r.o.; the possibility of issuing this identity card is limited to CU employees whose employment relationship with any faculty or other unit of CU does not entitle them to be issued an employee identity card including ITIC licence.

7. A plastic sleeve is issued free of charge with every identity card.

8. Identity cards are issued in ID Card Services centres in Prague, Hradec Králové, and Pilsen in accordance with Article 9 (1).

9. The fees charged for the replacement of an identity card or plastic sleeve, which reflect the cost of the replacement incurred by CU, are as follows:

- a) CU employee identity card: CZK 200;
- b) CU employee identity card including the ITIC licence: the total of costs of an identity card under letter (a) and administrative costs under paragraph 4, i.e., CZK 430;
- c) CU employee identity card including the ALIVE licence: the total of the costs incurred by CU for the replacement of an identity card under letter (a) and administrative costs under paragraph 4, i.e., CZK 430;
- d) Sleeve: CZK 10.

These fees do not apply to a change of identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder.

10. The dean of a faculty or director of a unit may decide in a directive that the use of certain services provided by the faculty or the unit is dependent upon the holding of an employee identity card.

## **Article 5 - Identity Cards for Participants in Lifelong Learning Programmes**

1. For the purposes of this Rector's Directive, participants in lifelong learning programmes are persons who were admitted to a lifelong learning programme by the party implementing it and are registered in the CU Information System as participants in lifelong learning programmes ("participant in a lifelong learning programme"). The details required for issuing identity cards to participants in lifelong learning programmes registered in CU Information System must include the name and surname, gender, date of birth, and nationality of the person, identification of the faculty or other unit of CU, date of commencement and termination of the relevant lifelong learning programme, and information whether the person, in the case of first issuance of the identity card, is to pay the fee under paragraph 6.

2. The CU identity cards issued to participants in lifelong learning programmes contain the elements listed in Article 1 (3).

3. Every participant in lifelong learning programme may be issued a single identity card for a participant in a lifelong learning programme; the validity of the identity card is limited to three years from the date of issuance indicated on the identity card. If the validity of the identity card expires while the card holder is still a participant in lifelong learning, a new identity card is issued.

4. When the identity card is issued, a participant in a lifelong learning programme chooses whether he wants an identity card for a participant in a lifelong learning programme or an identity card for a participant in a lifelong learning programme including the ALIVE licence. The validity of the ALIVE licence is:

- a) Until 31 December of the current calendar year in the case of issuance of an identity card or extension of the validity of the licence before 1 September of the calendar year;
- b) Until 31 December of the following calendar year in the case of issuance of an identity card or extension of the validity of the licence on or after 1 September of the calendar year.

5. When the identity card of a participant in a lifelong learning programme is issued for the first time, the participant is charged a fee reflecting the administrative costs and amounting to CZK 200, the first issuance of the identity card of participant in lifelong learning programme including ALIVE licence bears a charge reflecting the administrative costs amounting to CZK 380. Extension of validity of ALIVE licence for another calendar year (indicated on the card by a holographic sticker) bears a charge reflecting the administrative costs amounting to CZK 180. An application to change the identity card for a participant in a lifelong learning programme to an identity card for a participant in a lifelong learning programme including the ALIVE licence shall be granted but the participant will be charged the same amount as for the replacement of an identity card (loss of the card, etc., see paragraph 11).

6. The administrative costs of the first issuance of the identity card, amounting to CZK 200, are paid either by the card holder when the card is issued in an ID Card Services centre, or by the faculty or other unit of CU that registered the participant in a lifelong learning programme in the CU Information System and indicated the fact that the person is not to pay for the identity card in the ID Card Services centre. The administrative costs related to the ALIVE licence are always borne by the participant in lifelong learning.

7. The fee for identity cards the issuance of which was requested by a faculty or other unit of CU using the procedure under paragraph 6 will be invoiced by the CU Computer Science Centre on a quarterly basis to the relevant unit of CU always at the end of the relevant calendar quarter. The invoice includes an attachment containing a list of names of persons to whom an identity card for participant in a lifelong learning programme was issued in the given period at the request of the faculty of other unit of CU without payment of the fee in the ID Card Services centre.

8. A plastic sleeve is issued free of charge with every identity card.

9. Coupons confirming the validity of an identity card for the given academic year and the participant's affiliation with a specific faculty or other unit of CU may be issued free of charge for identity cards for participants in a lifelong learning programmes if the faculty or other unit of CU wishes to do so and ensures the issuance of the coupons. The coupon for a given academic year is valid from 1 July preceding the commencement of the academic year to 31 October following the end of the academic year. The required coupons are supplied by the CU Computer Science Centre to the faculty or other unit of CU, it is not possible to issue coupons other than those supplied in this way with the identity cards. A faculty or other unit of CU may make access to certain buildings, facilities, equipment, information technologies, or services conditional upon presentation of a valid identity card together with the coupon confirming affiliation with the given faculty or other unit of CU.

10. Identity cards are issued in ID Card Services centres in Prague, Hradec Králové, and Pilsen in accordance with Article 9 (1).

11. The fees charged for the replacement of an identity card or plastic sleeve, which reflect the cost of the replacement incurred by CU, are as follows:

- a) Identity card for a participant in a lifelong learning programme: CZK 200;
- b) Identity card for a participant in a lifelong learning programme including the ALIVE licence: the total of the costs incurred by CU for the replacement of an identity card under letter (a) and administrative costs under paragraph 5, second sentence, i.e., CZK 380;
- c) Coupon: CZK 20;
- d) Sleeve: CZK 10.

The fees are paid by the participant in a lifelong learning programme in an ID Card Services centre including cases when cost of the first issuance of the identity card was paid by a faculty or other unit of CU. These fees do not apply to a change of an identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder.

## Article 6 - External Service User Identity Cards

1. For the purposes of this Rector's Directive, external service users are persons who entered into an agreement to complete a job, persons who are to have access to buildings and facilities of CU without having any other relationship to CU, international short-term visitors, students of other higher education institutions accommodated in CU dormitories, visitors accommodated in CU dormitories, external diners in CU student canteens, external readers in CU libraries, and other persons who are interested in using services provided by the University ("external users").

2. There are two types of identity cards issued to external users:

- a) Cards including personal data, bar code, photograph, and signature strip ("personalised identity cards");
- b) Cards including bar code, name of faculty or other unit of CU to which the use of the identity card is limited, and identification of a service for which the identity card is intended, if any ("non-personalised identity cards").

3. A personalised identity card may not be transferred to another person and it may be used only by the person whose personal data are provided on the identity card. A non-personalised identity card is transferrable and may be used by any person to whom it was lent by a faculty or other unit of CU.

4. In addition to the identity cards under paragraph 2, an identity card of a student or employee of another higher education institution in the Czech Republic may be accepted as an external user identity card providing that it contains a contactless chip technically compatible with the chips used on identity cards listed in paragraph 2 and providing that the identity card was registered at CU as an external user identity card using the procedure described in paragraph 9.

5. The validity of the identity cards under paragraph 2 is limited to the period of nine years from the date of issuance provided on the identity card. After expiration of the validity of the identity card, an external user may be issued with a new identity card. The validity of identity cards under paragraph 4 is accepted over a period of no longer than five years from the registration.

6. A personalised identity card under paragraph 2 (a) may be issued providing that the applicant provides personal data and gives consent with the processing of the data in the CU Information System. The data and consent may be provided either in an ID Card Services centre under Article 9 (1) or at a faculty or other unit of CU, which passes the data on to the ID Card Services centre in accordance with the procedure under paragraph 13.

7. Non-personalised identity cards under paragraph 2 (b) are supplied by the Computer Science Centre of CU to the given faculty or other unit of CU which ordered them. Further circulation of the identity cards and management of their registration is stipulated by the faculty or other unit of CU to which the identity cards were supplied. In case the holder of such identity card notifies the faculty or other unit of CU of the fact that the identity card was lost or stolen, the faculty or other unit of CU notifies the Computer Science Centre of CU, which will invalidate the identity card in the central register of identity cards.

8. Identity cards under paragraph 2 (a) are issued in ID Card Services centres in Prague, Hradec Králové, and Pilsen in accordance with Article 9 (1).

9. The registration of identity cards of students and employees of other higher education institutions in the Czech Republic is carried out in ID Card Services centres in accordance with Article 9 (1) and in other locations if requested by the faculty or other unit of CU and an agreement is reached with the Computer Science Centre of CU on the conditions and method of registration.

10. The fee for the first issuance of a personalised identity card is CZK 180. The fee for the supply of a non-personalised identity card is CZK 160. A plastic sleeve is issued free of charge for both types of identity card.

11. The fee for the first issuance of a personalised identity card is paid either by the card holder when the card is issued in an ID Card Services centre, or by the faculty or other unit of CU that requested that the identity card be issued to the relevant person and indicated in the data provided using the procedure under paragraph 13 the fact that the person is not to pay for the identity card in the ID Card Services centre. The fee for identity cards the issuance of which was requested by a faculty or other unit of CU will be invoiced by the CU Computer Science Centre on a quarterly basis to the relevant unit of CU always at the end of the relevant calendar quarter. The invoice includes an attachment containing a list of names of persons to whom an external user identity card was issued in the given period at the request of the faculty or other unit of CU without payment of the fee in the ID Card Services centre.

12. The fee for identity cards provided to a faculty or other unit of CU under paragraph 7 will be invoiced by the CU Computer Science centre to the given unit of CU after provision of the identity cards.

13. A faculty or other unit of CU may provide, to the ID Card Services centre, personal data of persons to whom the faculty or unit of CU wants to issue identity cards in the format and using the procedure stipulated by the CU Computer Science centre. The data must contain the name, surname, gender, date of birth, and nationality of the person, identification of the faculty, and indication whether the person is to pay the fee under paragraph 10 in the case of first issuance of the identity card. If the faculty provided the data to the ID Card Services centre, the data will not be requested again from the applicant for an identity card in the ID Card Services centre.

14. Coupons confirming the validity of the external users identity cards under paragraph 2 and under paragraph 4 for the given academic year and the external user's affiliation with a specific faculty may be issued free of charge if the faculty wishes to do so and ensures the issuance of the coupons. The coupon for a given academic year is valid from 1 July preceding the commencement of the academic year to 31 October following the end of the academic year. The required coupons are supplied to the faculty by the CU Computer Science Centre, it is not possible to issue other coupons than those supplied in this way with the identity cards. A faculty may make access to certain buildings, facilities, equipment, information technologies, or services conditional upon submission of a valid identity card together with the coupon confirming affiliation with the given faculty.

15. The fees charged for the replacement of a personalised identity card, coupon, or plastic sleeve, which reflect the cost of the replacement incurred by CU, are as follows:

- a) Identity card: CZK 200;
- b) Coupon: CZK 20;
- c) Sleeve: CZK 10.

The fees are paid by the external user in an ID Card Services centre including in cases when the cost of the first issuance of the identity card was paid by a faculty or other unit of CU. These fees do not apply to a change of identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder.

16. Upon their expiration, the personalised identity cards of external users are returned by their holders to ID Card Services centres or to a faculty or other unit of CU where the identity cards were used.

17. Non-personalised identity cards are returned to the faculty or other unit of CU which lent them the identity card by their holders upon expiration or end of the purpose for which the identity card was lent to them.

## **Article 7 - Membership in CU Alumni Club**

1. Only graduates of bachelor's, master's, post-bachelor, or doctoral programmes of study at Charles University ("graduate") may become members of the CU Alumni Club ("the Club"). Former members of the defunct Association of Graduates and Friends of CU may also become members of the Club.

2. Membership in the Club is conditional upon registration which is carried out via online application accessible from the CU website at [www.prukazy.cuni.cz](http://www.prukazy.cuni.cz) and [www.absolventi.cuni.cz](http://www.absolventi.cuni.cz) .

3. During registration under paragraph 2 the applicant for membership in the Club enters the following data in the application:

- a) Name and surname;
- b) Surname provided on the diploma;
- c) Date of birth;
- d) Nationality;
- e) Gender;
- f) Graduation year;
- g) Faculty where the study was completed;
- h) Type of programme of study;
- i) Completed programme of study and field of study;
- j) E-mail address for future communication with the applicant;
- k) Address of residence, or contact address;

The applicant for membership may also optionally enter the following data:

- l) Degree titles before and after the name;
- m) Employer (position);
- n) Information whether the applicant works in the field he studied at CU;
- o) The applicant's presentation (what the applicant can offer to CU, its students, and graduates);
- p) Identification of the association of graduates of a faculty of CU of which the applicant is a member;
- q) Telephone number;
- r) Other data as required by CU.

4. During the registration under paragraph 2 the applicant for membership in the Club is notified of the rules of the processing of personal data and may consent to using his data for the sending of information on events, offers, and other activities (surveys, invitations, etc.). The applicant may withdraw consent any time free of charge via the Club member profile under paragraph 12 or by written withdrawal sent to the Centre for Information, Counselling, and Social Services of CU Rectorate ("CICSS").

5. CU Information System users who have valid login for the CU Central Authentication Service may use the login details in the course of registration under paragraph 3. In such a case a part of the details will be automatically filled in using the user data from the CU Information System.

6. Within ten working days of registration under paragraph 2 the University verifies the data entered by the applicant and in the case of a positive result informs the applicant via email whether the registration was approved or denied. If the applicant's data are found in the University Information System, the verification is carried out immediately during the registration; otherwise the data are verified in the University archives. If the applicant chooses under paragraph 3 (p) affiliation with an association of graduates of a faculty, such data will be verified at the relevant faculty.

7. The applicant becomes a member of the Club on the date of approval of registration under paragraph 8.

8. Approval of registration is carried out by a designated person of CICSS, who, based on the data provided by the applicant during registration under paragraph 2, confirms that the applicant is entitled to membership in the CU Alumni Club.

9. Any time after approval of registration under paragraph 8 the applicant may collect the identity card from an ID Card Services centre under Article 9 (1). The applicant must submit to the assistant of the centre his identity card for the purpose of verification of his identity.

10. A member of the Club may request that his membership be terminated via the Club member profile under paragraph 12 or by written notice sent to CICSS. Membership in the Club extinguishes on the date of acknowledgement of receipt of the request for termination of membership by CU.

11. An access account is automatically created for the Club member in CU Central Authentication Service.

12. The applicant, or Club member will be able to amend selected data entered by the applicant for membership during registration using the procedure under paragraph 3 in the Club member profile after logging in by means of the access account in the CU Central Authentication Service.

## **Article 8 - Identity Cards of Members of CU Alumni Club**

1. The validity of identity card of Club member is no longer than nine years. After expiration the Club member may be issued with a new identity card.

2. Identity cards issued to Club members may in addition to elements under Article 1 (3) also contain at the option of the Club member one of the following pieces of information: name of the faculty under Article 7 (3) (g) or identification of the association of graduates of a faculty of CU under Article 7 (3) (p). An application for a change of identity card of Club member for identity card including the faculty or for one excluding the faculty shall be satisfied but the member will be charged the same amount as in case of the replacement of an identity card (loss of the card, etc., see paragraph 10).

3. When the identity card of Club member is issued the Club member may choose whether he wants an identity card of a Club member or an identity card of Club member including ALIVE licence. The validity of ALIVE licence is from the date of issuance of the identity card to 31 December of the following calendar year; in case of extension of validity of the licence before 1 September of the calendar year to 31 December of the given calendar year, in case of extension of validity on or after 1 September to 31 December of the following calendar year.

4. When the identity card of Club member is issued for the first time the participant is charged a fee reflecting the administrative costs amounting to CZK 200, the first issuance of the identity card of Club member including ALIVE licence bears a charge reflecting the administrative costs amounting to CZK 380. Extension of validity of ALIVE licence for another calendar year (indicated on the card by a holographic sticker) bears a charge reflecting the administrative costs amounting to CZK 180.

5. An application for a change of identity card of Club member for identity card including ALIVE licence shall be satisfied but the member will be charged the same amount as in case of the replacement of an identity card (loss of the card, etc., see paragraph 10).

6. No more than one identity card of Club member (including or excluding ALIVE licence) may be issued to a Club member.

7. A plastic sleeve is issued free of charge with every identity card.

8. Coupons confirming affiliation of the Club member to a specific faculty or an association of graduates of a faculty under Article 7 (3) (p) may be issued free of charge if the faculty wishes to do so and ensures the issuance of the coupons. The required coupons are supplied to the faculty by the CU Computer Science Centre, it is not possible to issue other coupons than those supplied in this way with the identity cards. A faculty may make access to certain buildings, facilities, equipment or information technologies, or services conditional upon submission of a valid identity card together with the coupon confirming affiliation with the given faculty of CU or association of graduates of the faculty of CU.

9. Identity cards are issued in ID Card Services centres in Prague, Hradec Králové, and Pilsen in accordance with Article 9 (1).

10. The fees charged for the replacement of an identity card or plastic sleeve, which reflect the cost of replacement incurred by CU, are as follows:

- a) Club member identity card: CZK 200;
- b) Club member identity card including the ALIVE licence: the total of the costs incurred by CU for the replacement of an identity card under letter (a) and administrative costs under paragraph 3, i.e., CZK 380;
- c) Coupon: CZK 20;
- d) Sleeve: CZK 10.

These fees do not apply to a change of identity card due to a change in personal data or failure of functionality of the technical elements of the identity card not caused by the card holder nor to exchange of the expired identity card under paragraph (1) for a new one.

## Article 9 - Common Provisions

1. Identity cards are issued in the following ID Card Services centres:

- a) Prague, Centre for Information, Counselling and Social Services of CU, Opletalova 38;
- b) Prague, Faculty of Law, nám. Curieových 7;
- c) Prague, Faculty of Mathematics and Physics of CU, Ke Karlovu 3;
- d) Hradec Králové, Na Kotli Dormitory, Na Kotli 1147;
- e) Pilsen, Student Registry of the Faculty of Medicine in Pilsen, Husova 3.

2. The opening hours of the Prague centres are determined so that at least one centre is open on every working day; the centres in Hradec Králové and in Pilsen are open on at least two working days of every week.

3. Any other identity cards or other cards issued by CU before the dates under Article 1 (2) and serving the function of student, international student, employee, lifelong learning programme participant, or external user identity card are not valid and such identity cards or other cards cannot be issued. Exceptions may be made based on a dean's or a unit

director's directive in case of very specific local applications where the card is a prerequisite for the operation of such application and where it is not possible to find another solution in cooperation with the CU Computer Science Centre.

4. Comprehensive information on the issuing of identity cards is available at <http://www.cuni.cz/prukazy/> .

5. The issuing of identity cards and acts related to that including financial management fall within the powers of CICSS. Technical support is provided by the CU Computer Science Centre. CU Computer Science Centre in cooperation with CICSS prepares and coordinates the steps aimed at the efficient use of identity cards at CU and provide methodological assistance to faculties and other units when launching applications tied to identity cards.

## **Article 10 - Final Provisions**

1. Rector's Directives No. 26/2014, 12/2016 and 37/2016 are hereby repealed.
2. This Rector's Directive becomes effective on 1 October 2018.

In Prague on 10 July 2018

Prof. MUDr. Tomáš Zima, DrSc., MBA