

# **The multifunctional chip card at Aalen University of Applied Sciences**

Instructions for using the chip card

## Contents

1. Introduction
2. Card technology and card maintenance
3. Revaluate chip card / load amount of money
4. Copying with the chip card
5. Validation stations & Ostalb Mobil
6. Data protection
7. Costs
8. Issue
9. Completion of Studies
10. Malfunctions - What to do?

## 1. Introduction

Every student at Aalen University of Applied Sciences receives a **chip card** at the beginning of their studies. This serves as a student ID card and for the use of Ostalb-Mobil.

The aim of this multifunctional chip card is to improve the university's services and to simplify and largely automate administrative processes.

The chip card should be a helpful and reliable partner for all students for the following functions:

1. **Student ID card with photo**
2. **Library card for library use**
3. **Payment at photocopiers**
4. **Payment in the cafeteria and canteen**
5. **Payment at coffee machines**
6. **Use of the Student Union's cashless machines**
7. **Updating the semester imprint**
8. **Access control, if applicable**

## 2. Card technology and card maintenance

The chip card is a so-called Mifare card or Desfire card in credit card format, whereby the chip is sealed into the card. The cash value card function of the chip card replaces cash. Anyone in possession of a card can make copies at the photocopiers, pay in the canteen and cafeteria or get drinks from the coffee machine, provided the card is "loaded". Therefore, treat the chip card like cash. In the event of loss (theft, etc.), the remaining amount will not be refunded.

**If the card is lost or defective, please contact the card issuer immediately to reapply:**

for students:

Student Department Room  
271 b  
Phone: 07361/576-1299  
E-Mail [zulassungsamt@hs-aalen.de](mailto:zulassungsamt@hs-aalen.de)

for employees:

Personnel department  
E-Mail [personalabteilung@hs-aalen.de](mailto:personalabteilung@hs-aalen.de)

The chip card is intended to accompany you during your Studies at our university. Therefore, please handle the chip card with care. The chip card is your property. If the card is lost or defective, a new card will only be issued for a fee of 10.00 EUR. You should keep the chip card safe at all times.

If you observe the following instructions, the card will last a long time:

- **Please do not kink, bend or subject to strong pressure as this will break the internal antenna. Money and other information can then no longer be retrieved. The card must be replaced for a fee,**
- **Do not expose to extreme heat or cold (e.g. in the car),**
- **Do not use dirty or soiled,**
- **best kept at \_\_\_\_\_ in \_\_\_\_\_ of the \_\_\_\_\_ separate \_\_\_\_\_ protective cover \_\_\_\_\_, which will be given to you with the card,**
- **do not affix any stickers to the chip card.**

### **3. Revalue chip card / load amount of money**

In order to use the payment function of the chip card, you must first transfer an amount of money to the electronic wallet. This is done cashlessly using an EC card only.

You will find EC revaluators at the following locations:

1. Cafeteria on the ground floor of the main building,
2. D-tec.tif print shop, in front of room no. 279, main building
3. in the canteen,
4. in the library (Burren),
5. Copy room in building 2 (Burren).

**This is how you load an amount of money onto your chip card:**

- insert the chip card into the EC revaluator
- insert your EC card into the EC revaluator
- Follow the instructions on the display
- Please remove both cards from the EC revaluator!

## 4. Copying with the chip card

The following photocopiers are available to all students and can be operated with the chip card:

- **Main building**  
D-tec.tif print shop, room no. 279  
and in the adjacent copy rooms
- **New construction Burren**  
Building 1 - in the copy room, room no. 0.07 Building  
2 - in the copy room, room no. 0.19 Building 3 - in  
the library on the first floor
- **Branch office Gartenstraße 135**  
Ground floor - in room 010

Students can make copies using the cash card function. Please note that copying is only possible if there is a corresponding amount of money on your chip card. If this is not the case, please top up the card with the appropriate amount of money at the top-up terminal beforehand.

## 5. Validation stations & Ostalb Mobil

The validity of your chip card can be extended after your online re-registration at separate validation stations. The validation stations are located in Beethovenstraße 1 in front of the room 271 b (Admissions Office) and in the library in Burren.

With the validation of your chip card at the beginning of the semester, you will receive the imprint "Ostalb Mobil". This allows you to use public transport free of charge or at a reduced price at certain times with the chip card.

Further information can be found on our homepage:

*Studies - Studying - Student Department - Information about Studies - General Student Administration - Semester Ticket.*

## 6. Data protection

### General information

The only personal data field stored on the chip itself is the matriculation number. In conjunction with a secret number (PIN), which you can assign yourself and change at any time, this ensures that all administrative applications can only be carried out by you.

For payment transactions, all income from cash and EC revaluations is initially credited to a clearing account, which is settled or booked with the respective institution (e.g. canteen, cafeteria, copying company, etc.) depending on consumption. This is necessary in order to be able to carry out the corresponding allocation at the Studentenwerk. However, the use of the chip card remains anonymous - access to the data and transactions of the "wallet" segment is possible, but **not to personal data of the card holder**. This means that there is no possibility of establishing a reference to the cardholder or personal user profiles. This means, for example, that the Studentenwerk cannot subsequently determine the eating habits of certain students. There will be no "transparent student". The anonymized use of the chip card remains anonymous. In cooperation with the data protection officer of the state of Baden- Württemberg, the following data protection regulations have been drawn up, which we hereby inform you of:

Aalen University of Applied Sciences issues students with a chip card as their student ID.

#### On the front of the chip card are:

- Name of the university
- Surname, first name
- Matriculation number
- Card number
- Student's passport photo printed on it.



#### On the thermochromic strip are:

- the respective period of validity of the student ID card
- the authorization to use Ostalb-Mobil

**The following data is stored on the chip card:**

- ' Matriculation number
- ' Validity period
- ' Prepaid card balance
- ' System data such as card type and serial number.

Aalen University of Applied Sciences stores the data required for the individual processes on a server.

The following data is stored in the chip card system, to which the Central Admissions and Examinations Office and the faculty secretariats of the university have access:

- Name,
- First name,
- Matriculation number,
- Library number,
- Validity of the chip card,
- Card sequence number,
- System number,
- Card type,
- Serial number,
- Version number,
- University number and
- Access authorization number.

The loss must be reported immediately to the Admissions and Central Student Services Department. Claims under the State Data Protection Act must be asserted in writing and sent to the Admissions Office and Central Student Services at Aalen University of Applied Sciences.

## **7. Costs**

Since the summer semester 2007, chip cards have been issued free of charge at the start of the semester. In the event of loss or damage, a new chip card will be issued for a fee of EUR 10.00.

## **8. Issue**

Students receive the chip card at the beginning of their Studies from the Admissions and Central Student Services Department (Admissions Office).

## **9. Completion of Studies**

After completion of Studies (date of exmatriculation), the student card must be returned to the Student Administration Office.

The certificate of exmatriculation can only be issued after the chip card has been returned and any further requirements have been met.

Please ensure that the funds on the card are used up before exmatriculation. The remaining amount can only be paid out in the cafeteria.



## 10. Malfunctions - What to do?

If your chip card does not work as it should, there can be many reasons for this. To minimize the trouble with the technology, here are a few possible solutions:

Problem	Solution
I have lost my card.	<p>To prevent misuse, the card should be blocked immediately. Please apply for a new card (the application form can be found on the homepage) at the Admissions Office. As soon as the new card is printed, the old one will be automatically blocked.</p> <p><b>Please :</b> Amounts of money or copy quotas stored on the chip card are not stored on a server and therefore cannot be replaced.</p>
The validity strip (thermochromic strip with blue imprint) can no longer be written on.	Clean the strip (Caution: do not use harsh cleaning agents!). A new card may need to be issued.
My card got stuck in the validation station.	Please inform Campus IT immediately, room 125a.
My card no longer works after displaying an error message	<p>Try to rectify the error by reinserting the card on the last device on which the card was used.</p> <p>If this no effect, make a note of the error message and contact Campus IT, room 125a directly.</p>

Space for your notes:

## Publisher:

Aalen University of  
Sciences  
Beethovenstraße 1  
73430 Aalen

Tel. : 07361 / 576 -1250  
Fax : 07361 / 576 -1298

E-Mail [zulassungsamt@hs-aalen.de](mailto:zulassungsamt@hs-aalen.de)

9th edition  
Status: October 2018

**The chip card project is supported by:**

