



Regulation of the Rector of Gdańsk University of Technology No. 24/2019, of 9 August 2019

on: Electronic student ID card (SIC) and electronic doctoral student ID card (DSIC).

Pursuant to Art. 23(1) and (2) of the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), Art. 278(1) and (2), of 3 July 2018, provisions enforcing the Law on Higher Education and Science (Journal of Laws of 2018, item 1668), Regulation of the Minister of Science and Higher Education of 21 September 2018 on doctoral diplomas, habilitation diplomas and doctoral student cards (Journal of Laws 2018, item 1837), Regulation of the Minister of Science and Higher Education of 27 September 2018 on degree programmes (Journal of Laws of 2018, item 1861, as amended), the Regulation.

§1 Definitions used in the Regulation herein:

1. **DSIC** – electronic doctoral student ID card;
2. **SIC** – electronic student ID card;
3. **hologram** – an optical security sign in the form of a sticker, which pattern is set out in Appendix 2 to the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies and in Appendix 2 to the Regulation of the Minister of Science and Higher Education of 21 September 2018 on doctoral diplomas, habilitation diplomas and doctoral student ID cards
4. **primary field** – main field of study;
5. **ID personalization** – imprinted surface of the card and recording data in an electronic system;
6. **UCP** – University Center for Personalization;
7. **Application for electronic ID card** – online application via individual student/doctoral student account at „MojaPG” portal.

§2

1. An electronic ID is a document confirming holding the status of a university student.
2. The student / doctoral student ID card is an electronic processor card.
3. SIC/DSIC is also an identity card, library card, city card and entry card to parking yards located at the Gdańsk Tech campus.
4. In order to integrate an electronic ID card with a periodic ticket, go to the Public Transport Authority in Gdańsk or the City Transport Authority in Gdynia.
5. It is possible to activate the electronic ID card as an entry card to parking yards through the Student Government and the Property Protection Office of Gdańsk University of Technology.

§3

1. Students starting first and second cycle studies at Gdańsk University of Technology in the full-time and part-time receive an electronic student ID card, in accordance with the template set out in Appendix 1 to the Regulation of the Minister of Science and Higher Education on degree programs.

2. Doctoral students starting third-cycle studies at Gdańsk University of Technology in the full-time and part-time mode receive an electronic doctoral student ID card, in accordance with the template set out in Appendix 1 to the Regulation of the Minister of Science and Higher Education of September 21, 2018 on doctoral diplomas, habilitation diplomas and doctoral student ID cards.

§4

1. The electronic student and doctoral student ID cards are printed at the SIC/DSIC University Personalization Center, located in the Education Office at Gdańsk University of Technology.
2. The prerequisite for obtaining the SIC/DSIC is to correctly fill in the appropriate application on the university portal "MojaPG", attach a valid photo in accordance with the requirements and pay the fee to the indicated individual account.
3. If during the course of studies there is a change in the personal data of a student / doctoral student, he / she is obliged to immediately inform the dean's office / secretariat of their faculty about this fact.
4. The student / doctoral student is responsible for the correctness of the data entered in the application for an ID card and for the photograph.
5. The photo attached to the application should meet the same criteria for position of the photographed person, background, lighting, contrast and quality as the photo for the ID card.
6. Technical parameters of the photo for SIC/DSIC:
 - 1) digital copy, in jpg format;
 - 2) size 236 × 295 pixels, corresponding to 2,0 × 2,5 cm, minimum 300 dpi resolution;
 - 3) the maximum allowable file size with the photo is 500 kilobytes.
7. Attaching an inappropriate photograph and entering data inconsistent with the facts in the application will result in failure to issue an ID card by an employee of the dean's office/secretariat, and the student/doctoral student incurring the costs of producing a duplicate ID.
8. Aby wniosek o wydanie legitymacji został przekazany do realizacji musi posiadać status „zapłacony”. In order for the application for a card to be submitted for execution, it must have the "paid" status.
9. A student/doctoral student may submit a resignation from obtaining an electronic ID card until the application has the status "awaiting payment". The resignation takes place on the student's/doctoral student's account at "MojaPG".
10. After logging in to "MojaPG", a student/doctoral student has the opportunity to check the status of their application.
11. The University Personalization Center the finished SIC/DSIC to an authorized employee at the dean's office/secretariat of doctoral studies within a maximum of 14 days from the moment the payment for the SIC/DSIC is credited to the account of Gdańsk University of Technology.
12. The University Personalization Center is not allowed to issue the SIC/DSIC directly to the student/doctoral student.
13. The student/doctoral student collects the completed ID card at the dean's office/secretariat of doctoral studies at their faculty.
14. Collection of SIC/DSIC by third parties is possible only on the basis of a notarized authorization or an authorization submitted in person at the dean's office by the student/doctoral student applying for the card. In the second case, the authorization must be signed on the spot in the presence of an employee of the relevant dean's office/secretariat.

§5

1. Extending the validity of the SIC (updating in an electronic system and placing the hologram in sequentially marked fields) after the end of each semester is done in the faculty dean's offices by an employee with a qualified electronic signature.
2. The DSIC validity is extended by an employee of the dean's office or secretariat of doctoral studies holding a qualified electronic signature. The validity of the DSIC is confirmed annually in the same manner as for the SIC.
3. If it is not possible to extend the validity of the electronic ID card and read the data due to damage, the card is not subject to complaint. In such a case, the student/doctoral student shall obtain a duplicate ID card at their own expense.
4. The electronic ID card should not be broken, bent, exposed to a strong electromagnetic field or exposed to extreme temperatures and moisture. The ID card should be protected against mechanical damage.

§6

1. The fee for the production of SIC and DSIC is specified in the relevant Regulation of the Minister of Science and Higher Education
2. The fee for electronic ID card:
 - 1) persons who concluded an agreement with Gdańsk University of Technology by the academic year of 2018/2019, pay fees on the basis of the existing rules
 - 2) persons who concluded an agreement with Gdańsk University of Technology from the academic year of 2019/2020, pay the following fees:
 - a) first student ID: 22 PLN,
 - b) copy and each consecutive student ID: 33 PLN.
3. If it is necessary to issue a copy of SIC or DSIC, the student or doctoral student is obliged to submit an application for the copy of SIC or DSIC and pay the appropriate fee.
4. Applications submitted but not paid for within **30 days** are automatically rejected by the system.
5. SIC/DSIC payments are non-refundable. Exceptions are allowed in justified cases, e.g. double payment by mistake, payment made to the wrong account or resignation from issuing an ID card. The amount paid is refunded at the written request of the student/doctoral student, which is attached as Appendix 1 to the Regulation.
6. The application for a refund should be submitted together with a bank transfer confirmation to the University Personalization Center. If the application is positively verified in the UCP, it is forwarded to the Bursary of Gdańsk Tech, where the fee is reimbursed within 14 working days from submitting the application.
7. Receipts from fees for electronic ID cards as well as all costs related to printing SIC and DSIC are settled by the Education Office of Gdańsk University of Technology.

§7

1. The student ID card may be additionally issued in the form of an electronic document, hereinafter referred to as the "mID card" ("mLegitymacja" in Polish).
2. The student mID is stored and presented using a public mobile application.
3. The mID may be issued to a student who is the holder of an electronic student ID.
4. The mID mLegitymacja is issued at the request of a student with a PESEL number.
5. The mID is valid in the period of the electronic student ID validity.
6. The visual elements of mID are specified in Appendix 1 to the Regulation of the Minister of Science and Higher Education of 16 April 2019, amending the regulation on degree programs (Journal of Laws of 2019, item 787).
7. Information on the method and principles of the student mID operation is specified in the regulation of the "mObywatel" mobile application.

§8 The student/doctoral student is obliged to notify their dean's office/secretariat if they lose the electronic ID. It should be a written notification, in accordance with the template included in Appendix 2 to the Regulation. The notification of loss of the electronic ID is archived in a personal file of the student.

§9 It is impossible to apply for an ID card when the status of the previous application is different than "received".

§10

1. The SIC is valid until the date of graduation, suspension of the student's rights or removal from the list of students, however, in the case of first-cycle studies graduates - until 31 October of the year of completion of these studies.
2. The graduates referred to in paragraph 1, wishing to apply for a SIC have this option in the "MojaPG" system, in the field of study marked as primary. If there is no such designation, they should report this fact to their dean's office.

§11 Persons who continue their education at the second-cycle studies or reactivate at the Gdańsk Tech are entitled to electronic student ID cards previously issued by Gdańsk University of Technology. If a student changes their faculty, the dean's office of the admitting faculty shall submit a written application to the dean's office in which SIC is located for transfer of the ID card and change of the primary course to the one which the student has transferred to.

§12 If there is not enough space on the ID to place consecutive holograms, the student/doctoral student incurs the cost of producing a duplicate ID card.

§13 If the photo or personal data on the ID card are e.g. rubbed, damaged, etc. in such a way that it is impossible to read them, the student/doctoral student is obliged to make a duplicate ID card.

§14 It is forbidden to remove the holograms placed on the SIC/DSIC under the pain of invalidating the identity card.

§15 ID cards returned and unclaimed by students/doctoral students are archived in personal files.

§16 The Dean's Office will inform the UCP by e-mail about the removal from a Faculty of a student who has applied for an ID card, whose status appears in the "MojaPG" as "waiting for payment". The University Center for Personalization will change the status of such application to "rejected".

§17 The provisions on pre-numbered documents apply to the electronic student and doctoral ID cards.

§18 The Gdańsk Tech IT Center is responsible for the correct operation of IT systems for issuing SIC and DSIC.

§19 SIC and DSIC issued before 1 October 2018 remain valid on the same terms.

§20 From 1 October 2018 to 30 June 2019, one can issue SIC and DSIC and confirm their validity, in accordance with the applicable rules.

§21 The Regulation of the Rector of Gdańsk University of Technology No. 4/2019 of 28 February 2019 is hereby repealed.

§22 This Regulation becomes effective on the issue date, except for §7 which enters into force in the academic year of 2020/2021.

Rector

Prof. Krzysztof Wilde,

Gdańsk,.....

.....
Name and surname of the student/doctoral student

.....
Album number

.....
Faculty

**Bursary
of Gdańsk University of Technology**

Application for a refund of the fee for the electronic student ID card

Please refund the amount:, paid by

Ms/Mr

to the bank account number:.....

.....
The payment should be made to the bank account number:.....

.....
whose holder is.....

Justification:

.....

.....

.....

I hereby attach the bank transfer confirmation.

.....
Legible signature
of the student/doctoral student

.....
date, signature and stamp of the head of
the unit

Comments:

.....
date, signature and stamp of the
employee of the University Center
for Personalization at Gdańsk Tech

Gdańsk,

.....
Name and surname of the student/doctoral student

.....
Album number

.....
Faculty

Notification of loss of the electronic ID card

I hereby notify that my student/doctoral student* ID card was:

☐ damaged

☐ lost

☐ stolen

☐ other:

Consequently, please invalidate the lost ID card.

I am aware of full legal liability for making a false statement.

.....
date of submission

.....
legible signature of the student/doctoral student

* delete as appropriate