

Charles University in Prague Instructions for Issue and Use of Student Identity Cards

1. Charles University in Prague launched the issue of new ID cards for its students in September 2003. These ID documents take the form of electronic smart cards containing personal data, a bar code, a photograph and a signature strip. The title "Charles University" and the university emblem confirm student membership of the university.

2. Each student of CU is issued with one card valid for the whole period of his or her studies at CU (provided these are not interrupted) but with a maximum period of validity of nine years from the first day of the calendar year following the date of issue of the card. The student card remains the property of CU and is not transferable. If a student changes programme of study or faculty, this does not affect the validity of the card. After completion of studies or interruption of studies the student is obliged to return the card without delay. He or she should return the card to the study department of his or her faculty. If the student continues studies after a period of official interruption, he or she will be given back the original card free of charge. Before returning the card it is necessary to withdraw an eventual credit balance of the catering system account of CU Refectories at a cash office of the refectory.

3. At the time of the first issue of the card each student will choose whether he or she wants a standard CU student card or a CU student card with the ISIC licence (making it an International Student Identity Card as well). The issue of a standard CU student card is free of charge, while a fee of 230 CZK is charged for the issue of a CU student card with the ISIC licence to cover administrative costs. Prolongation of the validity of the ISIC licence (indicated on the card by a holographic sticker) involves an administrative charge of the same amount. A standard CU student card may also be changed for a card with the ISIC licence, at the same charge as replacement of the card (in case of loss etc. – see Point 8).

4. Stamps (coupons) confirming the validity of the card in a particular academic year and stating the faculty to which the student belongs are issued to go with the cards (either of the standard or ISIC card), free of charge. The stamps are as a rule issued at the study department of the faculty concerned during registration for studies or for the next year of studies. The stamp for a given academic year is valid from the 1st of July preceding the beginning of the academic year to the 31st of October following the end of the academic year. Without a valid stamp the card is invalid and does not constitute proof of studies at Charles University. The faculty (or in some cases other institution such as a faculty hospital etc) may make presentation of a valid card, and also presentation of a stamp confirming membership of the given faculty, a condition of access to some of its buildings, facilities, equipment or information technologies, or of access to the services that it provides.

5. From the day following the day of its issue a card is recognised by Public Transport (DP) as proof of student status. Both types of card, naturally with a DP season ticket stamp (coupon) can be used instead of a Prague City Transport pass. Students therefore do not need a pass issued by Public City Transport DP but only their CU student card with a City Transport DP stamp (coupon). In the relevant part of the DP coupon the student's eight-figure number is filled in, preceded by two noughts. When required to show a valid ticket by transport inspectors, the student then shows his or her DP season stamp (coupon) together with his or her CU student card.

6. CU student cards are issued in three centres in Prague, one issue centre in Hradec Králové and one in Plzeň. Students in higher years can also prolong the validity of their ISIC licenses and obtain replacements or renewals of their cards at these centres.

7. The validity of all the other cards issued by CU and fulfilling the function of a student identity card came to an end on the 31st of December 2003.

8. In cases of loss, theft or damage to cards, students can obtain a new card at any of the issue centres, and a new stamp at their particular faculties. For repeat issue of a card, stamp or card case the issue centres charge an administrative fee: for the a standard CU student card it is 200 CZK, for a CU student card with ISIC licence 430 CZK, for a stamp 20 CZK and for a card case 10 CZK. These charges are not imposed in the case of exchange of cards made necessary by changes in personal data or malfunctions of the technical elements of the card that are not the fault of the holder. These cases are also dealt with at the issue centres.

9. All information relating to student ID cards is available on www.cuni.cz/prukazy, including information about the opening hours of the issue centres, instructions for reporting loss or theft of cards etc. Information on the functions and benefits of use of the cards inside and outside the university is also presented on this page, regularly updated.