

# Rules Governing the Use of UM Campus Card

## (For Students)

(Approved by the Rector on 31 July 2022)

### A. INTRODUCTION

A multi-purpose UM Campus Card is issued for all members of the University (academic and administrative staff as well as students) for identification, facility/physical access control and information system access, etc.

### B. FUNCTIONS OFFERED BY THE CARD

The UM Campus Card serves as:

- A traditional identification card;
- A library card;
- A facility access card to various facilities on campus, including the computer rooms, laboratories, offices, etc.

### C. ACCESS CONTROL TO UNIVERSITY'S FACILITIES

With a valid UM Campus Card, a student is able to access all ICTO computer rooms. However, access to other facilities, such as individual faculty laboratories, has to be approved in advance by the relevant academic units. For further information, please contact ICTO Help Desk.

### D. CARD REPLACEMENT FEE

Students do NOT need to pay for the first and all subsequent renewal cards issued by the University. However, **students have to pay MOP100 for replacement due to loss, damage\*, and theft.**

\* If a damaged campus card does not have any physical damage on it (e.g. scratch and bent mark), students are not obliged to pay the replacement fee of MOP100. However, the fee is applicable for the replacement of all other campus cards with physical damages.

### E. REPORTING THE LOSS OR THEFT OF THE CARD

If your UM Campus Card is lost or stolen, please approach the Registry or Graduate School as soon as possible, to both report the loss/theft and apply for the issuance of a replacement card. Failure to immediately report the loss or theft of one's UM Campus Card to the Registry or Graduate School, will render the original holder liable to any and all negative consequences arising as a result of the loss/theft.

### F. NOTES FOR USING THE CARD

1. All UM Campus Cards remain the property of the University.
2. Use of the UM Campus Card constitutes acceptance of all of the terms and conditions stated in the document "Rules Governing the Use of UM Campus Card".
3. UM Campus Card is NOT transferable.
4. The functions of your card in campus will be invalidated upon termination of the relationship with the University.
5. Do not scratch or fold the card.
6. The card chip must be stored under normal room temperatures and in a clean environment.
7. Students must not tamper with the UM Campus Card (including all information printed or stored on the card) in any way. Any unauthorized attempts for reading/writing the data stored on your Campus Card may be a criminal offence.