



Ulm University of Applied Sciences

# The THU-Card

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**THU**  
Technische  
Hochschule  
Ulm

## Studierendenausweis

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THU-Card FOR STUDENTS, PROFESSORS AND EMPLOYEES

## Table of Contents

1. Introduction .....	4
2. Card technology and looking after your card .....	5
3. Topping up your THU-Card .....	5
Top-up procedure .....	5
Autoload – topping up your THU-Card automatically.....	6
4. Topping up your printing and copying account .....	6
Topping up your account at the chip card touchscreen terminal:.....	6
5. Printing – scanning – copying with the multi-function printers.....	6
6. Validating your THU-Card .....	7
7. Applying for a new THU-Card.....	7
8. Data protection .....	7
9. Rights of the THU-Card owner .....	7
10. Fees .....	8
11. Troubleshooting.....	9
12. Your contacts.....	10
Ulm University of Applied Sciences .....	10
Ulm Students' Union (Studierendenwerk Ulm).....	10

## 1. Introduction

The THU-Card is a reliable and helpful tool for students, professors and employees, and has the following functions:

1. ID card for all members of the University of Applied Sciences
  - Student ID card
  - University of Applied Sciences ID card
2. Electronic wallet with payment function for:
  - Center for Information Infrastructure and Media printer and copier account
  - Food and drink in the mensas and cafeterias
  - Drinks and snacks machines
3. Using the multi-function printers
4. ID card for using the library
5. Authorization for using the THU car parks

## 2. Card technology and looking after your card

The THU-Card is a contactless chip card with MIFARE DESfire technology, in a bank card format. This chip technology meets the latest technical specifications with regard to system security.

The electronic wallet function of the THU-Card replaces cash. If your THU-Card is topped up with money, then anyone who finds it can use it to pay for goods and services at Ulm University of Applied Sciences.

So treat your THU-Card like cash. If you lose it (theft etc.) we cannot refund the money on it.

If you lose your card, or if it stops working, please contact the relevant people at the Center for Information Infrastructure and Media immediately (see "Your contacts" below)

Your THU-Card should accompany you throughout your entire university career. If your card is lost or defective, you must pay for a replacement card (EUR 10). So make sure you take care of your THU-Card. You should keep your THU-Card safe at all times. If you follow the advice below, your card will last a long time:

- don't bend it or subject it to severe pressure
- don't expose it to heat or low temperatures
- don't get it dirty or use it when dirty

## 3. Topping up your THU-Card

To use the payment function of the THU-Card, you first need to transfer money to the electronic wallet. You do this at an EC prepaid card top-up machine.

You will find EC prepaid card top-up machines at the following locations:

- Mensa and Cafeteria, Prittwitzstrasse campus
- Cafeteria, Albert-Einstein-Allee campus

### Top-up procedure

1. Insert your THU-Card
2. Select the amount (EUR 10, EUR 20 or EUR 50)
3. Insert your EC card and enter your EC-PIN
4. The amount is transferred to your electronic wallet, as long as your bank account has sufficient credit.
5. Remove your EC card, THU-Card and your receipt

You can get your remaining credit refunded at the tills in the catering facilities (e.g.mensas, cafeterias).

### Autoload – topping up your THU-Card automatically

You can get your electronic wallet topped up automatically. You will need to fill out an application form for this, which is available at the tills.

Contact point during opening times

- Prittwitzstrasse campus, Cafeteria
- Albert-Einstein-Allee campus Cafeteria KIWI

## 4. Topping up your printing and copying account

The following chip card terminals are available for students to top up their printing and copying account:

- Prittwitzstrasse campus, Building F, Room F34
- Albert-Einstein-Allee campus, Building S, Room S202
- Albert-Einstein-Allee campus, Building W, Room 2105

### Topping up your account at the chip card touchscreen terminal:

Place your THU-Card on the reader. The background of the reader will turn blue and display your account credit.

The touchscreen display also changes and you can tap to select and transfer an amount. This amount will be taken from your THU-Card credit and transferred to your account.

## 5. Printing – scanning – copying with the multi-function printers

The following multi-function printers are available

Prittwitzstrasse campus

A11, A117a, A216, A303\*, B122c\*, B320a, C036, E11\* (two machines), F08, F34\*

Albert-Einstein-Allee campus

Q181f, S185\*, S202\*, W1105, W2105\*, W2304, W3105\*

\* with hole-punching and stapling facility

### Registration with a THU-Card

Using your THU-Card makes it easier to register on the machine. You don't need to enter a username and password each time. Just place your card briefly on the reader at the front of the machine. The machine will ask you to register. Afterwards, this card is registered to you.

Please use your THU-account data for the registration. Find out more at:

<http://www.thu.de/drucken>

## 6. Validating your THU-Card

Re-registration by paying all the fees due is done by bank transfer. The only way to print certificates of enrollment or manage your addresses, telephone/fax numbers and e-mail addresses is online, via this website:

<https://www.thu.de/selma>

After re-registration, you will need to update your THU-card at a validation station.

The following validation stations are available:

- Prittwitzstrasse campus, Building E, in front of Room E11
- Albert-Einstein-Allee campus, in front of Room Q107

## 7. Applying for a new THU-Card

You need to apply for a new THU-Card online.

If your card is lost or damaged, or you need a new card because your name has changed, you must pay a fee of EUR 10 in advance. Only cash payments are accepted.

Your old card will only be blocked after the new card has been made. Once blocked, the card cannot be unblocked.

You can access the application page on the campus network.

1. Apply for a new THU-Card via the page <https://www.thu.de/thukartebeantragen>
2. Print the application out twice (options for download or posting are offered)
3. Pay your fee at the payment office (Zahlstelle) in Room E01 b at Prittwitzstrasse 10
4. Hand in your receipt to the IMZ F 41 (either in person or via the pigeonhole)
5. We will inform you via e-mail as soon as your ID card is available for collection.

## 8. Data protection

The following personal data are stored on the chip itself:

- Card serial number
- Card owner ID (user-ID, registration number only for students)
- Category ID (student, staff, professor)
- Card counter

When you pay with your THU-Card, apart from the card's serial number and its user category, no further data will be read or processed. This means, for example, that the Ulm Students' Union (*Studierendenwerk Ulm*) cannot determine the eating habits of individuals retrospectively.

## 9. Rights of the THU-Card owner

You can exercise the following rights by submitting a written application to Ulm University of Applied Sciences:

Excerpts from the State Data Protection Act (*Landesdatenschutzgesetz – LDSG*)

- The right to information about the personal data we store about you;
- The right to rectification, deletion and restriction of processing of the data stored about you;
- The right to information from the public procedural directory;
- The right to raise objections regarding the processing of the data stored about you;
- The right to claim compensation as a result of incorrect data processing.

## 10. Fees

In line with the regulations on levying fees, charges and other expenses at Ulm University of Applied Sciences, a service charge of EUR 10 will be made upon issue of the THU-Card. The same amount will also be charged again should a replacement card be required.



## 11. Troubleshooting

If your THU-Card stops working, this could be for a variety of reasons. Here are a few important pointers when troubleshooting:

<b>Problem</b>	<b>Solution</b>
I've lost my card.	The card must be canceled immediately in order to prevent misuse. You can get a replacement card. You need to apply for a new THU-Card online. A fee will be charged (see paragraph 7).
The silver validity strip (thermochromic strip) no longer permits information to be written to it.	Clean the strip (do not use aggressive cleaning products!). You may have to apply to the IMZ for a replacement card (see paragraph 7).
Error 217/218 is displayed by the drinks or snack machines.	The data on your card could not be read. Please insert the card again.
Error 403 is displayed by the drinks or snack machines.	The card is no longer valid. Please update your card at a validation station.
Error 448 is displayed by the drinks or snack machines.	The card was removed before the payment procedure was complete and has therefore been blocked. Insert the card again into the machine which blocked your card. This machine will unblock your card. Alternatively, please contact Ulm Students' Union ( <i>Studierendenwerk Ulm</i> ).
Your THU-Card is stuck in the validation station.	Please contact the relevant person at the IMZ immediately!

## 12. Your contacts

Ulm University of Applied Sciences  
Center for Information Infrastructure and Media (IMZ)

Please direct your inquiry to

[IMZ@thu.de](mailto:IMZ@thu.de)

Necessarily state your matriculation number!

Ulm Students' Union (Studierendenwerk Ulm)

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