



UNICAMILLUS

Regulation for the use and issue of badges for students

Rome Campus

Approved by the Technical Organizing Committee of June 15th, 2022

1st Rev_DR in February 27th, 2023

2nd Rev_Technical Organizing Committee in June 15th, 2023

3rd Rev_Issued with RD 460 28/08/2025 (Rif. 66)

Technical note: *This Regulation is subjected to updates and additions.*

INDEX

Introduction.....	3
1. Unicamillus badge for students: characteristics and proper handling.....	3
2. Badge Use.....	4
2.1 How to use it.....	4
2.2 Failure to clock in/out.....	5
3. Student badge scanner error messages.....	6
4. Forgotten badge. What to do?.....	7
5. How to obtain a duplicate of the badge.....	7
6. Disciplinary actions.....	7
7. Badge issuing procedure.....	8
7.1 First badge request.....	8
7.2 Duplicate issue.....	10

Introduction

This regulation regulates the access and attendance of the student population at Unicamillus University by means of the automated system (badge).

This regulation is published on University's institutional website in the Regulations section; it is made available for students in the Notice Board section of WebApp/6. Procedures and regulations

1. Unicamillus badge for students: characteristics and proper handling

Unicamillus personal badge is an identification document to use inside Unicamillus and is given to each student enrolled in Unicamillus.

The badge has the student's identification photo and personal data.

The first badge issue is free.

Badge scanning through detection devices located inside the University (entrance and classroom) is compulsory to the:

- o **Access to University;**
- o **Register the attendance;**
- o **Take an exam**
- o **Carry out all the other activities included in your course of study.**

The student must always have the badge for carrying out all activities related to university life, and he/she must show it whenever requested by UniCamillus staff.

In accordance with Article 6 of the Student Regulations, **the electronic badge is personal and non-transferable to third parties** and the student is responsible for its preservation and correct use.

The badge must be collected by the owner (or a delegate in possession of authorization with a photocopy of the delegating person's identity document) in accordance with the procedure indicated in point 5 of this Regulation.

Please note that specific video cameras are located near the entrances of the University to guarantee the security of the Academic Community and to monitor people entering.

Images taken by the cameras may, if necessary, be viewed in the event of improper and wrong use of badges.

2. Badge Use

Please note that badge scanners become active when you skim them, so simply swipe your badge over the scanner, taking care to centre the reading point.

2.1 How to use it

The use of the badge is essential to:

2.1.1 Enter and leave the University through the turnstiles

Students must swipe their badge on the scanner located at the turnstiles of the University entrance.

Without the badge, the student **may enter the University, but attendance at teaching activities will not be recorded** (see section 4: Forgotten badge: what to do?).

To record your entry/exit at the turnstiles, please pay attention to the following:

- The green LED on the readers must be on. If it is off, the reader is either busy reading another badge or not active – in this case, use a different turnstile.
- Gently tap your badge on the reader; do not press it. Make sure to use the badge without any cover or other NFC device, otherwise the reading may fail.
- Wait for a single beep, which indicates that the turnstile has been unlocked. If you hear a different sound, please check your email to understand the reason for the denied access.

After the turnstile is unlocked, you must pass through within 5 seconds. No sound will be emitted during passage.

If the time limit expires, the process will be cancelled, and you will need to repeat the procedure from the beginning.

ATTENTION

Please check on the web app, within 5 minutes, whether your entry or exit has been recorded.

If the reading is not displayed, you will need to repeat the entry or exit procedure.

Students with disabilities

Students with disabilities may use the turnstile provided by showing their badge to the staff at the entrance, who, after checking, will unlock the entrance/exit gate.

2.1.2 Registering one's attendance during all teaching activities at the University (valid for Degree Courses with mandatory attendance)

PLEASE NOTE

The student must swipe their badge on the reader located in the classroom where the lesson is scheduled:

- at the beginning of the first morning lesson attended;
- at the end of the morning lessons;
- at the beginning of the first lesson scheduled after lunch break;
- at the end of the last attended lesson, as indicated in the schedule.

Students must swipe their badge on the scanner located in the lectures room at the beginning of the first scheduled lecture and at the end of the last attended lecture.

EXTREME care must be taken when passing the badge over the scanner and waiting for confirmation of identification, in particular, the student must:

- a. approach the scanner and check that the blue LED is on; this means that the scanner is ready for detection; if not, alert the staff at reception by indicating the position of the scanner.
- b. place the badge on the point indicated on the scanner plate (ENTRANCE or EXIT).
- c. wait for the **GREEN LIGHT** and a single connected acoustic signal: identification completed, authorization granted, scanning successfully.

IF THE RED LIGHT IS ON: incorrect identification or authorization denied, followed by 4 beeps. Check the message on the display, read the type of error detected, and act accordingly (see point 3. Student badge scanner error messages).

Please note that **the registration of attendance** takes place **only and exclusively** if the student has swiped his/her badge at the turnstiles (in entrance and exit) **and, at the same time**, has swiped it in the classroom as indicated.

LECTURES ATTENDED IN DIFFERENT CLASSROOMS: If a student leaves the classroom before the end of the lesson to attend another class in a different classroom, both attendances will be cancelled.

Students are reminded **to swipe their badge only in the classrooms where their channel's lectures are held** (in cases where lectures are divided by channels).

Any badge swipes in classrooms where lectures of other channels or courses are taking place will not be counted towards attendance and may result in disciplinary action.

Behaviors contrary to these instructions or any form of misconduct will be referred to the Disciplinary Board.

Periodic class roll calls will be conducted to ascertain the regular attendance of students registered by means of their badges. In the event of any discrepancies, the results of the attendance roll calls will be considered.

Both in the entrance hall and in the classroom, should there be evidence of a misleading use, proceedings will be initiated which may lead to disciplinary measures given the importance of class attendance.

Scanning the badge at every lecture's change is no longer mandatory but recommended.

2.2 Failure to clock in/out

1. In case of **FAILURE TO CLOCK IN AND/OR OUT OF UNIVERSITY** access turnstiles, **EVERY ATTENDANCE** to the day's lessons **WILL NOT BE REGISTERED** and, for the purposes of calculating attendance, you will be **ABSENT**.
2. If a student **DOES NOT CLOCK IN/OUT** his/her badge **IN THE CLASSROOM**, his/her attendance will not be recorded; therefore, for the purposes of compulsory attendance, he/she will be **ABSENT** even if he/she swiped his/her badge at the University turnstiles.
3. If the student **ONLY CLOCKS IN OR ONLY CLOCKS OUT** his/her badge, No attendance will be recorded.
4. Any badge swipes in classrooms where lectures for other channels, courses, or **subsequent years** are taking place will not be counted, and attendance will **NOT BE RECORDED**.

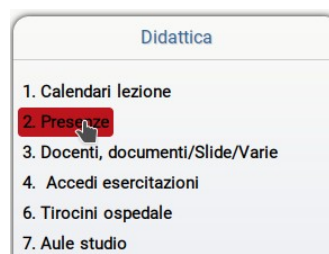
ATTENTION

Students are invited to check in their WebApp reserved area if their attendance has been registered.

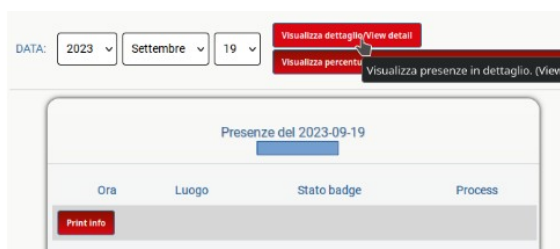
Below is the procedure to follow on the WebApp to make a check:

Select the section **Didactics/Didattica** and then

2. Attendance/Presenze



Then, you have to select the date and click on **Visualizza Dettaglio/View Detail**:



The screenshot shows a web application interface. At the top, there is a date selection area with 'DATA:' followed by three dropdown menus: '2023', 'Settembre', and '19'. To the right of these menus are two red buttons: 'Visualizza dettaglio/View detail' and 'Visualizza presenze in dettaglio/View'. Below the date selection, there is a section titled 'Presenze del 2023-09-19' with a blue bar chart. Underneath the chart, there is a table with columns: 'Ora', 'Luogo', 'Stato badge', and 'Process'. A red 'Print info' button is located at the bottom left of the table area.

At the end of the day, it will also be necessary to view the attendances in the WebApp and eliminate any anomalies in the attendance recording due to, for example:

- badge scanning in incorrect or duplicate classrooms;
- multiple accesses;
- other anomalies.

Please note that simultaneous presence in 2 or more different classrooms (because the student clocked in/out in different classrooms during the same period) will result in the cancellation of all attendance recorded for the day.

Please report immediately to the reception staff any anomalies reported by the scanners located in the classrooms. The request must have the name of the scanner (shown on the device display) and the anomaly detected.

Reports submitted in the days following the event will not be considered.

Any abuse, such as the simulation of a scanner malfunction because of failure to clock in/out, will result in proceedings being initiated, which may lead to disciplinary measures as indicated at the point 6. *Disciplinary actions*.

3. Student badge scanner error messages

"CAN'T READ BADGE"

The scanner has not read the badge correctly, the student must try again. If the problem persists an e-mail must be sent to badge@unicamillus.org (the badge may have become demagnetized).

"TIME OUT, WRONG TRANSIT"

The student has not passed through the turnstile in the allotted time (within 5 seconds). It will be necessary to wait for the READY message to appear again on the scanner and swipe the badge again.

"Badge Unknown. Go to Reception. Access denied."

The badge has not been recognized; perhaps due to a partial reading error or because it is not a UniCamillus-issued badge. Go to reception for further explanations. Access denied.

"Check ADM status. Mail to office@unicamillus.org. Access denied."

Administrative position irregularity. Write to the indicated e-mail for further explanations. Access denied.

"Badge revoked. Go to Reception. Access denied."

The badge has been revoked. Because it is expired, or it belongs to a student no longer enrolled or for other reasons, for example a duplicate has already been issued. Ask Reception. Access denied.

"Missing medical doc. Mail to healthdoc@unicamillus.org. Access denied."

There is a problem with the medical documentation.
Write to the indicated e-mail for further explanations.
Access denied.

4. Forgotten badge. What to do?

If there are classes/exams and the student forgets his/her badge or does not have it for any reason, the staff at the entrance of the University will recognize him/her.

In this case, students must leave their badge at the turnstiles in via di Sant'Alessandro, 26 and they can collect it when they leave the University.

He/she can then attend the lessons, but his/her presence in the classroom will NOT be detected.

Access will be granted ONLY if the administrative and medical status of the student is regular.

5. How to obtain a duplicate of the badge

The issue of a duplicate badge is subject to a special request and simultaneous payment of a tax of EUR 30.00 for the cost of badge reissuing and printing.

As indicated in point 7 of this Regulation, the badge is issued within 48 hours from the request on the WebApp.

The student must pay the tax at the University's administrative offices, by appointment, sending an email to amministrazione@unicamillus.org and submitting the payment receipt when collecting the duplicate badge.

Payment of the contribution shall be made:

- at the University administrative offices

or

- through PayPal by sending the amount due to amministrazione@unicamillus.org indicating the reason for payment: **Duplicate badge SURNAME NAME - MATRICOLA**

When collecting the badge, you will need to hand over the receipt for the payment made.

This contribution shall not be payable in the event of:

A) malfunctioning of the badge due to a technical problem verified by the technicians;

B) incorrect compilation of the data on the badge verified by the badge issuers;

C) submission of a theft report to the competent authorities of one's personal belongings (including the badge).

These cases must be proven by suitable documentation that will be verified by the badge issuers.

In the event of a report of loss, the €30 fee mentioned above must be paid for a duplicate to be issued.

For problems relating to the issue of the badge, the following e-mail address is always available: badge@unicamillus.org.

6. Disciplinary actions

- Anyone exhibiting behavior contrary to what is indicated in this Regulation will be referred to the Disciplinary Board and will be subject to the sanctions determined by the board itself.
- **Please note that anyone damaging badge scanners will be referred to the Disciplinary Board.**
- If a student enters the classroom using an ID document instead of a badge, and a subsequent badge reading is recorded in the classroom, the following sanctions will apply:

First offense: removal of the daily attendance.

Second offense: removal of all attendance recorded up to that point.

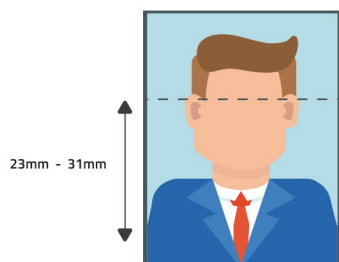
7. Badge issuing procedure

7.1 First badge request

To request your badge for the first time, you must:

Prepare a passport-size photo with the following specifications:

- Height: minimum 45 mm
- Width: 35 mm.
- If the photo needs to be cropped to meet these dimensions, the cut must ensure that the entire face is clearly visible and not rotated (both ears must be visible).



The photo must not be cropped to remove the background or to straighten the head, nor may it be retouched, colored, or otherwise altered. The height of the photo must ensure that the entire face is fully visible and centered within the image frame, so that the eye level, measured from the bottom of the frame, is between 23 mm (minimum) and 31 mm (maximum).

Image specifications:

Resolution: at least 400 dpi

File size: maximum 500 KB

File format: .jpg

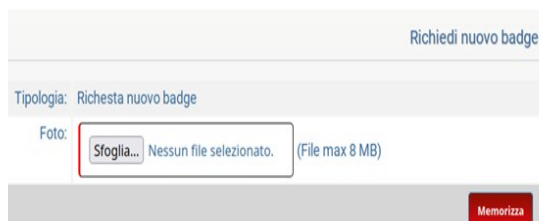
To apply for a badge for the first time, you need to connect to the WebApp (<https://srv.unicamillus.org/uniwebapp/>) and log in with your credentials (Username and Password).

A screenshot of the Unicamillus WebApp login page. At the top is the Unicamillus logo and 'WebApp' text. Below it are language selection buttons for Italian and English. The login form includes fields for 'Utente:' (Username) and 'Password:' with a 'Show Password' checkbox. Below these is a CAPTCHA image showing the numbers '76' and the letter 'C'. A 'Riporta Captcha Code:' field is next to it. At the bottom is a red 'Login' button.

1. Once you have entered your credentials, click on "Apply for a new badge (Richiedi nuovo badge)".



- Once you clicked on “Apply for a new badge”, this screen where you can submit a 'New' request will open.



- Upload your own photo in a classic document format and click 'Save'. The request will then be completed.

Elenco richieste Badge						
Nuova	Data richiesta	Tipologia	Motivo	Foto	Pronto per ritiro	Data ritiro
(*) La richiesta di un badge sostituo è soggetta ad un versamento. The request for a replacement badge is subject to a payment.						

4. The badge will be ready within 48 working hours of your request.

The day from which it will be possible to collect it from the head office will be indicated in the box: 'Ready for collection' in the 'Badge request' section.

As long as the badge request is not taken over, i.e., as long as the “Ready for collection” section remains empty, it is possible to cancel the request.

Please note that under no circumstances will be possible to collect the badge before the date indicated for collection. If the date has not yet been indicated on the WebApp, you will have to wait.

7.2 Duplicate issue

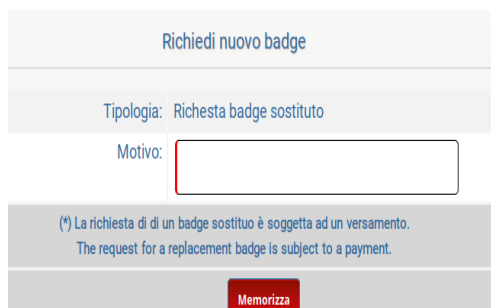
To apply for a replacement badge, you need to connect to the WebApp and log in with your credentials (Username and Password).

The badge will be ready within 48 working hours from the request.

- Once you have entered your credentials, click on "Apply for a new badge".



- Click on 'Request New Badge/Richiedi nuovo Badge'.
A screen will open where you can submit a "New" request.
- Fill in the 'reason/motivo' field with the reason for which a new badge is requested and click on 'Save/Memorizza'.



- If the reason does not fall within those mentioned in point 5. **Request for duplicate badge** letter a) b) c), the student must make a 30€ payment at the University's administrative offices.

Payment of the contribution shall be made:

- at the University administrative offices

or

- through PayPal by sending the amount due to administration@unicamillus.org indicating the reason for payment: **Duplicate badge SURNAME NAME – MATRICOLA**

When collecting the badge, you will need to hand over the receipt for the payment made.

- The final summary screen will then appear, which will include "Ready for withdrawal", i.e., the date when the badge will be ready to be collected from the premises, and "Withdrawal date", i.e., the date when the badge will be collected. As long as the badge is not picked up, i.e., as long as the "Ready for collection" section remains empty, it is possible to cancel the request.



	Data richiesta	Tipologia	Motivo	Foto	Pronto per ritiro	Data ritiro
	20.09.2022	Sostituto	Test	n/a	dd.mm.yyyy	dd.mm.yyyy