



UNICAMILLUS

Regulation for the use and issue of badges for students

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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?.....	6
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.....	9

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:

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 register your attendance at the turnstiles when you enter or exit, you must ensure that the screen above the turnstile reads **Ready**, with the blue LED on, not flashing.

You will then be able to swipe your badge over the scanner; if the LED does not indicate an error, access will be allowed, and you will have to rotate the turnstile and pass through it within 5 seconds to validate your entry registration. In this case, the turnstile will not emit any sound.

ATTENTION

During the badge scan at the turnstiles located at the University entrance and exit, once the green light goes on, you have 5 seconds to pass through the turnstile or the scan will be canceled and will have to be repeated. In order to register the presence you have to physically walk through the turnstiles.

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. 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 (in the absence of a badge scan upon exiting the classroom, the scan at the turnstiles will be considered).

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 **and, at the same time**, has swiped it in the classroom as indicated.

LECTURES ATTENDED IN DIFFERENT CLASSROOMS: If the student leaves the classroom during the lecture to attend a lecture in another classroom, he/she have to swipe the badge in exit in the first classroom and then swipe it again in entrance in the new classroom. Please note that if you don't swipe correctly the badge in the classroom, it will not be possible to register the attendance.

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.

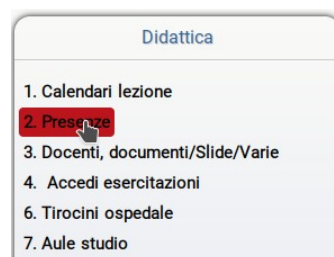
2.2 Failure to clock in/out

1. In case of **FAILURE TO CLOCK IN AND 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, only **ONE HOUR OF ATTENDANCE** will be credited if there is a scheduled lesson at that time (even if he/she has swiped his/her badge in or out of the University).

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**:



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 reception desk (in the main building in via di Sant'Alessandro, 8 or at UniCongress 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.

Please note that attendance will NOT be recorded if the student is not in compliance with their administrative and/or medical status.

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.**

7. Badge issuing procedure

7.1 First badge request

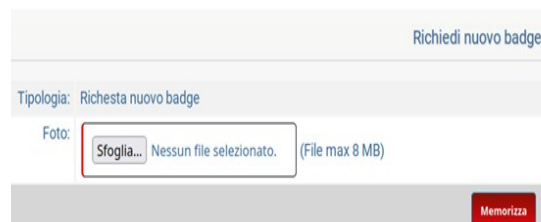
To apply for a badge for the first time, you need to connect to the WebApp (<https://srv.unicamillus.org/uniwebapp/>) and log in with your credentials (Username and Password).



1. Once you have entered your credentials, click on “Apply for a new badge”.



2. Once you clicked on “Apply for a new badge”, this screen where you can submit a 'New' request will open.
3. Upload your own photo in a classic document format and click 'Save'.



4. The request will then be completed.



5. **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

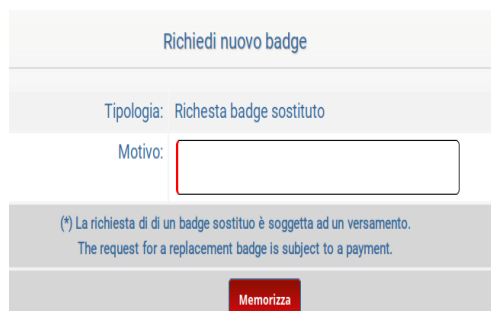
To apply for a replacement badge, you need to connect to the WebApp and log in with your credentials (Username and Password).

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	Sustituto	Test	n/a	dd.mm.yyyy	dd.mm.yyyy