

Provisions for the use of UNICARD

Employees and guests

The provisions of the University of Bern UNICARD apply to employees from the start of employment, for guests from the start of a contract.

1 PRINCIPLES

The UNICARD with an appropriate expiry date and a photo serves as a pass for employees and guests.

2 GENERAL CONDITIONS

2.1 Eligibility

All employees, guests and visitors of the University of Bern

2.2 Use as means of payment

The chip function of the UNICARD can be used to pay during the period of employment and up to 120 days after this has ended.

2.3 Use as access badge

The chip function of the UNICARD can be used during employment as identification for electronic locking systems.

2.4 Defective cards

Defective cards are to be returned uncut to the help desk. The balance remaining on a defective card is automatically transferred to the new card.

3 PAYMENT FUNCTION

3.1 Payment for goods and services

The UNICARD can be used at any time without entering a personal identification number (PIN) for the payment of goods and services using corresponding devices when it has been charged in a charger provided for that purpose with a sufficient monetary value.

3.2 Limits

The UNICARD can be charged with an amount between CHF 10 and CHF 300.

3.3 Refund of money charged on cards

Within 120 days of the termination of employment, the payment of any balance of at least CHF 25 can be requested to a Swiss bank or post office account (UNICARD form on the homepage). Due to the high administrative burden, the refund of smaller sums is excluded. 120 days after the termination of employment, the card is locked; 240 days after the termination of employment, any unclaimed sum is passed to the social and cultural institutions of the University designated by

University Statute, provided that meanwhile no new contract of employment is agreed.

In case of the loss of a UNICARD, any balance is either transferred to the new card, if one has been obtained, or refunded in accordance with the conditions mentioned above.

4 LIABILITY

4.1 Authorisation

Any person who is in possession of UNICARD is deemed entitled to make payments with it.

4.2 Blocking

The UNICARD can be blocked at any time.

4.3 Abuse

The risks of misuse or loss of the card are the responsibility of the user. To prevent abuse, blocking the card is possible. The University is not liable for any costs arising from the user's misuse of UNICARD.

4.4 Technical problems

No claim for damages can be made if the UNICARD cannot be used due to technical failures or mechanical breakdown.

4.5 Due care

The card is to be signed on the back immediately after receipt and is always to be treated as carefully as cash or a key.

A loss must be reported immediately to the help desk of the University of Bern.

5 FEES

In case of loss or damage to the card due to improper use, a fee of CHF 25 is to be paid for the issue of a new UNICARD.

6 OTHER CONDITIONS

6.1 Jurisdiction

Jurisdiction is Bern.

6.2 Applicable law

Applicable law is the Swiss Code of Obligations.

This document was translated from the German version. In case of any discrepancy between the German and this English version, the German print version shall prevail.