

Approved by Rector's directive No 275 of 29 September 2014
Amended by Rector's directive No 83 of 25.05.2016
Amended by Rector's directive No 5 of 24.01.2022

Entry into force 24.01.2022

The procedure for granting the right to use and for issuing and using access cards

1. General provisions

1.1 This procedure lays down the procedure for granting the right to use and for issuing and using access cards (hereinafter Procedure) at TUT.

1.2 For the purposes of this Procedure, the terms set out below have the following meaning:

1.2.1 "access card" means a personal identity card that allows to enter or exit an object; there are six types of access cards issued:

1.2.1.1 "staff card" is an access card issued to TUT employees;

1.2.1.2 "visitor card" is an access card issued to TUT visitors and to TUT employees who have entered into an employment contract for the term of less than 6 months;

1.2.1.3 "ITIC teacher card" means an international document that proves your teaching professional status;

1.2.1.4 "ISIC student card" means an international document that proves your student status;

1.2.1.5 "Estonian student card" means an Estonian document that proves your student status;

1.2.1.6 "temporary access card" means an access card issued to persons who provide services to TUT under a contract and their employees and representatives;

1.2.2 "access regime" means the time and place of stay and the number of stays at the objects designated by TUT;

1.2.3 "access control system" means the specific equipment that controls the movement of access card users at the entrances supplied with the access control readers;

1.2.4 "object" means the TUT territory for entry into which one must pass through an entrance supplied with an access control reader.

1.3 An access card is TUT's property.

1.4 The fee for issuing of an access card shall be paid by the structural unit or person who applied for the card. The amount of the fee shall be approved by the Real Estate Development Director. [entry into force 24.01.2022]

1.5 The following form an integral part of the Procedure:

1.5.1 Annex 2 Application for an access card

1.5.2 Annex 3 Application for adding/changing the access regime

1.5.3 Annex 4 Application for a temporary access card (the applications are available on TUT Intranet).

2. Right to use an access card

2.1 The right to use an access card is granted to persons who need to access TUT objects in connection with the duties of employment or professional duties or for any other good reason.

2.2 The right to use a staff card is granted to TUT employees who have entered into a contract with TUT for an unspecified term or for the term of at least 6 months (hereinafter employee).

2.3 The right to use a visitor card is granted to:

2.3.1 TUT staff who have entered into an employment contract for the term of less than 6 months;

2.3.2 TUT's former academic staff who have retired but who participate in TUT's activities;

2.3.3 visitors of TUT's structural units.

2.4 The right to use an ITIC teacher card is granted to TUT's academic staff involved in teaching.

2.5 The right to use an ISIC or Estonian student card is granted to students matriculated at TUT.

2.6 The right to use a temporary access card is granted to persons who provide services to TUT under a contract and their employees and representatives.

3. The procedure for issuing access cards

3.1 The person delivering a card shall, upon delivery of the card, verify the person's right to receive the card, check the correctness of the data entered on the card and identify the person who receives the card based on an identity document, if necessary.

3.2 Staff cards are issued by the Human Resources Office.

3.2.1 In order to issue a staff card to an employee, the head of the structural unit shall apply for an access regime based on an application for entry into an employment contract or an application set out in Annex 2.

3.2.2 Upon delivery of a staff card, the employee shall confirm receipt of the staff card by his or her signature and shall undertake to exercise the rights and obligations of an access card user laid down in this Procedure.

3.2.3 An employee shall return his or her staff card to the Human Resources Office upon termination of the employment contract.

3.2.4 A staff card is valid for 5 years. A new staff card shall be ordered in accordance with the procedure specified in clause 3.2.1.

3.2.5 An employee shall, upon the receipt of a new card, return the old card to the Human Resources Office.

3.3 Visitor cards are issued by the Real Estate Office. [entry into force 25.05.2016]

3.3.1 In order to receive a visitor card, the head of the structural unit shall submit an application set out in Annex 2 to the Real Estate Office: turvatalitus@ttu.ee. [entry into force 25.05.2016]

3.3.2 A visitor card is issued to a structural unit based on an instrument of delivery and receipt.

3.3.3 Upon delivery of a visitor card, the person or his or her authorised representative shall confirm receipt of the visitor card by his or her signature and shall undertake to exercise the rights and obligations of an access card user laid down in this Procedure.

3.4 Estonian student cards, ISIC and ITIC cards are issued by the TUT Student Union. ISIC and ITIC cards that include the functions of a bankcard are issued by the banks.

3.4.1 An Estonian student card, an ISIC or ITIC card can be applied from the TUT Student Union or on the website www.minukool.ee. ISIC and ITIC cards that include the functions of a bankcard can be applied from banks.

3.4.2 If an Estonian student card, an ISIC or ITIC card is used as an access card, the user shall undertake to exercise the rights and obligations of an access card user laid down in this Procedure.

3.5 Temporary access cards are issued by the Real Estate Office. [entry into force 25.05.2016]

3.5.1 In order to receive a temporary access card, the head of the structural unit who applies for the card shall submit an application set out in Annex 4 to the Real Estate Office. [entry into force 25.05.2016]

3.5.2 A visitor card is issued based on an instrument of delivery and receipt. Upon delivery of the card, the person or his or her authorised representative shall confirm receipt of the card by his or her signature and shall undertake to exercise the rights and obligations of an access card user laid down in this Procedure.

4. The rights and obligations of an access card user

4.1 An access card user has the right to pass through the entrances supplied with an access control reader in accordance with the access regime determined by the head of the structural unit in agreement with the Real Estate Office. [entry into force 25.05.2016]

4.2 An access card user shall:

4.2.1 handle the access card prudently - protect the card against forgery, alteration, exposure to high temperature, mechanical damage and strong electric fields;

4.2.2 use the access card only for work or professional purposes or any other purpose for which the access card was issued;

4.2.3 close the door after having entered through a door supplied with an access control reader;

4.2.4 in case of loss of or damage to an access card, inform, as soon as possible, the Real Estate Office by calling 620 3312 or outside working hours by calling 620 2112, who shall organise deactivation of the access card; [entry into force 25.05.2016]

4.2.5 in case of loss of or damage to an access card, pay the costs of issuing of a new card;

4.2.6 compensate TUT for damage caused by violation of the obligations of an access card user.

4.3 If the basis for the right for use of an access card ceases to exist, the user of the card shall:

4.3.1 return the staff card immediately to the Human Resources Office;

4.3.2 return the visitor card immediately to the structural unit, who issued it;

4.3.3 return the temporary access card immediately to the Real Estate Office; [entry into force 25.05.2022]

4.3.4 return the Estonian student card, the ISIC or ITIC card to the Federation of Estonian Student Unions (Eesti Üliõpilaskondade Liit) or the authorised issuer of the card.

4.4 It is prohibited for an access card user:

4.4.1 to authorise third persons to use the access card;

4.4.2 to leave the doors supplied with access control readers open.

5. Determining and changing the access regime

5.1 An access regime to an access card shall be applied for in writing by the head of the structural unit or his or her authorised representative.

5.1.1 An access regime to a staff card user shall be applied for by the head of the structural unit based on an application for entry into an employment contract or an application set out in Annex 2.

5.1.2 To add an access regime to an Estonian student card, ISIC, ITIC or visitor card user, the head of the structural unit or his or her authorised representative shall submit a written application to the Real Estate Office based on the application set out in Annex 3. [entry into force 25.05.2016]

5.1.3 An access regime to a temporary access card user shall be applied by the head of the structural unit or his or her authorised representative based on the application set out in Annex 4.

5.1.4 In order to amend the data entered on the access card, the head of the structural unit of the access card user or his or her authorised representative shall submit an application set out in Annex 3 to the TUT Real Estate Office: turvatalitus@ttu.ee. [entry into force 25.05.2016]

5.2 A head of a structural unit can apply for access to the premises designated for his or her structural unit and to public auditoriums, as well as to the public areas of the TUT buildings.

5.3 Access to the premises of other structural units can be applied for only with the approval of the head of the other structural unit.

5.4 The Real Estate Development Director has the right to refuse to enable an access regime if the request is not justified or the access card user has previously failed to adhere to the access procedure. [entry into force 25.05.2016]

5.5 The Real Estate Office shall deactivate an access card after extinguishment of the right of use. [entry into force 25.05.2016]

5.5.1 The Human Resources Office shall notify the Real Estate Office of termination of an employment contract entered into with a person who has received a staff card. [entry into force 25.05.2016]

5.5.2 In order to deactivate an Estonian student card, ISIC, ITIC, visitor or temporary access card or disable the rights on the card, the head of the structural unit or his or her authorised representative shall submit a written application to the Real Estate Office. [entry into force 25.05.2016]

5.6 A structural unit shall maintain records of the cards issued and notify the Real Estate Office in writing of all the changes concerning the access card users. [entry into force 25.05.2016]