

APPROVED

by Order No. V-0218 of the Rector of the
Lithuanian University of Health Sciences
of 13 June 2024

LSMU PROCEDURE FOR THE ISSUE AND USE OF STUDENT (LISTENER) CARDS

CHAPTER I GENERAL PROVISIONS

1. The Procedure for the Issue and Use of Student (Listener) Cards (hereinafter referred to as the “Procedure”) lays down the procedure for the production, issue, record-keeping and use of paper student (listener) cards (hereinafter referred to as the “Student Card”).
2. This Procedure has been drawn up in accordance with the Regulations on First-Cycle, Second-Cycle and Integrated Studies of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”).
3. All data contained on the Student Card, as well as data held in the Lithuanian University of Health Sciences Study Information System (hereinafter referred to as the “LSMUSIS”) and used to produce the Student Card, shall be processed for the purposes of issuing and administering the Student Card. The legal basis for the processing of personal data is the performance of the study agreement.

CHAPTER II PRODUCTION, ISSUE AND RECORD-KEEPING OF STUDENT CARDS

4. The production and issue of Student Cards shall be organised and carried out by the Study Centre of the Lithuanian University of Health Sciences.
5. The Student Card is a document identifying the student.
6. The Student Card is issued in paper form, printed on paper and laminated.
7. Student Cards shall be produced in accordance with the form and graphic design approved by the Lithuanian University of Health Sciences.

CHAPTER III PRODUCTION, ISSUE AND RECORD-KEEPING OF STUDENT CARDS

8. The information printed on paper Student Cards shall be taken from the personal data held in the LSMUSIS and shall be provided in Lithuanian (see Clause 13 of this Procedure).
9. Student Cards shall be registered in the LSMUSIS. The registration number of a Student Card shall be the unique student number generated by the LSMUSIS. The date on which the Student Card was printed and the date on which it was issued shall be recorded in the LSMUSIS.
10. Paper Student Cards shall be printed and issued by the Student Information (Services) Department of the Study Centre. Student Cards that have been printed but not issued shall be retained by the University for one year and subsequently destroyed. Such Student Cards shall be destroyed in accordance with the Procedure for the Record-Keeping and Destruction of Short-Term Retention Documents of the Lithuanian University of Health Sciences. Upon

- destruction of a Student Card, the LSMUSIS shall be updated to indicate that the Student Card has been destroyed.
11. The information on the front of the Student Card shall be printed in capital letters.
 12. The Student Card shall contain the following information:
 - 12.1. a photograph of the student, appropriate to the student's age (25 mm × 32 mm), meeting the general requirements applicable to identity document photographs (see <https://adic.lrv.lt/lt/teisine-informacija/nuotrauku-pavyzdziai/>);
 - 12.2. the student's first name and surname;
 - 12.3. the academy and faculty;
 - 12.4. the study programme;
 - 12.5. the student's registration number assigned in the Study Information System;
 - 12.6. the name and emblem of the University;
 - 12.7. the expiry date of the Card, as specified in Clause 18 of this Procedure.
 13. The completed and printed paper Student Card shall be laminated using a standard card pouch.
 14. To obtain a Student Card, the student shall contact the Student Information (Services) Department of the Study Centre and present a valid identity document.
 15. The Student Card shall be collected by the student in person. An employee of the Student Information (Services) Department of the Study Centre shall record the collection of the Student Card in the LSMUSIS.
 16. The Student Card shall be issued for the entire period of study, corresponding to the duration of the relevant study programme.
 17. The Student Card shall be replaced if:
 - 17.1. the student changes their first name or surname;
 - 17.2. the student changes their study programme;
 - 17.3. the Card contains incorrect information;
 - 17.4. the Card becomes unfit for use;
 - 17.5. the Card expires;
 - 17.6. the Card is lost.
 18. A paper Student Card shall be issued within 7 (seven) calendar days of the student contacting the Student Information (Services) Department of the Study Centre, provided that all personal data required for the issue of the Student Card are available in the LSMUSIS. If any of the student's personal data are inaccurate, the student shall be responsible for entering or correcting the relevant data in the system, either independently or with the assistance of the faculty's Dean's Office.
 19. Students who terminate their studies before the expiry date indicated on the Student Card shall return the Student Card to the Dean's Office of their faculty. If a student fails to return the Student Card, the unreturned Student Card shall be marked as invalid in the LSMUSIS.
 20. Upon expiry of the Student Card, the Card shall not be required to be returned.
 21. Student Cards shall be issued to students free of charge.

CHAPTER IV

USE OF THE STUDENT CARD

22. The Student Card serves as a means of verifying the student's status and identifying the student and must be carried during studies, assessments and practical training.

23. The Student Card must not be transferred to or used by any other person.

CHAPTER V

FINAL PROVISIONS

24. This Procedure shall be approved, amended and repealed by order of the Rector.

25. The procedure for exercising the rights of data subjects established by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) is laid down in the Rules on the Exercise of Data Subject Rights at the Lithuanian University of Health Sciences, approved by Order No. 2021-V-0195 of the Rector of the Lithuanian University of Health Sciences of 12 April 2021, “On the Approval of the Rules on the Exercise of Data Subject Rights at the Lithuanian University of Health Sciences”.