**Regulation No. 170 of the** **Rector**

**of the University of Lodz of 29 June 2021**

on the rules of issuing academic teacher electronic employee cards (ELSNAs) to academic teachers employed at the University of Lodz

Based on Article 23(1) in conjunction with Article 122(1) and 122(2) of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text, Polish Journal of Laws of 2021, item 478, as amended) and the Regulation of the Minister of Science and Higher Education of 13 March 2020 on the academic teacher employee card (Polish Journal of Laws of 2020, item 689, as amended), I hereby order as follows:

§ 1

The present Regulation defines the rules for issuing academic teacher electronic employee cards (hereinafter referred to as "ELSNA cards") to academic teachers employed at the University of Lodz.

§ 2

1. ELSNA card is issued at the request of an academic teacher.
2. An academic teacher submits an application, the template of which is set out in the appendix to the present regulation, to the Employee Affairs Department of the University of Lodz, together with a proof of payment for the card.
3. An academic teacher is obliged to upload to the USOSweb system a recent photograph that meets the following requirements:
4. colour photograph, of 35 × 45 mm, taken against a uniform light background, evenly illuminated, having good sharpness and reproducing the natural colour of the skin, covering the image from the top of the head to the top of the shoulders, so that the face covers 70-80% of the photograph, showing a person in the frontal position, maintaining vertical symmetry and clearly showing the face;
5. a person in the photograph shall be looking straight ahead with a natural facial expression, closed mouth, face not covered with hair, visible eyebrows, eyes and pupils;
6. a person in the photograph shall be depicted without a headgear. Person wearing a headgear due to obeying the rules of their religion, may upload a photograph in the headgear, as long as the face is fully visible and the person submits a certificate of belonging to a church or other religious association registered in the Republic of Poland in accordance with the relevant regulations. The person may also upload a photograph with a headgear, provided they are able to justify the need to do so as a result of the consequences of treatment or accident;
7. a person in the photograph shall be depicted without dark-lensed glasses. Person with a visual impairment may attach a photograph wearing glasses with dark lenses, provided that the person submits a certificate of the degree of disability due to a congenital or acquired eye defect;
8. a person holding a disability certificate, issued in accordance with the provisions on the assessment of the degree of disability, as well as a person whose health condition does not allow to meet the requirements of photography specified in this paragraph, may upload a photograph that does not meet the requirements stipulated herein.

§ 3

1. A fee for issuing the ELSNA card to an academic teacher is PLN 22.00.
2. The fee referred to in point 1 shall be paid by the academic teacher to the bank account of the University of Lodz, no. 18 1240 6292 1111 0011 0660 3629.
3. The title of the transfer of the amount specified in point 1 shall include the following information:

a) ELSNA,

b) name and surname,

c) employee code,

d) name of the department in which the person is employed.

1. The organisational unit of the University of Lodz Faculty in which the person is employed confirms the identity of the photograph uploaded to the USOSweb system.

§ 4

1. On the basis of the application for issuing the ELSNA card, referred to in § 2(2), the UL Employee Affairs Department places an order for the production of the employee card to the IT Centre of the University of Lodz.
2. Collection of ELSNA card by an academic teacher takes place in person at the UL Employee Affairs Department.
3. The Employee Affairs Department of the University of Lodz keeps a register of issued ELSNA cards and confirms their validity.

§ 5

1. An academic teacher may request a new ELSNA card in case of:
2. changing personal data (name or surname);
3. damaging or destruction of the ELSNA card;
4. lack of space on a card to extend its validity.
5. An academic teacher may request a duplicate of the ELSNA card in the event of its loss or theft.
6. A new ELSNA card or its duplicate is issued at the request of an academic teacher pursuant to §2 and §3.

§ 6

An academic teacher holding an ELSNA card is required to:

1. return the card to the UL Employee Affairs Department in the event of termination or expiry of the employment relationship, at the latest on the last day of employment;
2. immediately report the loss, theft or recovery of the ELSNA card to the UL Employee Affairs Department in order to cancel it.

§ 7

The present Regulation enters into force on the day of its signing.

 Vice-Rector for Research,

and THE 1ST DEPUTY OF THE RECTOR

of the University of Lodz

 prof. dr hab. Zbigniew Kmieciak