End of Contract

As already described in the Life Cycle, at the end of your employment or student relationship with the Jade University, the user account will be blocked within a predetermined period of time. The user account will then be permanently deleted after a further deadline.

The HRZ will inform you in an email to your **university email address** when your user account at the Jade University will be blocked, taking into account the regulations and contracts. **From this point on, you have no further right to use the IT resources** specified in the terms of use for the IT resources.

Punctual before the end of the contract, you should back up your data accordingly and delete it on the systems of Jade University:

- **Collaboration Cloud**:
  - Remove all shares that you have set up in the CCS
  - Move your data to a mobile data carrier (external hard-drive, USB drive)
- **Data drives** in the **PC-network system**:
  - Move your data to a mobile data carrier (external hard-drive, USB drive)
    - Drive X:\teachers\<your name>
    - Drive Z:\
- **E-Mail**:
  - Forward any email you still need to any other of your email adresses
  - Create a backup of your mailbox if necessary
  - Remove all emails in your inbox at the end

The following deadlines apply to the various groups of people at Jade University:

Group of people	Notification by email	Registration with the HRZ systems	Deletion of user account
University members			
Professors*	28 days before the end of the contract	up to 14 days after the end of the contract	after a further 60 days
LfbA, MTV*, WiMi	28 days before contract end	up to 14 days after contract end	after a further 60 days
Students*	on the day of de-registration	up to 14 days after de-registration	after a further 60 days
University members			
Visiting scholars	28 days before contract end	up to 14 days after contract end	after a further 60 days
Lecturers	7 days before contract end	up to 215 days after contract end	after a further 180 days
Part-time employees	28 days before contract end	up to 14 days after contract end	after a further 60 days
PhD students	28 days before expiry	up to 14 days after expiry	after a further 60 days
Retirees	28 days before expiry	up to 14 days after expiry	after a further 60 days

Group of people	Notification by email	Registration with the HRZ systems	Deletion of user account
Other university members*	28 days before expiry	up to 14 days after expiry	after a further 60 days
IT usage regulations			
Other IT usage regulations*	7 days before expiry	up to 14 days after expiry	after a further 60 days

Notes:

- Professors: incl. professorship administration
- MTV: incl. trainees
- Students: incl. early students and guest students
- Other university members: honorary citizens, honorary senators, honorary professors, Jade College, steering committee chairpersons
- Other IT usage regulations: other universities, research institutions, university representatives, affiliated institutions, other persons

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Retirees

The only exception is for the group of professors: In the basic rules of the Jade University according to §3, paragraph 2, „retired professors who have been relieved of their duties“ become members of the university. According to §3, Paragraph 3, members and relatives of the university are entitled to use all of the university's facilities in accordance with and within the framework of the regulations for use.

Upon retirement, persons belonging to the group of professors are thus transferred to the group of retirees. The user accounts of retirees are always extended until the end of the current year and notified of the expiry by e-mail in November. Please follow the instructions in the e-mail to have your user account extended for another year if necessary.

** The following information applies to the group of retirees: **

Business IT Systems

Normally, these IT systems are official, university-funded systems. Also, some systems were procured from project funds. If you have been given IT systems when you left active service, neither the systems nor the software products on them are connected to the Jade University. These systems can then be classified as private. From this point in time, the HRZ, as the central facility, can no longer take on the support and/or responsibility for these systems and must ask you to uninstall installed software products and the operating system or to re-register with your own license keys.

Private IT Systems

The HRZ, as the central institution, cannot assume any support and/or responsibility for these systems and must ask you to uninstall any software products that may still be installed and also the

operating system or to re-register with your own license keys.

Software

Software, which are procured via framework- or volume contracts for the Jade University are subject to strict terms of use. In most cases two basic usage scenarios will be distinguished:

- Use is only licensed on **university-owned devices** that are **used on campus**.
- Use for **business purposes** is also permitted on **private devices** for **staff members of the university** (see regulations and contracts, §16 Lower Saxony University law). This includes e.g. the licenses from the campus contracts with Adobe, Corel and Microsoft. Therefore, these licenses are not licensed for the group of retired and exempted professors as **members of the university** and must therefore be uninstalled on their own systems (see regulations and contracts, §3 Basic Regulations of the Jade University).

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