

# Application

As a rule, user accounts are managed by the following units according to the [Regulations & Contracts administered](#). If you wish to make changes, please contact the organizational unit responsible - they will then contact the University Computing Center if necessary.

## University members

- Basis: [§ 16 Lower Saxony Higher Education Act](#)

Group of people	Description	Responsibility
<b>Professors</b>	Professors	Personnel Department - Civil Service
<b>Professorship Administration</b>	Professorship Administration in conjunction with Section 26 (7) NHG	Human Resources - Civil Service
<b>WiMi</b>	Academic and Artistic Staff	Human Resources Department - Employees covered by collective agreements
<b>LfbA</b>	Teachers for special tasks	Human Resources - Employees covered by collective agreements
<b>MTV</b>	Technical and administrative staff (including trainees)	Human Resources - Employees covered by collective agreements
<b>Students</b>	Enrolled students	Student Affairs

## University members

- Basis: [§ 3 of the Basic Regulations of the Jade University](#)

Group of people	Description, areas and examples	Responsibility
<b>Part-time employees</b>	Part-time or part-time employees at the university	
	University Management, Administration, Other Institutions	Human Resources Department - Employees covered by collective agreements
	Departments	Deans' Offices in the respective department
<b>Honorary professors</b>	Honorary professors	Human Resources - Civil Servants
<b>Visiting academics</b>	Visiting academics	
	Professorial area	Human Resources - Civil Service

<b>Group of people</b>	<b>Description, areas and examples</b>	<b>Responsibility</b>
<b>Lecturers</b>	Lecturers	Deans' Offices in the respective department
<b>Retirees</b>	Retired and dismissed professors	University Computing Center
<b>Honorary Senators</b>	Honorary Senators	University Computing Center
<b>Honorary Citizens</b>	Honorary Citizens	University Computing Center
<b>Doctoral students</b>	cooperative doctoral students	
	Scholars	University Computing Center
	Non-scholarship holders	Human Resources Department - Employees
<b>Jade Kolleg</b>	Fellows of the Jade Kolleg	International Office
<b>Guest Auditors</b>	Guest Auditors	Student Affairs
<b>Early students</b>	Early students	Student Affairs
<b>Continuing education participants</b>	Participants in continuing education events	Teaching and Learning Center

## Other

- **Basis: § 3 of the [Regulations for the use of IT resources at Jade University](#)**

<b>Group of people</b>	<b>Description and areas</b>	<b>Responsibility</b>
<b>University representatives</b>	Representatives of the Jade University for the fulfillment of their tasks	
	B.A.D., Company Doctor, Appointment Committee Members, University Council Members, State Construction Management, Uni-OL	University Computing Center
<b>Other universities</b>	Members and affiliates of other universities in Lower Saxony or universities outside the state of Lower Saxony on the basis of special agreements	
	Lecturers at the Institute for Online Teaching (IOL)	University Computing Center
<b>Research institutions</b>	Members and affiliates of cooperating universities or universities linked by international relations, research and educational institutions as well as related institutions and authorities on the basis of special agreements	
	Institute for Bird Research (IfV)	University Computing Center
	Lower Saxony Institute for Historical Coastal Research (NIhK) Coastal research (NIhK)	University Computing Center
<b>Affiliated institutions</b>	Members and affiliates of cooperating universities, research and educational institutions or institutions linked by international relations as well as affiliated institutions and authorities on the basis of special agreements	

Group of people	Description and areas	Responsibility
	Affiliated institutes (IHFR, IRO), AStA, DFKI	University Computing Center
<b>Other persons</b>	Other legal or natural persons on the basis of a special agreement, provided that this does not impair the interests of the above-mentioned authorized persons	
	INTEGRA, Summerschool, Other	University Computing Center

## Application

To apply for a user account on the part of the responsible organizational unit “**University Computing Center**”, the following information must be provided via the [ticket system](#) in the [HRZ-Servicedesk](#):

- **Prefixed academic degree:**
- **First name:**
- **Last name:**
- **Subsequent academic degree:**
- **Date of birth:**
- **Gender:**
- **City of study:**
- **Person responsible:**
- **Description:** (e.g. name of the measure)
- **Organizational unit:**
- **Group of persons:** (see above)
- **Contract start:**
- **Contract end:**

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