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

University members

- **Basis: § 3 of the Basic Regulations of the Jade University**

Group of people	Description, areas and examples	Responsibility
Part-time employees	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
Honorary professors	Honorary professors	Human Resources - Civil Servants
Visiting academics	Visiting academics	
	Professorial area	Human Resources - Civil Service

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

Other

- **Basis: § 3 of the Regulations for the use of IT resources at Jade University**

Group of people	Description and areas	Responsibility
University representatives	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
Other universities	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
Research institutions	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
Affiliated institutions	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
Other persons	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:

- **First name**:
- **Last name**:
- **Date of birth**:
- **Gender**:

- **City of study**:
- **Person responsible**:
- **Description**: (name of the measure)
- **Organizational unit**:
- **Group of persons**: (see above)
- **Contract Start Date**: (Start Date)
- **Contract End Date**: (Expiration Date)

For groups, it is enough to fill out the bottom section once.

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