

## Handling of computer accounts at the Department of Physics

Every employee, or person working on behalf of the Department, must sign a confirmation that he or she has read the "Regulations for employees concerning the use of information and information management resources" in order to obtain (or keep) a computer account authorisation at SU/Department of Physics.

### [Regulations for employees concerning the use of information and information management resources](#)

The authorisation is temporary, and will expire at the end of the employment or assignment.

Those who will continue working in a project at the department after the end of their employment, requiring continued access to a university account and email address, may apply in writing to the head of the department (prefekt) for a temporary prolongation of the computer account authorisation in terms of an assignment to work for the department. The application should contain an extensive motivation and explicitly show why the work cannot be carried out from another computer account, as well as the benefit this work brings to the department. It must be authorized with the signature of the project leader or equivalent. The application must be submitted no later than 30 days before the end of employment. Prolongation will be granted for at most 12 months, or until the project ends. Further prolongation will require a new application.

Special rules apply for retired professors.