

# Regulations

## Regulations for Use of IT Facilities

For the complete document please visit the [intranet](#).

Simplified overview of time limits within the Regulations for Use:

Expiration for rights of use	with the end of your legal relationship with the MPI-M (end of contract)
Maximum duration for rights of use for guests, visitors or external users	one year
Blocking of access to the IT facilities	at the time of the expiration for rights of use
Set up of Email forwarding	up to 10 days after expiration for rights of use
Time period in which Emails will be forwarded	3 months

## Clarification on some paragraphs within the Regulations for Use

**My contract with the MPI is ending soon and I will not be given a guest residency / use of facilities agreement. Am I still able to access my data and use the IT facilities (i.e. servers, home directory) afterwards?**

With expiration of your contract with the MPI your right for use will be revoked and access to IT facilities, servers etc. will be denied. Accessing your data will not be possible anymore. It is your duty to hand over your data to your supervisor and/or take care of archiving them before the expiration of your contract [see paragraphs 3.2.12 - 14 and 4.8].

In exceptional and duly justified cases an extension of access may be granted upon written application by your supervisor [see paragraph 2.4].

**What will happen in this case with access to my Emails?**

With expiration of your contract access to your Email account will also be denied. You have the right to have set up an Email forwarding address. This forwarding will be in place for 3 months. Please inform CIS or your supervisor before the end of your contract to what address your Emails should be forwarded [see paragraph 4.9].

**My contract with the MPI is ending soon and I will be given a guest residency / use of facilities agreement. Am I still able to access my data and use the IT facilities (i.e. servers, home directory) as before?**

Yes. With a guest residency or use of facilities agreement you are still entitled to use the facilities of the MPI for Meteorology. Please be informed that this type of authorization will expire one year after issuing. If applicable it needs to be extended upon application by your supervisor. [see paragraph 2.3]

**My account contains data that were used in publications. How can I assure that data will**

## be archived for the necessary amount of time?

Long term archiving of your data can be accomplished via the archiving systems of the DKRZ. Please follow the steps on this website: [Long term archive access for DKRZ-Users](#).

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