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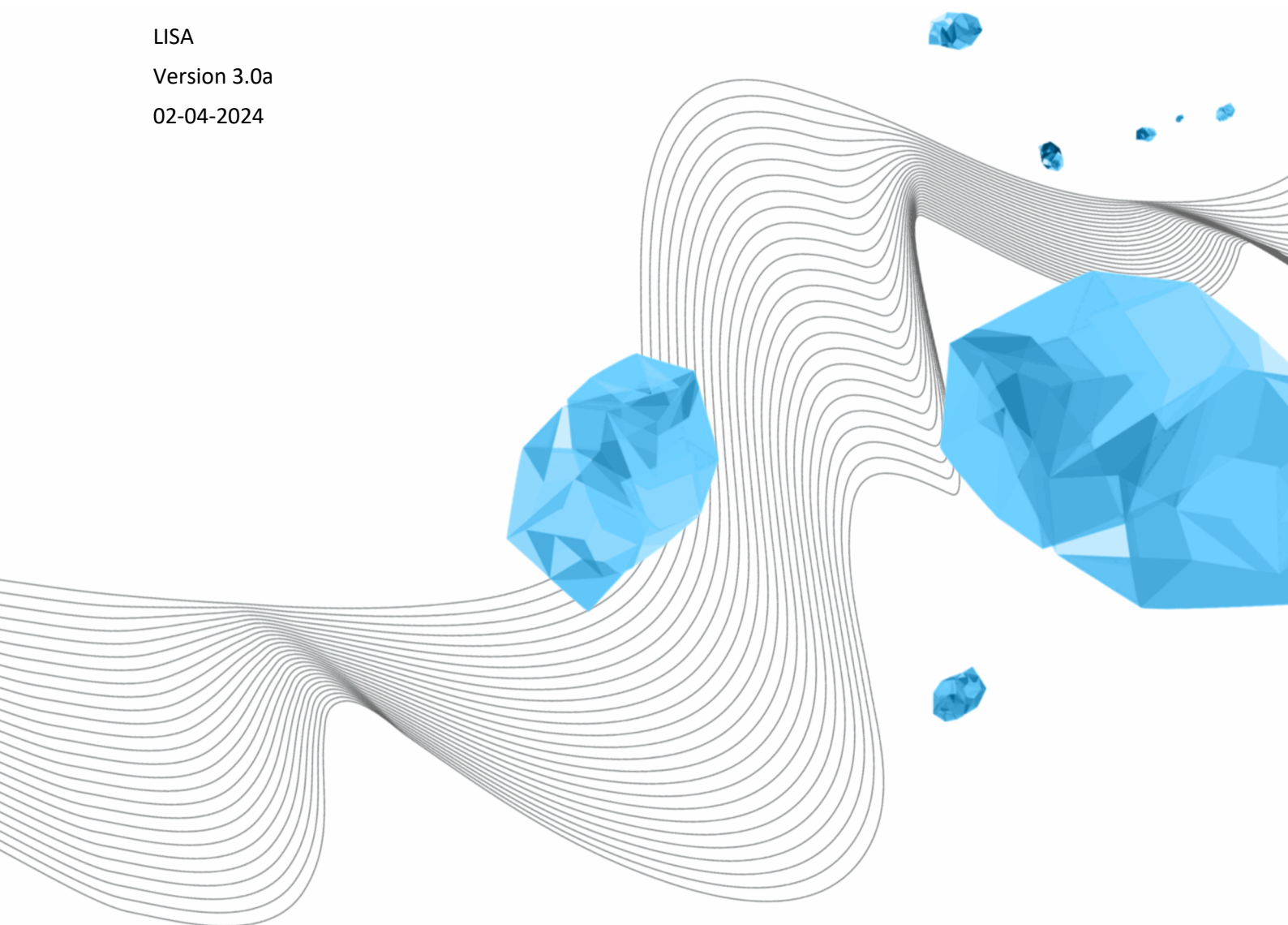
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# REGULATION ICT-FACILITIES FORMER UT EMPLOYEES AND STUDENTS

LISA

Version 3.0a

02-04-2024



## COLOPHON

**ORGANISATION****Library, ICT Services & Archive****TITLE****Regulation ICT-Facilities former UT employees and students****REFERENCE****LISA-XXX****VERSION (STATUS)****3.0****DATE****02-04-2024****AUTHOR(S)****Henk Swaters****COPYRIGHT****© University of Twente, The Netherlands.**

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## DOCUMENT HISTORY

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2.0	15-06-2023	H.W. Swaters P.G.M. Peters	Translation from Dutch
3.0	14-03-2024	H.W.Swaters	Emeriti policy has been amended.
3.0a	02-04-2024	H.W.Swaters	Established and clarification added at the request of the Executive Board

## DISTRIBUTIELIJST

VERSION	DATE	AUTHOR(S)	DISTRIBUTED TO
2.0	10-07-2023	H.W. Swaters P.G.M. Peters	MT-LISA
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3.0a	02-04-2024	H.W.Swaters	UT Website

## REFERENCES

VERSION	DATE	AUTHOR(S)	TITLE
1.94	05-09-2019	Jan Evers	Regeling ICT-Faciliteiten ex-UT-ers

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# 1 PRINCIPLES

1. This regulation applies to persons whose employment contract with the UT (former employees) is terminated or who have been deregistered from a study program (former students). This includes the users of a guest registration that is being terminated. These persons are registered as such in the university's staff or student registration system and have an email address ending in @utwente.nl (former employees) or @student.utwente.nl (former students). All these persons are called "former UT persons" in this regulation.
2. The transition from student to alumnus is out of the scope of this regulation because the graduate student as an alumnus has a different kind of relationship with the UT and receives a new email address for this (@alumnus.utwente.nl).
3. In principle, former UT persons no longer have access rights to ICT facilities as of the termination of service or study relationships, as they are reserved for UT employees and students. After all, the UT no longer has a formal relationship with these former UT persons. An exception to this principle is possible under the conditions below. The regulation establishes a standard 'grace period' following the termination of the formal relationship with the UT.
4. The access rights during the grace period are limited to the minimum necessary package of ICT facilities based on the university's interest. This will only concern the email address, email box, and personal data storage.
5. Extension of the grace period is not possible. An exception to this regards:
  - a PhD candidates who still want to obtain a PhD after their employment, for which a maximum of a one-year extension is possible.
  - b Emeritus professors are eligible for an annual extension of one year up to five years after retirement, provided that the respective faculty board grants permission and the emeritus professor accepts the associated code of conduct and completes the security awareness training.

# 2 GRACE PERIOD

1. Suppose the registration of the institutional systems (staff registration/student registration) shows that the formal relationship with the university has ended. In that case, LISA ensures the closure of access to the ICT facilities and systems. In addition, LISA deletes the contents of the personal email box and personal data storage (M-disk, SURFdrive, Google Docs, M365, etc. – if created with the personal UT account). The former UT person has limited access to ICT facilities during the grace period. For a description of this, see the articles below.
2. There is a standard grace period of one month for students, one month for support staff (OBP) and one month for academic staff (WP).
3. The organisational unit administrator to which the employee belongs can decide on a grace period of zero months for the employee in question based on the university's interest.
4. PhD candidates who still want to obtain a PhD after employment can apply for an extended grace period, with a maximum of 1 year. Access to the ICT facilities during the extended grace period remains the same as during the original grace period. However, an exception

can be made for necessary licenses if this is technically feasible and the license terms allow it.

5. For emeriti who need to retain access to their @utwente.nl mailbox and/or the digital library, the grace period can be extended upon request, provided that the respective faculty board grants permission and the emeritus accepts the associated code of conduct. The extension may not exceed 1 year into the future and will definitively cease no later than 5 years after the retirement date. Emeriti, who had a UT account on April 1, 2024, may extend it under the conditions of point 5 until April 1, 2029.

6. Former UT persons retain access to the following ICT facilities during the grace period:

**Former employees:**

- personal email services, including calendar, to-do list, and contacts;
- if applicable: email box with delegated access;
- personal data storage;
- digital library.

**Former students:**

- M365;
- digital library.

The former UT person retains their email address (@utwente.nl or @student.utwente.nl) during the grace period.

7. At the end of the (extended) grace period, LISA closes access to the ICT facilities and deletes the data described in Article 1 of this regulation.
8. The former UT person is bound by the information security policy and the applicable Digital Codes of Conduct when using the ICT facilities of the UT.

### 3 REVIEW OF THIS POLICY

This policy will be reviewed at least every two years. The following review will be in mid-2025. There may be grounds for an interim evaluation. If that evaluation gives cause to do so, the policy will be adjusted sooner.

The CISO of the University of Twente is responsible for this policy.

The Executive Board determines this policy. In cases not provided for in this regulation, the Executive Board decides.