

# FAU

## User group: Employees

### User type: Employees [auto]

Comments regarding selection of user type	Employees (incl. apprentices), civil service employees, professors emeriti (Prof. em.), retired professors (Prof. i. R.) who are administered by the <a href="#">ZUV</a> , <a href="#">Abteilung PVIVA</a> personnel management system.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"><li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li><li>2. The activation of the IdM-username is completed.</li><li>3. Postal delivery of the activation letter (login information) is possible.</li></ol>
Granting basis for services	Granting basis is: <ul style="list-style-type: none"><li>• either an employment contract at the FAU</li><li>• or certificate of appointment of the FAU</li><li>• or articles of apprenticeship of the FAU</li><li>• or a contract of service at the FAU</li></ul> The prospective employment relationship is noted as affiliation in the IdM-profile of the user.
Service permission	NA
Duration	according to employment contract or appointment
Legal basis	Member of the FAU: Art. 17 Abs. 1 Bayerisches Hochschulgesetz (BayHSchG)

### User type: Pre-Employees

Comments regarding selection of user type	individuals who need an early accommodation as prospective employees of the FAU.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"><li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li><li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the employing FAU-organizational unit to-be and dated no more than three months earlier than the start of the employment contract .</li><li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li><li>4. Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE.</li><li>5. The need for early accommodation must be described in the field 'explanation'</li><li>6. Then the activation of the IdM-username will be completed.</li><li>7. Postal delivery of the activation letter (login information) is possible.</li><li>8. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li></ol>

Granting basis for services	<p>Granting basis is a prospective employment based on:</p> <ul style="list-style-type: none"> <li>• either an employment contract at the FAU</li> <li>• or certificate of appointment of the FAU</li> <li>• or a contract of service at the FAU</li> </ul> <p>There must already be an IdMobject created for the applicant where the prospective employment relationship is specified.</p>
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used before commencement of employment (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration of early accommodation as specified in the employment contract.</li> </ul>
Duration	maximum of three (3) months
Legal basis	not a member of the FAU

#### **User type:** Post employee

Comments regarding selection of user type	Former employees of the FAU who immediately following the end of employment need to finish work or may have been promised expeditious re-employment.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. This application can only be submitted within 60 days before and 60 days after the end of the employment.</li> <li>3. The application must be signed by an <a href="#">IdM-point of contact</a> of the formerly employing FAU-organizational unit.</li> <li>4. The verification of identification of the applicant has already been performed by the <a href="#">IdM-point of contact</a> at the beginning of the former employment and is not required here.</li> <li>5. The need for continued service support must be described in the field 'explanation' of the application.</li> <li>6. Activation of the IdM-username will be carried out automatically once the application has been approved.</li> <li>7. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	<p>The expiring or expired employment relationship is noted as expired affiliation in the IdM-profile of the user and is based on:</p> <ul style="list-style-type: none"> <li>• either an employment contract of the FAU</li> <li>• or certificate of appointment of the FAU</li> <li>• or articles of apprenticeship of the FAU</li> <li>• or a contract of service at the FAU</li> </ul>
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used after the end of employment (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for a specified time frame following the end of the employment.</li> </ul>

Duration	nine (9) months
Legal basis	not member of the FAU

#### User type: Volunteers

Comments regarding selection of user type	Individuals who work for the benefit of the FAU without compensation and are therefore recognized as members of the FAU .
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the FAU -organizational unit that benefits from this work.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE. Individuals listed on the website for <a href="#">Honorary senators and citizens of the FAU</a> or are listed as FAU-ambassadors are not required to supply supporting documents.</li> <li>5. Then the activation of the IdM-username will be completed.</li> <li>6. Postal delivery of the activation letter (login information) is possible.</li> </ol>
Granting basis for services	<p>Granting basis for this work is:</p> <ul style="list-style-type: none"> <li>• either a service contract of the FAU</li> <li>• or a certificate of appointment as honorary member of the FAU</li> <li>• or a certificate of appointment as honorary senator of the FAU</li> <li>• or a certificate of appointment as honorary citizen of the FAU</li> <li>• or a certificate of appointment as ambassador for the FAU</li> </ul>
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used by honorary senators, honorary citizens, honorary members, ambassadors of the FAU or after the end of the service contract (based on the conditions for using these services)</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration specified in the service contract or for the duration as specified in the certificate.</li> </ul>
Duration	period of the service contract / certificate
Legal basis	member of the FAU: Art. 17 Abs. 1 Bayerisches Hochschulgesetz (BayHSchG)

#### User type: Research Assistants [auto]

Comments regarding selection of user type	Assistants with a university qualification (Master, State Examination) who are administered by the <a href="#">ZUV, Abteilung P</a>
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is</li> </ol>

	<p>possible.</p> <p>4. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet and the <a href="#">ZUV, Abteilung P</a> must be contacted as it is responsible for data entry.</p>
Granting basis for services	Granting basis is an employment contract with the FAU that is listed in the IdM-profile of the user.
Service permission	NA
Duration	according to employment contract
Legal basis	Member of FAU: Art. 17 Abs. 1 Bayerisches Hochschulgesetz (BayHSchG) ivm. Art. 22 ivm. 33 Abs. 1 Bayerisches Hochschulpersonalgesetz (BayHSchPG)

#### **User type: Student Employees [auto]**

Comments regarding selection of user type	Students without a university qualification (Master, State Examination) who are administered by the <a href="#">ZUV, Abteilung P</a>
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is possible.</li> <li>4. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet and the <a href="#">ZUV, Abteilung P</a> must be contacted as it is responsible for data entry.</li> </ol>
Granting basis for services	Granting basis is an employment contract with the FAU. It is listed in the IdM-profile of the user.
Service permission	NA
Duration	according to employment contract
Legal basis	Member of the FAU: Art. 17 Abs. 1 Bayrisches Hochschulgesetz (BayHSchG) ivm. Art. 33 Abs. 2 Bayerisches Hochschulpersonalgesetz (BayHSchPG)

#### **User type: Visiting Lecturers [auto]**

Comments regarding selection of user type	Individuals who teach on a limited basis without employment contract with the FAU and who are administered by the <a href="#">ZUV, Abteilung P</a> .
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is possible.</li> <li>4. In case the activation of the IdM-username is not possible then the</li> </ol>

	data of the user profile is not available yet and the <a href="#">ZUV, Abteilung P</a> must be contacted as it is responsible for data entry.
Granting basis for services	Granting basis is a teaching appointment of the <a href="#">ZUV, Abteilung P, Ref P 3</a> . It is listed as affiliation in the IdM-profile of the user.
Service permission	NA
Duration	End of current semester (usually March 31st or September 30th)
Legal basis	Member of the FAU: Art. 17 Bayerisches Hochschulgesetz (BayHSchG) ivm. Art. 2 Abs. 2 Nr. 3 ivm. Art. 31 Bayerisches Hochschulpersonalgesetz (BayHSchPG)

#### **User type: Assistant professors [auto]**

Comments regarding selection of user type	Individuals with completed habilitation and teaching appointment at the FAU who are administered by the <a href="#">ZUV, Abteilung P</a>
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is possible.</li> <li>4. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet and the <a href="#">ZUV, Abteilung P</a> must be contacted as it is responsible for data entry.</li> </ol>
Granting basis for services	Granting basis is a certificate of appointment of the dean of a faculty of the FAU. The appointment is listed as affiliation in the IdM-profile of the user.
Service permission	NA
Duration	according to the period of the teaching appointment
Legal basis	Member of the FAU: Art. 28 Bayerisches Hochschulpersonalgesetz (BayHSchPG)

#### **User type: Honorary Professors [auto]**

Comments regarding selection of user type	Individuals with title of professor and teaching engagement at the FAU without professorship or holding a chair who are administered by the <a href="#">ZUV, Abteilung P</a> .
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is possible.</li> <li>4. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet and the <a href="#">ZUV, Abteilung P</a> must be contacted as it is responsible for data entry.</li> </ol>

Granting basis for services	Granting basis is a certificate of appointment of the president of the FAU . The appointment is listed as affiliation in the IdM-profile of the user.
Service permission	NA
Duration	according to the period of the teaching appointment
Legal basis	Member of the FAU: Art. 25 + 26 Bayerisches Hochschulpersonalgesetz (BayHSchPG)

#### **User type:** Doctorate Candidates [auto]

Comments regarding selection of user type	Individuals who are employed externally as a main occupation and would like to earn a doctorate's degree at the FAU and who are administered by the <a href="#">ZUV, Abteilung P</a> .
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is possible.</li> <li>4. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet. In this case the <a href="#">Graduate Centre of the FAU</a> must be contacted as it is responsible for data entry.</li> </ol>
Granting basis for services	Granting basis is the registration in the <a href="#">docDaten-Portal</a> of the <a href="#">Graduate Centre of the FAU</a> which is also listed as affiliation in the IdM-profile of the user.
Service permission	NA
Duration	according to the dissertation project
Legal basis	Member of the FAU: FAU-Grundordnung §17b

#### **User type:** Scholarship Holder

Comments regarding selection of user type	Individuals who immediately post graduate or following their doctorate's degree at FAU as scientists on a limited basis through a scholarship program that is listed as scholarship program according to the university management (UL).
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the faculty and charge.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. The scholarship contract must be submitted along with the application (via personally) at the <a href="#">service counter</a> of the RRZE.</li> <li>5. Then the activation of the IdM-username will be completed.</li> <li>6. Postal delivery of the activation letter (login information) is possible.</li> <li>7. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>



Granting basis for services	Granting basis is the scholarship contract of the scholarship recipient with the su-organizational unit which must belong to one of the scholarships fostered by the only maintained at the RRZE. We should put them online and insert the link here R:\RRZE\Kunden-Einzelfallregelung\Stipendiaten-Liste.txt
Service permission	<ul style="list-style-type: none"> <li>The occasion may arise that services that are offered by publishers, software as part of a framework contact of universities or entities, cannot be used (b conditions for using these services).</li> <li>The issue of an IdM-username and further approved IT-services are put in duration of the scholarship contract.</li> </ul>
Duration	according to scholarship
Legal basis	<a href="#">§17c der Grundordnung der FAU</a> in connection with the ruling of the extended U management: see reference R:\Troika\VIP-Gremien\UL\Beschlüsse\20150422-Beschluss§17cGrundordnung-

#### User type: Postdoctoral Fellow

Comments regarding selection of user type	Scientists with a doctorate's degree who would like to seek habilitation at the FAU
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>The issue of an IdM-username for this type of user is put in effect explicitly, application.</li> <li>The application must be signed by an <a href="#">IdM-point of contact</a> of the faculty ad charge.</li> <li>The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>Then the activation of the IdM-username will be completed.</li> <li>Postal delivery of the activation letter (login information) is possible.</li> <li>In case the activation of the IdM-username is not put in effect, a <a href="#">service co</a> RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is the confirmation of the dean or a mentor (professor) if applicable <a href="#">the FAU</a>
Service permission	<ul style="list-style-type: none"> <li>The occasion may arise that services that are offered by publishers, software as part of a framework contact of universities or entities, cannot be used (b conditions for using these services).</li> <li>The issue of an IdM-username and further approved IT-services are put in duration of the confirmed habilitation project.</li> </ul>
Duration	according to the habilitation project
Legal basis	Member of the FAU: BayHschG: Art 65, Abs (9): not necessarily member of the FAU <a href="#">Grundordnung der FAU</a> in connection with the ruling of the extended University r see reference R:\Troika\VIP-Gremien\UL\Beschlüsse\20150422-Beschluss§17cGrundordnung-

#### User type: Delegated Teachers [auto]

Comments regarding selection of user type	Individuals who are on secondment to the FAU by the Ministry of Education (KM) for special teaching assignments and who are administered by the <a href="#">ZUV, Abteilung P</a>
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Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. Postal delivery of the activation letter (login information) is possible.</li> <li>4. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet. In this case the <a href="#">ZUV, Abteilung P</a> must be contacted as it is responsible for data entry.</li> </ol>
Granting basis for services	Granting basis is the secondment by the <a href="#">Bayerisches Staatsministerium für Bildung und Kultus, Wissenschaft und Kunst</a> . The secondment is listed as affiliation in the IdM-profile of the user.
Service permission	NA
Duration	according to the duration of secondment
Legal basis	Member of the FAU: Art. 17 Abs. 2 Satz 1 Nr. 2 Bayerisches Hochschulgesetz (BayHSchG) ivm. Art. 47 Abs. 1 Bayerisches Beamten-gesetz (BayBG)

#### **User type: Researcher (UK) [auto]**

Comments regarding selection of user type	Individuals who are employed as scientists at the University Hospital of Erlangen
Information regarding issue of IdM or guest identification	<p>The scientist must consent to the transfer of user profile data from the UKEr to the FAU. The user submits the consent by filling in the appropriate form provided by the personnel administration of the UKEr.</p> <ul style="list-style-type: none"> <li>• The issue of an IdM-username for this type of user is then put in effect implicitly, i.e. without application.</li> <li>• The activation of the IdM-username is completed.</li> <li>• Postal delivery of the activation letter (login information) is possible.</li> <li>• In case the profile data of the user is not available yet in the IdM there could be several reasons for it: <ul style="list-style-type: none"> <li>• The consent of the scientist for data transfer is missing. Consent must be provided to the personnel administration of the UKEr.</li> </ul> <p>The applicant is not yet listed as scientist in the personnel administration of the UKEr. This must be clarified with the personnel administration of the UKEr.</p> </li> <li>• The latest data transfer of the UKEr to the FAU took place before the date when the scientist provided consent for data transfer. Within the next two weeks there should be a data transfer of the UKEr to the FAU and activation should be possible.</li> </ul>
Granting basis for services	Granting basis is the release of the user profile of an individual listed as scientist in the personnel administration system of the University Hospital of Erlangen to the FAU. The associated affiliation is listed in the IdM-profile of the user.
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration of the employment contract with the UKEr.</li> </ul>



Duration	According to employment contract with the UKEr
Legal basis	<a href="#">Art. 14 Abs. 2 Nr. 4 Bayerisches Universitätsklinikagesetz (BayUniKlinG)</a> in Verbindung mit <a href="#">Art. 17 Bayerisches Hochschulgesetz (BayHSchG)</a> Members of the FAU: Art. 14 Abs. 2 Nr. 4 Bayerisches Universitätsklinikagesetz (BayUniKlinG) in connection with Art. 17 Bayerisches Hochschulgesetz (BayHSchG)

## User group: Student

### User type: Students [auto]

Comments regarding selection of user type	Individuals who are under administration of the <a href="#">FAU's Student Records Office</a> student registry and who enrolled for a degree program at the FAU
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect implicitly, i.e. without application.</li> <li>2. The activation of the IdM-username is completed.</li> <li>3. In case the activation of the IdM-username is not possible then the data of the user profile is not available yet and the <a href="#">FAU's Student Records Office</a> must be contacted as it is responsible for data entry.</li> </ol>
Granting basis for services	Granting basis is : <ul style="list-style-type: none"> <li>• either enrollment at the FAU for a degree program</li> <li>• or renewal of matriculation at the FAU to continue a degree program</li> </ul> The associated affiliation is listed in the IdMprofile of the user.
Service permission	NA
Duration	End of current term (eg. 31.03. / 30.09.)
Legal basis	member of FAU: - Art 17 BayHschG: students are members

### User type: Early Students

Comments regarding selection of user type	Pupils, who applied for <a href="#">early studies at the FAU</a> and were admitted to attend the FAU ahead of time.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>3. The invitation to participate must be submitted along with the application (via postal mail or personally).</li> <li>4. Then the activation of the IdM-username will be completed.</li> <li>5. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is an invitation to participate with a list of courses issued by the <a href="#">FAU's Student Records Office</a> .
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put</li> </ul>

	in effect for the duration specified in the invitation to participate.
Duration	Duration as specified in the invitation to participate or until the end of the current semester
Legal basis	not member of the FAU: - Art. 42 Abs.3 BayHschG: exams are allowed - § 2 Abs. 1 enrollment statutes of the FAU, see reference <a href="http://www.zuv.fau.de/universitaet/organisation/recht/satzungen.shtml">http://www.zuv.fau.de/universitaet/organisation/recht/satzungen.shtml</a> --(1) enrollment required --(2) individual courses --(4) a student with an early start date is considered a guest student - § 14 Abs 3 enrollment statutes of the FAU: Non-member of the FAU

#### User type: Guest Students

Comments regarding selection of user type	Individuals, who were admitted by the <a href="#">FAU's Student Records Office</a> to participate in individual courses. (incl. <a href="#">Mature students</a> ).
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>3. The invitation to participate must be submitted along with the application (via postal mail or personally).</li> <li>4. Then the activation of the IdM-username will be completed.</li> <li>5. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is an invitation to participate with a list of courses issued by the <a href="#">FAU's Student Records Office</a> .
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration specified in the invitation to participate.</li> </ul>
Duration	duration as specified in the invitation to participate or until the end of the current semester (31.03. / 30.09.)
Legal basis	not member of the FAU: - Art. 50 BayHschG: no exams - § 42 Abs. 3 BayHschG - § 2 Abs. 1 enrollment statutes of the FAU, see reference <a href="http://www.zuv.fau.de/universitaet/organisation/recht/satzungen.shtml">http://www.zuv.fau.de/universitaet/organisation/recht/satzungen.shtml</a> --(1) enrollment required --(2) individual courses - § 14 Abs 3 enrollment statutes of the FAU: Non-member of the FAU

#### User type: Cooperation Students

Comments regarding selection of user type	Students of other universities who need access to FAU resources, because their reviewer teaches at the FAU.
Information regarding issue of IdM or guest	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> </ol>

identification	<ol style="list-style-type: none"> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the cooperating institute.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. Then the activation of the IdM-username will be completed.</li> <li>5. Postal delivery of the activation letter (login information) is possible.</li> <li>6. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is the confirmation of the collaborative studies by the participating FAU-organizational unit where the second reviewer is teaching.
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration specified in the confirmation.</li> </ul>
Duration	duration as specified in the invitation to participate or until the end of the current semester
Legal basis	Didactic cooperation with organizational unit of the FAU

## User group: Others

### User type: Guest Lecturer

Comments regarding selection of user type	Teachers whose teaching (usually in single or block courses) is not paid and who have not received a teaching assignment of the FAU (e.g. teachers of the <a href="#">RRZE-training center</a> or the <a href="#">University Library</a> ).
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the FAU-organizational unit that benefits from this activity.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE.</li> <li>5. Then the activation of the IdM-username will be completed.</li> <li>6. Postal delivery of the activation letter (login information) is possible.</li> <li>7. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is: <ul style="list-style-type: none"> <li>• either a work contract with an organizational unit of the FAU</li> <li>• or an honorary contract with an organizational unit of the FAU</li> <li>• or an informal invitation issued by the inviting Professor who holds the chair (email or signed letter) or study committee which includes the invitation validity time.</li> </ul>
Service permission	<ul style="list-style-type: none"> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration of the current employment contract.</li> </ul>
Duration	based on the duration of the current employment contract or invitation
Legal basis	invitation to give a guest lecture by a faculty chair or a professor of the FAU.

### User type: Guest Researchers

Comments regarding selection of user type	Individuals from another scientific entity who come to the FAU to work in education and research for a limited period of time.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the FAU-organizational unit that hosts this user.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is</li> </ol>

	<p>responsible for verification of the identification of the user.</p> <ol style="list-style-type: none"> <li>Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE.</li> <li>Then the activation of the IdM-username will be completed.</li> <li>Postal delivery of the activation letter (login information) is possible.</li> <li>In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is a written confirmation of the management of the hosting FAU-organizational unit that describes the duration of the guest status and the hosting FAU-organizational unit.
Service permission	<ul style="list-style-type: none"> <li>The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>The issue of an IdM-username and further approved IT-services are put in effect for the duration of the current employment contract.</li> </ul>
Duration	equivalent to the confirmed stay of the guest, no more than 2 years
Legal basis	Contract in favour of/with the FAU that explicitly names the FAU as host/partner in research and that is known at the FAU before arrival of the guest researcher

#### User type: Trainees

Comments regarding selection of user type	Individuals with trainee contracts without compensation from an FAU -organizational unit (e.g. trainees of a graduate school of library science, trainees of the Federal Labour Office for reintegration into employment, Erasmus Placement students) or pupils for work experience, provided by the school and signed by a legal guardian and an FAU Organizational Unit.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>The application must be signed by an <a href="#">IdM-point of contact</a> of the FAU -organizational unit that was identified as place of practice.</li> <li>The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>Proof of trainee contract must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE.</li> <li>Then the activation of the IdM-username will be completed.</li> <li>Postal delivery of the activation letter (login information) is possible.</li> <li>In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is a trainee contract (please refer to <a href="#">Praktikumsvertrag</a> ) between a trainee and the FAU for a trainee program indicating beginning and end of the trainee program and listing the FAU as place of practice.
Service permission	<ul style="list-style-type: none"> <li>The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>The issue of an IdM-username and further approved IT-services are put in effect for the duration of the current contract.</li> </ul>



Duration	according to the trainee contract
Legal basis	trainee contract with a FAU organizational Unit. The hosts of "Erasmus Placement Students" should please contact <a href="#">ZUV Abt. P Referat P3</a> and also <a href="#">ZUV Referat L2</a> ZUV Referat L2 ERASMUS Hochschulkoordination

#### User type: Service Partner

Comments regarding selection of user type	Individuals who perform work as employees of a contractor for an FAU-organizational unit.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the contracting FAU-Organizational unit.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE. The justification is further valid for additional users of the contracted company.</li> <li>5. Then the activation of the IdM-username will be completed.</li> <li>6. Postal delivery of the activation letter (login information) is possible.</li> <li>7. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>
Granting basis for services	Granting basis is <ul style="list-style-type: none"> <li>• either a maintenance contract</li> <li>• or a service contract</li> <li>• or a procurement contract</li> </ul> of an FAU-organizational unit with a service-partner.
Service permission	The RRZE provides the requested IT-services required for the execution of the service-contract after approval per IT-Service for the time it is necessary to complete the service contract, as long as this does not exceed the maximum duration.
Duration	duration of the service contract; no more than twelve (12) months
Legal basis	<ul style="list-style-type: none"> <li>• Maintenance-, service- or procurement contract of an FAU-Organizational unit with a service-partner</li> </ul>

#### User type: Customer Employees

Comments regarding selection of user type	Employees and students of an external institution who entered into an IT-service
Information regarding issue of IdM or guest identification	If an IdM-username is necessary for the provisioning of the requested IT-service: <ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly,</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the contractor</li> <li>3. The <a href="#">IdM-point of contact</a> of the contracted partner or employee of the RRZI identification of the user.</li> <li>4. Justification for an IdM-username must be submitted along with the applica</li> </ol>

	<p>RRZE. The justification is further valid for additional users of the contracted</p> <ol style="list-style-type: none"> <li>Then the activation of the IdM-username will be completed.</li> <li>Postal delivery of the activation letter (login information) is possible.</li> <li>In case the activation of the IdM-username is not put in effect, a <a href="#">service co</a></li> </ol>
Granting basis for services	<p>Granting basis is a service contract with possible contractual partners:</p> <ul style="list-style-type: none"> <li>a Bavarian state or state-certified university, see references: <ul style="list-style-type: none"> <li><a href="#">Bavarian universities</a></li> <li><a href="#">Bavarian university hospitals</a></li> <li><a href="#">Bavarian universities for applied sciences</a></li> <li><a href="#">Bavarian art colleges</a></li> </ul> </li> <li>an <a href="#">An-Institut of the FAU</a> pursuant to Art. 103 Abs. 2 BayHSchG.</li> <li>an institution that is attached to the FAU with an indefinite contract of coop</li> </ul>
Service permission	<p>The RRZE provides the IT-services specified in the service contract</p> <ul style="list-style-type: none"> <li>either without application for IdM-username per user if all IT-services dema authorization of the external institution</li> <li>or after granting the application for IdM-username per user, if at least one c authentication and authorization with the IdP of the FAU</li> <li>or after granting the application for IdM-username per user, if at least one c authentication with a service attached to the FAU-IdM.</li> <li>for at most the minimum of duration of the service contract and duration of</li> </ul>
Duration	minimum of affiliation of the person to the associated external institution and dur
Legal basis	<p>Service contract with possible contractual partners:</p> <ul style="list-style-type: none"> <li>a Bavarian state or state-certified university, see references: <ul style="list-style-type: none"> <li><a href="https://www.km.bayern.de/ministerium/hochschule-und-forschung/hoc">https://www.km.bayern.de/ministerium/hochschule-und-forschung/hoc</a></li> <li><a href="https://www.km.bayern.de/ministerium/hochschule-und-forschung/hoc">https://www.km.bayern.de/ministerium/hochschule-und-forschung/hoc</a></li> <li><a href="https://www.km.bayern.de/ministerium/hochschule-und-forschung/hoc">https://www.km.bayern.de/ministerium/hochschule-und-forschung/hoc</a></li> </ul> </li> <li>an AN-Institute of the FAU</li> <li>an institution that is attached to the FAU with an indefinite contract of coop</li> </ul>

#### User type: Delegated persons

Comments regarding selection of user type	Individuals of an external institution or company who are working at the FAU or are private employees of a chair at the FAU which are locally working at the FAU.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>The application must be signed by an <a href="#">IdM-point of contact</a> of the employing or cooperating FAU-organizational unit .</li> <li>The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the RRZE. If the required documents are not available to the applicant then the applicant must provide a reference to adequate documents in the field 'explanation' of the application, so that the RRZE can verify them.</li> <li>Then the activation of the IdM-username will be completed.</li> <li>Postal delivery of the activation letter (login information) is possible.</li> <li>In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> </ol>

Granting basis for services	<p>Granting basis is:</p> <ul style="list-style-type: none"> <li>• either an institutional unlimited contract of cooperation of the external institution where the individual is employed with the FAU, where secondments of individuals are regulated as part of contract compliance</li> <li>• or a project-related, limited contract of cooperation of the external institution/company where the individual is employed with an organizational unit of the FAU, where secondments of individuals are regulated as part of contract compliance</li> <li>• or implicit justification of the facility justified by higher law (for example, auditing, Court of Auditors)</li> <li>• or an employee contract of the individual with the head of the organizational unit of the FAU, where employment at the FAU is regulated.</li> </ul>
Service permission	<ul style="list-style-type: none"> <li>• The RRZE provides requested IT-services for individuals after approval of each IT-service</li> <li>• once the <a href="#">IdM-point of contact</a> of the institutional cooperation partner has justified the need for an IdM-username in the application</li> <li>• or if the <a href="#">IdM-point of contact</a> of the FAU-organizational unit has justified the need for an IdM-username for an employee of an external institution/company in the application due to a project-related cooperation</li> <li>• or the <a href="#">IdM-point of contact</a> of the FAU-organizational unit justified the need for an IdM-username in the application and whose head of the organizational unit closed the employment contact under private law</li> </ul> <p>The issue of an IdM-username and further approved IT-services are put in effect for the duration of secondment as demonstrated in the justification.</p>
Duration	duration of secondment, no more than 2 years
Legal basis	<ul style="list-style-type: none"> <li>• institutional unlimited contract of cooperation of the external institution where the individual is employed with the FAU</li> <li>• project-related, limited contract of cooperation of the external institution/company where the individual is employed with an organizational unit of the FAU, where secondments of individuals are regulated as part of contract compliance.</li> <li>• justification of the facility justified by higher law (for example, auditing, Court of Auditors)</li> <li>• employee contract with an individual with a chief employee/civil service employee of an organizational unit of the FAU, where employment at the FAU is regulated.</li> </ul>

#### **User type:** Authorized persons

Comments regarding selection of user type	Individuals of an external institution or company who in the interest of the FAU perform activities that serve the agreement which are not locally working at the FAU.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the FAU -organizational unit that benefits from this cooperation.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. Justification for an IdM-username must be submitted along with the application (via postal mail or personally) at a <a href="#">service counter</a> of the</li> </ol>

	<p>RRZE. If the required documents are not available to the applicant then the applicant must provide a reference to adequate documents in the field 'explanation' of the application, so that the RRZE can verify them.</p> <p>5. Then the activation of the IdM-username will be completed.</p> <p>6. Postal delivery of the activation letter (login information) is possible.</p> <p>7. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</p>
Granting basis for services	<p>Granting basis is:</p> <ul style="list-style-type: none"> <li>• either an institutional unlimited contract of cooperation of the external institution where the individual is employed with the FAU</li> <li>• or a project-related, limited contract of cooperation of the external institution/company where the individual is employed with an organizational unit of the FAU</li> <li>• or that the external institution has the status of an <a href="#">An-Institut der FAU</a>, where the individual is employed.</li> </ul>
Service permission	<ul style="list-style-type: none"> <li>• The RRZE provides requested IT-services for individuals after approval of each IT-service RRZE</li> <li>• once the <a href="#">IdM-point of contact</a> of the institutional cooperation partner has justified the need for an IdM-username</li> <li>• or if the <a href="#">IdM-point of contact</a> of the FAU-organizational unit has justified the need for an IdM-username for an employee of an external institution/company in the application due to a project-related cooperation</li> </ul> <p>The issue of an IdM-username and further approved IT-services is put in effect for the demonstrated duration of assignment.</p>
Duration	duration of assignment or one year; at most 2 years
Legal basis	NA

#### User type: Guests

Comments regarding selection of user type	Participants in a course, exam or events at the FAU.
Information regarding issue of IdM or guest identification	<p>Guest identification for participation in courses is given out during course or exam registration. Data for authentication is sent via postal mail to the course participants or is distributed in class.</p> <ul style="list-style-type: none"> <li>• The individual from the user group of employees responsible for the performance of the event at the FAU provides a consolidated request for guest identification for guest-WLAN and indicates the time span of the event.</li> </ul>
Granting basis for services	<p>Granting basis is</p> <ul style="list-style-type: none"> <li>• either the registration of a participant for a course at the FAU</li> <li>• or the registration of a participant for an exam at the FAU</li> <li>• or the application for guest identification for guest-WLAN by an FAU-organizational unit for an event it is hosting</li> </ul>
Service permission	<ul style="list-style-type: none"> <li>• Guest identification for courses or exams is only allowed to be used for services that are required during the course and are therefore approved;</li> <li>• guest identification for the use of guest-WLAN during an event at the FAU is limited to this service.</li> </ul>

Duration	duration of the event or the stay or one (1) month
Legal basis	NA

#### User type: Others

Comments regarding selection of user type	Individuals who need access to specific IT-services but do not fit into any other user type.
Information regarding issue of IdM or guest identification	<ol style="list-style-type: none"> <li>1. The issue of an IdM-username for this type of user is put in effect explicitly, i.e. by application.</li> <li>2. The application must be signed by an <a href="#">IdM-point of contact</a> of the FAU-organizational unit that is interested in the provisioning of IT-services for the applicant by the RRZE.</li> <li>3. The <a href="#">IdM-point of contact</a> or employee of the RRZE-<a href="#">service counter</a> is responsible for verification of the identification of the user.</li> <li>4. The justification for the requested services must include a statement that clarifies to the RRZE that there is an entitlement for IT-service support and an acceptable need</li> <li>5. Only if the justification is accepted the activation of the IdM-username will be completed.</li> <li>6. Postal delivery of the activation letter (login information) is possible.</li> <li>7. In case the activation of the IdM-username is not put in effect, a <a href="#">service counter</a> of the RRZE should be contacted.</li> <li>8. If the request is not granted, an IdM-username will not be provided.</li> </ol>
Granting basis for services	For this type of user there is no condition. Granting basis for the application is evaluated by the RRZE on an individual basis.
Service permission	<ul style="list-style-type: none"> <li>• The RRZE provides the requested IT-services, if in principle an entitlement for the support is apparent and the service requirement is approved by the RRZE.</li> <li>• The occasion may arise that services that are offered by publishers, software suppliers or as part of a framework contact of universities or entities, cannot be used (based on the conditions for using these services).</li> <li>• The issue of an IdM-username and further approved IT-services are put in effect for the duration of stay as demonstrated in the justification.</li> </ul>
Duration	equivalent to the confirmed stay or six (6) months
Legal basis	must be initiated by an <a href="#">IdM-point of contact</a>

# FAU Busan

## User group: Employees

### User type: Employees (FAU Busan)

Comments regarding selection of user type	Employees of the FAU Busan GmbH at Campus Busan.
Information regarding issue of IdM or guest identification	<ul style="list-style-type: none"> <li>• <b>No application required.</b> The data processing is done automatically.</li> <li>• The customer can pick up his/her activation letter <b>personally</b> (or by a representative) at the contact person of the RRZE in Busan.</li> <li>• If the data is not yet available, please ask at the relevant personnel service department of FAU Busan when the data will be registered.</li> </ul>
Granting basis for services	NA
Service permission	NA
Duration	according to employment contract with FAU Busan GmbH
Legal basis	<a href="#">§ 10b der Grundordnung der FAU</a> or contract of cooperation

### User type: Flying Faculty (FAU Busan)

Comments regarding selection of user type	Flying faculty, how it is managed by the personnel service department of FAU Busan.
Information regarding issue of IdM or guest identification	<ul style="list-style-type: none"> <li>• <b>No application required.</b> The data processing is done automatically.</li> <li>• The customer can pick up his/her activation letter <b>personally</b> (or by a representative) at the RRZE contact person or the personnel service department of FAU Busan against production of a photo ID (passport, ID card).</li> <li>• If the data is not yet available, please ask at the relevant personnel service department of FAU Busan when the data will be registered.</li> </ul>
Granting basis for services	NA
Service permission	NA
Duration	End of current semester (usually March 31st or September 30th)
Legal basis	<a href="#">Art. 17 Bayerisches Hochschulgesetz (BayHSchG)</a> ivm. <a href="#">Art. 2 Abs. 2 Nr. 3</a> ivm. <a href="#">Art. 31 Bayerisches Hochschulpersonalgesetz (BayHSchPG)</a>



## User group: Others

### User type: Planning board (FAU Busan)

Comments regarding selection of user type	Planning board members of the project Campus Busan
Information regarding issue of IdM or guest identification	<ul style="list-style-type: none"> <li>• <b>No application required.</b> The data processing is done automatically.</li> <li>• The customer can pick up his/her activation letter <b>personally</b> (or by representative) at the contact person of the RRZE or the personnel service department of FAU Busan on production of a photo ID (passport, ID card).</li> <li>• If the data is not yet available, please ask at the relevant personnel service department of FAU Busan when the data will be registered.</li> </ul>
Granting basis for services	NA
Service permission	NA
Duration	four (4) years
Legal basis	<a href="#">Art. 17 Abs. 1 Bayerisches Hochschulgesetz (BayHSchG)</a>

### User type: Others (FAU Busan)

Comments regarding selection of user type	Persons who do not fit into any other group, but after thorough individual vetting need access to specific services.
Information regarding issue of IdM or guest identification	<ul style="list-style-type: none"> <li>• The provisioning of services for this group is highly restricted and is in most cases only put in effect upon request and after consultation.</li> <li>• The special requirements must be justified in detail. If necessary, it requires a separate letter to support the demand.</li> <li>• The customer can pick up his/her activation letter <b>personally</b> (or by representative) at one of the <a href="#">service counters</a> on production of a photo ID (passport, ID card).</li> </ul>
Granting basis for services	NA
Service permission	NA
Duration	six (6) months
Legal basis	accounted for by the arranging person

