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GUIDELINE FOR THE VALIDITY OF THE ACCESS RIGHTS IN AALTO UNIVERSITY'S INFORMATION SYSTEMS

According to the policy governing the use of Aalto University's information systems, the access rights to the information systems will expire when

- the person in question is no longer a member of the Aalto University community
- access rights granted for a specific term expire
- the role of the person in question changes so that there is no longer any justification for granting him/her access rights.

The user account will be closed when

- the access rights granted in connection with the user account expire
- there is no longer any need for account
- there are reasonable grounds to suspect that the user account is misused or that information security is endangered (see Aalto University sanctions policy concerning information technology violations).

This guideline specifies validity of access rights and termination of user account when the user account is closed for other reasons than misuse or information security violation.

1. Staff

A staff member's access rights to the Aalto University's information systems expire when his/her employment relationship ends. The access rights of a part-time teacher continue until the end of the term during which the teaching order expires.

A unit may request the user account administration to close the user account of if such a closure is justified. (e.g. carrying out other tasks outside Aalto University)

The person in question must request the user account administration to close his/her user account if he/she does not use it during the period of absence.

Timing of the termination of the user account

Normally, the user account is closed as soon as the access rights expire.

The user account covering basic IT services will be closed seven days after the expiry of the access rights if the termination takes place at the end of a fixed-term employment relationship and unless otherwise stated by the unit.

If the staff member ceases to carry out his/her duties before the end of the employment relationship (for example, because of a holiday), the unit may notify the user account administration of the termination of the user account when the carrying out of the duties actually ends.

If it has been agreed with the person concerned that he/she will carry out certain duties after the end of the employment relationship (such as study counselling), the unit may provide a notification of the continuation of the access rights of the person concerned without an employment relationship on personal information form.

2 Students

Students with a right to study have access rights to the Aalto University information systems that they need in their studies.

Timing of the closure of the user account

When a student graduates, his/her access rights remain in effect until the end of the graduation term. If the student has justified grounds for retaining the user account for a longer period, he/she may submit an application to the university student service desk. More information: <https://into.aalto.fi/display/en/Contact+information>

Otherwise the student's user account will be closed as the access rights expire.

Email

The email will be closed when the access rights to basic IT services expires so that new mail can no longer be received.

Further information

For more information about students' access rights, contact oodi-tuki@aalto.fi.
For Information about IT-systems user accounts: contact servicedesk@aalto.fi