

Regulations of the IT Center of RWTH Aachen University

Dated January 19, 2018

Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

Based on § 2 (4) and 29 (2) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz; HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Art. 3 of the Act to Ensure the Accreditation of Study Programs in North Rhine-Westphalia dated October 17, 2017 (Law and Official Gazette p. 414), RWTH Aachen University has issued the following regulations:

Contents

Preamble

§ 1 Legal Position

§ 2 Tasks of the IT Center

§ 3 Management and Control of the IT Center

§ 4 Use of IT Services

§ 5 Entry Into Force

Preamble

As a central institution and service provider of information technology, the RWTH IT Center plays an important role in the overall strategy of the University. In order to fulfill this role, the IT Center must be a leading information technology institution in the international university landscape, actively cooperating with partners in research, teaching and learning, and industry. The IT Center plays a leading role in the formulation and implementation of the IT Strategy of RWTH and thus supports the University by providing customer-oriented IT services. The goal of the IT Center is the future-oriented design of RWTH's core processes through innovative IT in close cooperation with the partners and users in teaching and learning, research, and administration. Through independent research, training, and education in the environment of a competent IT service provider, the IT Center is an innovative partner.

In this role, the IT Center acts in a quality-assured, transparent, sustainable, and resource-saving manner.

§ 1 Legal Position

The IT Center of RWTH Aachen University is a central operating unit within the meaning of § 29 Para. 2 Sentence 1 HG.

§ 2 Tasks of the IT Center

- (1) The IT Center of RWTH supports studies, teaching and learning, and research at RWTH. The tasks include the planning, provision, and economic and quality-assured operation of IT infrastructures and services in line with the requirements, as well as the analysis and design of the processes supported by IT
 - a. to support the core processes in studies, research, teaching and learning, and administration,
 - b. for technical-scientific high-performance computing and visualization,
 - c. for communication, for the provision of all data and communication networks of RWTH,
 - d. for computer use and data management,
 - e. for campus management, student lifecycle management, e-learning, and learning management systems,
 - f. to manage the identity lifecycle for employees and students
 - g. as information infrastructures to support research processes (e.g. research data management, e-science),
 - h. to advise users regarding the use of IT systems and IT software applications,
 - i. to support and qualify users in the use of IT systems and IT software applications, and
 - j. to support the training processes and the education of people in professional fields of IT together with the Vocation Training Division of RWTH.
- (2) The IT Center and RWTH institutions in research, teaching and learning, and administration are mutually committed to the goal of using and integrating central IT infrastructures and services and processes based on them. To this end, the IT Center regularly consults with the Steering Committee for the IT Center.
- (3) The IT Center works together with the other IT service providers of RWTH in a cooperative manner. The IT Center may delegate tasks in certain areas. To this end, it shall reach agreement with the bodies assuming the tasks.

- (4) The IT Center cooperates with partners regionally and supra-regionally for the purpose of fulfilling its tasks.
- (5) The IT Center proactively acquires supplementary funds from research funding for central IT infrastructures, services, and processes. The IT Center supports the institutions of RWTH Aachen University – in research, teaching and learning, and administration – in the acquisition of third-party funding and the implementation of third-party projects with IT infrastructures and services.
- (6) The IT Center supports the IT Security Officer(s) elected by the CIO Advisory Board in the development and implementation of the IT security strategy and the associated security processes and implements these in their area of responsibility.

§ 3

Management and Control of the IT Center

- (1) The IT Center is headed by a full-time director who is appointed by the Rector.
- (2) The director is selected by the Rectorate from the group of University instructors at RWTH Aachen University. The director is responsible for the fulfillment of the IT Center's tasks. Pursuant to § 29 Para. 3 HG, they are responsible for deciding on the deployment of the institution's staff and the appropriate use of the funds allocated by the Rectorate.
- (3) The Rectorate shall set up a steering committee to advise the director of the IT Center on matters of principle. Further details are laid down in the valid version of the Regulations for the Establishment of Scientific Institutions and Operating Units of RWTH Aachen University.
- (4) The IT Center is involved in the preparation of strategic decisions of the University management in the area of information technology through its participation in the CIO Advisory Board.

§ 4

Use of IT Services

- (1) IT infrastructures and services of the IT Center may be used by members and affiliates within the meaning of § 9 HG NRW and the Basic Regulations of RWTH Aachen University. The use by members and affiliates of RWTH Aachen University and other users is governed by the User Regulations for Central IT Systems of RWTH Aachen University.
- (2) The services of the IT Center are described in the service catalog, which is regularly updated and made available to users. In the service catalog, statements are made in particular on the scope of services, on responsibilities, and on questions of the type of service (basic service, additional services).
- (3) The IT Center can provide services for external institutions and for external users.
- (4) Regulations for the use and usage of services of the IT Center can be made on the basis of the User Regulations for Central IT Systems of RWTH Aachen University in the form of usage regulations by the director after consultation with the Steering Committee for the IT Center.
- (5) The IT Center offers a free basic service for members and affiliates of RWTH according to its service catalog. The service catalog is determined by the IT Center after consultation with the

Steering Committee. The IT Center may provide additional services beyond the basic services on a cost-reimbursement basis.

- (6) The IT Center may cooperate with institutions of other universities or research institutions within the meaning of § 77 Para. 4 HG.
- (7) The IT Center may provide further services to external parties for the purpose of promoting and cooperating in research within the meaning of § 29 (2) of the HG in return for payment if there is an exchange of services (cf. section 4(2)). The basis for this is a service catalog with prices for external customers.

§ 5 Entry Into Force

These regulations come into force as an Official Announcement of RWTH on the day following their publication.

Issued on the basis of the resolution of the Rectorate of RWTH Aachen University of December 18, 2017 and consultation by the Steering Committee for the IT Center.

Rector
of RWTH
Aachen University

Aachen, January 19,
dated 2018

sgd. Schmachtenberg

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