



SCUOLA
NORMALE
SUPERIORE

Information on the implementation of the *General ICT Policy of the Scuola Normale Superiore* approved on 30 May 2022

RESEARCH PERSONNEL, EXTERNAL LECTURES AND “CEL”

(Details: full and associated professors and researchers - permanent or fixed term contract, professors and researchers in agreement pursuant to L 240/201 Art.6 para. 11 Research fellows, professors on contract, external members of boards of lecturers, external professors of joint study programmes, linguistic expert collaborators)

Users can access their e-mail for a year after the termination of employment. During this period, it is suggested to set a redirect to another mailbox. Main IT services (i.e. individual cloud storage space, VPN, ...) ends after the termination of their contract with the SNS.

For those who have concluded their employment before October 15, 2021, all services will stop starting from October 15, 2022. For all others, the Policies currently in force apply.

Exceptions:

- All IT services remains available for emeritus status professors, except for inactivity of the account for more than 1 year.
- SNS retired lecturers and researchers can personally set a redirect to a personal mailbox during the additional year at their disposal (or by 15 October 2022, if retired before 15 October 2021). After this period, they can contact the Helpdesk service.

TECHNICAL, ADMINISTRATIVE AND LIBRARIAN STAFF, EXECUTIVES, “CO.CO.CO” COLLABORATORS, INTERNS AND TRAINEES, EXTERNAL PROFESSIONALS, VISITING, EXTERNAL MEMBERS OF AUTHORITIES, CONFERENCE SPEAKERS AND COMMISSION MEMBERS

These categories can use their e-mail for 30 days after the date of termination of their contract with the SNS. IT main services (including cloud storage space) end the day after the termination of the contract.

For those who have concluded their SNS contract before September 15, 2022, all services will end starting from October 15, 2022. For all others, the Policies currently in force apply.

STUDENTS AND STUDENTS AWAITING GRADUATION

After SNS graduation (i.e. “diploma di licenza”, Ph.D.):

- a second account is created on the @alumni.sns.it domain, which only allows access to an e-mail box of a maximum size of 5 GB. This mailbox remains active indefinitely, unless it is cancelled due to inactivity of more than one year;
- the use of e-mail @sns.it is allowed for two years after graduation. The exception is for “allievi ordinari” who became PhD students: in this case they acquire the rights of PhD students;
- all other services (including cloud storage) are disabled.

For all students who have attained their degree before 15 October 2020, all IT services will end starting from 15 October 2022. For all others, the Policies currently in force apply.

NOTE: The @alumni.sns.it is automatically created starting from September 2022 purfor all those who graduated after January 1, 2019. Those who have graduated prior to that date can obtain the @alumni.sns.it mailbox on request to Helpdesk.

PERSONNEL FROM OTHER INSTITUTIONS WORKING AT THE SNS PREMISES UNDER AN AGREEMENT

Staff from other institutions who have a permanent place of work in the SNS spaces pursuant to a formalised agreement is provided with an account that allows several services (i.e. access to the wi-fi network, VPN and sharing of files and folders with SNS staff, if possible). These services end after the period at SNS. The account remains active for an additional 30 days in order to conclude any request (i.e. refund requests).

Any other services previously activated (such as email, cloud storage, use of SNS software licenses) will end on October 15, 2022.

On the same date, all accounts expired before 15 September 2022 will be deactivated. For accounts expiring after 15 September 2022, the current Policies apply.

Exceptions:

For those who also belong to other categories, for example external lecturers ("professori a contratto"), the most favorable policy applies.

VOLUNTARY EXTERNAL COLLABORATORS OF SPECIFIC RESEARCH PROJECTS

Per questi collaboratori è previsto il solo account per l'accesso alla rete wi-fi e, ove possibile, per la condivisione di file e cartelle con i partecipanti SNS al progetto. Mantengono l'uso dell'account per 30 giorni dopo la conclusione del rapporto con la Scuola (che in ogni caso è limitato alla durata del progetto di ricerca al quale collaborano).

These collaborators will only have an account to access the wi-fi network and, where possible, to share files and folders with SNS participants in the project. These services end after the collaboration period (which in any case is limited to the duration of the research project). The account remains active for an additional 30 days in order to conclude any request (i.e. refund requests).

Any other services previously activated (such as email, cloud storage, use of SNS software licenses) will end starting from October 15, 2022.

On the same date, all accounts expired before 15 September 2022 will be deactivated. For accounts expiring after 15 September 2022, the current Policies apply.

UNCATEGORIZED ACCOUNTS

Accounts that do not fall into any category will be closed starting from October 15, 2022.

Table: Assignment of services according to categories of users

Services	Account and e-mail				Services ending on the last day of service at the SNS					
	SNS Account	Validity of account after termination of employment	@sns.it (2) Mail	Validity of e-mail after termination of employment *	WiFi	VPN	Individual work space Gdrive	Individual work space OneDrive	Access to shared directories	Software licences of SNS
Categories of users (1)										
Internal users (*)	Yes	1 year, except: PTAB (30 days) Students (2 years)	Yes	1 year, except: PTAB (30 days) Students (2 years)	Yes	Yes	According to contracts with suppliers	According to contracts with suppliers	Yes	Yes
co.co.co collaborators	Yes	30 days	Yes	30 days	Yes	Yes	No	Limited	Yes	Yes
Interns and trainees(*)	Yes	30 days	Yes	30 days	Yes	Yes	No	Limited	Yes	Yes
External lecturers(*)	Yes	1 year	Yes	1 year	Yes	Yes	No	Limited	Yes	No (3)
External professionals (e.g. DPO, SPP, ...)	Yes	30 days	Yes	30 days	Yes	Yes	No	Limited	Yes	No
Personnel from other institutions with an agreement	Yes	30 days	According to agreement	30 days	Yes	Yes	No	No	Yes	No
Visiting (*)	Yes	30 days	No	No	Yes	Yes	No	No	Yes	No (3)
External members of authorities	Yes	30 days	No	No	Yes	No	No	No	Yes, where possible	No
Conference speakers and commission members (4)	Yes	30 days	No	No	Yes	No	No	No	Yes, where possible	No
Temporary collaborators and guests	Yes (5)	5 days	No	No	Yes	No	No	No	No	No
SNS retired lecturers and researchers	Yes	Yes	No, redirect to personal account	Redirect illimited	No	No	No	No	No	No
Voluntary external collaborators of specific research projects	Yes	30 days	No	No	Yes	No	No	No	Yes, where possible	No
SNS Alumni	Yes	Yes	alumni.sns.it	Illimited	No	No	No	No	No	No

- NOTES**
- (1) For any categories not present in the table, the attributions of the most similar categories are considered. For the categories marked with (*) please refer to the detailed list.
 - (2) Save for inactivity of the e-mail box for more than 1 year. For students, the date of graduation is considered as the date of termination of employment.
 - (3) Save for software essential for the teaching activity not usually provided by the institution of appurtenance.
 - (4) Those who do not receive fees or reimbursements are counted as temporary guests.
 - (5) Temporary Guest Account.

Detailed list of user categories

INTERNAL USERS

- Full and associated professors and researchers "TI" and "TD" (permanent or fixed term contract)
- Professors and researchers in agreement pursuant to L 240/201 Art.6 para. 11
- Professors emeritus
- PTAB: technical, administrative and librarian staff at TD and TI
- Executives at TD and IT (assimilated in this Policy to the PTAB)
- Linguistic expert collaborators
- Research fellows
- Students awaiting graduation

EXTERNAL LECTURERS

- Professors on contract
- External members of boards of lecturers
- External professors of joint study programmes

VISITING

- Visiting professors ("short invitations", max 7 days)
- Visiting professors ("long invitations")
- Scholars or PTAB in Erasmus exchange or similar
- Visiting scientists (scholars visiting for a short period on individual request)
- Exchange students (students visiting on agreement)
- Incoming Erasmus students
- Visiting students (students / graduate students visiting on individual request)
- Students in co-tutorship
- Students / thesis students formally supported by laboratories or research structures

INTERNS AND TRAINEES

- Administration trainees
- Civil service
- Professionalizing scholarship holders
- Incoming Erasmus trainees