



DEPARTMENT OF SOCIOLOGY  
UNIVERSITY OF THE AEGEAN  
NETWORK OPERATION CENTER

**REGULATION OF THE COMPUTER LABORATORIES (COMPUTER LABS) OPERATION  
OF THE DEPARTMENT OF SOCIOLOGY AT THE UNIVERSITY OF THE AEGEAN**

**1. Purpose and Use of the Computer Labs**

1.1. The Computer Labs of the Department of Sociology are currently located in the buildings on the University Hill and may be relocated or expanded in other areas upon the decision of the General Assembly of the Department.

1.2. The present Regulation is put in effect by the General Assembly of the Department and will be effective upon the adoption of the anticipated Statute of the Institution (i.e. University of the Aegean); then, it is adjusted accordingly.

1.3. The Interim Director of the Computer Lab is designated by the General Assembly of Department, out of the academic staff members who apply for this position.

1.4. The purpose of the Computer Labs is to support both educational and research activities of the Department of Sociology and help in achieving University's purposes that are set out by its competent collective bodies. These activities include:

- a) Teaching and doing course exercises, which are taught by the Department and require a PC equipment.
- b) Delivering lectures and making presentations that do not fall into the daily educational activities of the Department.
- c) Writing essays by the students within the context of specific undergraduate or graduate courses or preparing dissertations.
- d) Students' access to services provided by the University (i.e. Library, administrative offices, etc.).
- e) Students' access to information sources through the Internet.
- f) Supporting research activities conducted in and by the Department.
- g) Facilitating all kinds of communication within the 'Informatics space' for the benefit, good reputation and visibility of the Department.

The Head of the Computer Lab prepares a monthly, biannual and annual schedule of Computer Labs Operation, giving priority to educational and research needs of the Department and to those activities that serve the wider needs of the University.

1.5. When the Computer Labs are not occupied for classes, they are available so that the students of the Department can use them. The Computer Labs are under the supervision of the Laboratory Officer or any other authorized official.

## **2. Management and Support of Computer Labs**

2.1. Responsible for overall operation and use of the Computer Labs is the Director (as defined in Section 1.3 of the present Regulation) until the publication of the Statute of the University, which oversees, among other things, the Network Operation Center of the Department of Sociology, which is an essential component of the Computer Labs.

2.2. Some duties of this service are:

- The network management;
- The safety and proper operation of hardware and software programs; and
- The co-operation with academic staff members so special software programs required to run specific courses can be installed.

## **3. Computer Lab Operation**

3.1. Before each academic semester commences, a detailed timetable of the Computer Lab Operation is organized and announced. The timetable includes scheduled activities such as teaching courses and doing lab exercises. For activities that are not included in the everyday use of the Computer Lab, interested academic staff members are required to communicate with the Head of the Lab. The room has to be emptied 15 minutes before each scheduled activity starts and starts operating again (i.e. it is accessible to all students of the Department) 15 minutes after the schedule activity is over. The timetable of the courses is posted in the section "ANNOUNCEMENTS" in the website of the Department. While courses and exercises are in process, other people are not allowed to be in the Computer Lab unless authorized by the instructor.

3.2. The use of the Computer Labs and accounts must always be according to the needs of the Department; that is, for educational and research work and purposes, and the Computer Labs have to be left in perfect condition. Thus, the following are prohibited:

- Consumption of soft drinks, beverages, food as well as smoking;
- The use of mobile phones and any action that may disturb the smooth and quiet Computer Lab operation;
- Moving desks, PC cables and any kind of material that is in the Computer Lab;
- Moving, searching, and storing information / files that are not related to the educational and research work and purposes of the Department;
- The use of several PCs by one and the same user simultaneously;
- The instalment of 'profile' in any software program of electronic correspondence and the local file storage;
- Interference with and alteration of the PC material and the officially installed software programs by the users; and
- The exit from the Computer Lab without having shut off the PC and the screen used.

3.3. They have a right to use of the Computer Labs of the Department only those who are undergraduate and graduate students of the Department of Sociology, students of other Departments of the University of the Aegean that have been registered and taken courses in the Department of Sociology and those people who have been given written permission in accordance with the provisions of 1.3 of the present Regulation.

3.4. For every legitimate user, the Head of the Computer Lab issues an individual code (password) and notifies it to the recipient confidentially. The code for each user is strictly personal and whatever may happen to a PC while this code is used is the sole responsibility of the owner of this code. This code is received upon the student's registration in the Department or with the beginning of a person's research collaboration with the Computer Lab by its Head upon request; it ceases being valid one (1) month after the deletion or the termination of the cooperation with it, unless otherwise requested.

3.5. For reasons of maintenance or other emergencies, partial or total suspension of the Computer Lab operation is possible, for as long as needed. The Director of the Computer Lab ought to inform users as early as possible through bulletin boards about the scheduled maintenance of the Computer Labs and its duration, as well as to inform them about any other unscheduled activity.

3.6. For any violation of the present Regulation, sanctions are imposed by the Interim Director of the Computer Lab; in case of relapse, the offenders will be referred to the General Assembly of the Department for disciplinary action.

During the preparation of the present Regulation, the Interim Director of Computer Labs is Sotiris Chtouris, Professor in the Department of Sociology, and the Technical Manager of the Compute Lab is Panayiotis Louladelis, the Special Technical Laboratory Staff in the Department of Sociology.