

Policy, Procedure and Schedule for Desktop Computer
Replacement
Equipment and IT Committee
Department of Mathematics and Statistics

November 15, 2005

Updated: November, 2005

The Department is committed to ensuring that all staff employed by, and students taught by, the Department have adequate computing facilities to carry out their work and studies. This document outlines the policy and procedures for the provision of desktop computing facilities to each member of the Department.

1 General Renewal of Desktops

General renewal of desktop machines will come from the Equipment Hardware budget (SG1 group). The renewal of machines will be on a four (4) yearly cycle. Hence for $n \in \mathbb{N} \cup \{0\}$ the upgrade cycle for the various groups within the Department will be

Groups	Upgrade years
General Staff plus Learning Centre)	2004 +4n
Most Continuing Academic staff level B and above	2005 +4n
Deferring academic staff	2006/7 +4n

Some academic staff will defer their desktop upgrade until 2006/7, and will then be upgraded in 4 yearly intervals after that. Staff are entitled to defer their upgrade given that budgetary constraints allow this.

For General staff, and Teaching staff (MSLC plus other Continuing staff) a machine at the current Staff Standard will be purchased in the year of renewal. A current Staff Standard is maintained by The Chair of the Equipment and IT committee. The standard should be updated as new hardware becomes available by the Chair (of the Equipment and IT Committee) and should cost less than \$3000. Staff wanting something else (eg Laptop) will be allocated up to the cost of the Standard towards their requirements.

2 Undergraduate Laboratories

From the second half of 2005 the department will support 2 large (about 50 machines each) computer laboratories. One was updated at the beginning of 2004 and the other will be purchased in 2005. There will be an upgrade cycle of 5 years. Hence for $n \in \mathbb{N} \cup \{0\}$ the upgrade cycle for the laboratories will be

Item	Upgrade years
Ground Floor Computer Lab	2004 + 5n
Second Floor Computer Lab	2005 + 5n

The current Undergraduate Standard is maintained by the Chair of the Equipment and IT committee. This standard should be updated at the time of each purchase by the Chair.

Funds for the upgrade of the labs should be applied for from the Faculty Medium/minor Equipment Grants in the November of the year prior to the upgrades. The remaining funds will come from the operating account (00000) group code GEN.

3 Postgraduate students

3.1 PhD students

The department will provide a new computer to each new PhD, both full-time and part-time, for their exclusive use during their candidature. This is to be purchased from the operating account group code RSC. Only one new machine is promised to be provided for the candidature of any PhD student, full-time or part-time. The machine must be purchased during the first year of candidature.

The current Postgraduate Standard is maintained by the Chair of the Equipment and IT committee. This standard should be updated as new hardware becomes available by the Chair. Students wishing something different (eg PC) from the standard will be allocated \$2000 from operating account (RSC group). Laptop purchases are allowed given a case is made by the student as to the reasons for the purchase and is supported by the supervisor.

If a student's candidature is extended past 6 years then they can request another machine: this will generally be a used machine recycled from the General Renewal schedule.

3.2 Masters students

A new Masters student will be allocated a machine that is no older than 3 years at the commencement of their candidature. If no such machine is available then a new machine of the Postgraduate Standard should be purchased from the RSC account. If a machine becomes older than 6 years old due to the extension of candidature a student may request another machine: this will generally be a used machine recycled from the General Renewal schedule.

4 Honours and Postgraduate Diploma Students

Honours and Postgraduate Diploma Students will be allocated a machine recycled from the General Renewal schedule above. Some new machines may be purchased, as the budget allows, to replace machines older than 6 years. Machines being used will not be older than 8 years.

5 Department Associates and Visitors

Department associates and visitors will be allocated a machine recycled from the General Renewal schedule above. Some new machines may be purchased, as the budget allows, to replace machines older than 6 years. Machines being used will not be older than 8 years.

6 Research Fellows

The department is committed to ensuring that non-continuing Research-only staff have adequate computing facilities. In the first instance it is the responsibility of the Grant holders from which a Research Fellow is employed to provide a desktop machine. If the associated funding agency has not provided sufficient funds the Grant holder and Research Fellow may apply to the Chair of the Equipment and IT committee for a machine up to the Postgraduate Standard to be purchased from the hardware account group code SG1.

7 New Continuing Academic Staff (Level B and above)

New continuing academic staff at Level B and above will be allocated up to \$5000 from the operating account 00000 group code GEN for the purchase of setting IT and computer resources. The purchases need be approved by the Chair of the Equipment/IT committee.

8 New General Staff and FYLC staff

New general staff (general office or IT) and staff at level A in the FYLC shall be assigned a staff level machine if there is one available, eg if they are replacing a previous staff member. If none are available then one shall be purchased at the Staff Standard from the hardware account group code SG1.

9 Staff employed by Consulting Centre

Staff employed full time by Centres such as the Statistical Consulting Centre shall have their hardware needs purchased by the Centre in question.

Staff employed part time in the Centre will have their Desktop purchases, according to the General Renewal schedule supported, in proportion to the amount of service they give directly to the Department (up to a maximum of the cost of the Staff Desktop).

Appendix A (Policy, Procedure and Schedule for Desktop Computer Replacement)

Staff standard, as of September, 2004 iMac 1.8GHz G5, 1Gb RAM, 160GB disc, superdrive, 20inch LCD screen roughly equivalent PC (3.2GHz P4, 1Gb RAM, 160GB disc, superdrive, 19inch LCD screen)

Postgraduate Standard as of September, 2004 iMac G5 1.6Ghz, 768MB RAM, 80GB disc, 17inch LCD display, Combo drive

Undergraduate Laboratory Standard as of September, 2004 2.8GHz P4 CPU, 512MB RAM, 40GB Disc, 15inch LCD monitor