

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

February 25, 2009

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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 Staff Desktops

General renewal of staff desktop machines will come from the Equipment Hardware budget (SG1 group). The renewal of machines will be on a four (4) yearly cycle.

Staff are entitled to defer their upgrade given that budgetary constraints allow this.

For Professional staff, and Continuing Academic staff a machine at the current Staff Standard will be purchased in the year of renewal. A current Staff Standard is maintained by the IT manager in consultation with the Chair of the Equipment and IT Committee and costs less than \$2600. Staff wanting something else (eg Laptop) will be allocated up to the cost of the Standard towards their requirements.

2 Undergraduate and Master Student desktops

This includes the undergraduate laboratories, and Honours', Masters of Science' (Research Preparation only) and Associates' machines. Professional Masters student will be provided suitable computing facilities by the Faculty.

Other computers in the department will be replaced on a 5 yearly cycle. This includes the machines in the 2 large (about 50 machines each) computer laboratories. One was updated during 2005 and the other in July 2008.

Funds for the upgrade of the labs will come from the Equipment Hardware budget (SG1 group).

3 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.

4 Postgraduate students

4.1 PhD and MPhil students

The department will provide a new computer to each new PhD and MPhil student, 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/MPhil 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 \$1600 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 5 years then they can request another machine: this will generally be a used machine.

5 New Continuing Academic Staff (Level B and above)

New continuing academic staff at Level B and C will be allocated up to \$3000 from the operating account SG1 for the purchase of setting IT and computer resources. Those at level D and E will be allocated \$5000. The purchases need be approved by the Chair of the Equipment/IT committee.

6 New Professional Staff and MSLC staff

New professional staff (general office or IT) and staff at level A in the MSLC 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.

7 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).