

SCHOOL OF PUBLIC HEALTH

POLICY ON COMPUTERS AND SOFTWARE FOR RESEARCH STUDENTS

This policy applies to research students enrolled in the School of Public Health (SPH). All such students are also entitled to use the computers in the Computing Laboratory in Rooms 330/1 of the Edward Ford Building A27 when they are not in use for teaching.

Full-time Students

1. All full-time research students enrolled in the School of Public Health (SPH) are normally entitled to a dedicated personal computer (PC) provided by SPH.
2. SPH will provide a computer adequate for the student's needs, unless other arrangements are made, such as a computer being provided from grant infrastructure funds or elsewhere.
3. In special cases, e.g. where a student's research involves computer-intensive methods, the student should make a case for the need for a more high-powered computer than that ordinarily provided. This application must be in writing, must be based on academic need and must be supported in writing by the student's supervisor. When an academic case is established, SPH will provide a more high-powered computer for the student from the IT budget.
4. A research student who is not based in building A27, but is located in another part of the School or a centre affiliated with SPH, is also entitled to a computer provided by SPH. However, the student must first check with IT staff at their workplace whether they will accept a computer provided by SPH, as local policies may prohibit this. Commonly a computer is provided to the student by their workplace which complies with local requirements (e.g. computer specifications, security requirements, being connected to a network); in this case, the student will not be entitled to another PC provided by SPH.
5. If a research student needs a laptop rather than the desktop normally provided by SPH, then SPH will pay that part of the cost that is equivalent to the cost of a new student desktop PC; the remainder of the cost must be arranged by the student or their supervisor to be supplied from other University funds (often the funding for the research project). The laptop will remain the property of the University.

Part-time Students

6. Part-time research students enrolled in SPH are entitled to access to a shared computer provided by SPH, if they are not in full-time employment outside the School.
7. Part-time research students who are in full-time employment outside the School are not normally entitled to be provided with a computer by SPH.

Software

8. All research students are entitled to use of any software licensed by SPH, provided it is used only for their research. This software may be installed either on the computer provided by SPH or, where the licence permits (e.g. SAS) on their own home PC.

9. If a research student (either full-time or part-time) wishes to install SAS or SPSS on their home computer, SPH will provide them with a student licence at no cost to the student, on receipt of a note from their supervisor stating that the software is required for the student's research. If a student licence is not considered appropriate, the student should explain in writing why not, with a supporting statement from their supervisor; if the need is established, SPH will provide a licence from the University's site licence, where this conforms with the terms of the site licence, at no cost to the student.
10. If a research student identifies the need for a piece of software not currently licensed by SPH and not of use to others in the School, the student should seek funding for its purchase from the Postgraduate Research Support Scheme (PRSS). If PRSS funding is not available or the software is of more general use in the School, the student should make a case for the software to be bought from the IT budget. This application must be in writing, must be supported in writing by the student's supervisor, must be based on academic need and must state the alternative sources that have been considered.

SPH IT Committee

March 2003

Revised: February 2006