



Faculty of Education Guidelines

Computer Resources to support HDR Candidates

2015

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Responsible Officer	General Manager
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Relevant Policy or Procedure the Guideline supports	University of Tasmania Minimum Infrastructure Standards for Graduate Research Candidates
Responsible Organisational Unit	Faculty of Education

1 Executive Summary

These guidelines outline the computer resources available to support Faculty of Education HDR students.

2 More information

For further information, contact Scott Sullivan, General Manager, Faculty of Education. Email: Scott.Sullivan@utas.edu.au

3 Computer Resources to support HDR Students

HDR students at the Faculty of Education include the Doctor of Philosophy (PhD), Doctor of Education (EdD) and Masters by Research (MRes) students.

Guidelines about computer resources to support HDR students within the Faculty of Education are detailed below.

3.1 Minimum Infrastructure Standards for Graduate Research Candidates

The University of Tasmania “*Minimum Infrastructure Standards for Graduate Research Candidates*” outlines the resources faculties/schools at the University of Tasmania must provide for each HDR candidate e.g. desk, furniture, office space, IT and laboratory access. These minimum standards include the requirement that each HDR candidate will have access to a computer, either a laptop provided by the GRO or a School-owned desktop. The full document can be found on the University of Tasmania website at http://www.utas.edu.au/data/assets/pdf_file/0004/118975/miniCmum_infrastructure_standards.pdf.

3.2 PhD Students – Computer Resources

The Graduate Research Laptop Scheme is a University of Tasmania scheme that offers PhD students at the University of Tasmania a current Dell or Macintosh Laptop to use during their studies. The laptop will be provided to the PhD candidate for the maximum term of their PhD candidature*. The laptop is a University device and is managed and treated according to the IT arrangements within the candidate’s faculty/school or institute during the candidature period. Upon completion the laptop will become the candidate’s private property.

Once the student has been enrolled, the GRO will contact the student by e-mail with further information and forms in relation to collection of the laptop from the GRO. The student will need to bring the agreement form and Student ID when they collect their laptop and will then take their laptop to the Faculty/School’s IT department for setup.

The University of Tasmania provides 5 gigabytes of file storage in a data cloud for each PhD student. This storage provision is provided, managed and supported centrally. Laptop support is provided through the ITS Service Desk, which provides support for University provided services such as email, file storage, and UCONNECT wireless access.

**unless their PhD candidature goes beyond maximum time without approval, is terminated, downgraded or withdrawn. In these cases the laptop must be returned within 14 days of the withdrawal/termination/downgrade.*

3.3 MRes & EdD Students – Computer Resources

The computer requirements of MRes & EdD students are the responsibility of the Faculty.

The Faculty of Education offers each full time MRes and EdD student a desk in a shared room with a school owned laptop.

The Faculty of Education offers each part time MRes or EdD student access to a shared desk with a school owned fixed desktop computer in a shared room.

The Faculty of Education will allocate a school owned laptop to the fulltime MRes or EdD student for the maximum term of their MRes or EdD candidature*. The laptop is a Faculty of Education device and is managed according to the IT arrangements within the Faculty of Education during the candidature period. Upon completion the laptop computer remains the property of the Faculty of Education.

Once the MRes or EdD student has been enrolled, the Faculty of Education will contact the student to offer the computer resource. The Faculty of Education provides access to file storage on the University network drive for each MRes or EdD student. This storage provision is provided through the ITS Service Desk, which provides support for University provided services such as email, file storage, and UCONNECT wireless access.

**unless their MRes or EdD candidature goes beyond maximum time without approval, is terminated, downgraded or withdrawn. In these cases, if a laptop has been provided, it must be returned within 14 days of the withdrawal/termination/downgrade.*

4 MacBook Pro Support Limitation Agreement

The Faculty of Education does provide support for MacBooks for staff and PhD candidates but there are some limitations you need to be aware of and agree to. These include:

- a) Macs are incompatible with the Faculty of Education Ricoh photocopier printing functions. You will not be able to print to the HDR student copier from your Mac. (*You can save file to a USB drive and print from a compatible PC using you usual log in*).
- b) Whilst the majority of software support is available to Mac users (i.e. MS Office, Nvivo etc) there may be some instances where some software may not be compatible with Macs or not supported by the Faculty of Education IT department.
- c) There may at other times be limited support for 'trouble shooting' or fixing problems that may arise from Mac issues related to central systems.
- d) Various connector ports for Macs may differ from standard PC, Monitor, LAN, or data projector inputs. HDR candidates will be responsible for providing their own Mac adaptors in these circumstances.

Please copy and paste this agreement into your email to GRO with your Graduate Research Laptop Agreement Form.

5 Software Support

The following software will be loaded as part of the set-up of your laptop by the Faculty of Education IT support team:

- Appropriate operating system

- Microsoft Office
- Adobe Reader
- EndNote

SPSS and Nvivo installed on request.

Should you require further specialised software for your research please consult with your Graduate Research Coordinator (GRC) and the EDU IT support team.

6 Glossary

Term/Acronym	Definition
HDR	Higher Degree by Research.
GRO	Graduate Research Office.

7 Versioning

Current Version	Version 2	Approved by Faculty Management Team, August 2015
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