



THE UNIVERSITY  
of ADELAIDE



# COMPUTER FLEET MANAGEMENT GUIDELINES

Faculty of Health and Medical Sciences

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## Introduction

The provision of computers is the responsibility of FHMS Technical Services team and subject to available resources. Computers for tenured academic staff, honours and HDR students are funded through undergraduate teaching revenue and block grant revenue associated with HDRs. Computers for research only staff will be funded from Researcher's funds or from Research Block Grant funds (subject to funding availability and criteria detailed below). All new and replacement computer requests are to be directed to the Faculty Technical Services Team at [fhs\\_services@adelaide.edu.au](mailto:fhs_services@adelaide.edu.au).

Computer faults are managed on a self-service basis with users contacting ITDS on x33000 or [servicedesk@adelaide.edu.au](mailto:servicedesk@adelaide.edu.au).

## Principles for computer resourcing

- The faculty standard package is a laptop (Windows), single monitor, docking station, keyboard and mouse for FHMS staff and enrolled HDR students. Provision of the standard package is conditional on status:
  - a. Staff employed  $\geq 0.5$  FTE shall be supplied with a standard laptop PC.
  - b. Staff  $< 0.5$  FTE will have access to a shared desktop PC.
  - c. HDR students shall be provided with a standard laptop PC. Sharing arrangements will be implemented for fractional enrolments.
  - d. Honours students will have access to a shared desktop PC.
- The standard package is defined by the University contract with the current supplier. Current specifications include the following (please note this may vary dependent on stocks at the time of request):
  - a. HP Elitebook 13.3inch FHD i7-8565U 8GB RAM 256GB SSD
  - b. HP EliteDisplay E243 23.8" LED FHD
  - c. HP Thunderbolt Dock 120W G2
  - d. Logitech Wireless combo (keyboard & mouse)
  - e. University Standard Operating Environment (SOE) and Microsoft Office Suite installed
- Requests for higher specification computers, non-standard software and/or additional accessories that incur costs over and above the standard package will need to be funded by the local area or School. All requests need to be provided to the Technical Services Team, along with the project code, to facilitate procurement.
- All hardware must be purchased through the University's preferred supplier (Compnow). If Compnow advise they are unable to supply the required hardware, an exemption to purchase from an alternative supplier can be submitted to the Category Manager, IT Equipment and Services. The Technical Services Team will facilitate this process.
- All devices will remain the property of the University when purchased using funds from any University project code. If hardware has been purchased using personal funds, the individual is responsible for the costs associated with this. Reimbursement of costs is subject to the Technical Service Manager's discretion; ITDS must be able to build and support the device with the University SOE and; ownership must formally transfer to the University.
- When students complete their studies, or staff contracts end, the computer will be returned to the Faculty.
- Computers will be provided for visiting academics/researchers but is subject to availability.
- If the computer or any accessories are damaged due to user error, then the local area or School will fund the replacement.
- If the computer is faulty, contact ITDS on x33000. Should ITDS assess the device as irreparable and a new device is required, the report from ITDS must be forwarded to the Faculty Technical Services Team at [fhs\\_services@adelaide.edu.au](mailto:fhs_services@adelaide.edu.au). Where possible, loan computers will be made available to staff until the new computer arrives.

### Specific tied research resourcing

Provision of computer workstations for Tied funded research staff will be dependent on funding from research groups and support awarded through the Research Block Grant allocations as detailed below:

Role	Funding	FTE	Income*	Computers provided**
Research Fellow	Fellowship	>0.5	n/a	1
Research Fellow	Fellowship	<0.5	n/a	Shared desktop access
Research groups	Cat1-4	n/a	>300K/annum	1
Research groups	Cat1-4	n/a	>600K/annum	2
Research groups	Cat1-4	n/a	>900K/annum	3
Research groups	Cat1-4	n/a	>1.2M/annum	4

\* Total value of Cat 1 is at January of current year and total value of Cat 2 & 3 of the previous year (not including value of Fellowship salaries)

\*\* All computers remain Faculty property, and allocations will be assessed annually. Where income or an FTE falls below a threshold, the computers may be redistributed to other areas, subject to Technical Services Manager discretion.

\*\*\* Technical Services Team can be contacted on [fhs\\_services@adelaide.edu.au](mailto:fhs_services@adelaide.edu.au)