# HDR16 - HIGHER DEGREES BY RESEARCH COMPUTER LOAN AGREEMENT

This form is to be completed by candidates who have been approved for the loan of a computer. The information provided on this form is accessible to the Candidate, their Primary Supervisor, the Administrator, the Graduate School Director and the Research Committee.

## SECTION 1 – candidate details

|  |  |
| --- | --- |
| Candidate name |  |

|  |  |
| --- | --- |
| Student number |  |
| Phone number |  |

|  |  |
| --- | --- |
| Email |  |
| Research program |  |

|  |  |
| --- | --- |
| Expected completion date |  |

## section 2 – computer details

|  |  |
| --- | --- |
| Computer model |  |

|  |  |
| --- | --- |
| Asset number |  |
| Serial number |  |

## SECTION 3 – terms and conditions

This computer is a Batchelor Institute asset and has been issued for the duration of your candidature as a Research Higher Degree candidate at Batchelor Institute of Indigenous Tertiary Education.

Candidates must agree with and follow the terms and conditions as stated in this document. Any breaches of the following conditions may result in the annulment of this contract and forfeiture of said computer.

1. The computer must only be used for research related purposes.
2. The computer must not be used for any illegal purposes.
3. The Institute will provide one laptop only under this scheme. If the laptop is stolen, lost or misplaced it will not be replaced by the Institute. Lost, stolen or damaged computers must be immediately reported to the Administrator, Division of Higher Education and Research,   
   email: shirley.english@batchelor.edu.au If the laptop is stolen it must also be reported to the police.
4. You must ensure that no other person uses this computer.
5. You must not divulge your password and username to anyone.
6. You must take reasonable precautions to ensure that the computer is returned in good condition.
7. You must maintain virus protection on your computer and ensure that the anti-virus software is updated regularly.
8. You must seek approval from Batchelor Institute ICT helpdesk before loading new software onto the computer. Email: helpdesk@batchelor.edu.au
9. No pirated software should be loaded onto the computer.
10. You are entirely responsible for maintaining backup copies of any work you have stored on the computer.
11. If you cease, withdraw, are terminated from or complete your Research Higher Degree program you must return the computer to the Institute immediately. Email the Administrator to organise the return at shirley.english@batchelor.edu.au
12. The Research Division will meet costs associated with provision and return of the computer.
13. If you encounter any problems with the computer you should contact the ICT helpdesk,   
    email: helpdesk@batchelor.edu.au or ring the Helpdesk on (08) 8939 7116 during office hours. Please note however, that the Institute will only provide limited assistance to candidates located off campus.

## SECTION 4 – declaration and signature

I hereby accept the Loan computer and agree to abide by the conditions of use in accordance with the requirements of Batchelor Institute of Indigenous Tertiary Education and the Division of Higher Education and Research.

|  |  |
| --- | --- |
| Candidate name |  |

Candidate signature Date

Please return this form to the Administrator, Division of Higher Education and Research, email shirley.english@batchelor.edu.au or fax to: (08) 8939 7331

## SECTION 5 – office Use only

Computer provision

|  |  |  |
| --- | --- | --- |
| Computer issued | |  |
| Date |  | |

Administrator signature Date

Computer Return

|  |  |
| --- | --- |
| Date |  |

Administrator signature Date