Computer related expenses:

The College and the Department have a policy specific to IT needs, that should be kept in mind when considering such expenses:

- College assigns a desktop for each position, and replaces it every four years. New staff that occupy existing positions receive the desktop associated with that position.
- When replacing / assigning a computer, there may be flexibility on the part of the College in assigning a laptop instead of a desktop. Staff can negotiate this with Julia Charlton and the Research Committee.
- Staff can use their allowance to replace working laptops every 4 years.
- Laptops that break down after warranty expiration are replaced by the Department with laptops of minimum specifications (see College Policy). Staff can use their allowance for an upgrade. Faculty can use their allowance to upgrade their computers, laptops or desktops, in ways that are conducive to research (e.g. memory, etc)
- The Department keeps old working laptops for PhD students / visitors / charity
- The allowance cannot be used for other equipment (printers, scanners, etc) unless its contribution to research can be justified. E.g. printers are not justified because faculty have access to several shared printers in the Department.
- When in doubt, faculty should check eligibility of expenses with the Research Committee, who is advised by Julia Charlton and Bjoen Hartig. Expenses may be challenged ex post if they are found not to contribute to research.
- Requests for software and additional computer hardware should be made to the Computer Officer, Bjoen Hartig, using the appropriate forms. This first must be cleared by the Research Directors and HoD.