

Cost Recovery

Responsible Officer:	Chief Information Officer
Date of Approval:	July 2013
Date of Review:	July 2016
Audience/Application:	Staff & Students
Related Documents	– Acceptable Use of Information Technology (C-22)

1. PURPOSE

This policy governs the how the University will recover costs incurred through the use of ICT services and equipment.

2. STUDENT USAGE

2.1. Undergraduate and Postgraduate Coursework Students

The University will provide printing and internet access services appropriate for undergraduate and postgraduate coursework students to complete the requirements of programs for which they are enrolled.

These services will be funded by the University through an allowance above which a student would normally have to pay for additional usage. Students will have access to information via myUniSA and other web based resources which will enable them to use printing and internet access services in a manner which minimises costs. Allowances are non-transferable and any reimbursement of unused allowances is by exception.

The Chief Information Officer will determine the allowance to be provided without charge.

Divisions or Schools may elect to fund all or part of student use of Information Technology facilities and services beyond the allowance provided by the University. The procedures for doing this are documented at <http://www.unisa.edu.au/ists/students/default.asp>

2.2. Postgraduate Research Degree Students

The University will provide a range of Information Technology facilities and services appropriate for postgraduate research degree students to complete the requirements of programs for which they are enrolled.

Postgraduate research degree students will have access to Information Technology facilities and services under conditions similar to those applying to University staff.

Cost centres responsible for the programs of postgraduate research degree students will be required to fund any internal charges imposed by the University in relation to the use of Information Technology facilities and services by postgraduate research degree students.

3. STAFF USAGE

Staff purchase of hardware and software must be done in accordance with University policy and procedures for general purchases and those relevant to information technology purchases. All purchases are subject to the overall University delegations of authority.

If a staff member incurs personal costs associated with the use of information technology facilities for University purposes the reimbursement of such costs will be a matter of negotiation between the staff member and the appropriate supervisor or cost centre manager.

Staff usage of the following services is charged back to the staff member's cost centre, to cover all direct and some indirect costs.

- Telephone calls from University handsets.
- Telephone calls and associated rental charges related to mobile handsets.
- Dial-up service.
- Internet Access