

HDR students – IT access



FORM PURPOSE

This form should be used for identity management purposes to enable a Higher Degree by Research (HDR) student (PhD and Masters by Research student) to be granted IT network access (including a 'staff' email address). This form cannot be used for scholarship payments, stipends or casual work. Email the completed form to: HDRAdmissions@swin.edu.au. Once authorised, email to: peopleassist@swin.edu.au

IMPORTANT INFORMATION AND INSTRUCTIONS

- Student to complete sections 1 & 2; Graduate Research office to complete section 3.
- **New HDR students:** this form is to be completed at the time of enrolment and generally takes between 24-48 hours to process. Refer to the 'Information for New Research Students' document provided to you at the time of enrolment for more information about accessing your IT account.
- **Current HDR students:** if your candidature end date is extended due to leave of absence, amendment to enrolment or course conversion and/or if you require continued network access whilst under examination, you will need to complete and submit a new form. Please note that in the first instance students can be granted a 6 month extension to network access whilst under examination.

1. STUDENT DETAILS

Student number:	School:		
Given name(s):	Surname:		
Preferred name:	Gender:	<input type="checkbox"/> M	<input type="checkbox"/> F <input type="checkbox"/> X
Address:		Postcode:	
Mobile number:	Date of Birth:		
Personal email address:			
Candidature start date:	Candidature end date:		

2. STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITY

I, the undersigned, acknowledge that I have read and understood Swinburne University's People, Culture and Integrity Policy and that I agree to adhere to the policies and statutes detailed therein. I understand that if I misuse any Swinburne facilities (as per section 8 - University facilities, services and resources) or breach any of the laws pertaining to the use of information technology services that I may face University disciplinary action and/or be subject to prosecution in a criminal court

<http://www.swinburne.edu.au/policies/hr/facilities.html#technology>

Name:	Signature:	Date:
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3. GRADUATE RESEARCH AUTHORISATION

Name:	Signature:
Position title:	Date: