UNIVERSITY OF STIRLING

ELIGIBILITY FOR UNIVERSITY IT FACILITIES AND SERVICES: JANUARY 2009

INTRODUCTION

These are guidelines of the criteria to be used to identify those who are eligible to use the University of Stirling's IT facilities and services. This document also identifies in general the types of services which will be made available.

All access to the University's IT facilities and services for those who are not students or staff is at the discretion of the Director of Information Services (or nominee); he or she will normally make decisions in accordance with these guidelines.

CATEGORIES

In this section "department" means academic department or Service area.

There are seven categories of type of IT access accounts; these have different entitlements to services, mainly as a result of the licensing arrangements for services.

1. **Staff.** To be eligible under this criteria the individual must have a current contract recorded on SAP.
2. **Students.** To be eligible under this criteria the individual must have a current student record on SITS.
3. **Temporary Staff**. For temporary roles (less than one year) within the University, such as contractors, agency staff, self-employed staff and those on work experience. Need to be sponsored by a department.
4. **External.** For individuals who have a significant connection with the University and who are performing a service for the University. Examples are external examiners, honorary graduates, emeritus members of staff, auditors, consultants, visiting lecturers, visiting research staff, staff at partner organisations hosted by the University, staff at MacRobert, staff at SMC and those based in incubator units. Need to be sponsored by a department.
5. **Conference.** Delegates of a conference being hosted by the University. Need to be sponsored by the Conference Organiser.
6. **Generic ("Public" and "Visitor") Stirling Campus Only.** For casual visitors who have a legitimate need to use the IT facilities, principally for Internet access (provided within the JANET AUP). Need to be sponsored by Information Services or Commercial Operations.
7. **Casual Access at the Highland Campus.** For members of the library at the Highland campus who are not staff or students of this University. Need to be sponsored by Information Services in the Highlands.

SUMMARY OF SERVICES

Appears in the table overleaf.

	Account duration	Renewable	works on CampusNet	network / internet	personal filestore	departmental filestore	NetPrint (Pharos)	portal	WebCT	licensed e-resources	stir.ac.uk email
Staff	current contract	same userid will be used if new contract issued with the same staff number	yes	yes	yes	yes	yes	yes	yes - automatic	yes	yes
Student	currency of student record	same userid will be used if student returns and is given the same student number	yes	yes	yes	no (but special arrangements for PhD and MRes)	yes	yes	yes - automatic	yes	yes
Temp staff	maximum one year	no	yes	yes	yes	yes	yes	yes	yes - with input from CeLD	yes	yes
External	one year	yes - if extension endorsed by department	yes	yes	yes	at department's discretion	yes	no	yes - with input from CeLD	no	no
Conference	length of event	no	yes	yes	yes	no	if required	no	no	no	no
Generic ("Public" & "Visitor") - Stirling Campus only	passwords changed on first working day of each month	use for more than one month discouraged. User requiring more time should apply for EXTERNAL account where appropriate.	no	yes	no	no	shared with other users	no	no	no	no
Casual access at Highland Campus	maximum one year	no	yes	yes	yes	at department's discretion	yes	no	yes - with input from CeLD	no	no