HDR students – IT access

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| **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. Scan and email the completed form to: [HDR@swin.edu.au](mailto:HDR@swin.edu.au). Once authorised scan and email to: [hr-assist@swin.edu.au](mailto:hr-assist@swin.edu.au)

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| **IMPORTANT INFORMATION AND INSTRUCTIONS** |

* Student to complete sections 1 & 2; Swinburne Research Graduate Studies 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.

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| 1. **STUDENT DETAILS** |

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| **Student number:** Enter number | **Faculty:** Enter text | | |
| **Surname:** Enter text | **Given name(s):** Enter text | | |
| **Date of birth:** Enter date | **Gender:** | **Male** | **Female** |
| **Address:** Enter text | | **Postcode:** Enter number | |
| **Mobile number:** Enter number | **Internal mail number:** Enter number | | |
| **Personal email address:** Enter text | | | |
| **Candidature start date:** Enter date | **Candidature end date:** Enter date | | |

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| 1. **STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITY** |

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| 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:** Enter text | **Signature:** | **Date:** Enter date |

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| 1. **SWINBURNE RESEARCH GRADUATE STUDIES AUTHORISATION** |

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| **Name:** Enter text | **Signature:** |
| **Position title:** Enter text | **Date:** Enter date |