Guidelines on access privileges for HDR students outside candidature

These Guidelines are intended to provide Heads of School, Postgraduate Coordinators and Higher Degree by Research (HDR) students with information on what is considered appropriate practice for HDR students outside of their formal candidature.

Students who are formally enrolled in a HDR program, and who abide by the associated rules and regulations, are entitled to the privileges associated with active candidature. These privileges include:
- access to IT services
- use of the University Library
- defined building access
- postgraduate insurance cover, and
- the issuance of a University Card.

HDR students outside candidature
There will be some instances where it is desirable to allow a student who is not currently enrolled some or all of the privileges associated with active candidature. This would be in the following instances:

1. For pre-candidature HDR students who arrive before the commencement of their candidature at the invitation of the relevant academic area, where that support may assist with their orientation to the University. Where these students arrive without an invitation, the Head of School may choose to authorise the issue of a University Card, at their discretion.

2. For HDR students who are intermitted or have lapsed or suspended candidature where such privileges might facilitate the completion of their degree, they may be afforded rights as an approved visitor to the University, on the authorisation of the Head of School.

3. For post-candidature HDR students who have been awarded their degree and are voluntarily contributing to University research and publications, they may be afforded rights as an approved visitor to the University, on the authorisation of the Head of School.

Responsibilities
It is the responsibility of the student to request access, utilising the appropriate forms, and the responsibility of Heads of School to consider such requests.

1. ITS Services
ITS Visitor Access is used to provide access to University online services, desktop computers, files and printers for people who are not staff or students, but who have a defined relationship with the University. This includes visiting academics, contractors, researchers and volunteers. Visitor accounts are active for a maximum of 12 months. More information is available at: http://www.adelaide.edu.au/its/accounts/new_accounts/visitors/

2. Use of the University Library
The University Library may grant borrowing privileges to those outside their candidature period. The ‘Authorisation for University of Adelaide Library Borrowing Privileges’ form http://www.adelaide.edu.au/library/membership/library_authform.pdf must be signed by the Head of School and returned to the Library. The form includes a category for HDR students awaiting enrolment, and a category titled ‘Other’, which may be used for students outside their candidature who have yet to complete their studies. If this privilege is granted, there is currently no fee applied. All users of the Library need to abide by the Library Rules (http://www.adelaide.edu.au/library/about/policies/).
3. Building Access
Card Services processes all valid requests for building access. If you require building access to a
particular area, see your School Office for assistance. Further information is available at:
http://www.adelaide.edu.au/unicard/student/ including an Access Request Form for downloading. The
form must be signed by an ‘Access Control Delegate’ and forwarded to Card Services in person for
processing. The Access Control Delegate may request that access privileges be removed by indicating
as much on an Access Request Form, which should also be returned to Card Services.

Visitors to the University may also be entitled to building access, if authorised by an Access Control
Delegate. Visitors, or the authorising area, must purchase a Visitor Card for a fee onto which the
access privileges can be encoded. Visitor Cards will remain active unless the Access Control Delegate
has notified Card Services to de-activate the access.

4. Insurance
Only students who are formally enrolled in an academic program are covered by general University
insurance. This includes students who arrive at the University before the commencement of their
candidature at the invitation of the relevant academic area, and who are eligible for a University Card.
Note that Cards will not usually be issued more than 4 weeks before the commencement of
candidature. As a condition of attaining a student visa, international students are required to have
Overseas Student Health Cover. (http://www.international.adelaide.edu.au/cost/health/)

Students who arrive at the University before the commencement of their candidature without an
invitation of the relevant academic area, or who are intermitted or have lapsed or suspended
candidature are not covered by general University insurance. It is also important to note that ‘visitors’
to the University are also not covered by general University insurance.

Students who have been awarded their degree and are ‘providing services whilst under the direction or
control of the University’ (e.g. voluntarily contributing to University research and publications) are
covered by the University’s Personal Accident Insurance. This includes necessary direct travel
between the volunteer’s normal place of residence or employment at the place of voluntary activities.
Volunteers are provided with indemnity under the University Public Liability Policy for action or
lack of action on their part during activities associated with their University volunteer role, which
results in a loss, damage or injury to a third party, providing that there is no criminal intent. Note that
this cover is specific to volunteers and differs from that available to formally enrolled students.

Further information on University insurance is available from Legal and Risk or at:
http://www.adelaide.edu.au/legalandrisk/insurance/

5. University card
Only students enrolled in academic programs or courses offered by the University of Adelaide are
eligible for the University of Adelaide Identity Card. University Cards will not usually be issued more
than 4 weeks before the commencement of candidature. Students enrolled in Bridging Courses are not
eligible but may obtain a library card from the Barr Smith Library. Note that the access functions of the
card will be inactive until the date of official candidature. Further information is available at:
http://www.adelaide.edu.au/unicard/student/