

Identity Management Access Guidelines – to be updated and reviewed annually

Group	Description	Authorised By	Duration	Information Technology							Library		HS	Resops
				E-mail Address	Context ¹	Network Access ²	Wi-Fi Access ³	Site-Licensed Software ^{4,5}	PC Support ^{5,6}	Library Books ⁵	Electronic Resources Library ^{6,7}	Health Suite Rates	Meals	
Undergraduate Students	Any registered student registered for an undergraduate qualification	Registrar (automatic) and student card	Academic Year	@campus.ru.ac.za	STUDENT	Labs; Student Network	eduroam; RU credentials	No	Student Helpdesk	Yes – as per book rules	Yes	Student	Subject to conditions	
Postgraduate Students Masters and PhD	Any registered student registered for a qualification Masters and above	Registrar (automatic) and student card	Academic Year	@campus.ru.ac.za	STUDENT	Labs; Own building; Student Net	eduroam; RU credentials	Limited	Student Helpdesk; Limited	Yes – as per book rules	Yes	Student	Subject to conditions	
Postgraduate Students Honours and Postgrad Diplomas	Any registered student registered for a qualification Honours or postgraduate diplomas	Registrar (automatic) and student card	Academic Year	@campus.ru.ac.za	STUDENT	Labs; Own building; Student Net	eduroam; RU credentials	Limited ⁷	Student Helpdesk; Limited	Yes – as per book rules	Yes	Student	Subject to conditions	
Short Course Participants	Participants of a recognised short course managed via the Registrars Division	Registrar (automatic) and short course card	Course Duration	No	COURSE	Labs if required	eduroam; RU credentials	No	No	Yes if required	Yes if agreed with Registrar	Full	No	

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Visiting Research Students	Postgraduate students registered at another (usually foreign) university who are doing research in conjunction with a Rhodes member of staff	Registrar (automatic) SP0 registration	Academic Year	@campus.ru.ac.za	STUDENT	Labs; Own Building	eduroam; home or RU credentials	Limited	Limited	Yes	Yes	Student	Subject to conditions	
Visitor (duration < 3 months)	Visitors who are on campus for a length of time and require access to do research in conjunction with a Rhodes member of staff ie. Exchange research collaboration or visitors who are here for an extended period to do audit work or IT project roll out	Application from HoD	Expiry Date – restricted to less than 3 months	No	GUEST	Labs; Own Building	eduroam; home or RU credentials	Guests	Limited	Upon Request	No	Full	Subject to conditions	
Visitor (duration >= 3 months)	Visitors who are on campus for a length of time and require access to do research in conjunction with a Rhodes member of staff ie. Exchange research collaboration or visitors that are based permanently on campus and have an operational requirement to access the Rhodes network eg. XEROX, Dictionary Unit staff	Application from Research Office or when not research affiliated, Director of I&TS	Expiry Date – > 3 months and no honorary title	Upon Request	GUEST	Labs; Own Building	eduroam; home or RU credentials	Guests	Limited	Upon Request	No	Full	Subject to conditions	
Academic Staff (Permanent)	Academic staff paid from Payroll 001	HR Staff Card (automatic)	Indefinite until termination	Yes	STAFF	Yes	eduroam; RU credentials	Yes	Yes	Yes	Yes	Staff	Subject to conditions	

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Support Staff (Permanent)	Support staff paid from Payroll 001	HR Staff Card (automatic)	Indefinite until termination	Yes where relevant	STAFF	Yes where relevant	eduroam; RU credentials	Yes where relevant	Yes where relevant	Yes where relevant	Yes where relevant	Staff	Subject to conditions
Academic Staff (Contracts < 4 Months)	Academic Staff on temporary contracts	HR Staff Card (automatic)	Expiry Date	Yes where relevant	STAFF	Yes where relevant	eduroam; RU credentials	Yes where relevant	Yes where relevant	Yes	Yes where relevant	Staff	Subject to conditions
Support Staff (Contracts < 4 Months)	Support Staff on temporary contracts	HR Staff Card (automatic)	Expiry Date	Where relevant	STAFF	Yes where relevant	eduroam; RU credentials	Yes where relevant	Yes where relevant	Yes	Yes where relevant	Staff	Subject to conditions
Academic Staff (Contract >= 4 Months)	Academic Staff on longer term contracts eg. Outside Funded in Institutes and Departments	HR Staff Card (automatic)	Expiry Date	Yes	STAFF	Yes	eduroam; RU credentials	Yes	Yes	Yes	Yes	Staff	Subject to conditions
Support Staff (Contract >= 4 Months)	Support Staff on longer term contracts	HR Staff Card (automatic)	Expiry Date	Where relevant	STAFF	Yes where relevant	eduroam; RU credentials	Yes where relevant	Yes where relevant	Yes	Yes where relevant	Staff	Subject to conditions

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Academic Retired Staff	Former academic member of staff that retired as an academic member of staff	HR letter of confirmation	Renewable every 2 years on application	Upon request	GUEST	No	No	No	No	Yes lives in town only	No	Staff	No
Affiliated Institutes eg. NELM, Albany Museum, SAIAB	Staff who work for an Institute or an affiliate of the University where there exists a Memorandum of Understanding/Agreement	Defined by MOU and DVC Research or VC Office	Contract end/MOU renewal	No	n/a	As defined in MOU	As defined in MOU	No	No	Yes	No	Full	No
Postdocs	Researchers who have been awarded a post doctoral fellowship	Research Office Letter of confirmation	Academic Year	Yes	STAFF	Yes	eduroam; RU credentials	Yes	Yes	Yes	Yes	Staff	Subject to conditions
Honorary Appointments	People Council has deemed honorary associates of the University												
	Professor Emeritus/Associate Professor Emeritus	DVC Research initial request and auto renewal	Indefinite but confirmation still living every 3 yrs	Yes	GUEST	Labs, Own building	eduroam; RU credentials	Limited	Limited	Yes	Upon request	Staff	No

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	Distinguished Fellow	DVC Research initial request and auto renewal	Indefinite but confirmation still living every 3 yrs	Yes	GUEST	Labs, Own building	eduroam; RU credentials	Limited	Limited	Yes	Upon request	Staff	No	
	Honorary Professor	DVC Research Initial request and auto renewal	Indefinite but confirmation still living every 3 yrs	Yes	STAFF	Labs, Own building	eduroam; RU credentials	Limited	Limited	Yes	Upon request	Staff	No	
	Visiting Professor/Visiting Fellow	DVC Research Initial request and auto renewal	3 years	Yes	GUEST	Own building	eduroam; RU credentials	No	Limited	Yes	Upon request	Full	No	
	Senior Research Associate/Research Associate/Clinical Associate/Professorial Associate/Clinical Fellow	DVC Research Initial request and auto renewal	3 years	Yes	STAFF	Yes	eduroam; RU credentials	No	Limited	Yes	Upon request	Staff	No	
Guests	Any person where access to one of the access points is considered appropriate and they are not covered by default group membership e.g. member of public	Motivation from Director I&TS and approved by DVCa	Expiry Date Specified	Upon request	GUEST	Labs; Own Building	eduroam; home or RU credentials	Where justified	Limited	Where justified	No	Full	Subject to conditions	

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Conferences & Special Events	Delegates & participants at official conferences and events	Wi-Fi automatic by Conference Office; labs on letter from	Expiry Date	No	CONFERE NCE	Labs on request	Events @ Rhodes or eduroam	No	No	No	No	Full	Subject to conditions
Externally Funded Interns	Externally Funded Interns	Letter from Research Office (NRF) and HR (others)	Expiry Date (automatic in future)	Yes where relevant	STAFF	Yes	eduroam; RU credentials	Yes where relevant	Yes where relevant	Yes where relevant	Yes where relevant	Staff	Subject to conditions
Ex Postgraduate	An ex postgraduate student, no longer registered and continuing with writing a paper with Department concerned	Letter from HoD	Expiry Date – restricted to < 3 months	Yes where relevant	STUDENT	Upon request	eduroam; RU credentials	No	No	Yes	Yes	No	No
University Guests resident in transit housing	A guest of the University and family resident in University accommodation where the individual does not fall into any other category	Letter from Infrastructure and Operations	Expiry Date – restricted to < 3 months	No	GUEST	Upon Request	eduroam; RU credentials	No	No	No	No	No	No
Wardens and family resident in University owned accommodation	All the wardens family members resident in University owned accommodation who are not staff members	Wardens approved by Director of Student Affairs, dependents by wardens	1 year – renewable	No	GUEST	No	eduroam; RU credentials	No	No	No	No	No	Subject to conditions

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External Members of University Committees eg. Council, F&GP	All external members of committees	Secretariat	Renewable per membership	No	GUEST	No	eduroam; RU credentials	No	No	No	No	No	No

Amendments : March 2012 Addition of NRF Interns

May 2013 to ITSC for review

May 2014 Short Courses with Electronic Library Access

February 2015 NRF Interns changed to Externally Funded Interns and Staff authorisation all automatic

Ex postgrads who are publishing with RU and account has been closed after registration or graduation

2017 addition of wardens and wardens' dependents, Honorary Titles moved from HR to DVC Research Office

2018 changes to the DVC Research Honorary appointments documents, further details on Wardens resident on campus, visitors in University accommodation and reference to Payroll 001

2019 E-mail address domain made consistent. Wi-Fi access updated. E-mail address and Context for Affiliated Institutes removed. Broadened the visitor description. Removed the software table. Added External Committee members

¹ The context controls access to many IT services, as defined in the service catalogue. Over time, as roles become better defined, it is expected that these will be refined and become more granular.

² Implies Internet access. “Yes” means the person is free to register a PC on any “staff” network in any building.

³ Connecting to the eduroam Wi-Fi service on campus using RU credentials (except for short course participants) provides access to all services on the university’s internal network. Connecting with credentials from another institution, Short Course Participants or Conference & Special Events credentials provides only public Internet access.

⁴ This refers to broad principles and provision of licenses as per license agreements.

⁵ It should be noted that wherever a yes occurs (on Site Licensed Software or Library Electronic Resources), the FTE count used for licensed agreements must include the FTEs for the group. Where relevant this requires additional FTEs being included in the software Licence FTEs. Licenses are granted as per license agreements and differ from license to license

⁶ Limited PC support is defined as “support of a reasonable nature where such support is limited to current IT supported products as well as to a reasonable period of time that capacity allows for, without IT support service being decreased to other areas or groups where such time would usually be focused”.

⁷ In departments such as Information Systems and Computer Science where the software is managed by the department, fourth year students may be treated the same as honours students. Departmental rules and conditions will be followed.