

Identity Management Access Guidelines – to be updated and reviewed annually

Group	Description	Authorised By	Duration	Information Technology ¹							Library ¹		HS	Resops
				E-mail Address	Context ²	Network Access ³	Wireless Network Access	Site-Licensed Software ^{4,5}	PC Support ^{5,6}	Library Books ⁵	Electronic Resources Library	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	campus.ru.ac.za	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	campus.ru.ac.za	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	campus.ru.ac.za	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	No	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	campus.ru.ac.za	Limited	Limited	Yes	Yes	Student	Subject to conditions
Visitor	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	Application from HoD	Expiry Date – restricted to less than 3 months	No	GUEST	Labs; Own Building	ru.ac.za	Guests	Limited	Upon Request	No	Full	Subject to conditions
	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	Application from Research Office	Expiry Date – > 3 months and no honorary title	Upon Request	GUEST	Labs; Own Building	ru.ac.za	Guests	Limited	Upon Request	No	Full	Subject to conditions
Convocation	Former students of the University	Registrar	Under discussion	Under discussion	INACTIVE	No	No	No	No	Upon request	No	Full	No
Academic Staff (Permanent)	Academic staff paid from Payroll 001	HR Staff Card (automatic)	Indefinite until termination	@ru.ac.za	STAFF	Yes	ru.ac.za	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	ru.ac.za	Yes where relevant	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	ru.ac.za	Yes where relevant	Yes where relevant	Yes	Yes where relevant	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	ru.ac.za	Yes where relevant	Yes where relevant	Yes	Yes where relevant	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	ru.ac.za	Yes	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	ru.ac.za	Yes where relevant	Yes where relevant	Yes	Yes where relevant	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	@ru.ac.za or as per MOU	GUEST	As defined in MOU	ru.ac.za or as per MOU	No	No	Yes	No	Full	No
Postdocs	Researchers who have been awarded a post doctoral fellowship	Research Office Letter of confirmation	Academic Year	@ru.ac.za	STAFF	Yes	ru.ac.za	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/firm	Indefinite but confirmation still living every 3 yrs	@ru.ac.za	GUEST	Labs, Own building	ru.ac.za	Yes on application	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	@ru.ac.za	GUEST	Labs, Own building	ru.ac.za	Yes on application	Limited	Yes	Upon request	Staff	No	
	Honorary Professor	DVC Research Initial request and auto renewal	Indefinite but confirmation still living every 3 yrs	@ru.ac.za	GUEST	Labs, Own building	ru.ac.za	Yes on application	Limited	Yes	Upon request	Staff	No	
	Visiting Professor/Visiting Fellow	DVC Research Initial request and auto renewal	3 years	@ru.ac.za	GUEST	Own building	ru.ac.za	No	Limited	Yes	Upon request	Full	No	
	Senior Research Associate/Research Associate/Clinical Associate/Professorial Associate	DVC Research Initial request and auto renewal	3 years	@ru.ac.za	STAFF	Yes	ru.ac.za	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 eg. Member of public	DVC Academic Affairs – Letter to relevant area	Expiry Date Specified	Upon request	GUEST	Labs: Own Building	ru.ac.za	Where justified	Limited	Where justified	No	Full	Subject to conditions	

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Conferences & Special Events	Delegates & participants at official conferences and events	Letter from Conference Office (automatic in future)	Expiry Date (automatic in future)	No	CONFERE NCE	Labs on request	Public Internet @ Rhodes	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	ru.ac.za	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	No	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	If applicable	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	Yes	No	No	No	No	No	Subject to conditions

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

¹ It is assumed that Grades 6 and above require IT access by default. Grades 1 to 5 where relevant receive IT access

² 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.

³ Implies Internet access. "Yes" means the person is free to register a PC on any "staff" network in any building.

⁴ This refers to broad principles. The following are the site licensing arrangements as at May 2013

	<i>Undergrad</i>	<i>Postgrad</i>	<i>Staff</i>	<i>RU Asseted PCs only</i>
<i>Operating Systems</i>				
Windows XP (SP3)				✓
Windows 7 (SP1)				✓
Windows 8				✓

General Licensed Software				
Adobe Products (excl Pro 9)			✓ ³	
Adobe Pro 9				✓
Eviews 7				✓
Endnote				
F-Secure Client Security 9.01				✓
Manifold				✓
Matlab R2010a				✓ Only 60 Seats
Mathematica 7				✓ Only 8 Seats
Maple 14				✓ Only 10 Seats
Microsoft Office 2007				✓
Microsoft Office 2010				✓
Microsoft Project Pro 2007				✓
Micrsoft Visio 2007				✓
Microsoft Visual Studio Pro 2008				✓
MS Home Use Program			✓ ³	
Read and Write Gold				✓
RightFax			✓	✓
Statistica 10	✓ 1 or 2	✓ 1 or 2	✓ 1 or 2	✓

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

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.