



ITS Policy

ITS Computing Device Policy

Prepared by Ferhan Khan

Version 1.9

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Reviewers:	AD Platform and Service Delivery Head of Business Management Head of IT Service Operations & Service Management Head of Client Devices Campus Customer Support IT Lead Team Faculty Relationship Managers Faculty Directors of Operation Head of Change and Students Experience
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Policy Owner: Ferhan Khan	
Author	Ferhan Khan, Service Management Lead

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1 Policy Statement

1.1 The policy is issued by Queen Mary University of London to ensure awareness of the personal computing device and computer peripheral options available within the University. This policy provides an overview of the available device choices and their uses.

The University recognises that devices such as laptops and smartphones are an essential part of everyday life for many people. The availability and use of portable rather than fixed devices have been shown to increase the efficiency of an organisation's workforce, and the focus has thus shifted away from fixed desk computing provision and towards supplying colleagues with a range of mobile and flexible computing devices and peripherals.

This policy covers the selection, purchase, deployment and disposal of the University's computing devices and peripherals by and on behalf of its staff and PhD/PGR students. The cost of purchasing, maintaining and disposing of IT equipment for University staff is high, and it should be noted that the initial purchase cost typically constitutes only around a third of the total cost of the ownership of the device, the remainder being made up of support, software licencing, secure disposal, as well as the cost of the underlying supporting infrastructure. These cost elements can only be effectively controlled by adopting a standard approach to purchasing IT equipment, with personal computing devices (laptops in particular, as they represent a higher volume across the overall IT equipment estate. A Queen Mary-wide policy is therefore required to minimise the costs and risks inherent in purchasing and supporting a large estate of IT equipment in use by a diverse user group.

1.2 This Policy aims to:

- Minimise the total cost of computer devices and peripherals by offering a validated standard range of devices provided by ITS through agreement with a premium supplier.
- Offer flexibility in the range of device choice to accommodate specialist activity taking place across the University.
- Through a centralised purchasing approach minimise the risk of uncontrolled and unwarranted IT equipment spend.
- Ensure that staff have one primary device that is suitable for their needs; additional devices are an exception and funded locally.
- Embed the IT Purchasing Principles and Rules June 2025 (see [Appendix E](#)) into device provision and approvals.

2 Scope

2.1 The principles of this policy come into effect as per the Effective Date on page 2. The policy principles will not apply retrospectively in respect to funding nor equipment provision.

2.2 This policy applies to all Queen Mary staff and PhD/PGR students of Queen Mary who have access to and make use of the University's information systems, whether on premise or remotely. All interactions with the University's IT are impacted including where non-centrally procured devices are utilised.

2.3 This policy applies to all computing devices and peripherals purchased using University funds for the use of temporary and permanent staff in their normal duties. These include, but are not limited to:

- Desktop computers
- Laptop computers
- Mobile phones
- Tablets
- Monitors
- Docking stations

- Headsets
- Document cameras
- Portable storage devices

2.4 The policy includes computing devices and peripherals regardless of their operating system and manufacture. Hence Windows, Mac and Linux devices are within scope.

2.5 The Policy applies to all asset provisioning across UK and Malta Campuses, and excludes all other international sites, where they will have their own local policy and processes.

2.6 The policy excludes all printing, scanning and photocopying devices, these are covered in the [Central Print Policy](#).

2.7 The policy excludes non-personal computing devices such as servers, storage and core infrastructure purchased by IT Services or otherwise.

2.8 The policy excludes devices in the libraries, study areas, PC labs and devices attached to research equipment. However, any devices purchased for these purposes must be through ITS.

2.9 The policy excludes BYOD and is covered in a separate policy on the [IT Governance page](#).

2.10 This policy supports Queen Mary's cyber security and information protection obligations by ensuring devices that access University systems or data are procured, managed and disposed of in a controlled way. This helps reduce vulnerabilities and unmanaged risk.

3 Policy Detail

3.1 Principles of the provision of devices and peripherals

General Principles:

- All computing devices and standard peripherals must be requested through IT Services via ServiceNow. Exceptions apply only to approved non-standard peripherals, which must be procured via the e-Marketplace in accordance with [Section 4](#).
- This includes any equipment capable of storing, processing, or transferring University data, or connecting to University systems and networks (including portable storage devices).
- Portable storage devices must not be used as the primary location for storing Queen Mary data and may only be used for temporary data storage. Confidential or sensitive data must only be stored on encrypted devices.
- IT Services are responsible for the assignment and utilisation of all University funded computing devices and peripherals. This includes reassigning existing devices to new or existing staff and PGR students.
- Computing devices and peripherals purchased by Queen Mary remain University property for their full lifecycle, regardless of funding. Exceptions apply only where research-funded equipment is transferred to another institution with the associated grant, or where the grant explicitly states that the device remains with the grant holder. If a grant comes to an end while held at Queen Mary, any associated equipment remains University property. Grants include Flexible Research Funding, Research Enabling Funds, and similar research funding methods.
- Access to any Queen Mary device is subject to all relevant [University policies](#) and may be withdrawn at any time.
- For security and full support, devices issued by IT Services will by default be on the managed service. Only where explicitly approved and in accordance with the relevant [policy](#), will a device be issued that is not on the managed service.

- Due consideration must be given to physical security of devices and peripherals, particularly in open-plan offices/spaces or computer labs. Advice should be sought from IT Services on the most effective means of [securing devices](#).
- IT Services will dispose of computer equipment that is unusable, in accordance with the EU Waste Electrical and Electronic Equipment Directive (WEEE) regulations, by using a university approved contractor, that provides certification of data destruction. Further information can be found on [the IT Services website](#).
- Employers are legally obliged to make reasonable adjustments to ensure that workers with disabilities, or physical or mental health conditions, are not substantially disadvantaged in the workplace. Please follow guidance provided by the appropriate authority (e.g. Occupational Health) before requesting IT equipment, and/or adaptive technology as part of a reasonable adjustment (RA). Any RA-specific IT equipment or adaptations should be procured through ITS and are to be fully funded by the School, Institute or Directorate, including a specification of the exact device required by the relevant authority. Reasonable adjustment requests will be prioritised for expedited processing.

3.2 Funding

Standard Staff Computing Devices (PEP)

- IT Services provides computing devices on a one-device-per-user basis e.g. one laptop.
- Each Personal Equipment Package (PEP) includes a Laptop, Charger and Headset as standard. PEPs are fully funded by IT Services (ITS) up to a value of £1,300 (inclusive of VAT), reviewed annually. Any costs above this threshold must be approved and funded by the relevant School, Institute or Directorate.

New Desk Setups

- Where Estates confirms that a desk is newly created, IT Services will fund and provide the standard desk peripherals required to make the desk operational, including hub monitors, on a best-endeavours basis and subject to the available IT budget for the relevant financial year.
- Funding by ITS is conditional on confirmation from Estates that the desk is newly created.
- Desk peripherals for existing desks, additional peripherals beyond the standard allocation, or replacements due to loss, damage or preference are funded by the relevant School, Institute or Directorate.

Additional, shared and replacement Computing Devices

- Additional or shared devices require a clear business justification, approval and funding from the relevant School, Institute or Directorate.
- Loan or shared devices, School-specific computer labs and non-centrally timetabled teaching spaces are funded by the relevant School, Institute or Directorate.
- Devices for centrally timetabled areas (e.g. Student PC Labs) are funded by ITS (but are not covered by this policy).
- Replacements for lost, stolen or accidentally damaged devices will be cross charged to the relevant School, Institute or Directorate, in line with [Section 4.1](#) (Loss of a device).

Students and PGR Computing Devices

- Devices for individual PhD/PGR students are funded centrally for HSS, FMD and S&E.
- Queen Mary does not currently provide centrally funded devices for undergraduate or postgraduate taught students. However, some students may be eligible for financial support towards laptops and peripherals through the University's bursaries and grants scheme. Further information is available on the [ARCS website](#).
- ITS does not fund computer peripherals such as tablets (e.g. for teaching), document cameras, etc. A full list can be found on the [ITS Website](#).

Non-standard, home-use and EDI Equipment

- Schools, Institutes or Directorates must not independently order hardware for colleagues' home use. Any IT equipment or adaptive technology required for approved reasonable adjustments or EDI purposes must be purchased via ITS and fully funded by the relevant School, Institute or Directorate.
- Schools, Institutes and Directorates must allocate appropriate budget provision to cover the replacement of non-standard equipment. As this equipment is bespoke, replacement costs may be significantly higher than standard devices.

Mobile devices

- Tablets and mobile phones must be ordered through IT Services from a small range of cost-effective options. All devices will be enrolled in a centrally managed Mobile Device Management (MDM) solution for security and compliance purposes. The relevant School, Institute or Directorate must approve the request and cover the full cost, including any recurring charges for mobile data, international roaming and voice calls. Where available, Wi-Fi should be used to minimise these charges (see [Appendix B](#)).

Peripherals and Accessories

- Low value standard peripherals (e.g. standard hub monitors equivalent to NWOW specification, laptop docks for campus use, chargers, mice, keyboards and headsets) are held as standard stock by IT Services.
- Due to the low value of these items and to minimise administrative overhead, these peripherals are funded by IT Services (ITS); no cross charging or local approval is required.
- Non-standard or higher value peripherals must be procured through the e-Marketplace by a registered Unit4 buyer. Where an item cannot be sourced through the e-Marketplace, a request may be raised with IT Services via ServiceNow. These items are fully funded by the relevant School, Institute or Directorate; items below £1,000 do not require local approval.

External Hard Drives and Media Storage

- External hard drives and media storage devices are fully funded by the relevant School, Institute or Directorate; items below £1,000 do not require local approval.

VAT and supplier discounts

- Devices used specifically for medical research purposes may be eligible for VAT exemption. A purchase order (PO) must still be raised, and VAT will be deducted when the supplier accepts the PO. To qualify for the VAT exemption, the item must be newly ordered, existing stock cannot be used, which may result in longer delivery times. The required [VAT relief form](#) must be completed and submitted.
- Staff and students are also eligible for discounted Windows and Apple devices through the University's primary suppliers. Further details can be found [here](#).

3.3 Ordering, installation and collection

- All computing devices, desk setup equipment, and standard peripherals must be requested through ITS via ServiceNow. This includes associated items such as chargers and headsets supplied as part of a device issue.
- Exceptions apply only to:
 - Approved non-standard peripherals, which may be procured via the e-Marketplace in accordance with [Section 4](#).

- Replacement low-value standard peripherals, which may be collected from designated [IT Services collection sites](#) without a ServiceNow request.
- Requests for external storage must include a valid business justification and acknowledgement of this requirement in line with [Data Governance Matrix DG09](#).
- IT Services maintains an up to date [list of authorised device approvers](#) for each School, Institute and Directorate. These individuals are permitted to request devices and approve local IT equipment related budget spend. The ServiceNow request form uses this list to validate submissions, ensuring that requests can only be raised where a valid authoriser is selected. Some device types may still require additional approval from IT Services; see [Appendix D](#) for further guidance.
- IT Services will make the device, including the charger and headset, available for collection at [designated locations](#) on campus for the intended recipient.
- Equipment delivery beyond London campuses is arranged and funded by the local School, Institute or Directorate budget. This includes international shipments where required.
- IT Services will record and retain details of all issued devices for asset management and compliance purposes, including:
 - Line manager
 - Recipient name
 - Issue date
 - Budget code
 - Location/department
 - Device make and model
 - Asset number
 - Service Tag (where applicable)
 - Mobile phone number (where applicable)
 - IMEI number (where applicable)
 - SIM card number (where applicable)

3.4 Device Specification

- Computing devices and peripherals will be purchased from the University's approved supplier and from the list of standard models. The current range of available devices can be viewed on the [ITS website](#) and requested via the [ServiceNow portal](#) using your Queen Mary login.
- ITS will determine and allocate the appropriate device specification based on the expected usage and operational requirements of the role ([Appendix C](#)). Approval or availability of local funding does not in itself justify a higher specification device where ITS determines this is not required.
- Where a higher specification device is required, the request must be authorised by the line manager and/ an approved device authoriser.
- Apple devices do not receive the same level of support as the University's managed Windows/Linux service, and some external systems and services may not be fully compatible with macOS. However, it is recognised that certain specialist teaching or research requirements may necessitate the use of Apple operating systems or Apple-specific software. Details of supported services are published [here](#).
- Certain device requests, including non-standard, COPE, and higher-specification devices, are subject to specialist review by ITS Research, in accordance with the [IT Purchasing Principles and Rules](#), except where auto-approval applies for specific departments and device categories

3.5 Joiners, Movers, Leavers and Returns

Joiners

- New staff members filling an existing role will receive a device from ITS. The line manager/device authoriser is responsible for [submitting the request](#) to ITS.
- The default provision for new staff or replacement devices is a standard managed Windows laptop, supporting the University's New Ways of Working model and mobile working. Requesters may alternatively select Mac or Linux options without the need for approval (see [Appendix D](#)).

- Desktop devices will only be provided for new starters where explicitly approved and supported by a valid business justification.

Existing Staff (Replacement Devices)

- Where a device is no longer fit for purpose following a period of successful use, or is beyond economical repair, IT Services will arrange a like-for-like replacement.
- Devices that are over five years old may also be considered for replacement.
- The original device must be returned to ITS so it can be assessed, securely wiped, and processed in line with the University's asset management and disposal procedures.
- Replacement devices will align with the current standard specification.
- Replacement due to loss, theft or accidental damage is subject to the conditions set out in [Section 4.1](#), including funding responsibilities and reporting requirements.

Movers

- Individuals moving internally within Queen Mary should retain their current laptop device, where appropriate, for use in their new role. If their previous device was a desktop, the line manager of the new role must request a laptop from ITS.
 - **The outgoing line manager is responsible for:**
 - Informing IT Services and relevant teams to remove access privileges which are no longer required.
 - **The incoming line manager is responsible for:**
 - Ensuring the device specification is suitable for the new role.
 - Requesting any new access privileges or application licences via the IT Service Desk and relevant local teams.
- In all other circumstances the device should be returned to ITS (see [Appendix E](#)).

Leavers

- All devices and peripherals must be returned to ITS within 30 days of a staff member or PGR student leaving Queen Mary (including retirees moving to Emeritus status). This ensures secure data removal, GDPR and information security compliance, software licence management, and accurate asset records.
- Line managers, Budget Approvers, or nominated delegates must raise a [leaver request](#) via ServiceNow to confirm when access should be removed and to ensure devices and peripherals are returned prior to departure.
- Devices will be checked by ITS, securely wiped, assessed for condition, and either reissued or disposed of in line with university policy and asset management requirements.
- Staff must not transfer devices to other individuals under any circumstances.

Returns and exceptions

- Where a new starter replaces a leaver, a new device must be requested via ITS and the previous post-holder's device returned.
- If an employee fails to return their device(s) in any of the above circumstances, they and/or their department will be held responsible for any associated costs. This includes, but is not limited to, ongoing charges such as mobile voice and data usage, as well as the cost of the device itself where applicable. Charges will continue to be applied until the device is returned to IT Services or formally disconnected.

- In addition, Queen Mary will take reasonable measures to recover the property and/or recoup the value of the equipment from the relevant School, Institute or Directorate, in line with University procedures.
- Queen Mary–owned computing devices must not be exchanged between individuals or departments, nor retained, sold, or transferred under any circumstances. Responsibility for the device remains with the originally assigned user.
- Schools, Institutes and Directorates should maintain local processes for the collection, reissue and recirculation of peripherals when colleagues leave Queen Mary or move internally, where appropriate.
- Any exceptions, a ticket must be raised to ITS which will be escalated to the Head of Service Delivery for review.

3.6 Procurement of computing equipment

Due to the total volume of computer equipment purchased across Queen Mary, all such purchases are subject to relevant UK, and where applicable EU, procurement legislation. The only means of purchasing computer equipment that is fully compliant with this legislation, is via **Queen Mary's approved suppliers list**.

Approved suppliers have been selected with the support of Queen Mary's Procurement team following a tendering process using relevant Higher Education procurement frameworks, as example, the National Desktop and Notebook Agreement (NDNA), which employ fair and transparent selection criteria and ensure prices and service levels are optimised for Queen Mary. Approved suppliers have also been subject to scrutiny around their ethical standards regarding environmental sustainability and labour conditions. The supplier agreement for NDNA is based around a standard selection of desktop and laptop computers designed to meet most staff requirements, however it also allows for other equipment and variations to be purchased at preferential rates and with guaranteed levels of support. Likewise, a mobile phone agreement and additional computing device and peripheral agreements are procured through their relevant frameworks.

IT Services continually review the standard models available with the supplier to ensure suitability and value for the University:

- Computer devices and peripherals are selected which offer equipment ranges balancing cost with durability and performance to suit the various roles in the University.
- Laptops are selected for optimal mobility, e.g. lighter and flexible devices.
- All standard models are corporate-specific rather than domestic consumer-focused models, designed to be supportable by the staff and infrastructure of Queen Mary.

All supplier agreements are proactively reviewed by IT Services and subject to renewal according to the relevant procurement framework, thereby giving Queen Mary the opportunity to go to market again should pricing, quality or service levels prove unsatisfactory.

4 Process and Procedures

Acquisitions of computing devices and peripherals must be done by raising a request with the ITS Service Desk:

- IT Services provides guidance on what IT equipment can be purchased and how to request standard devices and peripherals via ServiceNow, either centrally funded by ITS (where applicable) or local School, Institute or Directorate budgets. Further details are available on the IT Services [IT purchases](#) webpage.
- Where the standard managed service or standard device options do not meet operational requirements, a non-standard device request may be submitted via ServiceNow, supported by a clear business justification. Procurement of devices or peripherals outside IT Services should occur only in exceptional circumstances (for example, where the purchase must be made overseas)

- Purchasing Cards (P-Cards) may only be used in exceptional circumstances where no central procurement route exists and must be pre-approved by ITS, evidenced by the outcome of the associated ServiceNow ticket.
- Information is available on the managed service page: <https://www.qmul.ac.uk/its/our-services/service-catalogue/desktop-and-mobile-computing/managed-device-service/>
- Further information can be found on the [ITS FAQ](#) page.

For disposal of computing equipment please raise a request with ServiceNow. Further information can be found [here](#).

4.1 Loss of a device

- If a device is lost for any reason, the loss must be reported to IT Services immediately. Further information can be found on our [FAQ page](#).
- Where a device is lost or stolen, the cost of replacement will be charged to the relevant School, Institute or Directorate.
- Where a device is damaged due to accidental damage, any repair or replacement costs will be fully funded by the relevant School, Institute or Directorate, subject to assessment by IT Services.
- Schools, Institutes or Directorates may, at their discretion and in accordance with local policies and procedures, seek a contribution from the individual in cases of repeated loss, damage, negligence, or misuse.
- Where a device is believed to be stolen, the individual should report the theft to the police as soon as practicable and provide the crime reference number to IT Services to support investigation, insurance, and asset management and, where applicable, notification to awarding or funding bodies.

5 Policy Compliance

5.1 If any member of Queen Mary is found to have breached this policy, they may be subject to disciplinary procedure.

5.2 If you do not understand the implications of this policy or how it may apply to you, please seek advice from your direct line manager or in the case of a PhD/PGR student, your Supervisor. You, your line manager or Supervisor can speak to [IT Services](#) for further information where required.

5.3 This policy will be reviewed by the Service Management Lead in collaboration with the Risk and Governance Manager as it is deemed appropriate, but no less frequently than annually.

6 Exceptions

6.1 Specialist devices for teaching may require consultation for integration with other IT Services. Please raise your request with the IT Service Desk via ServiceNow in the first instance.

6.2 This policy does not cover the use of personal mobile devices or BYOD (bring your own device). These are covered under a separate policy found here <https://www.its.qmul.ac.uk/governance/policies/>

7 Related Documents

7.1 For more specific details regarding the BYOD policy and any additional IT policies please visit [here](#).

7.2 IT Governance documents which this policy refers to can be found [here](#).

8 Appendix A - Definitions

Term	Meaning
Computing Device	Any device with a central processing unit (CPU) capable of processing information, including laptops, desktops, tablets, and mobile devices.
Peripheral	Electronic equipment that connects to a computing device to provide input and/or output functionality, e.g. monitors, headsets, keyboards, and docking stations.
Managed Service	A centrally managed Queen Mary device (laptop, desktop, or Mac) configured, secured, and supported by IT Services to ensure compliance, security, and consistent user experience. This helps keep Queen Mary's network secure, protecting staff and student's data.
Personal Equipment Package (PEP)	A standard ITS-funded device bundle provided to staff, consisting of a laptop, charger, and headset if ordered for a new member of staff.
Standard Device	A device selected to meet the majority of user requirements, fully supported under the managed service, and maintained as part of standard IT Services stock available via ServiceNow.
Non-Standard Device	A device not included in the standard IT Services stock range, requiring additional business justification, approval, and local funding before procurement.
COPE Device	A "Corporate Owned, Personally Enabled" (COPE) device provided by the University, allowing users elevated privileges (e.g. local admin rights) subject to approval and in line with IT policy.
Device Authoriser	An individual designated by a School, Institute or Directorate and recognised by IT Services as authorised to request devices and approve local device-related budget spend.
Faculties (FMD, HSS, S&E)	Refers to the University's academic faculties: Faculty of Medicine and Dentistry (FMD), Humanities and Social Sciences (HSS), and Science and Engineering (S&E).
PhD/PGR	Postgraduate Research student working towards a PhD (not Taught)
Local Funding	Funding provided by a School, Institute or Directorate (including Grant funding) for IT equipment, typically required where costs exceed centrally funded thresholds or for non-standard items.
CMDB (Configuration Management Database)	A centralised database used to store information about IT assets, including devices, their ownership, configuration, and relationships.
ServiceNow	The University's IT service management platform used to request, approve, and fulfil IT services, including device and software requests.

9 Appendix B – Mobile Computing Device Eligibility – suggested considerations

9.1 Mobile Phones (Communication Devices) and Tablets

Staff will typically be provided with one primary communication solution, either a mobile phone or a softphone, based on their role and requirements. Provision of both will only be approved in exceptional circumstances.

If a member of staff believes their role would benefit from the use of a mobile device or tablet, they should discuss their requirements with their line manager in the first instance.

Tablets are not considered a primary communication device and are provisioned separately where there is a clear business need.

Suggested considerations for discussion of eligibility should include if their duties and responsibilities extend to any of the following areas of work:

- Spend an average of at least 50% of their time working away from their home (WFH) and or office which would include travel and duties performed during any visits and are unable to use a laptop or a fixed phone.
- An employee who is required to perform emergency call out duties or to provide advice and guidance in emergency situations.
- Senior management that are frequently away from their offices or who are away from their offices less frequently but who may always need to be made available for contact to assist with the continuity of critical services.

10 Appendix C – Funding and Device Allocation Summary

Note: All device requests for PGRs have a maximum delivery timeline of 20 working days, regardless of device option selected.

Standard Users

A user performing typical day-to-day computing tasks using standard productivity tools such as email, documents, web systems and online meetings.

Example Roles

Professional Services Staff, administrators, coordinators, Lecturers or Teaching Staff

Professional Services - Option A

Cost-effective standard device suitable for majority of staff workloads. Includes AI-capable processors as default to support future Microsoft Copilot and AI-enabled tooling.

Typical Workload

M365, light multi-tasking, web systems

Maximum Timeline

5 working days

Estimated Cost

£834



Academic - Option A / Option B (incl. COPE)

Suitable for general academic teaching and research tasks. Includes AI-capable processors as default to support future Microsoft Copilot and AI-enabled tooling.

Typical Workload

Teaching delivery, Virtual learning environments, Research writing

Maximum Timeline

5 working days

Estimated Cost

£834 - £1,098



Academic / Creative (Mac User) Option W

MacOS device where ecosystem compatibility is required, without high compute needs.

Typical Workload

MacOS-specific software, creative tools, compatibility with existing technical ecosystem

Maximum Timeline

5 working days

Estimated Cost

£1,274



High-performance Users

A user who runs demanding applications or processes large or complex data which benefits from increased CPU, memory, or graphics capability.

Example Roles

Analysts, Finance Staff, power Excel users, Researchers, Developers and Creatives

Professional Services - Option B (incl. COPE)

Enhanced performance device with additional RAM and CPU capacity for data-heavy workloads. Includes AI-capable processors as default to support future Microsoft Copilot and AI-enabled tooling.

Typical Workload

Large Excel models, Power BI, Multiple applications, Heavier multitasking

Maximum Timeline

5 working days

Estimated Cost

£1,098



Academic / Research - Option C (incl. COPE)

Dedicated GPU and high RAM required for compute-intensive research.

Typical Workload

Large datasets, MATLAB, Python, R, Simulation, AI/ML workloads

Maximum Timeline

5 working days

Estimated Cost

£1,938



Academic / Creative (Mac User) - Option X (incl. COPE)

High-performance macOS device where additional processing capability is required

Typical Workload

Creative production, media rendering, development toolchains, heavier macOS workloads

Maximum Timeline

5 working days

Estimated Cost

£1,400



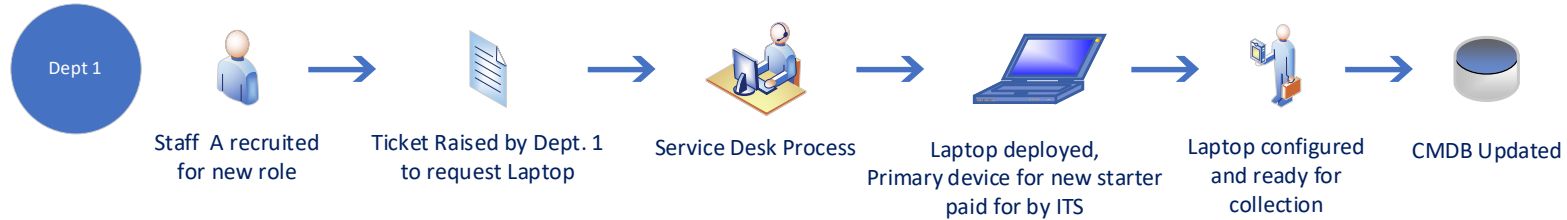
11 Appendix D – IT Purchasing Principles and Rules (June 2025)

Further information on the IT Purchasing Principles and Rules (June 2025) can be found in the [ServiceNow Knowledge Base](#).

Hardware Category	Via Service now Ticket?	Approval from ITS-Research team	Approval from Schools/Inst/Directorates	Funding
Peripherals in stock Chargers, Headsets, mice, keyboards.	No	Not required	Not required	Fully funded by ITS
Peripherals through E-marketplace	No	Not required	Through normal Unit 4 channels	Fully funded by School/Inst/Directorate
External Hard Drives and Media Storage MUST BE ENCRYPTED DEVICE	Yes	Not required Users need to agree to abide by the Acceptable use policy/DG09. And record the rationale for their request.	Required >=£1,000	Fully funded by School/Inst/Directorate
Other Peripherals not available through e-marketplace)	Yes	Not required	Required >=£1,000	Fully funded by School/Inst/Directorate
Mobile phones and tablets (Same form)	Yes	Not required	Required for all items due to ongoing data costs.	Fully funded by School/Inst/Directorate
ITS managed Laptops Options A, B and MacAir (W)	Yes	Not required	Not required	Funded by ITS up to £1,300 then excess is fully funded by School/Inst/Directorate
ITS managed Laptops Option C and MacPro (added graphics card)	Yes	Approval required for all areas apart academics/PGRs in the following: EECS, SEF, BCI, DERI, PHURI	Required >=£1,300	Funded by ITS up to £1,300 then excess is fully funded by School/Inst/Directorate
Non – standard devices including requests for Desktops Keep the SMO step	Yes	Required	Required >=£1,300	Funded by ITS up to £1,300 then excess is fully funded by School/Inst/Directorate
COPE version of any option (apart from A and W) Turn the logic around - only STA, SSE, Dentistry and PS needs approval for COPE	Yes	Approval required for all areas apart from academics/PGRs in the following: S&E: EECS, SMS, SEMS, SBBS, SPCS HSS: SEF, SBM FMD: Wolfson, BCI, WHRI, Blizard RI: DERI, PHURI Users need to agree to abide by the COPE policy (should referenced from Acceptable use policy).	Required >=£1,300	Funded by ITS up to £1,300 then excess is fully funded by School/Inst/Directorate
Self-managed Devices	Yes	Required - just ITS Research Users need to agree to abide by the Acceptable use policy.	Required >=£1,300	Funded by ITS up to £1,300 then excess is fully funded by School/Inst/Directorate
Additional devices for research purposes	Yes	Required	Required for all items	Fully funded by School/Inst/Directorate
Additional devices for personal Health/RA/accessibility purposes	Yes	Not required	Required	Fully funded by School/Inst/Directorate
Additional devices - kiosk/reception/front of the house	Yes	Not required	Required	Fully funded by School/Inst/Directorate

12 Appendix E – Scenario for Retaining Devices

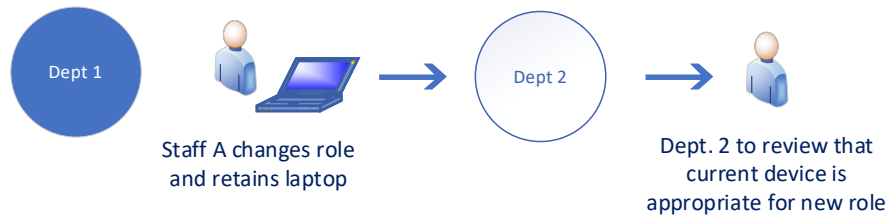
Scenario 1 – New Starter in a New Role (Staff & PGR)



Scenario 2 – Staff / PGR Leaves QM



Scenario 3 – Role change (Staff & PGR)



Scenario 4 – Role change (Staff & PGR)

