



# University IT account

## Transfer rules

When a member of staff, an external or a student changes their relationship with the University, the person might need a new IT account, keep their existing one or may not be eligible for a University IT account.

### Overview

- When an external, staff or student **leaves** the University they will **not keep their University IT account**
  - For Staff and External your account will be disabled on your leaving date
  - For Students, your IT account is available for the month after the month you graduate in
- A **new Student IT account** is required for students including undergraduates (UG), postgraduate researchers (PGR) and postgraduate taught students (PGT)
  - Student IT accounts are **linked to your student record** and are provided for the **duration of your study**
  - In some cases, you may have an IT account for each of your roles e.g. staff and student PGR.
    - Ensure you use the **appropriate IT account for each role** e.g. login to your staff IT account for your work and your student PGR account for your study.
- You can assume that **transfers within each account type are possible, without a new IT account** e.g. staff to staff, PGT to PGT, etc.

See the Account transfer tables on page 2, which shows IT accounts that can be transferred and situations where a new IT account is required.

## Account transfer detailed rules

These tables outline the rules for which type of account is suitable in each case. You can assume that transfers within each account type are possible, without a New IT account (e.g. staff to staff, PGT to PGT, etc.).

### Where the individual is leaving the University

Current status	New status	Result	Other notes
Staff - Staff	End of relationship with University	No IT account	
Staff - Honorary/Emeritus	End of relationship with University	No IT account	
All External accounts	End of relationship with University	No IT account	End date of account determined by department
Student - Taught Student	End of relationship with University	No IT account	
Student - Research Postgraduate	End of relationship with University	No IT account	

### Where the individual's new status is a Student

Current status	New status	Result	Other notes
Staff - Staff	Student - Research Postgraduate (PGR)	New IT account	
Staff - Honorary/Emeritus	Student - Research Postgraduate (PGR)	New IT account	
All External Accounts	Student - Research Postgraduate (PGR)	New IT account	End date of account determined by department
Student - Taught Student	Student - Research Postgraduate (PGR)	New IT account	
Staff - Staff	Student - Taught Student (PGT)	New IT account	
Staff - Honorary/Emeritus	Student - Taught Student (PGT)	New IT account	
All External accounts	Student - Taught Student (PGT)	New IT account	End date of account determined by department
Student - Research Postgraduate	Student - Taught Student (PGT)	New IT account	

## Where the individual's new status is a member of Staff

Current status	New status	Result	Other notes
Staff - Honorary/Emeritus	Staff – Staff	Retain IT account	Department must request for account transfer
External - Agency Staff	Staff – Staff	Retain IT account	End date of account determined by department
External - MRC Toxicology	Staff – Staff	Retain IT account	Department must request for account transfer
Staff - Staff	Staff - Honorary/Emeritus	Retain IT account	Department must request for account transfer
External - Agency Staff	Staff - Honorary/Emeritus	Retain IT account	End date of account determined by department
External - MRC Toxicology	Staff - Honorary/Emeritus	Retain IT account	Department must request for account transfer
Student - Taught Student	Staff – Staff	New IT account	
Student - Research Postgraduate	Staff – Staff	New IT account	
External - Collaborator***	Staff – Staff	New IT account***	End date of account determined by department
External - Supplier	Staff – Staff	New IT account	End date of account determined by department
External - Students' Union	Staff – Staff	New IT account	End date of account determined by department
Student - Taught Student	Staff – Honorary/Emeritus	New IT account	
Student - Research Postgraduate	Staff – Honorary/Emeritus	New IT account	
External - Collaborator	Staff – Honorary/Emeritus	New IT account	End date of account determined by department
External - Supplier	Staff – Honorary/Emeritus	New IT account	End date of account determined by department
External - Students' Union	Staff – Honorary/Emeritus	New IT account	End date of account determined by department

\*\*\*If the External Collaborator is continuing in the same role as a member of staff, they can retain their IT account.

## Where the individual's new status is an External

Current status	New status	Result	Other notes
All Externals apart from MRC Toxicology	External - Agency Staff	Retain IT account	
External - MRC Toxicology	External - Agency Staff	New IT account	End date of account determined by department
Staff (incl. Honorary and Emeritus)	External - Agency Staff	New IT account	
Student - Research Postgraduate	External - Agency Staff	New IT account	
Student - Taught Student	External - Agency Staff	New IT account	
All Externals apart from MRC Toxicology	External - Collaborator	Retain IT account	
External - MRC Toxicology	External - Collaborator	New IT account	End date of account determined by department
Staff (incl. Honorary and Emeritus)	External - Collaborator	New IT account	
Student - Research Postgraduate	External - Collaborator	New IT account	
Student - Taught Student	External - Collaborator	New IT account	
All Externals apart from MRC Toxicology	External - Supplier	Retain IT account	
External - MRC Toxicology	External - Supplier	New IT account	End date of account determined by department
Staff (incl. Honorary and Emeritus)	External - Supplier	New IT account	
Student - Research Postgraduate	External - Supplier	New IT account	
Student - Taught Student	External - Supplier	New IT account	
All Externals apart from Students' Union	External - MRC Toxicology	Retain IT account	
External - Students' Union	External - MRC Toxicology	New IT account	End date of account determined by department
Staff (incl. Honorary and Emeritus)	External - MRC Toxicology	Retain IT account	Department must request for account transfer
Student - Research Postgraduate	External - MRC Toxicology	New IT account	
Student - Taught Student	External - MRC Toxicology	New IT account	
All Externals apart from MRC Toxicology	External - Students' Union	Retain IT account	
External - MRC Toxicology	External - Students' Union	New IT account	End date of account determined by department
Staff (incl. Honorary and Emeritus)	External - Students' Union	New IT account	
Student - Research Postgraduate	External - Students' Union	New IT account	
Student - Taught Student	External - Students' Union	New IT account	