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**Software Installation on ITSC Managed Computing System Request Form**

***To be completed by staff of Assistant Professor Grade or above***

**Policies and Guidelines**

1. Faculty members and departments may request ITSC to install software on ITSC managed computing systems to facilitate their teaching and research. The following must be submitted together with this request form:
   * 1. Proof of purchase and/or licensing information of the requested software
        + Free software will require confirmation from the author or authorized dealers
        + **Beta or trial version will not be accepted for installation**
        + USB/CD on requested software MUST BE provided
     2. Installation guide and/or technical notes of the requested software
2. Designated contact for software testing when ITSC completes the installation.
3. For software specific for individual faculty or department use, faculty members and departments should first consider installing the software in their own faculty or departmental computer laboratory.
4. **This request form must be submitted ONE MONTH in advance before the first software using date**. Due to the software complexity and system compatibility issues, some software may need a longer installation time.
5. You will receive an initial reply slips through e-mail or phone in SEVEN working days.
6. ITSC PC LAN and a list of available software can be found at <http://www.cuhk.edu.hk/itsc/compenv/userarea> .

**Personal Data Collection**

1. The personal data provided on this form will be used by

* ITSC to verify your identity in the University to confirm your eligibility for the computing resources and services being provided by ITSC
* ITSC to contact you

1. The provision of personal data on this form is voluntary. If you do not provide sufficient information, however, we may not be able to process your application.
2. Personal data held by us relating to you will be kept confidential and will not be used for other purposes apart from the above.
3. You have the right to check whether ITSC holds personal data on you. You can submit your request through Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/) or in writing to “*User Support Division, Information Technology Services Centre*”.
4. Details on the use of personal data by ITSC can be found at <http://www.cuhk.edu.hk/itsc/about/pdo.html>.

**Form Submission**

1. To expedite the process of your application, the information/documents must be supplied/produced/completed.
2. You can submit the form with USB/CD on requested software to the Service Desk (*User Area, Room 109A of Pi Chiu Building*) in person and present your CU Link card to the consultant-on-duty for identification or send the form with USB/CD on requested software, with a photocopy of your CU Link card, to *“User Support Division, Information Technology Services Centre”*.
3. You will receive a reply through email, internal mail or phone in THREE working days.
4. For any enquiries, please write to ITSC Service Desk at [http://servicedesk.itsc.cuhk.edu.hk](http://servicedesk.itsc.cuhk.edu.hk/) .

**Section A: General Information of the Teaching Staff**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff / Computing ID No. |  | Title | Prof / Dr / Mr / Mrs / Ms | | Name in Chinese  (if applicable) | |  |
| Name in English |  | | | | | | |
| Contact E-mail  Address |  | | | Contact Phone No. | |  | |
| Department |  | | | | | | |

**Section B: Coordinator Information for Software Testing *(Compulsory for ALL Applicants)***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff / Computing ID No. |  | Title | Prof / Dr / Mr / Mrs / Ms | | Name in Chinese  (if applicable) | |  |
| Name in English |  | | | | | | |
| Contact E-mail  Address |  | | | Contact Phone No. | |  | |
| Department |  | | | | | | |

**Section C: Software Installation Location** *(Please tick as appropriate.)*

[ ] ITSC Training Room 1 (Rm. 102, 1/F, Pi Chiu Building)

[ ] ITSC Training Room 2 (Rm. 103 & 105, 1/F, Pi Chiu Building)

[ ] ITSC Training Room 3 (Rm. 107, 1/F, Pi Chiu Building)

**Section D: Request Details *(Compulsory for ALL Applicants)***

[ ] The software has legal and sufficient license(s) **(ITSC needs a copy of the license)**. The installation of the software to our network will not infringe any copyright laws.

[ ] Our department does not have enough computing resources to run the application.

[ ] The application software will be used until (dd/mm/yyyy)

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Any requirement for documentation and support by ITSC [ ] Yes [ ] No

**Section E: Purpose of Software Installation in ITSC Computing System**

(P*lease use a separate sheet if necessary.*)

* *For research, please provide your project title and a summary of the project;*
* *For teaching, please provide the course code, the course name and number of students*

**Section F: Software Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Software Name |  | Version |  |
| Company |  | | |
| URL (if applicable) |  | | |
| Requested Software  Available Time Slot (***The installed software is only available in the specified time slot***) | |  |  | | --- | --- | | Date: (dd/mm/yyyy) |  | | Time: |  | | Remarks: |  | | | |
| License Information: Please provide the copy of license | |  |  |  | | --- | --- | --- | | [ ] Single User | No. of Licenses: |  | | [ ] Multi-User | No. of Licenses: |  | | [ ] Site License |  |  | | [ ] Freeware (Valid only free for academic organizations or free without restriction; Personal or Home usages are not valid in this category) | | | | | |

**Section G: Signature**

Endorsed by

|  |  |  |
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|  |  |  |

Applicant’s Signature Date

|  |  |  |  |
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| ( |  | ) |  |

Name in Print

**Section H: Office Use**

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| --- | --- | --- | --- | --- |
| Received by |  |  | Date |  |
| Authorized by |  |  | Date |  |
| Processed by |  |  | Date |  |
| Remarks |  |  |  |  |
| Name of Image |  |  |  |  |