

UNIVERSITY OF SUSSEX

School of Media, Arts and Humanities

Computing equipment purchasing guidance 2024/25

MAH School computing equipment budget

The School equipment budget is used to purchase computing equipment, software and other items such as office furniture. We must ensure that the budget is managed sensibly and there is a fair and transparent process in place for purchasing computing equipment for staff.

Challenges facing the School

- Ageing desktop machines throughout MAH
- Increasing numbers of non-practice staff requesting non-standard Apple machines as they are more compatible with their existing equipment/infrastructure
- Requests for replacement high spec machines that were originally purchased via a research grant

ITS will only supply desktops if a special business case has been made and accepted. It is assumed that the majority of staff will use a laptop. It has been agreed that:

- The standard replacement machine for **non-practice** staff will be a Dell laptop.
- **Practice staff** – i.e. those in Creative and Critical Practice; Journalism; Music; Drama; Technical Services and digital humanities research may request non-standard, high power machines and/or specialist software, such as an Apple laptop, as the nature of their teaching and research activity is likely to require this. Most Apple MacBook Pro machines cost at least £2k, so there could be a maximum spend of £2-2.5k per member of staff.
- A special case – including a clear business case – must be made for non-standard machines, to be approved by the relevant Subject Head and Executive Dean. The School [webform](#) should be completed to make such requests
- Equipment for specific **research projects** (e.g. film editing or sound recording equipment which is needed for a particular research output) is not covered by the School equipment budget, but may be eligible for funding from the School Research fund. You can find the application form for this [here](#).

Due to budget constraints:

- The School is unable to provide tablets to support research activity. Colleagues will instead be encouraged to use their laptops; e.g. when visiting archives
- It will not be possible to replace equipment purchased via a research grant once it has reached the end of its life. Additional research funding will have to be applied for.

Agreed at MAH SLT
April 2024