**Laptop Loan Request**

Te Kura Tāura | UC Graduate School has a number of laptops available for doctoral students to borrow on a short-term basis (up to 3 months). These loans are intended to provide an opportunity for students who are not able to use their personal computer for a short term (e.g., it is being repaired) or need a laptop for a specific purpose (e.g., data collection or running specific software). These laptops are not intended to replace computer facilities provided to doctoral students by their Departments/Schools. It is the responsibility of the student to take appropriate care of the loan laptop and return it in the condition it was received.

**STUDENT TO COMPLETE**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School: |  |
| Qualification (e.g., PhD in Biology): |  |
| Course code (e.g., BIOL790): |  |

|  |  |
| --- | --- |
| Date laptop requested from: |  |
| Length of requested loan (maximum 3 months): |  |
| Please detail the reason for the requested loan: |  |
| For insurance purposes, the loan laptops are not to be taken out of Christchurch. | [ ]  I understand that I cannot take this laptop outside of Christchurch |

**SENIOR SUPERVISOR TO COMPLETE**

|  |  |
| --- | --- |
| Do you support the student’s application? | [ ]  Yes [ ]  No  |
| There are no suitable computers available in the department/school for the student to use | [ ]  Yes [ ]  No  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD TO** **GRADUATESCHOOL@CANTERBURY.AC.NZ**

**Te Kura Tāura | UC Graduate School will contact the student to arrange collection of a laptop if available.**

**TE KURA TĀURA | UC GRADUATE SCHOOL TO COMPLETE:**

|  |  |
| --- | --- |
| Laptop Asset ID: |  |

**Laptop issued:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student signature: |  | Date: |  |
| Te Kura Tāura staff name and signature:  |  | Date: |  |

**Laptop returned:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student signature: |  | Date: |  |
| Te Kura Tāura staff name and signature:  |  | Date: |  |