



Procedure Document

Borrowing Digital Recording Equipment – Office of Graduate Research, sponsored by FUSA and the Flinders University Postgraduate Students Association

FUSA has provided funds for digital recording equipment to be used by Higher Degrees by Research students. This will be managed by the Office of Graduate Research.

HDR students are able to borrow Digital Recording Equipment from the OGR under the following circumstances.

- The loan form is filled out in detail
- Student ID is sighted at the time of the loan
- The equipment is borrowed for a maximum period of two weeks
- The equipment is collected from and returned to OGR reception in person
- The return of the equipment is signed by an OGR representative

Please note: HDR students who do not return the equipment will have a sanction applied to their enrolment. Sanctions prevent students from:

- *enrolling;*
- *borrowing from the Library;*
- *receiving results via the Student Information System;*
- *receiving a transcript;*
- *having results forwarded to Tertiary Admissions Centres (e.g. SATAC), if applying for admission to a new course.*

HDR students can book the loan of equipment in advance by calling us on 8201 5893 or emailing gradresearch@flinders.edu.au and requesting the dates you would like to loan the equipment for.

Booking dates will be managed by OGR reception and booked into the OGR Digital Recording Loans trello board:

OGR Digital Equipment available for loan:

- Portable video audio recorder
- Portable field recorder
- Universal hairy windscreen
- Microphone pop filter

For more information about how to use this technology refer to: [Vlog 4 The sounds of a PhD student](#)

Please note: As the funds were provided by FUSA the equipment is for student use only.