

**Complete this page in full if you do not have a current NVivo licence.**

## Applicant Details - (Please PRINT clearly in BLOCK letters)

Family Name or Surname	First Name or Given Name	Division/School
Email Address (eg. Joe.bloggs@unisa.edu.au)		Contact Telephone Number
Postal Address or Internal Post Code (IPC)	<i>This is where the licence certificate will be sent</i>	

## Where this licence will be used - (Tick ONE box only)

UniSA owned computer:  Blue Plate number: \_\_\_\_\_

Privately owned computer:  **Note:** Complete page 2 of this application form if NVivo is to be installed on a privately owned computer.

## Application Declaration

*I understand and agree that a licence is granted on the condition I honour the University's contractual obligations with regard to the use of and copyright of computer software. I agree to observe the University's Approved Policy on the Acceptable use of Information Technology (IT) facilities (<http://www.unisa.edu.au/policies/policies/corporate/C22.asp>).*

Applicant's Signature	Date Signed
-----------------------	-------------

## Cost Centre Authorisation - (This information is mandatory if applying for a licence)

*I certify the applicant is a student or staff member of the University of South Australia, and I authorise their university information technology software usage to be charged to this Division, School or Unit.*

Account Code:

Authorising Signature (VC Authorised)	Name of Signatory (Please PRINT!)	Phone Number	Date Signed
---------------------------------------	-----------------------------------	--------------	-------------

## Further Information

*NVivo licences expire on the 12th June each year, you will need to re-apply for a licence if you wish to continue using NVivo after this date otherwise you will need to uninstall the software from your PC. If you wish to use NVivo on your home computer you will need to complete page 2 of this form.*

*Further licence information is available from: <http://www.unisa.edu.au/ists/Staff/Purchasing/Software/Licensing/NVivoLicensing.asp>*

*Home use licence information is available from: [http://www.unisa.edu.au/ists/Staff/Purchasing/Software/Licensing/wah\\_NVivo.asp](http://www.unisa.edu.au/ists/Staff/Purchasing/Software/Licensing/wah_NVivo.asp)*

## ISTS Use Only

Actioned by HD: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Initials: \_\_\_\_\_ HPSD#: \_\_\_\_\_

Software licenses issued and recorded on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_

**Complete this page only if NVivo is to be installed on a privately owned computer.**

### NVivo Licence - (Tick ONE box only)

If you are the primary user on a University owned on campus computer (ie must have a Blue Plate) that is licensed for NVivo then you are also permitted to use NVivo on a privately owned computer. If this is not the case you must obtain a licence for the privately owned computer system.

I have a current NVivo licence for my UniSA owned on campus computer:  Blue Plate number of licensed system: .....

I do not have a current NVivo licence and wish to install NVivo on a privately owned computer:  **Note:** You must complete page 1 of this application form, including the Cost Centre Authorisation if you do not have a current NVivo licence.

### Occupational Health, Safety and Welfare

When working from home you should be familiar with University OHS&W policy, procedures and your responsibilities.

OHS&W policy and procedures for General Staff working at home is available on the web page :

“Working from Home - General Staff” <http://www.unisa.edu.au/ohsw/procedures/workingfromhomegeneral.asp>

OHS&W advice for Academic staff working at home can be found on the web page:

“Working from Home - Advice for Academic Staff” <http://www.unisa.edu.au/ohsw/procedures/workingfromhomeacademic.asp>

### NVivo Installation Media

To obtain the installation media and Licence Activation Key you need to download the NVivo trial software from:

- Download from here if ON campus: [\\software\nvivo](#)
- Download from here if OFF campus: [http://www.qsrinternational.com/products\\_free-trial-software.aspx](http://www.qsrinternational.com/products_free-trial-software.aspx)

The NVivo Licence Activation Key will be sent to you. Use this key to activate the product so that you can continue using it past the 30 day trial period.

### NVivo “Work at Home” Acceptance

NVivo is made available to you for installation on your home computer but only where you are the primary user of a UniSA owned “on campus” computer system (not shared use) that is licensed for NVivo OR on a privately owned computer that is licensed for NVivo. **You are not licensed to use the Software at home for personal purposes.** You do not own the license or the CDs, rather you are authorized to use NVivo and associated media pursuant to the terms and conditions of the licensing agreement during the license period. You will be required to remove NVivo from your home machine immediately upon expiration of the licensed period or earlier if your employment/association with the University of South Australia ends.

Note: You will need to apply for a NVivo product licence separately if your UniSA owned “on campus” PC or home PC is not already licensed to use NVivo.

#### Please initial each statement:

I have applied for a licence by completing page 1 of this application form OR I have a current licence for NVivo for either my UniSA “on campus” computer or my privately owned computer. ....

I will read and abide by the licence agreement(s) associated with NVivo. ....

I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the license period (b) the end of my employment/association with the University of South Australia. ....

I understand that I am not licensed to use the Software for personal purposes, it is only to be used for teaching, administrative and non commercial research purposes. ....

I understand that I am not permitted to make copies of, loan or distribute NVivo media or licence codes. ....

Applicant's Name (Please PRINT!)

Applicant's Signature

Date Signed