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|---------------------------|--------------------------------|---------------------------------|----------------|---|
| Category | IT Infrastructure and Services | Policy Number | SUP-ITS-703 |  جامعة زايد ZAYED UNIVERSITY |
| Distribution | External | Version | 1.2 | |
| Responsible Office | CAFO | Policy Owner | IT Department | |
| Date Approved | 16 June 2015 | Effective Date | 1 August 2015 | |
| Date Last Reviewed | 4 October 2020 | Due Date for Next Review | 4 October 2023 | |

POLICY

Equipment and Software Replacement

1. Purpose

The purpose of this policy is to ensure currency and relevance of all Zayed University-owned technology, equipment and software.

2. Scope of Application

This policy applies to all Zayed University academic and administrative units.

3. Policy

The university is committed to updating and renewing its IT infrastructure and equipment periodically as described in the related procedures.

4. Related Policies and Laws

SUP-CNP-101 Procurement and Warehouse Management

5. Administration

This policy is administered by the Information Technology Department.

6. Revision History

| Date | Revision |
|------------------|---|
| 19 February 2023 | Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from SUP-ITS-14 to SUP-ITS-703 |
| 4 October 2020 | Non- substantive changes approved by CAFO: <ul style="list-style-type: none"> • Updated Related Policies and Laws • Added Internal Distribution |
| 7 November 2019 | Updated the policy number to SUP-ITS-703 from ACA-INF-07. |
| 7 December 2017 | Non-substantive changes approved by the Vice-President. |
| 16 June 2015 | New policy required by CAA approved by University Council. |