

SCHOOL OF INFORMATION TECHNOLOGY

GUIDELINES

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| Title | Accessibility of the School of Information Technology's Data Science Laboratory (9-4-04) for teaching and learning activities by academic staff of Monash University Malaysia |
| Effective Date | 1st May 2019 |
| Scope | This policy applies to all academic staff of Monash University Malaysia |
| Purpose | A consistent framework on the usage of the Data Science Laboratory by both the academic staff from the School of Information Technology and from other Schools in Monash University Malaysia. |

PREFACE

1. The Data Science Laboratory, which is located at Building 9, Level 4, Lab 04 (i.e., 9-4-04) was established in January 2019 to facilitate teaching and learning activities for data science and big data related units for the School of Information Technology.
2. This laboratory is a computer based facility with a focused towards data science related tools and software applications. As such, each computer in this laboratory is installed with an Ubuntu Linux only operating system. Within this operating system, the following applications are installed to facilitate data science and big data related teaching and learning activities:
 - i. TensorFlow
 - ii. PyTorch
 - iii. Keras
 - iv. R Studio
 - v. Anaconda with Jupyter Notebook
 - vi. MATLAB for Linux
 - vii. GCC/G++
 - viii. MongoDB
 - ix. Oracle SQL Developer Client
 - x. Node.js
 - xi. Open MPI
 - xii. Eclipse for JAVA
 - xiii. Apache Spark & Kafka
3. The School prioritizes scheduling data science and big data related units at this lab during the course of a semester. Nevertheless, if a time slot is available, academic staff from the School of Information Technology or any other School in Monash University Malaysia are eligible to apply to use this laboratory for teaching and learning activities.

POLICY RULES

1. An academic staff who intends to use the Data Science Laboratory for teaching and learning activities is required to submit an online request form as per the following link: <https://forms.gle/zR8L1rKDSaDKT5D48>
2. The aforementioned online form requires the following information:

- a. Requesting staff name, ID, email & affiliated school
 - b. Unit name & code to be taught at the laboratory
 - c. Start and end date of the laboratory usage.
 - d. Number of days within a week and specific days of the lab usage.
 - e. Duration (i.e., hours) per laboratory session within a day.
 - f. Class or session size (i.e., maximum number of students per session).
 - g. Justification in using the laboratory.
 - h. Existing software tools and application to be used at the laboratory.
 - i. List of additional software tools or application required to be installed in the laboratory computers. Note: These additional software tools and applications must be compatible with an Ubuntu Linux operating system. This laboratory does not facilitate the usage of non-Linux operating systems.
3. The submitted online form will be evaluated by the following School staff:
- a. Resources and Operations Manager, School of Information Technology
 - i. To verify details of the requesting staff.
 - ii. To verify the availability of the data science laboratory as per the requested date/s, day/s, time and class size.
 - b. Lab Manager, School of Information Technology
 - i. To verify the availability of the software tools or applications to be used at the laboratory.
 - c. Data Science coordinator
 - i. To review and verify the justification of laboratory usage
4. Outcome of each application will be communicated through email:
- a. If access to the laboratory is granted, the School's resource and operations manager will do the following:
 - i. Inform the School timetable committee to include details of the approved unit to be taught at the data science laboratory into the University's timetable system.
 - ii. Inform campus security to provide digital access rights to the requesting staff. The access rights will expire once the requested and/or granted period has elapsed.
 - iii. Provide lab usage guidelines to the academic staff.
 - b. If access to the laboratory is declined, a reason will be provided in the email to the requesting academic staff.

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| Responsibility for Implementation | <ul style="list-style-type: none"> 1) Resources and Operations Manager, School of Information Technology 2) Lab Manager, School of Information Technology 3) Data Science Coordinator, School of Information Technology. |
| Version | 1.0 |