

University of Sheffield owned equipment taken off campus by students and staff.

Laptops, iPads and tablets

It is expected that the equipment loaned to you will be used responsibly and with due care whilst in your possession.

Laptops, iPads and tablets must not be:

- Left unattended in an unlocked location
- Left unattended in plain view (locked or unlocked)
- Exposed to the risk of liquids or substances
- Left in direct sunlight
- Handled without due care
- Lent to another person without the relevant authority
- Altered in physical appearance. E.g. by stickers or writing

Cover in the UK

University owned laptops, iPads and tablets are covered on our computer insurance policy for theft and accidental damage whilst situated or in transit by University of staff or students anywhere in the UK subject to terms and conditions.

The policy excess for any one claim is £1,000. Please discuss with your department who will be responsible for this excess in the event of any claim.

Travel outside of the UK

University owned laptops, iPads and tablets taken overseas not on University business **will not be covered** by our insurance policies. Please discuss the implications of this with your department.

University owned laptops, iPads and tablets taken overseas or in the UK where there is an overnight stay on University business can be covered on the travel insurance policy for accidental damage and theft up to a maximum total claim value of £3,000.

Please ensure that you complete the travel insurance form on our webpages for any overseas travel <https://finance.shef.ac.uk/insurance/> to ensure that cover is in place.

Laptops, iPads and tablets must be:

- Carried as hand luggage
- Kept out of sight when not in use
- Handled with care and packaged suitably whilst travelling

As long as your trip is less than 6 months in duration there will be no policy excess on this section of the travel policy.

General contents including scientific, photographic, audio-visual and similar equipment

University equipment is insured on campus and temporarily off campus worldwide for theft and accidental damage.

This is subject to taking all reasonable precautions to prevent or minimise damage or loss.

Equipment taken off campus in the UK or overseas must not be:

- Left unattended in an unlocked location
- Left unattended in plain view (locked or unlocked – including vehicles)
- Exposed to the risk of liquids or substances
- Left in direct sunlight
- Handled without due care
- Lent to another person without the relevant authority
- Altered in physical appearance. E.g. by stickers or writing

Cover is automatically in place for the following:

- a) Deeds and other documents, manuscripts, plans and writings of every description and books but excluding computer system records up to a maximum value of £50,000 any one item
- b) Photographic, scientific, audio-visual and similar equipment up to a maximum value of £250,000 any one trip and up to £50,000 any one item
- c) Other contents but excluding stock or goods in process of manufacture subject to a maximum value of £250,000

If insurance cover is required for any items over these amounts please contact the insurance office with details of the replacement values, dates taken off campus, the security and transport arrangements.

If equipment is being left overnight at a venue please ensure that they have appropriate security in place. For example, CCTV, alarms and patrols.

The policy excess for general contents is £5,000 and this is per claim. Please discuss with your department who will be responsible for this excess in the event of any claim.

Equipment carried in aircraft

Please note property taken aboard aircraft must be carried as hand luggage. If this is not possible please confirm with the airline that they will insure the equipment whilst in the hold.

Equipment in transit

If the university owned equipment is being transported by University staff then automatic cover will be in place subject to the above maximum values.

If items are being sent by courier then they should be covered by the couriers insurance whilst in their custody and control. Should there be any problems with this please contact the insurance section to see if our insurance can be extended for items over £5,000 - Departments will be responsible for any additional premiums if this is arranged.

Please note that items carried in aircraft by individuals over £3,000 must be carried as hand luggage. If this is not possible, please check that the airline will cover the equipment.

For any clarifications or queries please contact insurance@sheffield.ac.uk