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# University College Cork

## Requesting Additional Network Points

### Version 1

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This document outlines the policies and standards relating to the development of the network. It also details the procedure for requesting additional network points.

**Document Location**

<http://www.ucc.ie/en/it-policies/procedures>

**Revision History**

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<b>Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Changes marked</b>

**Approval**

This document requires the following approvals:

<b>Name</b>	<b>Title</b>	<b>Date</b>

This procedure will be reviewed on a periodic basis

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# Network Projects

## Policies and Funding

This document outlines the policies and standards relating to the development of the network. It also details the procedure for requesting additional network points. At present, in the absence of such a procedure, requests for network points are sent to different offices in UCC. As a result, there can be much confusion regarding the status of requests. Under this procedure users will send all requests directly to IT Services. IT Services will allocate some funds on an annual basis to finance minor projects such as these. It will assess each project, provide guidance for the users and provide overall co-ordination.

This procedure will facilitate users by ensuring that requests for network points are processed more efficiently and that delays in completing projects will be minimised.

## Standards

IT Services is responsible for the design and management of the data network in UCC.

1. When connecting equipment to the network, users must comply with the Standards for Connecting Equipment to the UCC Network.
2. All networking projects in UCC must comply with IT Services's Cabling Standards.
3. For the development of the network, IT Services maintains technical design principles and parameters which it reviews regularly and which it will make available to any users who request them.

## Procedure for Requesting Additional Network Points

1. IT Services maintains an annual budget for 'minor works'.
2. Any requests for networking should come through IT Services in the first instance.
3. The proposal will be examined to see if it is feasible, reasonable and necessary.
4. IT Services will cost the networking elements and get costs and timescales for the remaining elements from Buildings & Estates.
5. If IT Services has the budget to complete the job; if the job is required to bring the relevant area up to our minimum standard and if it is feasible, then it will schedule the job immediately and inform the user of the completion date.
6. If IT Services does not have the money in its budget, then the user will be given the option of making up the shortfall or waiting to see if the necessary resources become available at a later stage.
7. No cable retrofitting or network infrastructure upgrades will be funded by IT Services for a period of 2 years after the construction or major refurbishment of a building.
8. The user will be asked to fund any enhancement over and above our minimum standard. However, an exception may be made if it is considered that the enhancement is of benefit to the overall campus network infrastructure.
9. Apart from work funded by the user, any building or electrical work directly necessitated by the data network, will be funded by IT Services. Any other work, including additional electrical outlets etc. will be a matter for the user and Buildings & Estates.
10. The user will be kept informed of progress on a regular basis.

11. Full information on the procedure to be followed for requesting additional network points or other network enhancements, including contact email addresses, will be available on the website.
12. Network Projects

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