Software Application Policy

IT Services provide a number of Software Application Services, which allow UCD staff and students to:

Use software in our labs for teaching and learning purposes
Use software on mobile devices for learning purposes via Software for U
Download software to run on local devices, license permitting
Purchase software at academic pricing negotiated by IT Services

In support these services IT Services manages a catalogue of software that is used primarily for undergraduate teaching for a significant number of students across multiple courses and programmes. This criteria also applies to the funding of new requests & renewals of existing software in the catalogue.

While IT Services licenses, installs and maintains applications, we are not in a position to offer in-depth support in the use of these applications.

To apply to get software added to the catalogue, academics should consult with their College IT Committee so they are aware of the software requirement and then complete the software request form which is available on the IT Service website. Requests will be evaluated against the criteria above and the academic may be requested to fund the purchase of the software, in whole or in part.

Software application request/renewal timelines:
Apr 30 – Deadline for software requests for Semester 1
May – Review of software requests for Semester 1
June/July – Install/packaging of software requests for Semester 1
August – Test of software requests for Semester 1
Sep 30 – Deadline for software requests for Semester 2
Oct – Review of software requests for Semester 2
Nov/Dec – Install/packaging of software requests for Semester 2
Jan – Test of software requests for Semester 2

Where software applications have significant usage, budget permitting IT Services will endeavor to maintain the software application at the latest version and/or the previous version. The update of these applications will happen during the June/July and Nov/Dec time periods. IT Services cannot maintain beyond the latest version minus one.

Existing software usage will be reviewed on a regular basis and software that does not have significant usage will be retired. The same criteria will be applied to the distribution of free software, as there is a significant management overhead for IT Services in the packaging and delivery of the software through our software delivery system – Software for U.

Software retirement timelines:
June/July/August – Application usage review for previous academic year
September – Communication (via email and website) to academics of proposal to retire low usage applications
January – Removal of low usage applications from catalogue