

Monash University Procedure

Procedure Title	Domain Names Procedures
Parent Policy	Information Technology Acceptable Use Policy
Date Effective	01 August 2017
Review Date	01-August-2020
Procedure Owner	Chief Information Officer
Category	Operational
Version Number	2.2
Content Enquiries	IT Service Desk - http://monash.edu/esolutions/contact/
Scope	Monash University Australia All Monash Associated Entities All staff and students
Purpose	These procedures provide for the management of domain names at Monash University, the process for applying for new domain names, and the naming standards that apply.
PROCEDURE STATEMENT	

Domain Name Authorities issue Domain Names because Domain Names have important implications for communications and marketing on the Internet. Names that Monash seeks and uses are administered by several different naming authorities. Some Monash requests might be refused and some names may already be in use.

Monash University operates through a range of domain name levels **with the overarching Monash web architecture of the form *monash.edu/theme***. Monash will register a range of similar domain names and enable their use to maintain a common and accessible user experience e.g. *monash.edu/law* and *law.monash.edu* and *law.monash.edu.au*. The University is also the registrant of a global top level domain *.monash* which is a closed top-level domain name acquired in 2014 for the sole and exclusive use of Monash University in its education and research activities.

1. Domain Name Management

- 1.1. Domain Names and email names are to conform to the Monash University Domain Name Plan, as articulated by these procedures. The eSolutions Division will provide the Domain Name Service (DNS) hosting facility for all Domain Names covered by this procedure. Domain Name applications and management expenses that are within the scope of this procedure may be charged for cost recovery purposes by the CIO or delegate.

2. Monash Top Level Global Domain

- 2.1. Monash University is the registrant and registry operator of a top level global domain *.monash* which is a closed domain for the exclusive use of the University. The *.monash* domain will be restricted in its use and is not the standard architecture for the broader University web presence which is *.monash.edu*.

Applications for Domain Names in *.monash* are subject to the same process outlined in Section 3.

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3. Applying for Domain Names

- 3.1. Applications for Domain Names may be made to eSolutions through Service Desk Online, or Campus IT Director (for campuses outside of Australia).
- 3.2. Application options for external and internal domain names, and for internal host sub-domain names. Applications should be made by the Faculty Manager/campus equivalent/organisation senior officer and authorisation is required by the Dean/Division or Campus Head.
- 3.3. Specific exceptions to this procedure will be considered upon application through the above process to the CIO.

4. General Guidelines for Authorised Domain Names

- 4.1. Monash will register:
 - Collaborative Research Centres;
 - Joint Monash/Enterprise Organisations;
 - University Publications;
 - Conferences with Monash Association (on annual basis);
 - Major Projects; and
 - Specific bodies/groups working under funding arrangements.
- 4.2. Monash will host:
 - Anything with registration authorisation issued by Monash University.

5. Monash Domain Names Plan

- 5.1. Monash Naming Principles
 - **Global name:** Monash University may register a global domain name in line with convention for multi-national organisations. This domain name is the primary and universal umbrella domain name for the University.
 - **Local country name:** In each country in which Monash University operates, Monash may also register a domain name consistent with local convention in that country.
 - **Org-unit, theme or function:** Monash domain names are organised by an org-unit, theme or function /suffix, which is generally the faculty, division or equivalent top-level group name, theme or function.
 - **Specific purpose:** Specific-purpose domain names that are not based on the ...*monash.edu*... form are allowed for and controlled by the Monash Domain Names Policy and Procedures.
- 5.2. Domain Name suffixes
 - **Global form:** *The global form of all Monash domain names including email addresses shall be of the form:*
....monash.edu
 - **Local form:** The local form of a Monash domain name in a specific country shall be of the form:
....monash{.<industry>}.<country>
- 5.3. Physical device names
Physical devices registered for use on the Monash network shall have names of the form:

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hostname.orgunit.suffix-part

where:

suffix-part must be the local country form because a device is registered in a specific country.

Examples

myPC.orgunit.monash.edu.au

5.4. World Wide Web (www) Uniform Resource Locator (url) names

Web URL addresses conform to [IETF RFC 1738](#).

Monash web pages and web applications shall have URL names of the following form and shall comprise the allowed characters "0~9", "a~z" and "-" plus the special reserved field delimiter characters ":", "/" and *period* "." and there must be no embedded spaces or other special characters such as "%", "@" or *underscore* "_".

http{s}://{www.}suffix-part{/org-unit or function}

where:

- www. field is increasingly optional in current usage.
- *suffix-part* includes both the global and local country forms defined above, i.e. entering the country extension is optional for the end-user for globally applicable content.
- *Org-unit, theme or function* (where present) is generally a faculty, division or equivalent top-level group name, or occasionally a service or function name.

Where the web page or application requires secure (https) access, entering the "s" extension is optional for the end-user, i.e. the http form shall automatically redirect to the https address.

Examples:

Web Address	Landing Page
<u>monash.edu</u>	Monash home page
<u>my.monash.edu</u>	my.monash portal home page
<u>monash.edu/arts</u>	Faculty of Arts landing page
<u>monash.edu/Berwick</u>	Berwick campus promotional landing page
<u>monash.edu/about</u>	a function area immediately under the Monash home page

5.4.1. Consistency of Monash web presence

It is appropriate to have standards across the Monash web presence, however because of the size of the Monash web presence there will be instances of inconsistency with these standards. Monash web addressing may be in a state of flux and transition to the standards, and there may be instances where the standards have not yet been applied. The application process for new domain name requests will determine the most suitable url in keeping with the standards and the business requirements of the request.

5.4.2. Use of 'www' prefix

Where 'www' is used as a domain suffix, this version shall redirect to the shorter version without the 'www'. For example:

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Original address containing 'www'	redirects to
www.monash.edu	monash.edu
www.orgunit.monash.edu	orgunit.monash.edu
www.servicename.monash.edu	servicename.monash.edu
www.XYZ.monash.org	XYZ.monash.org

5.4.3. Top-level Monash URLs

Top level folders on the main Monash website (monash.edu) are reserved for significant University functions and initiatives. Requests for top level folders should be made to the Executive Director Marketing via an email to webmaster@monash.edu.au

Web address equivalences - global Monash versus local country addresses

The web service address is managed as appropriate for the specific content (i.e. as selected by the content developer):

- Universal:** Web page or application is common to and identical in all *countries*:
 The global form is the actual service address; all local country addresses exist and automatically redirect to the global form address.
- Customized:** Web page or application exists in all countries but content is customized in each country:
 The local country forms are the actual addresses. The global form exists and presents the user with common information together with a mechanism to navigate to the relevant local country page. The relevant content developer/s (as listed in the "maintained by" field in the page footer) are responsible for ensuring that the navigation mechanism from the global form page exists and is kept up to date.
- Local:** Web page or application is specific to one country only. The local country form is the actual address. The global form of the address does not exist.
 Where web page authenticity is protected by digital certificates, any required redirects must occur without generating a certificate error, i.e. digital certificates (and similar authorizations) must cover both the global and relevant local country forms and the certificates must be browser-recognised for all services available to end-users.

5.4.4. Folder and file-naming in URLs

Web folders and filenames shall be named logically and consistently so that URLs read as a sensible string and may be guessed in simple cases.

Folders and filenames must be in all lower-case and may only contain alphanumerics and *hyphens*. URLs must not contain *underscores*, *percent signs*, *at signs*, *spaces* or other special characters. For example:

<u>Correct URL</u>	<u>Incorrect URL</u>
monash.edu/pubs/handbooks	monash.edu/pubs/Handbooks
monash.edu/research/sustainability-institute	monash.edu/research/sustainability_institute
adm.monash.edu/workplace-policy	adm.monash.edu/workplace%20policy

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Responsibility for implementation	Chief Information Officer (CIO)
Status	Revised
Approval Body	<p>Name: Chief Information Officer</p> <p>Meeting: N/A</p> <p>Date: 01 – August - 2017</p> <p>Agenda item: N/A</p> <p>Author: Cesar Guzman – IT Security and Risk Consultant.</p>
Definitions	<p>CIO: Chief Information Officer</p> <p>DNS: Domain Name Service</p> <p>HDR: Higher Degree by Research student</p> <p>IETF: Internet Engineering Task Force</p> <p>RFC: Request For Comments (IETF standard specification)</p> <p>URL: Uniform Resource Locator (WWW address)</p> <p>WWW: Word Wide Web</p> <p>Domain Name Request: a process to register an address on the internet (domain name), usually a web site. A domain name is a unique name and must be registered with an external domain name registry with associated administration and costs.</p> <p>Domain Name Levels: the Domain Naming System (DNS) is a global hierarchical system for naming devices and services on the Internet. The top- level domain (TLD, or parent domain) is at the highest level and resides to the far right of a domain name. Levels of domains are separated by periods ("dots"). A second-level domain is a domain that is directly below a top-level domain. Second-level domains commonly refer to the organisation that registered the domain name with a domain name registrar. For example, in monash.edu, 'monash' is the second-level domain of the '.edu' top-level domain.</p> <p>Associated Entity: includes all organisations that have a direct and formal association with Monash University Australia including organisations within Australia or in other countries. These may include joint venture partners, wholly owned subsidiaries or entities in which the University holds an interest of any kind such a shareholding interest or membership interest.</p>
Legislation Mandating Compliance	Not Applicable
Related Policies	Not Applicable
Related Documents	Monash Top Level Global Domain – for information and contractual obligations on .monash top level domain, see www.nic.monash