Domain Name System Policy and Guidelines

(Approved by the Management Board at the 152nd meeting held on 28 November 2005)

PDF version

The Policy

The Policy on the Registration and Use of University Domain Names was approved by the Management Board at the 152nd meeting held on 28 November 2005, and below is the decision made:

Policy on the Registration and Use of University Domain Names

University domain names and sub-domain names are, like the name of the University, institutional assets and their use should be properly authorized and protected according to University rules and regulations. The Board therefore approved a registration and support system for University departments and units, and other organizations that have close ties with the University, to establish proper contact with the University in the use of internal and external University domain names. The Computing Services Centre (CSC) will be the central authority for all internal and external University domain names, including the allocation of internal domain names and the registration of external University domain names for departments. Prior approval from the Finance Office (FO) and the CSC will also be required for any outsourced service that can be accessed through a University domain or sub-domain name, but hosted by an external party.

Sub-domain Name Registration, Change and Removal

The following three application forms are devised for managing the University's domain names:

1. **Application Form for a New Domain Name** (download)

   This form is used to apply for a new domain name or to register an existing domain name already in use with the CSC.

   The following situations will require a domain name registration with the CSC:
   - Using the University's funding to subscribe an external domain name (that is, domain name that does not belong to ".cityu.edu.hk" regardless whether it is or will be hosted by a domain name server at the University, a department, or an external party);
   - Using the University's funding to subscribe to an Internet service offered by an external party and accessible through any domain name;
   - Using the University resources (manpower, network bandwidth, equipment, funding, etc.) to host an Internet service accessible through an external domain name;
   - Any new sub-domain name to be created immediately under cityu.edu.hk such as <department name>.cityu.edu.hk, or name of a University-wide service such as <service>.cityu.edu.hk
   - Any new sub-domain name to be hosted by the CSC managed domain name server on behalf of a department such as <nodename or service name>.<department name>.cityu.edu.hk, or
   - Any department/unit/office of or any member of the University (staff, students, alumni, etc.) provides an Internet service accessible through any domain name and without using any University resources but involves the University's business, reputation, image etc.

   If the application is approved, the domain name concerned and/or the Internet service pointed by it will automatically be registered with the CSC. All University domain names by default will be served by the University DNS server maintained by the CSC. Depending on situation, external domains may be served by the University DNS servers or served by external DNS servers.

   Please note that the FO will not make reimbursement or process purchase order for the subscription or

renewal of any domain name and/or the service pointed by it which has not been approved through the above process, so it is advisable that departments or authorized staff should not make any advance payment in any form for these subscriptions or renewal services without prior approval.

2. **Notification Form for Removing an Existing Domain Name** (download)

   This notification form is used to notifiy the CSC of the removal of an existing domain name that was previously registered by the applicant with the CSC but no longer required.

3. **Application Form for Modifying the Hosting of an Existing Domain Name** (download)

   This application form is used to modify the name of the computer and/or of the company, previously registered by the applicant with CSC, that currently hosts the domain name or hosts the service(s) pointed by it.

The forms are downloadable from the CSC home page (from http://www.cityu.edu.hk/csc, choose 'Help & Support' menu and then select 'CSC e-forms'). Users may contact the CSC about domain name administration issues by sending Email to cc@cityu.edu.hk or contact the Help Desk at any time.

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A List of Domain Name Registered by the City University of Hong Kong

cityu.hk

cityuniversity.hk

cityu.edu.hk

cityuniversity.edu.hk

香港城市大学.中国

香港城市大学.cn

香港城大.教育.HK

香港城市大學.教育.HK

cityu.edu.cn

香港城大.HK

城大.教育.HK

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The Guidelines

Staff can refer to the following guidelines for further details:

(1) CSC's Roles and Responsibilities on University's Domain Names

(2) Guidelines on Sub-Domain Name Allocation and Approval

(3) Guidelines on Naming of Sub-Domain Name

(4) Guidelines on the Sub-Domain Name Structure within the cityu.edu.hk Domain

(5) Guidelines on the Domain Names Outside the cityu.edu.hk Domain

(6) References

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CSC's Roles and Responsibilities on University's Domain Names

The CSC was commissioned by the Management Board with the responsibility of managing the Domain Names of the University. In its capacity as administrator, the CSC will (1) register, allocate, arbitrate and maintain the domain name space, (2) check, on application, the uniqueness of domain names, and (3) when necessary, delegate the responsibility for sub-domain(s) to departments or units within the University. However, the final authority on the ultimate decision, including any dispute resolution, on domain name matters will rest with the Chief Information Officer (CIO).

The CSC will also administer the domain 'name space' in accordance with the following principles:

1. To maintain and safeguard the image of the University by properly allocating and monitoring the uses of its domain names.
2. To maintain a consistent naming convention on domain names so that the public can easily identify the University with its domain names and related services.
3. To facilitate the use of domain name and to ensure a fair allocation of domain names with an aim to minimizing the disputes that may arise.
4. In order not to disrupt the current services and operations, the domain names that have been adopted by departments or units for some time before this policy takes effect will be preserved as much as possible unless conflict arises.

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Guidelines on Sub-Domain Name Allocation and Approval

1. The CSC has the authority to create, approve or modify the sub-domains within the "cityu.edu.hk" domain and the responsibility of managing them. The CSC may reject a name if it is considered inappropriate or if it may cause confusion about the real nature or purpose of a service it represents or conveys. Users may appeal to the CIO, whose decision shall be final, for requests that are rejected by the CSC.
2. The allocation of sub-domain names will usually be on a first-come-first-served basis. Should there be a dispute (e.g. two units applying for the same sub-domain name) that is not likely to be readily resolved by the CSC, the disputants must try to resolve it themselves. If this cannot be achieved, the dispute will be referred to the CIO, whose decision shall be final.
3. If the justification for a sub-domain name alters, the CSC will review the assignment of the name accordingly. For example, if a department is split and the previous department name is not officially recognized any more, the assignment of the domain name will be reconsidered. Failure to respond to CSC's inquiry arising from such reconsideration for two months may result in the termination of the assignment of the name. Prior notice will be given to the name owner, if possible.
4. The CSC may recover unused or seemingly unused domain names, possibly for reallocating to another organization within the University community when it applies. The CSC will endearvour to identify the organization responsible for such lapsed names, before withdrawal or reallocation.

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Guidelines on Naming of Sub-Domain Name

1. Current hostnames or sub-domains registered under cityu.edu.hk will be reviewed to ensure their compliance if they do not comply with this policy, such as the conditions for exceptions mentioned below, or to offer them "grandfathered" status, if that is the most appropriate.
2. Trademarked and copyrighted terms, offensive (or potentially offensive) names that are unpleasant or obscene, or names adopted to twist their purposes etc. will be disallowed. Names should not damage the reputation of the University. Similarly, sub-domains administrators delegated by the CSC are expected to avoid such names from being used.
3. Within the cityu.edu.hk domain, when an exception is given to a sub-domain (or the service it represents), it will be assigned both an alias and a standard name if such a standard name is feasible to exist. For the former, users may use network tools to decide on the organisation to which non-standard sub-domain name/service name is affiliated as in the alias the affiliated organisation most likely does not appear.
4. The naming structure is meant to follow the organizational affiliation. As a set of standard abbreviations for Units, Departments, Faculties and Schools are already in use, wherever possible, the organizations as denoted by domain names will adopt these University naming and abbreviation as consistently as possible. However, in situations where some other initials, abbreviations, shorthand or full names preferred already exist, the alternative names may be permitted (through the use of aliases the consistency may still be achieved).

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Guidelines on the Sub-Domain Name Structure within the cityu.edu.hk Domain

1. The principal domain name for the University is a second level domain "cityu.edu.hk". The CSC will approve and administer sub-domain names at the level of "xxx.cityu.edu.hk" and "xxx.yyy.cityu.edu.hk" and it will allocate sub-domain names only to formally recognized organizations within the University but not to individuals.
2. Names in the "cityu.edu.hk" root space, i.e. "<service>.cityu.edu.hk" are restricted and limited to those representing a University-wide service. Departments wishing to register in the root space must prove that the submission is for a University-wide service.
3. Domain names that denote core services provided by an organization as part of its official functions or the mission of the University must be registered under the sub-domain assigned to the organization in the standard form of "<service>.<organization>.cityu.edu.hk". As regards organization, it may denote any school, faculty, division, department, formal discipline group, centre or other discrete unit of the University. "<Organization>"should reflect the name of the organization and "<service>" the service to which it is assigned.
4. Similar to the service of an organization, sub-units of an organization should normally assume the sub-domain names in the standard form of "<subunit>.<organization>.cityu.edu.hk". For University-wide services mentioned above or for subunit which has a clearly defined and well-established existence, non-standard form of domain names may be considered only when sufficient justification and support of the Head of the organization are provided,.
5. Except for "<organization>" and "<subunit>", domain names should not try to reflect the University structure as changing and modifying domain names to reflect such alterations can be difficult.
6. For University affiliates and auxiliary units (e.g., the Student Union, the University Bookstore, alumni associations etc.), the service provided by them may be registered under the University domain (xxx.city.edu.hk) or outside of the university domain following the guidelines laid out in the next section.
7. Student organizations related to the Student Union which would like to have domain names of their own should only be assigned with names that are subordinate to the Student Union in the standard form of "<student-org>.su.cityu.edu.hk".
8. Student organizations not related to the Student Union should be endorsed by the pertinent Faculty, and they should obtain CSC's approval for the name and for the hosting arrangements.
9. Prior approval from the server owner must be acquired if it is desirable to register a domain name for that server not under the control of the applicant.

10. For open days, conferences, or other important University activities, temporary domain names may be assigned, and they must be renewed (if desired) once a year.
11. Organizations which intend to run servers with domain names under their organization's name space must register with the CSC and allow the central DNS to act as a "secondary" server. They must inform the CSC the name of (and any subsequent change of) the server administrator.
12. Websites or services which are totally outside the University IP address space (e.g. hosted by an external ISP) must not bear University sub-domain names without the prior approval from the CIO.

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Guidelines on the Domain Names Outside the cityu.edu.hk Domain

1. The University may allow domain names outside cityu.edu.hk if all of the following conditions are met:

    a. The name suggested will be made use of by many people from various organizations outside the University.

    b. The name suggested is unlikely to be mixed up with that of a unit or a department in the University.

    c. The name suggested represents a project or an organization, whether a commercial one or not, that is not expressly part of a University official function or mission.

    d. The name suggested is for a project with external funding.

    e. The name suggested should consist of primary or secondary name service provided by cityu.edu.hk hosts.

2. Names outside of the University domain may also be permitted if supported by University-related organizations. For example, the University can provide web service and DNS to other parties for a collaboration centre of which the University is an active member. Such parties include non-profit, non-commercial academic agencies, commercial entities, or programs affiliated with the University that match with the University's mission of education, research, and outreach.
3. Any party intending to register an external domain name must acquire the prior approval from the CSC via application with clear justification. All external domain name proposals must be endorsed by the head of the organization. The CSC will, at its discretion, approve or disapprove it. When necessary, the CSC may pass the application to the CIO or the University central administration for approval.
4. Organizations on campus requesting external domains are responsible for providing host resources for subsequent associated hostnames.
5. For all services listed outside the cityu.edu.hk domain, they must acquire their own IP address space. Before requesting the domain name or configuring services related to the domain name or IP address space, the network administrator must discuss with the CSC concerning the associated issue on domain name service and IP routing.
6. Similarly, prior approval from the CSC must be obtained for organizations intending to register domain names in the format of "xxx.cityu.edu.hk" but with an IP address not administered by the University.
7. Since the University is a government funded education institution, unless the commercial status and affiliation have been authorized by the relevant University organization delegated with such authority, commercial or commerce-related sites will NOT be served by the University DNS servers.
8. Websites or services hosted externally may contain official University content only in the following three cases:

    a. if the site is owned by an organization in which the University has a direct interest (e.g. Cooperative Research Centre) and the University has explicitly agreed to making such content available for use by the site;
    b. if the organization or entity is legally a unit of the University, and the use of the University content complies with all relevant University policies and controls (including domain

naming and ownership, Website requirements, etc.), or

c. if the site is copying content found on the University website(s) with the prior approval from the relevant University content custodian.

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References

References are made to the following guidelines or websites when the above guidelines are compiled:

1. Domain Names: More Than Just IT, by Kent Wada and Michael Stone, Educause Quarterly, No. 4 2002
2. UCLA Policy 411: Registration and Use of UCLA Domain Names (Mar 29, 2004) http://www.adminvc.ucla.edu/appm/public/app_0411_0.pdf
3. Domain Name Dispute Resolution Policies - http://www.icann.org/udrp/
4. The Domain Name Handbook, High Stakes and Strategies in Cyberspace by Ellen Rony and Peter Rony - http://www.domainhandbook.com/
5. Domain Name Policy References
   - The University of Iowa - https://itsecurity.uiowa.edu/domain-name-policy
   - The University of Western Australia - http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07/57
   - University of Arkansas -https://its.uark.edu/about/policies/dns-policy.php
   - University of Florida - https://it.ufl.edu/policies/web-related/domain-name-policy/

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