

Campus Domain Assignment Policy

Approved by the Institute of Information Base on February 3, 2009
Partially amended on March 26, 2015

We respond below to the request for the assignment of subdomain names of TUT.AC.JP, which is a name of the top-level domain of Toyohashi University of Technology based on the following policy.

[Policy for assigning fourth-level domains]

A fourth-level domain name (string.TUT.AC.JP) is assigned by the following standards based on application.

- For the following campus organizations, domains are assigned by the approval of the Network Division Manager.
 - (1) Research organizations (departments/Institute of Liberal Arts and Science)
 - (2) Institutes
 - (3) Joint Use Facilities for Education and Research
 - (4) University library
 - (5) Offices
 - (6) Head office
 - (7) Administration Bureau
- For campus-wide organizations, such as cross-campus projects, a domain is assigned by the approval of both the Director of the Center and Network Division Manager.
- For organizations to which the above conditions are not applicable, approval of the committee of the Institute of Information Base is required.

[Change in use of fourth-level domains]

In case of changing the purpose of use of a domain, a person in charge of the domain must apply for the change to the Network Division Manager. The authorizer of the change shall conform to the policy for assigning fourth-level domains.

[Duties of fourth-level domains]

- Operational policy including the policy for assigning fifth-level domains and authorizers must be decided in advance by a campus organization to which a fourth-level domain is assigned.
- Standards regarding the assignment of sixth- or lower-level subdomains must be created by a campus organization to which a fourth-level domain is assigned.
- Continuation of the use of a domain must be applied for once a year.
- All duties of all domains must be observed.

[Policy (guideline) for assigning fifth- or lower-level domains]

Although assignment of a fifth-level domain name (string2.string1.TUT.AC.JP) is left to each organization, a campus-wide guideline regarding the assignment is as follows.

- For the following campus organizations, subdomains are assigned as requested. A user needs to apply to the person in charge of administering the fourth-level domain, and subdomains are assigned by approval of the campus organization to which the fourth-level domain is assigned.
 - Laboratories of each department
 - Business units of each center
 - Each section of the Administration Bureau
- In case of an assignment that does not follow the guideline, standards must be created on the judgment of a campus organization to which a fourth-level domain is assigned. In this case, standards that prohibit the assignment of fifth-level domains can be created.

[Duties of all domains]

- Each domain must have one person in charge of domain administration (full-time university teaching staff).

- The person in charge of the domain must pay attention to avoid creating names of domains or hosts that are offensive to public order and morals or antisocial.

[Standard regarding abolishment of domains]

- Domains that do not satisfy the assignment policy are promptly abolished.
- When a domain is abolished, a grace period of 12 months is allowed to secure accessibility of emails, etc.
- When the grace period for a fourth-level domain needs to be extended, the person in charge of the domain must apply to the Network Division Manager with the reason(s). The approver of the application shall conform to the policy for assigning fourth-level domains.
- For abolishing fifth- or lower-level domains, it is the responsibility of the person in charge of the fourth-level domain to decide the policy for abolishing such domains.

[Procedures for assigning fourth-level domains]

1. The person in charge of an organization that requests a domain name applies for the assignment to the Network Division Manager with the person in charge of operation and reason(s) for the assignment.
2. The Network Division Manager or the Director of the Information and Media Center approves the application by following the assignment policy. In case approval of the committee of the Institute of Information Base is required, it is given to the committee for consultation.
3. The administrator of an applicable DNS server then registers the name of the approved domain with the DNS server.
4. The organization begins using the domain.
5. The domain assignment is reported to the committee of the Institute of Information Base. When the assignment is consulted to the committee in advance, a report to the committee is not required.

[Checking the use of domains]

1. The Information and Media Center shall check the use of a domain with the person in charge of fourth-level domains once a year and shall confirm the presence of such person.
2. The person in charge of administering fourth-level domains submits a list of assigned domains that indicates the person in charge of each fifth- or lower-level domain.

[Related inquiries]

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