

21.2.3 Committee of Information Technology Organization
21.2.18 Board of Representatives

Operation policy for email addresses of tut.ac.jp and tut.jp domain

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Conventionally, there has been no policy about the operation of email addresses of the tut.ac.jp domain. However, they have been used for the email addresses of the President, Vice President, etc. With the obtainment of tut.jp domain, portal addresses are now ready to provide for all university teachers. Hence, we will define an operation policy for email addresses of the tut.ac.jp domain and tut.jp domain.

- Overall policy
 - A strict operation policy is adopted for email addresses of the tut.ac.jp domain, as they are official email addresses of the university.
 - For various requests about abbreviated addresses etc., email addresses of the tut.jp domain will be assigned.
- Operation policy for tut.ac.jp
 - Email addresses of the tut.ac.jp domain are assigned only when any of the following conditions is satisfied.
 1. Email addresses in the format of “name@tut.ac.jp” for staff members belonging to executives, such as President, Vice President and Executive Trustees
 - Basically, the local part is the surname of the staff member. However, a string that the staff member requests can be used as the local part.
 - The local part must be a string that is clearly identifiable as the person’s name.
 - Email forwarding service will be provided even after the retirement of the staff member. However, in case a problem in the operation (e.g., mail forwarding loop) occurs, the Information and Media Center will be able to decide to stop the email forwarding service.
 2. Email addresses corresponding to general services, roles and functions that are defined in RFC 2142 (e.g., postmaster@tut.ac.jp, webmaster@tut.ac.jp, etc.)
 3. Other email addresses that are approved by the Committee of Information Technology Organization
 - For the university teachers to whom the tut.ac.jp domain had previously been assigned, we will ask them to move to the tut.jp domain within a migration period (1 year) counted from the day of start of operation of the tut.jp domain.

■ Operation policy for tut.jp

- Email addresses of the tut.jp domain will be widely available as abbreviated addresses for university teachers.
- Email addresses in the format of “<a local part that a teacher requests>@tut.jp” will be assigned by following the rules below:
 - Email addresses will be assigned on a first-come-first-served basis. However, the following detailed rule will apply only at the start of operation.
 - One address will be assigned to one teacher.
 - In principle, the local part will not be able to be changed.
 - The local part must not offend public order and morality.
 - Email forwarding service will be provided even after the retirement of the teacher. However, in case a problem in the operation (e.g., mail forwarding loop) occurs, the Information and Media Center will be able to decide to stop the email forwarding service.
- Email addresses corresponding to general services, roles and functions that are defined in RFC 2142 will be reserved.
- Subdomains of tut.jp will be able to be created with the approval of Manager of Network.

■ Detailed rules associated with the start of operation of tut.jp

- As a result of approving the policy, the schedule to start operation of tut.jp is as follows:
 - Registration period: From July 1, 2009 to July 31, 2009
 - Adjustment period: From August 1, 2009 to August 31, 2009
 - Start of operation: September 1, 2009
- Applications for the assignment of email addresses that are submitted within the registration period will be processed as applications received on July 31 regardless of the actual date of submission.
- The adjustment period is for adjusting email addresses when assignment requests of the same email addresses are submitted by one or more teachers during the registration period.
 - When assignment of the same email address is requested by more than one teachers, the user will be chosen by lottery.
 - A teacher who fails to obtain their initially requested address will be able to request the assignment of another address.
 - No new requests of email address assignment will be accepted during the adjustment period.
- Email addresses will be assigned on a first-come-first-served basis after the start of operation.