

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 tut.ac.jp domain. However, they have been used for email addresses of 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 of email addresses of tut.ac.jp domain and tut.jp domain.

■ Overall policy

- Strict operation policy is adopted for email addresses of tut.ac.jp domain, as they are official email addresses of the university.
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■ Operation policy for tut.ac.jp

- Email addresses of tut.ac.jp domain are assigned only when any of the following conditions is satisfied.
 1. An 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, a local part is a surname of the staff member. However, a string that the staff member requests can be used as a local part.
 - ◇ A local part must be a string that is clearly identifiable as a person’s name.
 - ◇ Email forwarding service will be provided even after the retirement of the staff member. However, in case a trouble 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 Organization for Information Infrastructure.
- For the university teachers to whom tut.ac.jp domain has been assigned because of the operation, we will ask them to move the domain to tut.jp domain within a migration period (1 year) counted from the day to start the operation of tut.jp domain.

■ Operation policy for tut.jp

- Email addresses of 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.
 - One address will be assigned to one teacher.
 - In principle, a local part will not be able to be changed.
 - A 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 trouble 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 by the approval of Manager of Network.

■ Detail 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 the 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 actual dates of submission.
- 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 an initially requested address will be able to request the assignment of another address.
 - No new requests of email address assignment will not be received during the adjustment period.
- Email address will be assigned on a first-come-first-served basis after the start of the operation.