	Information Technology Policies Manual	Policy Number	IT-05
جامعة الإمارات العربية المتحدة United Arab Emirates University **UAEU**		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Domain Names	Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of this Policy	**1** of **1**

5. Domain Names

Overview

Defines policy and procedures governing requesting and assignment of domain names.

Scope

Applies to all Colleges and Departments that apply for domain and sub-domain name registration within the UAEU for websites or other use of the Internet and guards against improper use of other domain names.

Objective

The objective of this policy is to ensure that all UAEU information and Internet services operate under the uaeu.ac.ae domain name and not under other domain names.

Policy

1. The Internet domain name assigned to UAEU is uaeu.ac.ae. UAEU recognizes uaeu.ac.ae as its official domain name.

2. UAEU owns the uaeu.ac.ae domain and governs its use for the benefit of its academic, research, communication, and other activities and interests. UAEU has the right to protect the use of its name in all situations.

3. The integrity and reputation of UAEU rely on consistent and accurate content on the uaeu.ac.ae domain and on any websites that relate to, refer to, or could be perceived as representing UAEU.

4. UAEU Information Technology Services (UITS) manages the uaeu.ac.ae domain, coordinates naming for new domains, and manages website resources for the faculty, administrators, and students operating on behalf of UAEU or any of its units.

5. UITS has sole rights of discretion in the administration of the domain name, and may consult as appropriate with other interested parties.

6. There are three types of domain names:
   a) First-Level Domain Name   - uaeu.ac.ae
   b) Lower-Level Domain Names - library.uaeu.ac.ae
   c) External Domain Names   - www.ain.ae

Procedures of Policy No. (5) - Domain Names

Subdomain names serve practical and technical purposes by providing an "address" for the website. In addition, subdomain names serve as communication vehicles to convey the identity of the College or Department, indicating the nature or content of information the site offers to its visitors. The following procedures support and promote best practices concerning subdomain names that connect to, refer to, or represent UAEU.

1. First-Level Domain (uaeu.ac.ae)

UAEU owns first-level domain name: uaeu.ac.ae

2. Lower-Level Domains

a) Lower-level subdomains in the uaeu.ac.ae domain can be assigned to:
   (i) Enterprise services or applications (e.g. elearning.uaeu.ac.ae, webmail.uaeu.ac.ae, remedy.uaeu.ac.ae)
   (ii) Accepted standards by the Internet-at-large community (e.g. www.uaeu.ac.ae, ftp.uaeu.ac.ae, wiki.uaeu.ac.ae)
   (iii) Colleges (e.g. cit.uaeu.ac.ae, cbe.uaeu.ac.ae, cos.uaeu.ac.ae)
   (iv) Departments that provide services to the entire UAEU community and the external community (e.g. library.uaeu.ac.ae, cec.uaeu.ac.ae, multaqa.uaeu.ac.ae)
   (v) Server names which are part of an enterprise service (e.g. server1.uaeu.ac.ae and server2.uaeu.ac.ae, which are main web-hosting servers)
b) An exception of the above categories will be evaluated by UITS and proper approval obtained from the concerned management unit.
c) Conditions for valid subdomain names:
   (i) Use of the requested subdomain does not conflict with any UAEU Policy or practice.
   (ii) The requested subdomain is not likely to be ambiguous if used without unit identification.
   (iii) Use of the requested subdomain should not conflict with any UAEU interest, as determined by UITS.
   (iv) Domain names requested by the Colleges should be approved by the Dean.

3. External Domain Names

a) External domain names are those that do not end with uaeu.ac.ae domain. These domain names may be allowed if the proposed name will be used by many users from many different organizations outside UAEU (e.g. www.it-innovations.ae, www.ain.ae)
b) Conditions for valid external subdomain names:
   (i) The proposed name is not likely to be confused with the name of a UAEU department or unit.
   (ii) The proposed name signifies an organization or venture, commercial or non-commercial that is not explicitly part of UAEU.
   (iii) The placement of the proposed name outside the uaeu.ac.ae will be evaluated by UITS and proper approval obtained from concerned management.

	Information Technology Procedures Manual	Related Policy	IT-05
جامعة الإمارات العربية المتحدة United Arab Emirates University UAEU		Effective Date	01-Sep-2014
	Subject Domain Names	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
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4. General Rules for Valid Domain Names

a) Domain names may not contain dates for one-time events (Example: researchweek2011.uaeu.ac.ae will not be granted).

b) Domain names are limited to 20 characters before the ".uaeu.ac.ae".

c) Each domain name must use either abbreviations, acronyms or full words. Partial words are not permitted. (Example: lib.uaeu.ac.ae will not be granted; use a full name such as library.uaeu.ac.ae.)

d) Domain names must consist of numbers and/or letters and not punctuation marks. (Example: creativity-club.uaeu.ac.ae will not be granted.)

e) Domain names may not contain trademarked brand names. (Example: sunguard.uaeu.ac.ae will not be granted.)

f) Domain names that are clearly repetitive will not be granted. (Example: alumniof2002.uaeu.ac.ae is one of many similar names; a better alternative would be alumni.uaeu.ac.ae/2002.)

g) Sites for students' organizations will be assigned URLs beginning with studentorgs.uaeu.ac.ae and will not have individual domain names. (Example: studentorgs.uaeu.ac.ae/enviro.)

h) Conference websites will be assigned URLs beginning with conferences.uaeu.ac.ae and will not have individual domain names. (Example: conferences.uaeu.ac.ae/mathday.)

5. Requesting a Domain Name

To apply for a new domain name, check the services section on UITS web site. All domain name requests are reviewed by UITS.

6. Revocation of a Domain Name

a) Any subdomains registered under uaeu.ac.ae that do not conform to this policy will be reviewed. UAEU reserves the right to revoke any previously assigned subdomain name at any time if it conflicts with this Policy or other UAEU Policies, priorities or interests.

b) If a domain name is deemed to be in conflict with this Policy, UITS will send a Notice of Revocation to the owner of the subdomain name, who will have four weeks to conform to the requested changes.