

## DOMAIN NAME REGISTRATION POLICY

<b>Section</b>	Information Technology Services
<b>Contact</b>	Information Technology Services
<b>Last Review</b>	June 2013
<b>Next Review</b>	August 2016
<b>Approval</b>	SLT 13/08/174

### **Purpose:**

The purpose of this policy is to define the conditions required to register a domain name.

### **Policy:**

The following applies:

- All domain names must be registered by Information Technology Services (ITS) and be approved by the Chief Information Officer or delegate.
- It is the requester's responsibility to inform ITS that the domain name is no longer required. The domain name sponsor budget centre will automatically be charged for the yearly renewal fee until a notice of cancellation is received.
- ITS will not undertake the transfer of domain names registered with external ISPs to the University's Domain Name Server. This must be performed by the requestor.
- ITS will administer the domain name and costs will be charged to the requester's budget.

### **Definitions:**

**Budget centre:** A unit, department etc. that controls its own budget.

**Domain Name:** Alphabetic names used to refer to computers on the internet; strings of letters and numbers (separated by periods) that are used to name organisations, computers and addresses on the internet.

### **Audience:**

All Massey University staff that require a Domain Name.

### **Relevant legislation:**

Nil

### **Legal compliance:**

Nil

**Related procedures / documents:**

[Use and Access to Information Technology Systems Policy](#)  
[Policy on Staff Conduct](#)  
[Code of Student Conduct](#)

**Document Management Control:**

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