

ECM Governance Policies

Domain Name Policy

Document summary

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Policy owner	Information and Communication Technology Services (ICTS)		
Approved by	Council	Reviewed by	Council
Enquiries	ICTS: Core Business Services		

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Purpose

The official University of Cape Town domain names include UCT trademarks. All official UCT websites must use a UCT domain name. The use of a UCT domain name or of a UCT trademark in a domain name by any entity not officially entitled to do so or without approval is prohibited.

Definitions

Term	Definition
UCT	University of Cape Town
Official domain name	uct.ac.za or a uct.ac.za subdomain (e.g. law.uct.ac.za)
Official website	A website owned and operated by an organisational entity of UCT, including but not limited to a faculty, department, school, centre, division, group, unit, office, or service
Extranet website	A restricted access site or portal that is accessible by both internal and a specific, individually identified group of external users.
Intranet website	Website with access restricted only to users within UCT or a particular organisational unit
Staff website	Site belonging to an active UCT staff member, with content related to the staff member's position, work or research at UCT
Protocol	Format for transmitting data between two devices; most commonly used: FTP, HTTP and HTTPS
Subfolder	A folder appended to a domain or subdomain name (e.g. law.uct.ac.za/courses/)
CMD	Communication and Marketing Department
ICTS	Information and Communication Technology Services
PASS	Professional, Administrative and Support Staff

Applicable to

- Official UCT websites, including:
 - o Corporate website (www.uct.ac.za)
 - o Faculty sites
 - o Academic department, school, centre, research group, division & unit websites
 - o PASS websites
 - o UCT conference websites
 - o Project websites
 - o Programme or course websites

- Portals
- Vula (the platform)
- Extranet websites
- Application websites
- UCT web applications hosted outside UCT
- Intranet websites
- Staff websites
- Student websites:
 - o Residence websites
 - o Registered student society websites
 - o Sports club websites

Exclusions

- Vula sites
- Websites with domain names associated with the Commercialisation of Intellectual Property emanating from UCT

Policy summary

1. All UCT web domain names must either be a subdomain of the uct.ac.za domain or a subfolder off a website with a uct.ac.za domain or subdomain.
2. Websites hosted outside the University are not entitled to a uct.ac.za domain name.
3. Owners of websites with domain names registered before this policy came into effect are expected to bring their domain names in line with the policy.
4. No one may use a UCT domain name, or trademark of the University in a domain name, without due authorisation.
5. The Domain Name Policy applies regardless of protocol.
6. Exceptions to the Domain Name Policy will only be allowed on official approval.

Policy details

1. **All UCT web domain names must either be a subdomain of the uct.ac.za domain or a subfolder off a website with a uct.ac.za domain or subdomain.**
 - 1.1. No official UCT websites may obtain or operate under a non-UCT domain name without due authorisation from the Registrar's Office.
 - 1.1.1. Domain names including org.za, org, and co.za are not regarded as official UCT domain names.
 - 1.2. Domain names must have the following format – it is assumed that all UCT domain names will also be registered with a www prefix:
 - 1.2.1. uctentityname.uct.ac.za and www.uct.ac.za/uctentityname/ (both will be registered for each site that qualifies for them)
 - 1.3. Staff sites may not have subdomain names; instead they will be assigned the following:
 - 1.3.1. staffmembername.staff.uct.ac.za
 - 1.3.2. staff.uct.ac.za itself must load an index file listing all staff sites.

- 1.4. Residence, registered student society and sports club websites must have domain names in the following format:
 - 1.4.1. residencename.res.uct.ac.za
 - 1.4.2. societyname.soc.uct.ac.za
 - 1.4.3. sportclubname.sports.uct.ac.za
 - 1.4.4. The roots of res.uct.ac.za, soc.uct.ac.za and sports.uct.ac.za must load index files listing all residence, societies and sports club sites respectively.
- 1.5. Residences, student societies and sports clubs may not have alternate non-UCT domain names registered for their websites.
- 1.6. All domain name requests must be made to ICTS.
2. **Websites hosted outside the University are not entitled to a uct.ac.za domain name.**
 - 2.1. No redirects of uct.ac.za domain names will be made to sites hosted on the internet or under other domains, unless there is a valid and approved reason why such websites or applications cannot be hosted at UCT.
 - 2.1.1. In such an instance the head of the department, office or service to whom the website belongs should request written approval from the Registrar to host the site externally.
 - 2.1.2. It is recognised that a number of official UCT websites are hosted externally because at the time of their creation no reliable internal hosting option existed. It is expected that such sites will be moved to internal hosting when hosting contracts expire, unless the University is not in a position to offer a solution for a specialised website or web application.
 - 2.1.3. Sites hosted externally are still subject to the UCT Domain Name and Web Policies.
 - 2.2. For more information on web hosting policy consult the Web Hosting Policy.
3. **The owners of websites with domain names registered before this policy went into effect are expected to bring their domain names in line with the policy.**
 - 3.1. In the case of non-compliant uct.ac.za domain names the old domain names will be redirected to the new one for a period of six months.
 - 3.1.1. It is up to the owner of the website to publicise the new domain name, and to request updates of links to their site on other UCT websites.
 - 3.2. In the case of non-uct.ac.za domain names, redirects to the new UCT domain name will be maintained for a period of a year from the implementation of this policy.
4. **No one may use a UCT domain name, or a trademark of the University in a domain name, without due authorisation.**
 - 4.1. Should any domain name be found to be in violation of this policy the University may take the necessary legal steps to have the domain name removed from the web.
 - 4.2. Domain names prohibited to anyone not officially associated or affiliated with UCT include any combination of the following:
 - 4.2.1. uct

- 4.2.2. universityofcapetown
- 4.2.3. ikeys (owned by the UCT Rugby Club)
- 4.3. This point applies to domain names of any level or configuration.
- 4.4. The University will take whatever legal steps are required to prevent anyone from “squatting” on a UCT domain name.
- 5. The Domain Name Policy applies regardless of protocol.**
 - 5.1. This policy also applies to HTTPS, FTP, and other protocols.
 - 5.1.1. This does not imply any commitment to provide the technology for these or other protocols.
- 6. Exceptions to the Domain Name Policy will only be allowed on official approval.**
 - 6.1. ICTS may refer requests for exceptions to the Registrar after consultation with CMD.

Policy violations

Failure to adhere to the policy will be deemed non-compliance. UCT websites that are in violation of this policy must comply within a given time as specified above. Failure to do so may result in the removal of the affected site(s) from the Internet (in the case of UCT-hosted sites) or withdrawal of the sanction to host UCT content online (in the case of sites hosted elsewhere) until compliance is secured. The University may take legal action to protect its trademarks and to reserve UCT domain names for UCT use.

Roles and responsibilities

Roles

Department/designation	Role
Registrar	Custodian of official UCT domain names and trademarks
Communication and Marketing Department (CMD)	Oversight over UCT domain names
Information, Communication and Technology Services (ICTS)	Domain name registration and maintenance

Responsibilities

Department/designation	Responsibilities
Registrar's Office	- Settling domain name disputes - Taking any legal action required to ensure adherence to UCT's Intellectual Property Policy as regards UCT domain names
Communication and Marketing Department (CMD)	Monitoring and ensuring adherence to the UCT Domain Name and Corporate Branding Policies (with ICTS)
Information, Communication and Technology Services (ICTS)	- Approval and implementation of domain name requests in line with the relevant policies - Domain name registration - Domain name maintenance

Related links

- [UCT Web Content Management Policy](#)
- [UCT Web Hosting Policy](#)

Approval and version history

Review period: Every five years

<u>Version</u>	<u>Change type</u>	<u>Amendments</u>	<u>Approved by</u>	<u>Signed</u>	<u>Date</u>
e.g. V1.1	e.g. Major/ Minor	e.g. Changed point 1.2.1 to reflect sign off by the Registrar instead of the Chief Information Officer	e.g. Senate and Council	e.g. Policy owner	e.g. 2011/09/10