1. Purpose and Background

These interim procedures have been adopted to govern the approval of future requests for new UNSW websites, or requests for non-UNSW websites and domains to be hosted on a UNSW server. The procedures resulted from an April 2007 audit, conducted by the Web@UNSW Project Team, of website domains hosted centrally at UNSW, which highlighted a proliferation of domains and a lack of quality control in terms of sites that were fit for purpose and regularly updated. The number of non-UNSW websites hosted on UNSW servers also raised legal, compliance and cost issues.

These procedures are an addition to the UNSW Website Policy and Domain Naming Standard, both of which remain in force.

2. Scope

These procedures apply to all future applications for new UNSW websites and domains, and to all requests to host a non-UNSW website on a UNSW server.

These procedures add to UNSW Web Policy section 6.10 and replace section 4 of the Domain Naming Standard section 4.

3. Definitions

Under the terms of this procedure a domain name refers to the root address for a page or website. It does not refer to the address of a computer or computers. It is not in and of itself a website, but merely a means of accessing a website. It should be noted that a website and a domain name do not share a one-to-one relationship: a website may be pointed to by more than one domain name.

A UNSW domain name refers to a domain name that uses the “UNSW.EDU.AU” name. For example, www.international.unsw.edu.au.

A non-UNSW domain name refers to a domain that is hosted on UNSW servers, but which does not use the UNSW name. For example, www.aaisnet.org.

4. Procedure

The following procedures describe the application process for all requests for new websites and/or domains at UNSW.
All content delivered through any website hosted by UNSW must have a demonstrably strong connection to the University’s learning, teaching, research, community or administrative activities.

4.1 Applications for New UNSW Websites and/or Domains

4.1.1 Faculty and Divisional Requests
Applications for new UNSW websites and domains must be approved at a Faculty level by the Dean, or Head of School/General Manager as delegated by the Dean.

At the Divisional level, approval is required from the Divisional Director or Executive Officer.

4.1.2 Associated Research Centres
Applications for new UNSW websites and domains from associated Research Centres must be approved by the UNSW Dean/Director most closely related to the centre or, if delegated, by the relevant Head of School/Divisional Manager.

4.2 Applications for non-UNSW Websites and/or Domains
Non-UNSW domains and websites will generally only be hosted by the University if they meet the following criteria:

- UNSW is a major party in a cross-organisational research group. For example, the Australian Centre for Quantum Computer Technology.
- It is for an institute or other organisation affiliated with UNSW. For example, the Children’s Cancer Institute of Australia.
- The domain has already been registered outside UNSW’s domain space and is being formally inherited by the University.
- The domain is for an authorised commercial activity at UNSW. For example, New South Innovations, the Learn4Life Program.
- The request is for temporary hosting or a website or domain for a major event associated with UNSW, for example an international conference.

These requests must be supported through the approval of the senior UNSW executive or manager (Dean/Divisional Director level) most closely associated with the organisation or event.

4.3 Processing of Applications
An application form is attached to this Procedure.

After completion and approval, applications are forwarded to the UNSW Web Project Team to ensure coordination of requests and that they meet the University's obligations under AARNET and other legislation.

They will then be sent for activation to the central IT Services division, which will also establish and maintain a central repository to store the domain and site information.

5. Evaluation & History
This procedure is part of an ongoing review of the UNSW Website Policy and its associated Standards and Guidelines. It is estimated that the review process will be completed by late 2007, when the updated Website Policy, together with its Procedures and Guidelines, will be launched. The Policy, Procedures and Guidelines will be periodically reviewed thereafter.
## 6. Modifications

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<th>Version</th>
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<th>Author</th>
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<td>July 18 2007</td>
<td>J. Beatson</td>
<td>J. Brookman</td>
<td>New Procedure</td>
<td>Additional approval process for establishment of new UNSW websites or domains</td>
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<tr>
<td>1.0</td>
<td>July 27 2007</td>
<td>P. Moloney</td>
<td>J. Brookman</td>
<td>New section</td>
<td>Minor edit Approval form</td>
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*************** FORM ON FOLLOWING PAGES ***************
# APPROVAL FOR: HOSTING NEW WEBSITE & DOMAIN NAME

To be returned to the Central Web Unit  
Ground Floor Rm G19G, Chancellery Building, Telephone: (02) 9385 8514  Fax: (02) 9385 1683

## A. Applicant Details

<table>
<thead>
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<th>Applicant's Name:</th>
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<tr>
<td>Org (Fac/Division):</td>
<td>Org (School / Dept):</td>
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<tr>
<td>Contact Phone:</td>
<td>Contact Email:</td>
</tr>
<tr>
<td>Site Administrator's Name (if different to applicant):</td>
<td>Staff Number:</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Contact Email:</td>
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## B. Website Host Administrator Details

If website will not be centrally hosted, indicate local IT group contact and technical details, e.g., web coordinator / IT manager.

<table>
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<tr>
<th>Contact Name:</th>
<th>Contact Telephone:</th>
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<tbody>
<tr>
<td>Contact Email:</td>
<td>Staff Number:</td>
</tr>
<tr>
<td>Estimated space required:</td>
<td>IP Address (host server):</td>
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## C. Application for Website and / or Domain Name

The approval process applies to new websites and domain names only. The process does not cover the creation of a new domain name for the purpose of a redirection arising from a name change to an existing website. This will be managed as an ITS service request.

**EITHER:**

- [ ] New UNSW website? Site Name: __________________________
  Domain Name: __________________________

**OR:**

- [ ] New non-UNSW website? Site Name: __________________________
- [ ] New non-UNSW domain name? Domain Name: __________________________

**Definitions:**

1) A UNSW website uses "unsw" in its domain e.g., www.arts.unsw.edu.au;
2) A non-UNSW website does not use "unsw" in its domain e.g., www.ccia.org.au.
D. Reasons For Application & Intended Use of Website

Reason: Indicate why the website should be hosted by UNSW; how it will support your role and the current activities of your business unit and of that of the University.

Intended Use: Provide information concerning the intended use of the website. Include information about whether the website will be used for learning & teaching; research; promotion, advertising, commercial use.
In the case of a non-UNSW website, the association with UNSW should be stated.

Required Duration (Max 3 years): __________________________

Reason:

Intended Use:

E. Account Details (non-UNSW domains only)

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F. Approval (one signature only)

Signature: ___________________________ Signature: ___________________________

Dean / Division Head or Equivalent  Head of School / Senior Manager or Equivalent

Position: ___________________________ Position: ___________________________

Name: ___________________________ Name: ___________________________

Date: ___________________________ Date: ___________________________

G. Web Team Only

Date: ___________________________ Signature: ___________________________

Site Type: ___________________________ Name: ___________________________