



Policy Hierarchy link	Website Policy		
Responsible Officer	Communications Director		
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Superseded Documents			
File Number	2007/1833.		
Associated Documents			
Version	Authorised by	Approval Date	Effective Date
1.0	Executive Director, University Services	17 January 2012	6 January 2012

1. Purpose and Scope

This procedure has been established to govern the approval of requests for:

new unsw.edu.au subdomains e.g. name.unsw.edu.au
non-unsw.edu.au domains e.g. example.org.au

The procedure must be read in conjunction with the UNSW Website Policy and Domain Naming Standard.

This procedure does not apply to approvals for non-UNSW domain names not hosted on UNSW servers.

2. Definitions

A UNSW subdomain name refers to a domain name that ends in 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.

3. Procedure

The following describes the application process for **all** requests for new domains hosted on UNSW servers or incorporating the unsw.edu.au domain name.

All content delivered through any website hosted by UNSW or using the unsw.edu.au domain name must have a demonstrably strong connection to the University's learning, teaching, research, community or administrative activities.

3.1 Applications for New UNSW Websites and/or Domains

3.1.1 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.

3.1.2 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.

3.2 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 a temporary 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.

3.3 Processing of Applications

All applications must be completed on the Central Web Unit website www.cwu.unsw.edu.au.

After completion and approval, the Central Web Unit will forward the request to the Network Services Group of IT Services for implementation. The Unit maintains a register of approved domains and reviews registrations periodically.

4. Review & History

This procedure is part of an ongoing review of the UNSW Website Policy and its associated Standards and Guidelines. The most recent review was completed in December 2011. The Policy, Procedures and Guidelines will be periodically reviewed thereafter.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
	Director, Communications	July 18 2007	July 18 2007	<i>Interim procedure for establishment of new UNSW websites or domains</i>
	Director, Communications	July 27 2007	July 27 2007	New approval form
1.0	Executive Director, University Services	17 January 2012	6 January 2012	Major Revision and reformatted into Policy Framework template