

MONASH UNIVERSITY

Domain Name Plan

1. Domain Names - General Format

The overall format of a domain name consists of a number of alphanumeric fields delimited by the *period* "." character. There must be no embedded spaces or other reserved characters such as the *at* "@" character. The allowed characters are "0-9", "A-Z", "a-z" and "-". The domain name is not case sensitive

A domain name consists of a prefix-part (sub-domain) which is administered internally by Monash and a suffix-part, for which Monash must apply from external "domain naming authorities". Viz: a typical domain name has the following general format:

host.department.monash.edu.au
← prefix-part.suffix-part →
(internal) (external)
"sub-domain" "domain"

The prefix and suffix parts are defined separately below. Unless otherwise noted, the same prefix-part should be able to be applied to any of the allowed suffix-parts, and give the same or equivalent result in each case.

2. Domain Names (Domain Name Suffixes external to Monash)

Monash University currently "owns" (ie. has control over) the following internet Domain Name spaces:

monash.edu
monash.edu.au
monash.edu.my
monash.oz.au (largely disused)

The Global Monash Domain Name Plan

Principles

1. *Local Name*: In each country in which Monash intends to operate, Monash should have a name that is consistent with local convention in that country (local-user compatibility).

2. *Global Name*: In addition, Monash should also have a uniform global naming convention that applies identically in all countries, following normal conventions for multi-national organizations.
3. *Org-unit*: The Monash domain names (all of the above variants) should be subdivided by an org-unit prefix. Generally this is the faculty-level or equivalent top-level *Group* name, or other specific function or group, as per present Monash practice. Refer to the Attachment 1 for a full list.

Consequences

- Principle 1 above means that:
 - In “type 2” countries (see the Preamble of the Domain Name Policy) we should apply for the domain name:

monash.edu.XX - where “XX” is the local country code (eg. my for Malaysia)
 - In “type 3” countries we should apply for the domain name:

monash.ac.XX - where “XX” is the local country code (eg. uk for United Kingdom)
 - In “type 4” countries we should apply for the domain name:

monash.XX - where “XX” is the local country code (eg. se for Sweden)
 - Principle 2 is implemented using the domain name:

monash.edu
 - and the Global Name Plan defined in this document.

The Plan

Local Form:

The local form of a Monash domain name shall be of the general form:

<group/function>.monash{.<industry>}.<country>

where:

<group/function>. is usually the faculty-level or equivalent org-unit name

.<industry> is edu wherever available, or ac or *<null>* as per local convention (see examples for each type of country as above).

For commercial subsidiary operations, <industry> should be com

<country> is the conventional 2-letter code for the local country.

Global Form:

As we have control of the whole monash.edu name space, we can sub-divide it however we like to provide a globally uniform naming convention. The global form of a Monash domain name shall be of the general form:

$\{<group/function>.\}\{<location>.\}$ monash.edu

where:

$<group/function>$. is usually the faculty-level or equivalent top-level *Group* name as described in the Local Form section above. In rare cases this field may be optional. In some cases this field may have sub-fields.

$<location>$. is optional and, if present, indicates campus .

Where location is campus, a minimum 4-letter code is used.

examples:

BusEco.monash.edu	- faculty, monash-wide
BusEco.clay.monash.edu	- faculty, at an Australian campus
BusEco.musm.monash.edu	- faculty, at an international campus
jbza.monash.edu	= whole South African Campus
musm.monash.edu	= whole Malaysian Campus
enrol.monash.edu	- function, monash-wide
enrol.clay.monash.edu	- function, at a campus
enrol.med.monash.edu	- function, in a faculty
enrol.arts.gipp.monash.edu	- function, in a faculty, at a campus
enrol.musm.monash.edu	- function, in a country
student.monash.edu	- group, monash-wide

3. Sub-Domain Names (Domain Name Prefixes internal to Monash)

The prefix-part of a domain name at Monash is of the following general form:

$\{host/service/function/product.\}\{org-unit.\}\{location.\}suffix-part$

where *suffix-part* is any of the domain name suffixes listed above.

4. Host Names

Host (ie. physical computer) names are of the form:

$hostname.\{org-unit.\}\{location.\}suffix-part$

where:

- *org-unit* is preferably a top-level *Group* name as listed in the Attachment 1, or alternatively may be a *Department* name as listed in the Attachment 2.

- *location* is generally omitted, but may be useful particularly in conjunction with the global monash domain name suffixes.

4.1. Web Server Names

The main Monash University web service name is:

www.suffix-part - for example: *www.monash.edu{.country}*

The personalized My.Monash web service (portal) name is:

{www.}my.monash.edu{.country}

Server names for faculties (or equivalent top-level org-units) shall be of the form:

www.Group.suffix-part - for example: *www.faculty.monash.edu{.country}*

There is currently no Monash standard form for departmental servers, where they exist. However, the following form is strongly recommended:

www-dept.Group.suffix-part - for eg: *www-dept.faculty.monash.edu{.country}*

Where:

{.country} is one of: *.au* (Australia) or *.my* (Malaysia) or may be omitted (Global)

Group is a top-level org-unit name as listed in the Attachment 1

dept is a department as listed in the Attachment 2

5. Logical Service Names

Service names are of the form:

service/function/product.{org-unit.}{location.}suffix-part

where:

- *service/function/product* is usually one word but may have sub-fields
- *org-unit* is preferably a top-level *Group* name as listed in the Attachment 1, or alternatively may be a *Department* name as listed in the Attachment 2.
- *location* is generally omitted, but may be useful particularly in conjunction with the global monash domain name suffixes.

examples:

enrolments.monash.edu{.au} - no org-unit or location

library.monash.edu{.au} - no org-unit or location

www.monash.edu{.au} - no org-unit or location

product.faculty.monash.edu{.au} - no org-unit or location

6. E-mail names

Publication of Monash University electronic mail addresses shall conform with the following standard format:

Staff addresses:

e-mail *First.Lastname@Group.monash.edu{.country}*

Student addresses:

e-mail *Usercode@student.monash.edu{.country}*

There must be no embedded spaces, or other punctuation within or around the address. Punctuation as in the above example must be used, ie. words must be separated by *period* "." characters, except between the name and address portions, where the *at* "@" symbol must be used.

Where there is ambiguity between two names, an additional initial or name may be required, as follows:

e-mail *First.Middle.Lastname@Group.monash.edu{.country}*

For Student addresses:

- The *Usercode* field MUST be supplied, and must match exactly. It is currently of the general form *FMLasN* for example: JAMan9@student.monash.edu.au

For Staff addresses:

- The *Lastname* field in the e-mail address MUST be supplied, and must match the person's last name.
- The *First* and *Middle* name fields also need to match the person's name, but can also be abbreviated or omitted, as long as the resulting e-mail address is not ambiguous.
- Normally the *Group* is the staff member's Faculty, or the appropriate equivalent top-level organizational unit where a staff member's administrative unit is not part of a Faculty. For example, all units within the University Administration come under *Group* "adm".

The current list of supported *Group* names for use in e-mail addresses is given in Attachment 1

Please note the following:

- **Capitalization:** While e-mail addresses are not generally case-sensitive, capitalization conforming to the above examples is recommended.
- **Abbreviated addresses:** Incoming e-mail will be delivered correctly, where there is no ambiguity, if addressed using a variant abbreviated form of the above Standard address. Such a variant will need to be entered into the Namerouter. No other variant email addresses will be accepted or delivered.

However, addresses should NOT be published using any such abbreviated forms.

- **Reason:** The extent of abbreviation possible to avoid ambiguity varies from time-to-time, depending on the current staff make-up of the University. Also, it is more difficult to reinforce widespread usage of the Standard, if many variants or non-standard formats are in common use.
- **Alternate spelling:** Where there may be confusion about the exact spelling of a name, other spellings may be registered as aliases, so that incorrectly spelt names will still get to the intended destination. To implement this, contact your local e-mail name list administrator.
- **Machine-based Addresses:** Although incoming e-mail addresses to underlying machine-based physical addresses will be delivered correctly if current, such addresses should NOT be published. Such addresses are of the form *username@host.dept.monash.edu.au*, ie. there are two words between the "@" symbol and the word "monash".

Instead, published addresses should always conform to the above Standard name-based format.

- **Reason:** the hardware platform providing your e-mail service may from time-to-time vary, but your name will stay the same, avoiding the need to re-publish addresses when machines are swapped.

Attachments

Attachment 1 - *Group* names

<i>Group</i> name	Meaning
ArtDes	= Faculty of Art and Design
arts	= Faculty of Arts
BusEco	= Faculty of business and Economics
education	= Faculty of Education
eng	= Faculty of Engineering
InfoTech	= Faculty of Computing and Information Technology
law	= Faculty of Law
med	= Faculty of Medicine
Nursing	= Sub-faculty of Nursing
sci	= Faculty of Science
VCP	= Victorian College of Pharmacy
adm	= administration
CeLTS	= Centre for Learning and Teaching Support
its	= IT Services Division
lib	= library
misc	= other groups
general	= other groups
student	= students

Table 1 - List of supported Faculty-level or equivalent top-level org-unit *Group* names for general use in all applications of domain names: host, service, function, product, e-mail, etc. names

Attachment 2 - *Department* names

<i>Department</i> name	Meaning
any <i>Group</i> name	any <i>Group</i> name listed in Table 1 is an allowable <i>Department</i> name
	=
	= list to be provided
	=
	=

Table 2 - List of *Department* names for restricted use in specific applications only - see Regulations for usage.

Attachment 3 - Location names

Location name	Meaning
Berw	= Berwick campus
Caul	= Caulfield campus
Clay	= Clayton campus
Gipp	= Gippsland campus, Churchill
Peni	= Peninsula campus, Frankston
To be advised	= Malaysian campus, Sunway
To be advised	= South African campus, Johannesburg
To be advised	= London campus

Table 3 - List of Location names. Generally this field is omitted but may be useful particularly in conjunction with Global Monash domain name suffixes such as .monash.edu

Attachment 4 - Reserved characters

. @

Table 4 - List of Reserved Characters which cannot be used within the fields (words) of a domain name.

Amendment History

	Date	Name	Description
Previous CC policy	19 May 1995	Neil Clarke	Pre-existing CC policy - Publication of e-mail addresses
1st Draft	10 Feb 2000	Neil Clarke	Discussion Draft
Amendment	11 July 2003	Andrew Treloar/Leon Troeth	Amendments within Section 6 (Abbreviated Addresses)