



## Registration Policy

Version: 1.1

### Definitions

In this policy:

**DNS** means the 'Domain Name System' that is a distributed database and hierarchical global infrastructure deployed on the Internet and private IP-based networks used to resolve domain names into IP addresses.

**ICANN** means the Internet Corporation for Assigned Names and Numbers, its successors and assigns.

**Member of Monash University** means Monash, Monash's Affiliates (as that term is defined in Monash's Registry Agreement with ICANN for the TLD which may include, but is not limited to, an employee, a member of a board of directors or trustee), or Monash's Trademark Licensees.

**Monash** means Monash University ABN 12 377 614 012.

**Registrant** means the individual or entity that is the holder of the domain name as found in the Registry Service and controls the DNS records for that domain name.

**Registrar** means an entity that is authorised to offer domain name registrar services in relation to the TLD.

**Registry** means the systems used to record, store and maintain details of domain names in the TLD.

**Service** means the services that we provide in relation to the TLD.

**Trademark Licensee** means any corporation, partnership, limited liability company or similar legal entity (and not a person) that has a written trademark license agreement with Monash or Monash's Affiliate, for use of the registered trademark owned by Monash or Monash's Affiliate, the textual elements of which correspond exactly to the TLD operated by Monash, where:

- i. such license is valid under applicable law;
- ii. such license is for the use of such trademark in the regular course of that entity's business outside of the provision of TLD Registry Services, and is not primarily for the purpose of enabling registration or use of domain names in the TLD;
- iii. such trademark is used continuously in that entity's business throughout the term of Monash's Registry Agreement with ICANN; and
- iv. the domain names in the TLD registered to the Trademark Licensee are to be used for the promotion, support, distribution, sales or other services reasonably related to any of the goods and/or services identified in the trademark registration.

**TLD** means Top Level Domain and for the purpose of this policy the TLD means .monash.

**We, us** and **our** means Monash or its designated representatives.

**You** and **your** means the person or entity accessing the Service.



**Zone File** means a data file which describes a sub-section of the Domain Name System hierarchy for which administrative responsibility has been delegated.

## Purpose

The purpose of this policy is to describe:

- the eligibility requirements for registering a domain name in the TLD;
- the technical requirements for the composition of a domain name;
- what domain names may be restricted or reserved by us;
- information about a domain name that is displayed publically in the WHOIS Service;
- how the Zone File for the TLD may be accessed.

We have developed this policy with reference to applicable industry standards, ICANN mandated requirements, and to meet our operational requirements for the TLD.

All domain names in the TLD are subject to this and our policy issued by us. Further policies and procedures in relation to the TLD can be found at the following link: <http://www.nic.monash/>.

We may discontinue or amend any part or the whole of this policy from time to time at our absolute discretion. The latest version of this policy will be posted at the following link: <http://www.nic.monash/>.

## Policy Statement

### Eligibility

#### Mission and purpose of the TLD

The mission and purpose of the TLD is to present a cohesive, clear, dedicated and immediately identifiable online identity for Monash University.

#### Proposing the registration or renewal of a domain name

The procedure for submitting a proposal to register or renew domain names in the TLD can be found at the following link <http://www.policy.monash.edu/policy-bank/management/its/domain-names-procedures.html>.

The procedure will ensure that all proposals are assessed to confirm that our requirements for eligibility are met.

#### Eligibility requirements

To support the mission and purpose of the TLD we have established the following eligibility requirements for a domain name registration in the TLD.



In order to be eligible to register or renew a domain name in the TLD the requestor must warrant:

- it is a Member of Monash University; and
- if the Registrant is a Member of Monash University that is a Trademark Licensee, that the domain name will be used for the promotion, support, distribution, sales or other services reasonably related to any of the goods and/or services identified in the trademark registration.

## **Submitting information regarding your eligibility**

In order to register or renew a domain name in the TLD the Registrant of the domain name must be a Member of Monash University.

## **Evidencing your eligibility**

The following information will be required with each proposal to register or renew a domain name:

- the completed proposal forms; and
- an undertaking by the requestor to make the warranties, acknowledgements and agreements contained in the registration form accessible from <http://www.policy.monash.edu/policy-bank/management/its/domain-names-procedures.html>.

## **Eligibility review**

During the process of reviewing a proposal to register or renew a domain name we will examine all the information provided to support the requestor's eligibility.

Proposals to register or renew a domain name will be granted or declined according to our procedure, and all decisions will at all times be made at our sole discretion.

## **Continuing eligibility**

Where eligibility information in relation to a domain name:

- changes — then you must update such information with the Registrar as soon as possible, and within 14 calendar days of the change occurring; or
- is no longer valid — then you must contact us or the Registrar as soon as possible, and at least within 14 calendar days of this occurring, and request that the domain name be deleted.

## **Transferring a domain name to another person or entity**

A domain name may only be transferred to another person or entity that meets the requirements of this and any of our other policies, and only where agreed and approved by us. We may reject a transfer where the domain name is subject to any dispute resolution process.

Where a domain name is transferred to you, you must ensure that you provide any required information pertaining to your eligibility for the domain name to us or to the Registrar as soon as possible, and at least within 14 calendar days of the transfer occurring otherwise we may, at our discretion, suspend or delete the domain name.



## Eligibility monitoring

At any time during the lifecycle of the domain name we may review the information that you have provided to substantiate your eligibility in accordance with this policy.

Where we believe that the information that you have provided with regard to your eligibility is out of date, incorrect, or requires further clarification, we may contact you.

Where we have contacted you in regard to the information that you have provided in respect of your domain name application, you must respond to us within 14 calendar days confirming, updating or explaining the information that is the subject of our request.

Where you are unable to provide confirmation of the information, provide updated information, or we receive no response to our request, we may suspend or terminate your use of the domain name.

Where you are able to provide to us confirmation of the information, or the requested updated information, you have 14 calendar days to contact the Registrar and provide the information. Should you not contact the Registrar and provide the update, then we may suspend or terminate your use of the domain name.

## Eligibility disputes

Any person or entity may challenge the eligibility information provided by you in relation to a domain name.

Details about our Eligibility Dispute Resolution Procedure are as follows:

1. Refer to Eligibility challenge
2. Submit challenge with reason to Chief Information Officer, eSolutions
3. Chief Information Officer, eSolutions to review challenge
4. Challenge resolved internally

If someone wants to challenge eligibility they will need to send notice of the challenge along with the reason for the challenge to the Chief Information Officer, eSolutions. If appropriate the challenge will be referred internally for decision. Any decisions made will be final and communicated accordingly.