

Birkbeck, University of London

Malet Street, Bloomsbury

London WC1E 7HX

**College Policy on Internet Domain Names**

All requests for domain names will normally be registered as sub-domains of the ‘bbk.ac.uk’ domain. This will serve to promote the College identity in all its activities.

School-based activities will normally be registered as **<requested-name>.<school/dept>.bbk.ac.uk** as a matter of routine (e.g. pps.cryst.bbk.ac.uk; babylab.psychology.bbk.ac.uk)

College wide activities (e.g. research centres) can be registered in the sub-domain **<requested-name>.bbk.ac.uk** (e.g. pensions-institute.bbk.ac.uk)

All requests for the registration of sub-domain names should be passed to ITS at domain-request@bbk.ac.uk. Advice can be given regarding the availability of suitable domain names and ITS reserve the right to veto requests deemed as unsuitable.

Alternative non-bbk ( e.g. www.creditrisk.org; www.finance.com) domain names will not be supported on College web servers unless there is a convincing case for this being in the interests of the College (e.g. a College-based academic activity that is operating on a national or international scale).

Please note that to ensure non-bbk domain names hosted on College web servers can be managed effectively and securely, a condition for hosting such a domain is that at the point of registration, the Administrative contact for the domain **must** be given as:
Domain Name Administration
IT Services
Birkbeck, University of London
Malet Street
London
WC1E 7HX
Tel: 020 7631 6543
E-mail: domain-admin@bbk.ac.uk

A request and justification for the hosting of a non-bbk domain should be sent to ITS at domain-request@bbk.ac.uk. In the case of contentious situations the Chairman of the IT Advisory Group will adjudicate following consultation with relevant College officers.

The cost of registering an external domain name will need to be met by the requesting individual or School.

Policy created: October 1999; Last updated: April 2016