Directive concerning domain name management at EPFL — LEX 6.2.1

25th May 2021

The Direction of the Ecole polytechnique fédérale de Lausanne (EPFL),

based on the Federal Act on the Federal Institutes of Technology (FIT Act),
based on Article 3 of the Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne (ETH Board Ordinance on ETHZ and EPFL; LEX 1.0.3),
based on Article 4 of the Ordinance on the organization of the l'Ecole polytechnique fédérale de Lausanne (LEX 1.1.1),
based on Directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4),

hereby adopts the following

Section 1 General Provisions

Article 1   Objectives

The objectives of the present Directive are to protect the image of the EPFL on the internet and to assure the security and proper functioning of the websites, the network and the data of the EPFL by assuring the proper use of the domain names.

Article 2   Definitions

Within the meaning of the present Directive:

1. **domain name system (DNS)** denotes a hierarchical naming system for computers, services or other resources connected to the internet or to a private network;
2. **domain** denotes a group of computers linked to the internet and having a characteristic in common;
3. **top level domain** denotes the domain at the highest level of the said hierarchy, for example, ch, fr, de, etc.;
4. **domain name** denotes the identifier that precedes the top level domain, for example, epfl (depending on how this term is used by domain name registrars);
5. **sub domain** denotes the identifier that precedes the domain name, for example support, www, vpfi, etc.;
6. **fully qualified domain name** denotes the name used within the context of the DNS to address a computer, a service or another resource. A fully qualified domain name has the following structure:

   sss.dddd.pp (for example, www.epfl.ch)

   > pp: top level domain (for example, "ch")
   > dddd: domain name (for example, "epfl")
   > sss: sub domain (for example, "www")

7. **registrar** denotes a company or an association that manages the registration of internet domain names in top level domains.

Article 3   Scope

The present Directive applies to any person who uses EPFL electronic infrastructure and who is involved in the creation or modification of EPFL domain names.

Article 4   Competences

[1] The Legal Affairs unit (AJ) is competent to approve "epfl.ch" sub domain names when they do not comply with the rules previously established by the EPFL Direction under the terms of articles 5 para. 4 and 6 para. 2.

[2] The MEDIACOM unit is competent to validate domain names other than "epfl.ch" under the terms of Article 7 para. 1.

[3] The Head of Communication is competent to validate the entities addressed by Article 6 para. 3.

[4] The Infrastructures SI unit (ITOP-INFR) is competent to verify the naming rules under the terms of Article 6 para. 6 and to implement the domain names under the terms of Article 5 para. 2.

[5] In all cases not covered by the present Directive, the EPFL Direction is competent to decide on the allocation of domain names.

[6] The EPFL Direction may also prohibit the use of a domain name, in particular in the event of contravention of the present Directive, the Directive on the Use of EPFL Electronic Infrastructure or of any other directive or applicable legal standard.

Section 2   "epfl.ch" sub domain names

Article 5   Principles

[1] All data processing equipment connected to the EPFL computer network (EPNET) uses the domain name "epfl.ch". It is not permitted to make any EPFL IT equipment accessible via a domain name other than "**epfl.ch**", regardless of the technical means employed, except in certain special cases that are defined below.

[2] Sub domain names are allocated by the SI-Infrastructure unit, which also manages the name servers (DNS).

[3] The number of possible sub domain levels is limited to 3 (e.g. polylex.epfl.ch). The head of the ITOP unit can authorize exceptions.

[4] Requests on behalf of foundations or external centers linked with the EPFL must be approved by the Legal Affairs unit (AJ).

Article 6   Allocation of sub domain names

[1] For the following units, the sub domain names that correspond in principle to the acronym indicated in the decision of the EPFL Direction for the creation of organizational units:

   a. Unit directed by a professor PO, PA, PATT;
   b. Unit of a structural type (visible on EPFL organization chart);
   c. Unit of a financial type (not visible on EPFL organization chart);
   d. Unit of a group under the responsibility of a School Dean or College Director;
   e. Research domain unit (including centers);
   f. General administration unit and section of a School/College;
   g. Central administration unit.

[2] In well-justified exceptional cases, the Legal Affairs unit (AJ) can approve a sub-domain name that differs from the acronym stated in the decision of the EPFL Direction.

[3] For applications or internal services, sub domain names must correspond to their respective objectives.

[4] For the other entities (in particular projects, services available outside the EPFL, conferences and lectures), the sub domain names are approved by the competent Head of Communication, who informs the School Dean or College Director concerned.

[5] EPFL recognized student associations listed in the EPFL unit directory can request a sub domain name that corresponds to their respective acronym.

[6] Sub domain names must not contain isolated words originating from standard dictionaries (English or French). The EPFL Direction can, however, approve certain exceptions.

Section 3   Domain names other than "epfl.ch"

Article 7   EPFL projects and associations linked with EPFL

[1] The head of the unit concerned is responsible for its domain name. The choice of domain name must be validated by the MEDIACOM unit, for projects meeting the following cumulative criteria, even if no specific reference to EPFL appears in the domain name:

    a.   the project involves active participants outside EPFL,

    b.   the website management is under the responsibility of an EPFL unit, and

    c.   the site address (URL) is widely known outside EPFL.

[2] The same procedure applies to associations (apart from recognized student associations) or other bodies that are linked with EPFL.

Article 8   Companies located on campus

Companies located on campus may obtain and use the domain names of their choice. In the event that the domain name contains the letters "EPFL" approval must be obtained from the MEDIACOM unit.

Article 9   Terms of registration

[1] Applicants are responsible for the registration of the domain name with the competent authority and for payment of the charges incurred. The domain name must be registered with the competent authority in the name of the entity or company using a group email address (vs. a personal email address).

[2] It is recommended that the registrar's name server(s) where the domain was registered be used to manage the external domain. The use of a DNS service outside EPFL and different from the registrar is also allowed. In both cases, management of the domain concerned is the sole responsibility of the head of the unit to which the applicants belong.

[3] In exceptional cases, the head of the ITOP unit can authorize the use of the EPFL DNS server.

[4] It is not permitted to install a DNS server accessible from outside EPFL on a host connected to the EPFL network. If, after a warning has been given, the DNS server is not removed, the computer on which it runs will be disconnected from the network.

Article 10   Charges

[1] To cover management costs, for each fully qualified domain name the DSI charges:

    i.   a fee for domain name allocation and activation;

    ii.   an annual fee for name server maintenance.

[2] There is an extra charge for additional names and addresses.

[3] More information concerning these charges can be found in the appendix at [https://www.epfl.ch/campus/services/ressources-informatiques/network-services-reseau/espace-entreprises], which can be updated at any time by DSI.

[4] EPFL units are exempt from paying these charges.

Section 4 Final provisions

Article 11   Coming into force and repeals

[1] The present Directive comes into force on 25th May 2021 and repeals the previous version.

[2] It also repeals the Directive of November 1, 2010: Directive concerning the validation of website designations and acronyms, (LEX 6.3.2).

On behalf of the EPFL Direction:

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