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Website Development Guidelines

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1. Introduction

The University of Queensland websites are vital information and marketing media.

To ensure websites are of the highest quality, The University of Queensland has developed policies and guidelines to assist staff to maintain accurate, relevant and usable websites.

This document provides guidelines, recommendations and references on web development as well as information on branding, content management, security and usability.

These guidelines apply to all websites that appear under the website address “uq.edu.au”. This includes all Faculty, Institute, School, Centre and Administrative Unit websites. These guidelines are also recommended for Course material sites, for example those within Blackboard.

Any questions regarding these guidelines should be addressed to the Office of Marketing and Communications (OMC) <http://www.uq.edu.au/omc>. More detail on the development of online coursework sites is available by contacting the Teaching and Education Development Institute (TEDI). Website: <http://www.tedi.uq.edu.au>

2. Website development and maintenance

Planning is the key.

When developing a new website or re-developing an existing website, it is advisable to consult with representatives of your various user groups. These may be staff, students, research partners, prospective students or any group who will use your site. Website access statistics can also be helpful in the planning process as these may show what information is in demand.

Consider the audience. Who is the information for and how will they be looking for it? *User-centred design* as it is known, is often common sense but does require thinking about the user at every stage. User needs rather than organisational structure should be central to website design.

Consider ongoing management. A vital part of managing websites is ensuring information is accurate, relevant and up-to-date. Therefore, before you establish a web presence, consider who will maintain this information and how.

2.1 Linking to central University websites

The University requires that sites link centrally to information rather than duplicating it on other sites. When planning the content of your site, please keep in mind that wherever possible, if information is contained on a central database or site, appropriate links should be made to this information.

Some examples of central websites are:

- Programs and Courses – <http://www.uq.edu.au/study>
- Student Information – <http://www.uq.edu.au/myadvisor>
- Staff Information – <http://www.uq.edu.au/current-staff>
- Prospective Staff – <http://www.uq.edu.au/staff>
- About UQ – <http://www.uq.edu.au/about>
- International – <http://www.uq.edu.au/international>
- UQ Organisational Units – <http://www.uq.edu.au/departments>
- UQ Library – <http://www.uq.edu.au/library>
- Research Solutions – <http://www.uq.edu.au/solutions>

2.2 Linking to other University websites

Other informative websites such as UQ Alumni (<http://www.alumni.uq.edu.au>), UQ Research (<http://www.uq.edu.au/research>) and UQ Experts (<http://www.uq.edu.au/uqexperts>) are also available. As a rule, check by searching the UQ site if you think the information may be available on another site.

2.3 Legal considerations

Information provision

Legal obligations may flow from information on websites. Accuracy is paramount. If unsure, seek further advice from the University's Legal Office.

Information collection and storage

Privacy legislation covers both the collection and storage of personal information. The policies listed below give more detail, but as a rule, any material not meant for public access *must* be secured.

Never store, collect or upload personal or confidential material to a web server without one or more of the following security measures:

- LDAP – central University-wide authentication system
- .htaccess – server based file security
- HTTPS (SSL) – encryption used for collecting and storing sensitive material
- Firewall – server or network based security

Information on web servers **will be found by UQ and external search engines** if there is no security in place.

For advice, contact local IT representatives, ITS or OMC, or for further information on the policies and guidelines, refer to:

Relevant Policies:

Internet Code of Practice – HUPP 6.10.1

Privacy Management Policy – HUPP 1.60.2

Information Technology Security Management Policy – HUPP 6.10.4

Records Management - HUPP 1.60.4

Intellectual Property Policy For Staff, Students And Visitors – HUPP 4.15.1

Other policies within HUPP deal with aspects of both network and personal information security. The Queensland Government has several relevant policies available from: <http://www.iae.qld.gov.au/site/informationstandards/>

2.4 Copyright and Privacy Notices

Within the UQ website template footer, links to central privacy and copyright statements are included.

2.5 *Backing up websites and data*

For business-continuity purposes, all UQ websites should be backed up nightly. If a site is stored on an ITS server, automatic backups are made. However, if a site is hosted elsewhere, backups must be made on a nightly basis. Some data, especially student or staff records, or financial records, need to be kept for longer periods. Check with the Audit Office and Records Management Services within the Academic Policy Unit for more information.

Relevant HUPP policies

Information Technology Security Management Policy – HUPP 6.10.4

Records Management Policy – HUPP 1.6.04

Use of Directory and Email Messaging System – HUPP 6.10.2

Other relevant policies/laws

Financial Management Practice Manual

The Public Records Act 2002

Freedom of Information Act 1992

3. Content standards

The diverse nature of the University means there is a range of material on websites. To ensure users experience consistency as they navigate around UQ, it is important to follow basic content standards.

3.1 Mandatory content – using the “For” and “About” methodology

The following information must be included on all websites. It may be helpful to think of the information you provide as “for” and “about”. This is the preferred methodology to help users identify information that is specific to them.

‘For’ and ‘About’ headings are used on many central UQ websites. ‘For’ is used as a way of *channelling* visitors into user-groups and ‘About’ is a way of presenting specific information that may be of high use. Some mandatory items are listed below in this format.

<p>For prospective students</p> <ul style="list-style-type: none"> • Undergraduate programs • Postgraduate programs • International students <p>For current students</p> <ul style="list-style-type: none"> • Course Information • Staff contacts <p>For staff</p> <ul style="list-style-type: none"> • Include relevant information if applicable. 	<p>About (your organisational unit)</p> <p>Expanding on the information in the banner, include a page that gives a more detailed overview of your organisational unit.</p> <ul style="list-style-type: none"> • Location • Contacts <p>Organisation unit structure</p> <p>If your organisational unit contains schools, centres or other units, provide structured links to their sites or relevant information within your site.</p> <ul style="list-style-type: none"> • Schools • Centres <p>Other</p> <ul style="list-style-type: none"> • Details on projects, research, services and facilities if applicable.
--	--

3.2 Suggested content

Depending on the site, other suggested content could included:

- News and Events (local)
- News feed from UQ News Online
- Staff links
- Community links
- Research
- Career Opportunities/Jobs
- Special services/programmes
- Industry links

3.3 Homepage banner

In the UQ Website templates available from OMC, the home page makes provision for a full-width banner. In this area include a picture and a short statement about your organizational unit or area. (See more information on UQ Website Templates on page 14)

3.4 Page footer

Within the templates, it is essential to include the copyright symbol, ABN, CRICOS number, site authority, maintenance contact and the date of the last update.

3.5 On this site (navigation)

The templates provide lefthand navigation titled “On this site”. In this area include all major subject areas of the website.

3.6 Quicklinks (navigation)

Along with those provided in the templates, include other links pertinent to your organisational unit. These may be to your faculty, intranet, Alumni or associated websites.

3.7 Sitemap (navigation)

If your site uses the OCMPS system (described below), a link to the sitemap must be included. It is desirable for other sites to include a site overview of lesser detail.

3.8 Commercial endorsements

The University of Queensland’s Internet presence is not to be used to promote or endorse any commercial services as this contravenes the Telecommunications Act (1997) as it relates to AARNet members.

3.9 Quality standards

Website content should be concise and well written and comply with UQ policy. Common standards that apply to discriminatory material, fair-dealing, copyright, offensive or illegal material apply to all websites.

If you are not sure about any material, refer it to the appropriate organisational unit. The Legal Office, The Equity Office or OMC may be able to assist.

3.10 Approval of content

A process for approving and managing website content must be in place. Website content is generally authorised by the relevant organisational unit head or their representative. A list of central websites and the status of authorisations is listed on page 29.

4. Designing for users with special needs

Websites must comply with international website accessibility standards developed by the World Wide Web Consortium (W3C).

The Internet is an important communication tool for users who are located in remote areas, have physical or cognitive disabilities or are sight-impaired. If sites are difficult to navigate, have excessive downloads or use non-standard technologies, they may be problematic, and in some cases inaccessible for users with special needs.

The University, as with most organisations, has a legal obligation to provide accessible information. Therefore the University of Queensland prescribes that websites comply with international website accessibility standards developed by the W3C. There are many levels to these standards, but the one considered best for both usability and operational requirements are those under “Priority 1” and “Priority 2”. These can be found at: <http://www.w3.org/TR/WCAG10/> & <http://www.w3.org/TR/WCAG20/>

A useful tool for validating the integrity and usability of websites can be found at: <http://validator.w3.org>

The W3C guidelines prescribe quite detailed technical standards, but the same importance should also be given to usability.

Some additional information can be found in the University’s own Disability Action Plan available at: <http://www.uq.edu.au/about/disabilityplan> and from the AVCC <http://www.avcc.edu.au/documents/publications/GuidelinesOnInfoAccessForStudentsWithDisabilities.pdf>

4.1 Images

Graphic elements used in websites must include an “alternative text” description. Often referred to as “ALT Text”, this information is essential for sight-impaired users.

4.2 Flash animation

“Macromedia Flash” is not permitted under current guidelines for navigation or other essential information.

4.3 PDF documents and other downloads

It is recommended, wherever possible, that HTML text is provided as well as, or instead of document downloads. The use of PDF and Microsoft Word documents as downloads is widespread, but for some users these downloads are inaccessible. In some cases, use of a PDF may be necessary to provide authenticity, security or verification of content. Where a file exceeds 500K in size include this on the link. For example: [Download Document \[750k\]](#) or [Download Video \[3MB\]](#).

Please note that when saving documents as PDFs for use on the web, ensure the Adobe settings are set for 'screen/web' viewing so the file size is reduced.

PDF documents are considered non W3C compliant.

4.4 JavaScript menus

JavaScript and rollover menus are not recommended as it is problematic for some users. Text-based navigation is recommended.

5. UQ Website Templates

The University of Queensland website templates have been designed to provide consistent corporate identity and branding as well as standard navigation across and within all UQ websites.

The templates are designed for users with moderate to advanced internet publishing skills, a sound knowledge of HTML and style sheets and moderate experience using Adobe Photoshop.

If you need assistance or would like information on using the Online Content and Publishing System (OCMPS) to manage templates, please contact OMC Web Services.

5.1 *Style sheets*

The use of “Cascading Style Sheets” is recommended for ease of maintenance and development. Cascading Style Sheets or “.css” files is a system of specifying instructions and commands on margins, borders and fonts along with other aspects that control overall design. UQ website templates are supplied with a .css file.

5.2 *HTML and technical standards*

The use of frames is not recommended. The templates are designed to meet both website usability standards (W3C) and XHTML 1 standards, and do not use frames.

5.3 *Target screen size*

Website templates are optimized to work at a minimum of 800 x 600 pixels.

5.4 *Images*

Images should be set to sizes that work within the templates when at a screen resolution of 800 x 600 pixels. The use of images on sites is encouraged where it supports the site or page content. The use of high-resolution images results in download delays for many users and should not be used. If large images are needed, for example where a diagram or map is required, use a “thumb-nail” version to click through to the larger image.

The University has a substantial image library available online. Images can be viewed at: <http://www.uq.edu.au/uqimages>

5.5 Target Browsers

To provide the greatest cross-platform compliance it is recommended that any sites developed be tested against the following browsers.

- Internet Explorer 5 (<http://www.microsoft.com>) (PC)
- Mozilla 1.7. (<http://www.mozilla.org>) (PC & Mac)
- Safari (<http://www.apple.com/safari/>) (Mac)

There are still significant differences in browser performance for both PC and Macintosh applications. Added to this are innovations that will affect how sites appear on small screen devices like mobile phones and PDAs.

5.6 Metadata

Metadata varies in importance depending on the application. In general, well-written text based pages will not require metadata. Search engines like Google scan content rather than metadata.

Where an item being referred to is an *object* such as a book, video or image, it is best to describe the object along with a link to the object itself. (For example, where you are referencing a video file, include a description on the page linking to the file.)

Staff at the University Library can provide guidance on setting up meta-data repositories.

5.7. Using the templates

The HTML templates are editable in programs such as Macromedia Dreamweaver, MS FrontPage or HomeSite, or may be hand-coded using a text editor.

Each template includes notes about which items can and cannot be modified.

It is not recommended that Microsoft Word be used to edit these templates or site content.

Images files are editable in Adobe Photoshop 6 or higher.

5.8 *Template types*

Templates provided are:

- Homepage – HTML with graphics in place, including banner area. (refer “index.html”)
- Internal Page – HTML with graphics in place (refer “level2.html”)
- Photoshop Images – providing both fixed and recommended image sizes, fonts and colours for graphic components.

5.9 *Template Elements*

5.9.1 Homepage banner

Within the templates there is the provision for a homepage banner. In this area, include a simple statement about your organisational unit, the services it provides, the research it conducts or the discipline it teaches.

5.9.2 Page footer

Within the templates, it is essential to include the copyright symbol, ABN, CRICOS number, site authority, maintenance contact and the date of the last update.

5.9.3 On this site (navigation)

The templates provide lefthand navigation titled “ON THIS SITE”. In this area include all major subject areas of the website.

5.9.4 Quicklinks (navigation)

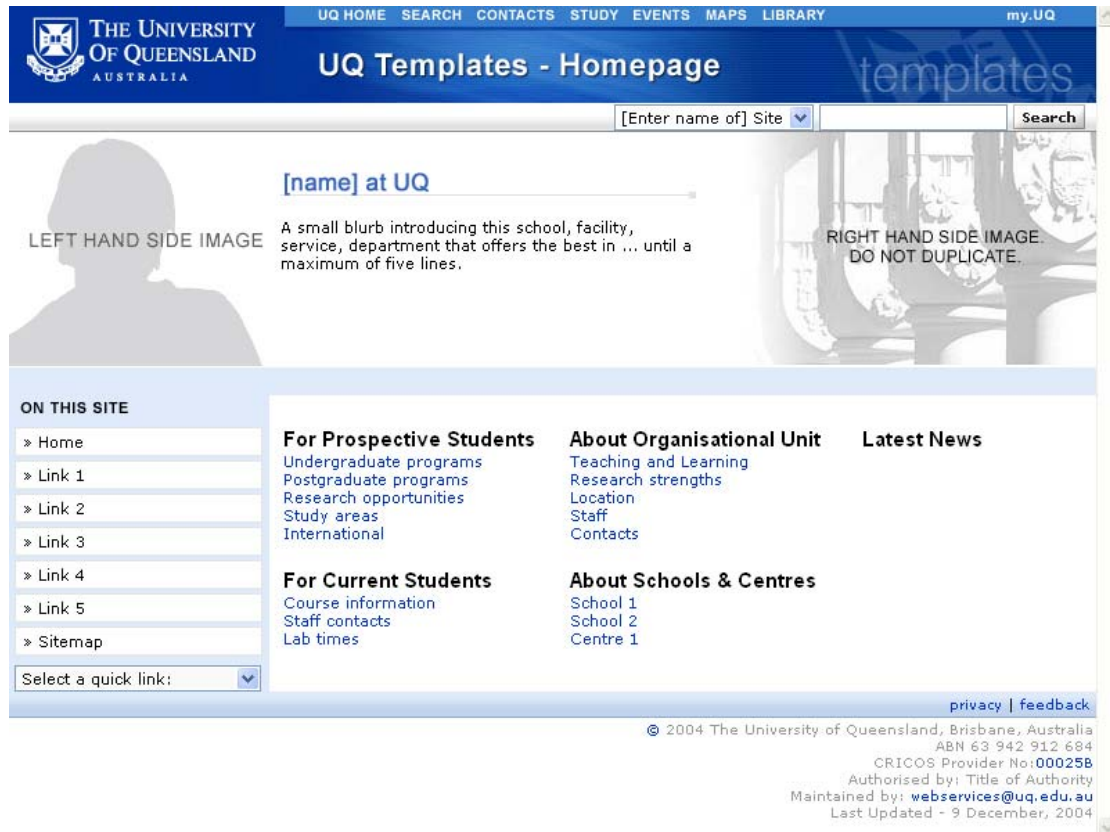
Along with those provided in the templates, include other links pertinent to your organisational unit. These may be to your faculty, intranet, Alumni or associated website.

5.9.5 Sitemap (navigation)

If your site uses the Online Content Management and Publishing System (OCMPS), described on page 24, a link to the sitemap must be included. If the OCMPS system is not used, a simple sitemap is still required.

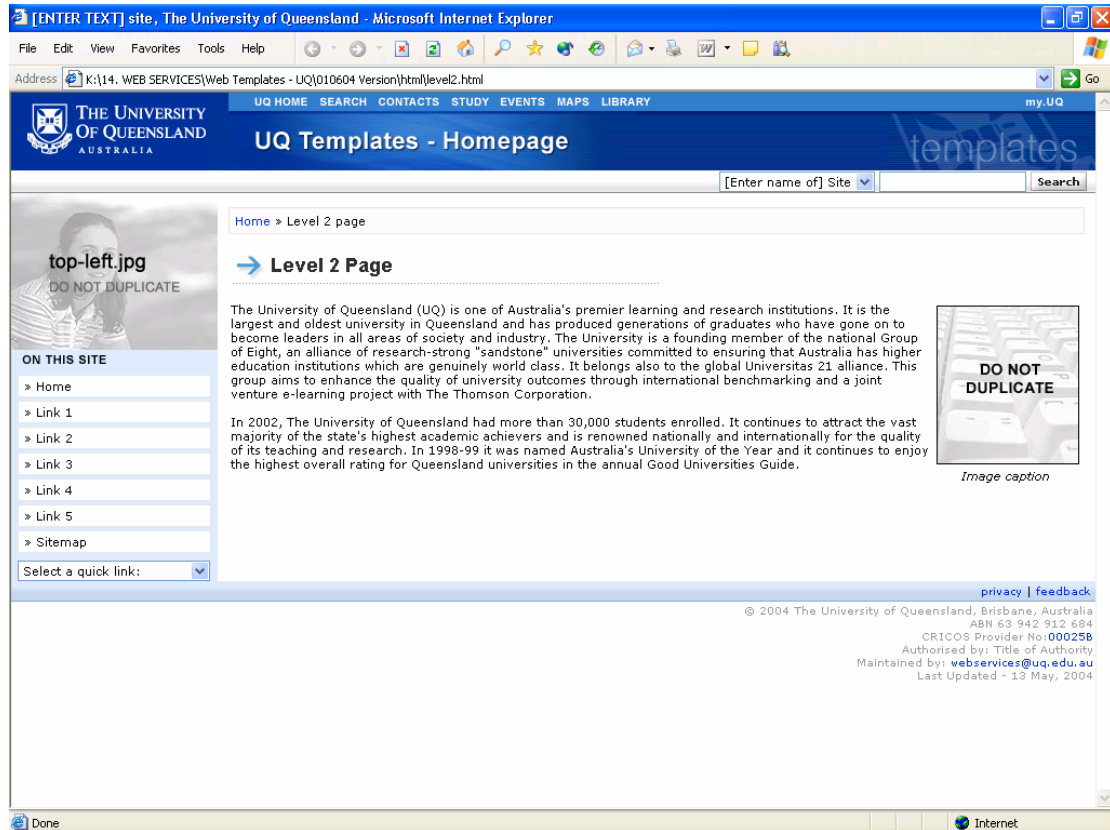
Examples of the templates are listed on the following pages.

5.9 Homepage template



The screenshot shows a web page template for 'UQ Templates - Homepage'. At the top, there is a navigation bar with links: UQ HOME, SEARCH, CONTACTS, STUDY, EVENTS, MAPS, LIBRARY, and my.UQ. Below this is a search bar with the text '[Enter name of] Site' and a 'Search' button. The main content area is divided into two columns. The left column contains a placeholder for a 'LEFT HAND SIDE IMAGE' and a section titled '[name] at UQ' with a sub-header 'A small blurb introducing this school, facility, service, department that offers the best in ... until a maximum of five lines.' The right column contains a placeholder for a 'RIGHT HAND SIDE IMAGE. DO NOT DUPLICATE.' Below the main content area, there is a section titled 'ON THIS SITE' with a list of links: Home, Link 1, Link 2, Link 3, Link 4, Link 5, and Sitemap. To the right of this section are four columns of links: 'For Prospective Students' (Undergraduate programs, Postgraduate programs, Research opportunities, Study areas, International), 'About Organisational Unit' (Teaching and Learning, Research strengths, Location, Staff, Contacts), 'For Current Students' (Course information, Staff contacts, Lab times), and 'About Schools & Centres' (School 1, School 2, Centre 1). At the bottom right, there are links for 'privacy | feedback' and a copyright notice: '© 2004 The University of Queensland, Brisbane, Australia. ABN 63 942 912 684. CRICOS Provider No:000258. Authorised by: Title of Authority. Maintained by: webservices@uq.edu.au. Last Updated - 9 December, 2004'.

5.10 Internal page template



[ENTER TEXT] site, The University of Queensland - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address K:\14. WEB SERVICES\Web Templates - UQ\010604 Version\html\level2.html

UQ HOME SEARCH CONTACTS STUDY EVENTS MAPS LIBRARY my.UQ

THE UNIVERSITY OF QUEENSLAND AUSTRALIA

UQ Templates - Homepage

[Enter name of] Site Search

Home » Level 2 page

→ Level 2 Page

top-left.jpg
DO NOT DUPLICATE

ON THIS SITE

- > Home
- > Link 1
- > Link 2
- > Link 3
- > Link 4
- > Link 5
- > Sitemap

Select a quick link:

The University of Queensland (UQ) is one of Australia's premier learning and research institutions. It is the largest and oldest university in Queensland and has produced generations of graduates who have gone on to become leaders in all areas of society and industry. The University is a founding member of the national Group of Eight, an alliance of research-strong "sandstone" universities committed to ensuring that Australia has higher education institutions which are genuinely world class. It belongs also to the global Universitas 21 alliance. This group aims to enhance the quality of university outcomes through international benchmarking and a joint venture e-learning project with The Thomson Corporation.

In 2002, The University of Queensland had more than 30,000 students enrolled. It continues to attract the vast majority of the state's highest academic achievers and is renowned nationally and internationally for the quality of its teaching and research. In 1998-99 it was named Australia's University of the Year and it continues to enjoy the highest overall rating for Queensland universities in the annual Good Universities Guide.

DO NOT DUPLICATE

Image caption

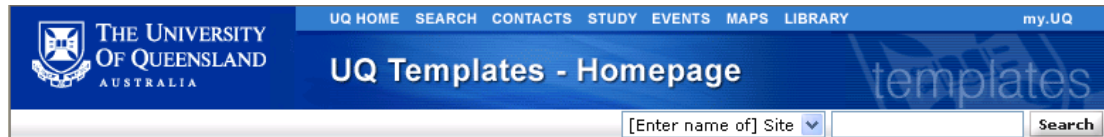
privacy | feedback

© 2004 The University of Queensland, Brisbane, Australia
ABN 63 942 912 684
CRICOS Provider No: 00025B
Authorised by: Title of Authority
Maintained by: webservices@uq.edu.au
Last Updated - 13 May, 2004

Done Internet

5.11 Code examples:

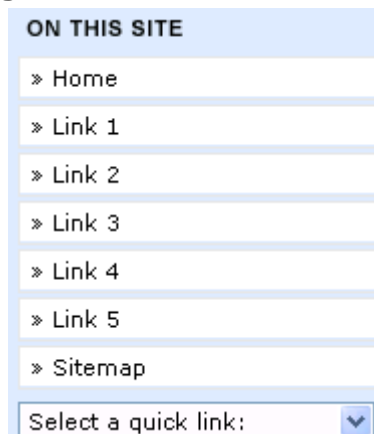
5.11.1 Page header:



```
<head>
<title>[ENTER TEXT] site, The University of Queensland</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />
<link rel="stylesheet" href="template.css" type="text/css" />
<script type="text/javascript" src="template.js"></script>
</head>

<tr>
<!-- Please change the site header image with the photoshop file provided (header.psd) --> <td width="70%"
class="header" align="left"><a href="index.html"></a></td>
<!-- Please change the uq shield image with the photoshop file provided (uq-shield.psd) -->
<td width="30%" class="header" align="right"></td>
</tr>
```

5.11.2 Page navigation:



```
<!-- Navigation Menu Starts - Modify according to the links required. Do not remove '&#187;' -->
<div id="button">
<ul>
<li class="unselected"><a href="index.html" title="Takes you back to the homepage"> &#187; Home</a></li>
</ul>
</div>
```

5.11.3 Page content: (sample)

```
<table width="70%" cellpadding="10" cellspacing="0" summary="Content Table">
<tr>
<td valign="top">
<!-- Start: Student Information Table - Edit (image and text) links, heading and description text where necessary -->
<table width="200" cellpadding="0" cellspacing="0" summary="Student Information Table">
<tr>
<td valign="top"></td>
<td valign="top"><br />
<a href="" title="">Undergraduate Programs</a><br />
<a href="" title="">Postgraduate Programs</a><br />
<a href="" title="">Research Opportunities</a><br />
<a href="" title="">Study Areas</a><br />
<a href="" title="">External Studies</a>
</td>
</tr>
</table>
```

5.11.4 Page Footer:



All University sites must include the standard University of Queensland footer, including the CRICOS Provider Number and ABN.

```
<!-- START: Footer - Change where necessary -->

<table width="100%" cellpadding="1" cellspacing="1" border="0" summary="Website Footer">
  <tr>
    <td class="footer" align="right"><!-- Do not modify anything below this area-->
<script type="text/javascript" src="http://www.uq.edu.au/templates/footer/footer.js"></script>
    <noscript>
&copy; 2004 The University of Queensland, Brisbane, Australia<br />
ABN 63 942 912 684<br />
CRICOS Provider No:<a class="footerlinks"
href="http://cricos.detya.gov.au/asp/InstitutionDetails.asp?PVID=025">00025B</a><br />
    </noscript>
<!-- Do not modify anything above this area -->

  Authorised by: Title of Authority <!-- eg. Head of School --><br />
  Maintained by: <a href="mailto:webservices@uq.edu.au" title="Email the Web
Developer">webservices@uq.edu.au</a> <!-- Please change this email address if required --><br />
  Last Updated - 13 May, 2004<!-- Please change this date to the current one in the format provided --><br />
    </td>
  </tr>
</table>

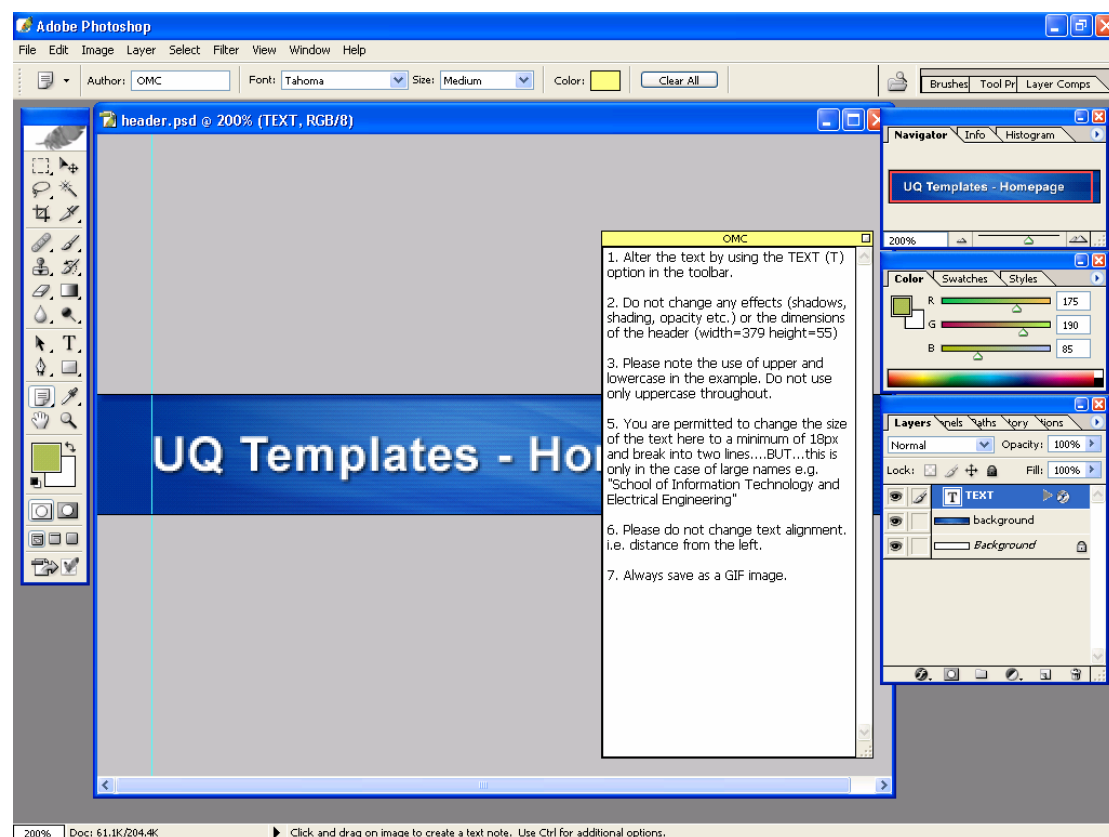
<!-- END: Footer -->
```

5.12 Working with template graphics

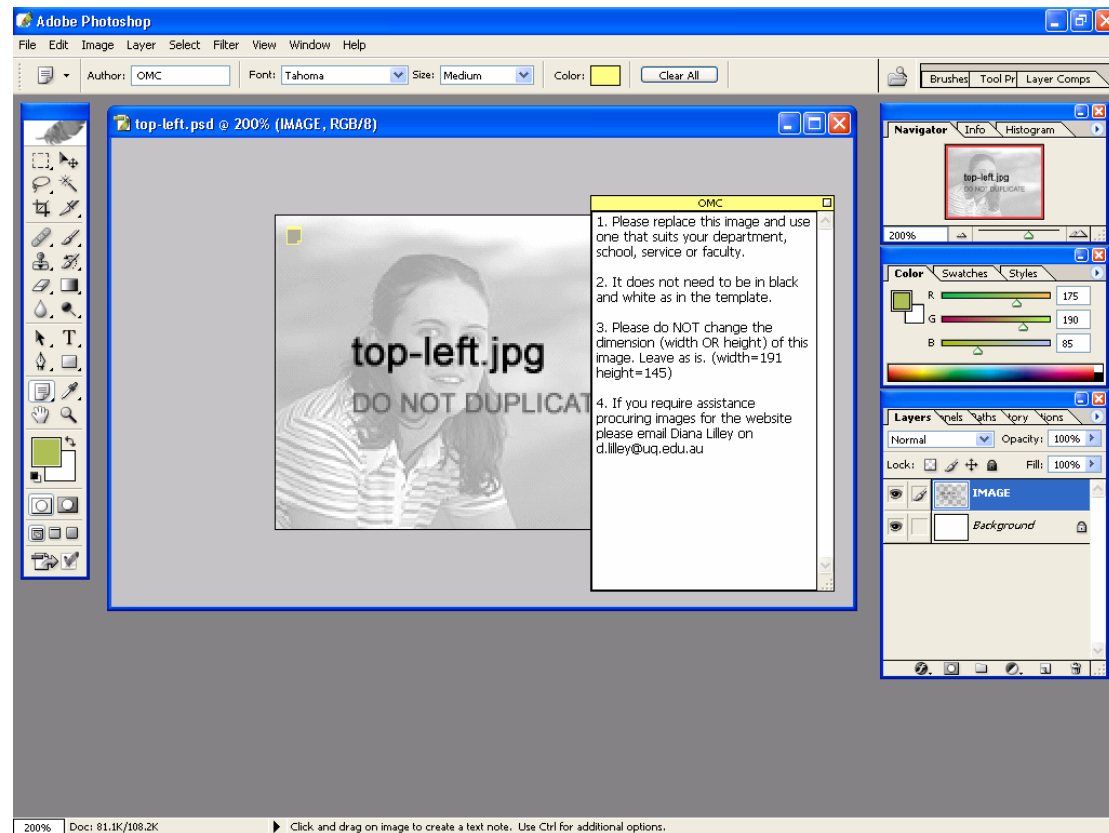
Graphics that need to be modified are supplied in Adobe Photoshop format. A moderate understanding of this program and the use of fonts, layering and exporting is essential.

Some examples of the files and notes are listed below:














5.12.1 Site Header



5.12.2 Lefthand image



5.12.3 More detail can be found in the template files

-  uq-shield.psd
-  top-right-rhodes.jpg
-  top-left.psd
-  tagline.psd
-  print-header.psd
-  on-this-site.psd
-  level2-arrow.psd
-  icon-book.psd
-  headings.psd
-  header-qlink.psd
-  header.psd
-  feature-right.psd
-  feature-left.psd

6. Using the Online Content Management and Publishing System (OCMPS)

6.1 *Introduction*

The Online Content Management and Publishing System was developed at UQ to simplify and speed up the process of creating and maintaining websites. The system provides complete management of website content and templates. Web Services in OMC can provide further information and training on this system.

Contact:

Website: <http://www.uq.edu.au/omc/webservices>

E-mail: webservices@uq.edu.au

Phone: 07 3365 3049

An overview of the system is included on the following pages.

6.2 Editing a website page using OCMPs

Edit Item

ID: 3711

Title:

URL:
 Make this page a redirect:

Media URL:

Media Caption:

Summary:

Search Keywords:

Content:

Default 1 (8 pt)

B I U [List Icons] [Text Color] [Background Color] [Link] [Image] [Code]

 Herston is a major medical, teaching and research location. The University operates within the Royal Brisbane Hospital, Royal Children's Hospital, Royal Women's Hospital and Queensland Radium Institute. Herston is also the location of the Mayne Medical School.

- [School of Medicine](#) website.
- [Herston Medical Library](#) website.
- [Queensland Institute of Medical Research \(QIMR\)](#) website.
- [Herston](#) Map (PDF 454kb)

Ranking:

Date:
 Update to today's date:

Template:

Status:

Categorisation:
Select Parent Categories

- University profile
- Locations
 - St Lucia
 - Things to Do
- Publications
 - Senate Reports
 - Annual Reports
 - Strategic Plans
 - Strategic Plan 2002-2006
 - Strategic Plan 2000-2004
 - Strategic Plan 2003-2007
 - Strategic Plan 2004-2008
 - Research Report
 - University News
- Campus life
- Contacts
- Universitas 21 Annual Meeting - 2004
- Travel concerns - SARS
- Rhodes Scholarships - Information for Queensland applicants

Sharing:

6.3 Features:

- **Manage website content and structure (create, edit or delete content online)**
- **Manage website templates**

The OCMPS system removes the often problematic process of website file management. This helps eliminate out-of-date material left on web servers and simplifies website administration.

The automated page dating system enables easier identification of out-of-date material and automatic deletion if required. Un-indexed files are caught in a safety-net system where they can easily be re-indexed or deleted.

Website Structure Management:

All material is tracked by the database and can be retrieved in a number of ways. These include retrieval by the inbuilt Site Search, automated Site Map and the automated Bread Crumb Trail. This is in addition to any indexing provided on the home page.

Creating and Editing Content:

OCMPS provides easy site management and content development. Pages can be published and automatically indexed very quickly.

The system can be used for the initial content development to significantly improve workflow as material can be entered directly into the database. This improves version control and reduces file management. As material can be stored as straight text, content managers do not need HTML experience.

Display Features:

- automated internal navigation
- automated rollover text for links
- consistent layout
- meets W3C standards - made possible through page storage, retrieval and display standards
- automatically generated page title
- automatically generated internal bread crumb trail
- inbuilt search function
- dynamically generated sitemap
- automated published date
- formatted image link & display
- inbuilt Bold, Italics, Underline, linking and Table functions
- supports text and full HTML, including forms
- direct website/database links
- ability to list contents by date or number

Administration and maintenance features:

- direct editing from public view via password protected link
- ability to secure pages and links behind password
- inbuilt safety net to catch un-indexed files
- inbuilt site statistics
- administration to view, edit, stage or delete pages
- no file management required
- reduced link maintenance
- keyword management

Other features:

- secure Intranet facilities
- search engine compatibility including UQ
- centralized hosting and support
- ability to use University authentication

Examples of sites using OCMPS: (Over 130 UQ sites use OCMPS)

<http://www.ansoc.uq.edu.au>

<http://www.uqsrc.uq.edu.au>

<http://www.uq.edu.au/gatton>

http://www.uq.edu.au/teaching_learning

<http://www.uq.edu.au/arts>

<http://www.uq.edu.au/ipswich>

<http://www.uq.edu.au/about>

<http://www.uq.edu.au/sbs>

<http://www.uq.edu.au/epsa>

<http://www.uq.edu.au/sps>

<http://www.uq.edu.au/maths>

<http://www.uq.edu.au/aca>

<http://www.uq.edu.au/cts>

<http://www.uq.edu.au/bel>

7. Domain Name registration

- Top level sub-domain names – <http://www.name.uq.edu.au>
- Alias or sub-directories – <http://www.uq.edu.au/name>
- Non UQ website addresses – <http://www.customshouse.com.au>

For policy and details on registering UQ domain names, refer to:
<http://www.its.uq.edu.au/tn-0010>

8. Printing website addresses

In print publications, “user-friendly” website addresses should be used wherever possible.

For example, if you have an address such as:
<http://www.uq.edu.au/about/index.html?page=1172>

This should be printed as:
<http://www.uq.edu.au/about/annualreport>

There are several options to achieve this. For further information please contact OMC Web Services. <http://www.uq.edu.au/omc/webservices>

9. Online database development

The University’s preferred hosting is within the ITS Sun Solaris system known as Trinity. This server runs PHP version 4.7 & MySQL 4.0.20. These standards and compliance should be checked on the host. Account enquiries can be made with UQ Connect.

Guidelines: <http://www.uq.edu.au/itspp/guidelines.html>

E-mail: help@uqconnect.net

Phone: 07 3365 9153

10. E-commerce solutions

Business Services at The University of Queensland has developed a number of online shopping and payment solutions that integrate fully with The University’s banking and accounting systems. For more information on these services contact:

Website: <http://www.ebusiness.bs.uq.edu.au>

E-mail: ebusiness@uq.edu.au

Phone: 07 3346 9039

11. Website authorities (as at 4 August 2004)

Site Name	Address	Authority
UQ Homepage	http://www.uq.edu.au	Director, Office of Marketing & Communications
Programs & Courses	/study	Academic Registrar
myAdvisor	/myadvisor	Academic Registrar
mySI-net	https://www.sinet.uq.edu.au	Academic Registrar
Current Students – my.UQ Student	/student	Academic Registrar
Guidance Officers	/guidance	Academic Registrar
Careers Fair	/careersfair	Academic Registrar
UQ International	/international (Home Page)	Deputy Vice-Chancellor (International & Development) & Academic Registrar
Teaching & Learning at UQ	/teaching_learning	Deputy Vice-Chancellor (Academic)
Contacts	/contacts	Secretary & Registrar
Current Staff – my.UQ Staff (Homepage)	/current-staff (Homepage)	Secretary & Registrar
Faculties, schools, centres & administrative divisions	/departments	Secretary & Registrar
HUPP	/hupp	Secretary & Registrar
Search	/search	Secretary & Registrar
Services & Facilities	/services	Secretary & Registrar
UQ Maps	/maps	Secretary & Registrar
UQ Sign In	https://www.uq.edu.au/secure/uqsigin/	Secretary & Registrar
OMC Website	/omc	Director, Office of Marketing &

		Communications
UQ Survey	/uqsurvey	Director, Office of Marketing & Communications
About UQ	/about	Director, Office of Marketing and Communications
Events	/events	Director, Office of Marketing and Communications
Media Clips	/news/medioclips	Director, Office of Marketing and Communications
UQ Experts	/uqexperts	Director, Office of Marketing and Communications
UQ Images	/uqimages	Director, Office of Marketing and Communications
UQ News Online	/news	Director, Office of Marketing and Communications
UQ Update	/update	Director, Office of Marketing and Communications
Research at UQ	/research	Director, Office of Research & Postgraduate Studies
Library/Cybrary	/library	University Librarian
UQ Graduate School	/grad-school	Director, UQ Graduate School
Current Staff – my.UQ Staff (Internal Pages)	/current-staff	Director, Personnel
Prospective Staff	/staff	Director, Personnel
Donations & bequests	www.development.uq.edu.au/donations	Director, Development Office
UQ Alumni	www.alumni.uq.edu.au	Director, Development Office

12. References

12.1 *Relevant UQ policies and guidelines*

- Internet Code of Practice (HUPP 6.10.1)
- University Disability Policy (HUPP 1.70.8)
- Information Technology Security Management Policy (HUPP 6.10.4)
- Screen Based Equipment (HUPP 2.20.2)
- Freedom of Information Management Policy (HUPP 1.60.1)
- Telecommunications Management Policy (HUPP 6.10.3)
- Privacy Management Policy (HUPP 1.60.2)
- Information and Communications Technology (ICT) Plan

12.2 *State Government policies*

- Information Standard 26 Internet (inc. Best Practice Supplement)
http://www.iie.qld.gov.au/site/informationstandards/downloads/is_26.pdf
- Writing for the web
<http://www.qld.gov.au/web/writing/introduction/intro.html>
- Information Standard 18 – Security
http://www.iie.qld.gov.au/site/informationstandards/downloads/is_18.pdf
- Department of Innovation and Information Economy (IIE)
<http://www.iie.qld.gov.au/site/informationstandards/>

12.3 *Other policies*

- **Policy - Access to the Internet (AARNet site)**
AARNet Pty Ltd (ACN 084 540 518) Policy on Allowed Access to AARNet (Provision and Carriage Services) (incorporating Expanded Access) 3 May 2001 AARNet Pty Ltd (APL) is a not-for-profit company whose shareholders (Members) are most Australian Universities and CSIRO.
<http://www.aarnet.edu.au/publications/aarnetaccesspolicy2001.pdf>

12.4 Relevant committees and references

ITSPP – Information Technology and Services Policy and Planning

Chair: Professor Margaret Gardner
Secretary: Mr. Jeremy Crowley
E-mail: j.crowley@uq.edu.au
Phone: 3365 9082
Website: <http://www.uq.edu.au/itspp>

WIWP – Web Interface Working Party

Chair: Professor Margaret Gardner
Secretary: Mr. Trevor Burke
E-mail: t.burke@uq.edu.au
Phone: 3365 3049

ACPC – Academic Computing and Policy Committee

Chair: Mr. Douglas Porter
Secretary: Mr. Jeremy Crowley
E-mail: j.crowley@uq.edu.au
Phone: 3365 9082

TEDI – Teaching and Educational Development Institute

Director: Ms. Denise Chalmers
P/Assistant: Ms. Anna Young
Phone: 51075
E-mail: a.young@uq.edu.au

ITCG – Information Technology Consultative Group

Chair: Mr. Colin Wilson
Secretary: Ms. Del Molloy
E-mail: d.molloy@its.uq.edu.au
Phone: 07 3365 3521
Website: <http://www.uq.edu.au/itcg>

ITLO - Information Technology Liaison Officers

Secretary: Ms. Claire Groves
E-mail: itlo@its.uq.edu.au
Phone: 07 3365 4169
Website: <http://www.uq.edu.au/itlo/>