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| DoS No. 1 | Internal Regulation of the University of Technology and Economics in České Budějovice | | | | |
| ADDENDUM No. 1 TO GUIDELINE No. 7/2014 ON THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY AT VŠTE | | | | | |
| Date of issue: | 15 June 2020 | Effective from: | 15 June 2020 | Effective until: | Revocation |
| Reference number: | VŠTE004714/2020 | Number of pages: | 2 | Number of annexes: | 1 |
| Frequency of checks on the validity of the standard | | Annual | | | |
| Replaces regulation | - | | | | |
| Parent regulations | VŠTE Statute | | | | |
| Related regulations | Guideline No. 7/2014 on the Use of Information and Communication Technology at VŠTE Guideline No. 1/2018 Circulation of Accounting Documents and Financial Control Rules (Article 14) Guideline No. 6/2016 Principles of Communication at VŠTE Guideline No. 2/2018 Excellent Top Manager System (ETMS) | | | | |
| Subordinate regulation | - | | | | |
| Distribution list | VŠTE staff | | | | |
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| Prepared by: | Ing. Jakub Uhlíř, signed | Supervisor: | Bursar | | |
| Signature: | | Signature: | Ing. Jaromír Vrbka, MBA, PhD., signed | | |
| Formally verified by: | Bc. Eva Plochová, by signature | Approved by: | Rector | | |
| Signature: | | Signature: | Prof. Ing. Marek Vochozka, MBA, Ph.D., in his own hand | | |

Article 1
General provisions

- (1) This amendment amends Directive No. 7/2014 on the Use of Information and Communication Technology at VŠTE dated 31 March 2014 (Ref. No. VŠTE003808/2014).
- (2) The individual articles are amended and supplemented as follows:

Article 1
Terminology, general and basic provisions

(7) Other information systems are systems not listed in paragraphs 3 to 6 of this article.

Article 2
Definition of responsibilities

- (2) *The Director's Unit for Study Administration and Lifelong Learning* is responsible for the IS in its entirety, with the exception of:
 - c) the allocation of office spaces and telephone lines, which is handled by *the Finance Department (HR officer)*.
- (4) *The Finance Department (ETMS administrator)* is responsible for the ETMS.

Article 3
Access to information systems and the allocation of rights

(3) *The administration of rights within the IS is managed by the Office of the Director for Study Administration and Lifelong Learning, with the person responsible for assigning rights being the access rights administrator. Rights are assigned in accordance with [Annex 1](#); in other cases, rights are assigned subject to the Rector's approval.*

Paragraph 4) is deleted. The remaining paragraphs are renumbered as paragraphs 4) to 7).

- (3) Furthermore, Article 4 is amended as follows:

Article 2
Access to the document server and allocation of rights

(1) *Access to the document server in the IS is divided primarily among the institutes, departments and sections of VŠTE, and responsibility for their administration always lies with the relevant head.*

(2) *Rights within a specific folder of the IS document server are granted, modified and revoked by the head of the department, unit or section to designated individuals, to whom they may assign management, upload and read permissions, and thereby bear full responsibility for the assignment of tasks and the up-to-date status of the folder in question.*

(3) The heads of departments (see point 1) are responsible for ensuring that, at least twice a year (always before the start of each semester), the up-to-date status of documents and staff rights on the document server is checked, and that any necessary adjustments are made.

(4) The numbering of Articles 4–9 is changed to 5–10.

Article 6 **Reporting faults**

(2) Urgent faults relating to ICT malfunctions caused by power cuts or faults in telephone equipment must be reported *to the Operations and Technical Department on 770 101 260.*

Article 7 **Information obligations of individual departments**

(3) Obligations regarding staff relocation:


- a) ICT administrators shall inform the Finance Department, which shall update the records in IFIS;
- b) *The Finance Department (HR officer)* will update the settings in the IS (office number);
- c) *The Finance Department (HR officer)* will set up the telephone lines.

Article 9 **System access**

(1) Access to the IS is via the UČO and password. This password may be changed subsequently.

(4) Amendment to [Annex 1](#).

Changes are marked in italics.

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| DOR No. 2 | Internal Regulation of the University of Technology and Economics in České Budějovice | | | | |
| ADDENDUM No. 2 TO GUIDELINE No. 7/2014 ON THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY AT VŠTE | | | | | |
| Date of issue: | 20 September 2021 | Effective from: | 20 September 2021 | Effective until: | Revocation |
| Reference number: | VŠTE005731/2021 | Number of pages: | 5 | Number of annexes: | 0 |
| Frequency of checks on the validity of the standard | | Annual | | | |
| Revokes the standard | - | | | | |
| Parent standard | Guideline No. 7/2014 on the use of information and communication technology at VŠTE | | | | |
| Related regulations | - | | | | |
| Subordinate regulation | - | | | | |
| Distribution list | VŠTE staff | | | | |
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| Prepared by: | Head of the Finance and Operations Department | Approved by: | Bursar | | |
| Signature: | Ing. Jakub Uhlíř | Signature: | Ing. Jaromír Vrbka, MBA, PhD. | | |
| Formally verified by: | Legal Department Officer | Approved by: | Vice-Rector – Statutory Representative of the Rector | | |
| Signature: | Denisa Plecítá, BSc | Signature: | Ing. Zuzana Rowland, MBA, PhD. | | |

ADDENDUM No. 2 TO GUIDELINE No. 7/2014 ON THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY AT VŠTE

Article 3 General Provisions

- (1) This addendum amends Directive No. 7/2014 on the use of information and communication technology at VŠTE dated 31 March 2014 (Ref. No. VŠTE003808/2014).
- (2) Article 1, paragraph 6 now reads as follows:

“(6) The Excellent Top Manager System (hereinafter referred to as ‘ETMS’) is a management information system owned by VŠTE. The operation and further development of the system is ensured by the IT Department.”
- (3) Article 1(8) is repealed.
- (4) Article 2(2)(b) now reads as follows:

“b) the entry of personnel matters, which is carried out by the HR officer,”
- (5) Article 2(2)(c) now reads as follows:

“c) entering the allocation of staff to offices and telephone lines, as entered by the HR officer.”
- (6) Article 2(3) shall now read as follows:

“(3) The Finance Department is responsible for the VEMA system.”
- (7) Article 2(4) now reads as follows:

“(4) The Finance Department is responsible for the ETMS.”
- (8) Article 3(4) now reads as follows:

“(4) Rights in IFISU are allocated by the ICT administrators upon request from the Director of the Economic Section.”
- (9) Article 6(3) now reads as follows:

“(3) Obligations regarding staff relocation:

 - a) the ICT administrators inform the Finance Department, which will update the records in IFIS;
 - b) the HR officer shall make the necessary changes to the IS settings (office number);
 - c) the ICT administrator shall set up the telephone lines. “
- (10) Article 8(1) now reads as follows:

“(1) Access to the IS is granted using the UČO and a password assigned by the HR officer. This password may subsequently be changed.”

(11) Annex 1 now reads as follows:

| Name of right | Description of right | Who should have the right |
|----------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| survey_subject | Access to survey responses without disclosure of the respondent's identity | Rector, Rector Emeritus, Director of Student Administration and Lifelong Learning |
| c_card | Handling of personal cards | Staff of the Student Affairs Department |
| c_groups | Managing groups of people | Staff of the Study Department |
| c_print | Queue management for ID card printing | Staff of the Study Department, CCV and the library |
| d_groups | Handling groups of documents | Rector, Emeritus Rector, Director of Study Administration and Lifelong Learning |
| d_su | Root for document documents | Rector, Rector Emeritus, Director of studies and lifelong learning |
| e_managdata | Access to management data | Rector, Rector Emeritus, Director of Academic Administration and Lifelong Learning |
| f_fees | Invoicing of fees | Staff of the Student Affairs Office |
| f_fees_admin | Management of fee invoicing codes | Rector, Emeritus Rector, staff of the Student Affairs Department, EU staff |
| g_plag | Bulk search for plagiarism | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning |
| i_absolvent | Processing applications to the alumni network | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, staff of the External Relations Department |
| j_agenda | Office – handling with agendas | Rector, Rector Emeritus, Rector's Office, Director of Academic Administration and Lifelong Learning, staff of the Academic Affairs Department, Deputy Heads of individual institutes (for teaching activities), CCV, representatives of the Library, Reception and the Finance Department, departmental assistants |
| j_registry | Office – Registry | Rector, Rector Emeritus, Rector's Office, Director of Student Affairs and Lifelong Learning, staff of the Student Affairs Department, deputy directors of individual institutes (for teaching activities), CCV, representatives of the library, reception and Finance Department, department assistants |

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| j_file | Office – file handling with files | Rector, Rector Emeritus, Rector's Office, Director of Student Affairs and Lifelong Learning, staff of the Student Affairs Department, Deputy Directors of individual institutes (for teaching activities), CCV, representatives of the Library, Reception, the Finance Department and the Analysis Department, department assistants |
| catalogue | Courses in the course catalogue (A, Vice-Dean) | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, representatives of the institutes, the Study Department, CCV |
| katal_b | Courses in the course catalogue (B, course coordinator) | Rector, Rector Emeritus, Director for Academic Administration and Lifelong Learning, department representatives, Academic Affairs Office, CCV |
| katal_c *) | Courses in the course catalogue (C, lecturer) | course lecturer |
| k_contacts | Managing contacts for individuals and departments | Rector, Rector Emeritus, Rector's Office, Director of Student Administration and Lifelong Learning, Deputy Directors of individual departments (for teaching activities), representatives of the Finance Department and representatives of the Technical and Administrative Department |
| k_contacts_skr | Defines rooms for timetable purposes | Rector, Rector Emeritus, Rector's Office, Director of Student Affairs and Lifelong Learning, Deputy Directors of individual institutes (for teaching activities), representative of the Finance Department, representative of the Technical and Facilities Department |
| k_people | Personal identification data | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, staff of the Study Department, deputy directors of individual institutes (for teaching activities), CCV, representative of the Finance Department, representatives of the Legal Department |
| n_manip | Handling of notices on the noticeboard | Rector, Rector Emeritus, Director of Academic Administration and Lifelong Learning, staff of the Academic Affairs Office, Deputy Heads of individual departments (for teaching activities) |
| oc_management | Shopping centre management | not currently in use |

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| prijriz_definition | Definition of admission process | Rector, Emeritus Rector, Director of Academic Administration and Lifelong Learning, staff of the Student Affairs Office, deputy directors of individual departments (for teaching activities), representatives of the External Relations Section |
| p_zam | Handling of records on staff | Rector, Rector Emeritus, Finance Department |
| s_fields | Management of study programmes, fields of study and specialisations | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, Head of CCV, representatives of the institutes |
| s_room_booking | Privileged room booking | the Rector, the Rector Emeritus, the Rector's Office, the Director of Academic Administration and Lifelong Learning, staff of the Academic Affairs Department, deputy heads of individual departments (for teaching), the Centre for Continuing Education (CCV), representatives from the Library, Reception and the Finance Department, departmental assistants, and representatives from the IT Department |
| s_schedules | Permission to manage topic schedules | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, Study Department |
| s_timetable | Right to manipulate the timetable | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, department representatives |
| s_templates | Editing registration templates/recommended study plans | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, department representatives |
| s_approval | Granting consent for course enrolment | not currently in use |
| s_scholarship | Scholarship administration | Staff of the Study Department |
| s_study | Handling of study records | Rector, Emeritus Rector, Director of Study Administration and Lifelong Learning, Study Department, IT representative, International Relations Department, library representative |
| s_vysl_reg | Access to results course registration | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, the Study Department, and department representatives |
| s_vyuka | Manipulation of records on course teaching | Rector, Rector Emeritus, Director of Academic Administration and Lifelong Learning, representatives of |

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| | | departments and the Department |
| v_publications | Manipulation of third-party publications | library staff |
| notice_board | A person may post very similar notices on the noticeboard. | the Rector, the Rector Emeritus, the Director of Study Administration and Lifelong Learning, the Student Affairs Office, and representatives of the departments |
| in_CVs | Manipulation of other people's CVs | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, department representatives |
| w_mail_meni_from | Allows you to change the 'From' based on the addresses of the groups of people of which they are a member. | Rector, Rector Emeritus, Director of student administration and lifelong learning |
| w_passwd | Change password | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning, Student Affairs Office, Finance Department (staff), Student Affairs Office, CCV and department representatives |
| w_passwd_pin | May set a PIN for the primary password. | Rector, Rector Emeritus, Director of Study Administration and Lifelong Learning |
| w_tiskadmin | Printer configuration | Rector, Rector Emeritus, Director of Academic Administration and Lifelong Learning |
| k_people_covid | Access to the COVID-19 | Office of the Director for Academic Administration and Lifelong Learning |

*) this right may apply to students or staff

Article 2 Final Provisions

(1) This amendment shall enter into force on 20 September 2021.

Ing. Vojtěch Stehel, MBA, PhD.

Rector