

Guideline No. 6/2016	Internal Regulation of the University of Technology and Economics in České Budějovice				
COMMUNICATION POLICY AT VŠTE					
Date of issue:	7 April 2016	Effective from:	7 April 2016	Valid until:	Revocation
Reference number:	VŠTE004230/2016	Number of pages:	3	Number of annexes:	1
Information on amendments	-				
Repeals the regulation	Directive No. 9/2009 Principles of Communication at VŠTE in České Budějovice				
Higher-level regulations	VŠTE Statutes (Article 6)				
Related regulations	Directive No. 11/2015 VŠTE Organisational Rules (in full) Measure No. 25/2015 Organisational Rules of UTT (in full) Measure No. 26/2015 Organisational Rules of UPS (in full) Measure No. 27/2015 Organisational Rules of UZO (in full)				
Subordinate regulation	-				
Distribution list	VŠTE staff				
					
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Article 1

Internal email communication

- (1) The main means of internal communication at the University of Technology and Economics in České Budějovice (hereinafter referred to as “VŠTE”) is email correspondence, which forms part of the VŠTE Information System (hereinafter referred to as “IS VŠTE”, website address “is.vstecb.cz”).
- (2) Internal communications shall be sent to all employees and students (hereinafter referred to as “users”) of VŠTE exclusively via IS VŠTE emails.
- (3) Every user is required to log into their email inbox at least once every 24 hours on working days, read their correspondence and, where necessary, reply to it if requested.
- (4) Each user may access their email correspondence (after entering their username and password) via the web interface at is.vstecb.cz. Usernames and passwords for staff are assigned by the HR officer. Usernames and passwords for students are assigned by the academic officer responsible for teaching activities at the relevant department. Each user must change their password in accordance with VŠTE’s IT system rules.
- (5) Users may forward their email inbox to another address, but bear full responsibility for such forwarding. VŠTE is only responsible for the delivery of emails to email addresses within the VŠTE IS.
- (6) All users are required to follow the VŠTE IS guidelines when using the VŠTE IS. All users are obliged to comply with the Rules for the Use of the VŠTE Information System (see [Appendix 1](#)). In particular, they are obliged to maintain sufficient free space in their email inbox and to check their email inbox regularly so that they can be properly and promptly informed of VŠTE communications.
- (7) Each user is assigned a unique identification number (hereinafter referred to as “UCHO”) within the VŠTE Information System. Users may choose a nickname within the VŠTE Information System. If an employee uses a nickname, it must preferably consist of the employee’s surname without diacritical marks and in lower case. In the event of ambiguity regarding the nickname (the same surname for multiple employees), the surname may be supplemented with the first name or its abbreviation (also without diacritics and in lower case). The nickname must not be derisive, offensive or otherwise misleading.
- (8) The VŠTE IS administrator is responsible for the administration of the information system, including email accounts.
- (9) The provisions of this article are binding on all VŠTE staff and students.

Article 2

VŠTE IS Noticeboard and Discussion Forums

- (1) A secondary internal means of communication at VŠTE is the noticeboard, which forms part of the VŠTE IS.
- (2) The noticeboard is used to convey messages intended for all VŠTE IS users.
- (3) The noticeboard is not intended for personal or confidential communication.

- (4) Communication between teachers and students in each course or seminar group takes place via the discussion forum for the relevant course or seminar group.
- (5) The provisions of this article are binding on all staff and students of VŠTE.

Article 3 **VŠTE IS Document Server**

- (1) The VŠTE IS Document Server is intended for the storage of official and important VŠTE documents. The VŠTE IS Document Server serves as the main repository for VŠTE documents.
- (2) The IS administrator is responsible for the basic folder structure on the document server (first-level folders) and for assigning 'manage' permissions for folders.
- (3) The person designated for this purpose is responsible for placing documents in the appropriate folders on the document server.
- (4) The provisions of this article are binding on all VŠTE staff and students.

Article 4 **Use of work mobile phones**

- (1) To ensure more effective communication with VŠTE, employees are provided with company mobile phones in accordance with the Rules for the Allocation and Use of Company Mobile Devices.
- (2) It is the duty of every employee entrusted with a company mobile phone to keep the phone in working order and to answer or respond to calls on working days between 8:00 and 16:30, no later than two hours after a missed call is recorded.
- (3) The provisions of this article are binding on all VŠTE employees who have been entrusted with a company mobile phone for their use.

Article 5 **General principles of communication at VŠTE**

- (1) Directors/heads of individual departments shall communicate in accordance with the hierarchy set out in VŠTE's organisational structure, in such a way as to ensure the most effective communication possible.
- (2) Matters relating to fundamental decisions are always dealt with by the head/director of the department, or a representative authorised by them, together with a head/director at the same management level or a direct superior.
- (3) Other non-managerial staff resolve operational and administrative matters among themselves that do not require a decision by a superior, unless their superior decides otherwise.

Article 6
Principles of communication between departments and other units

- (1) Department staff communicate through their heads or their deputies:
- a) on matters relating to teaching and academic affairs through the Deputy Director for Teaching, who deals with these matters with the relevant departments.
 - b) on matters of creative, scientific and project activities through the Deputy Director of the Institute for Research, Development and Creative Activities, who deals with these matters with the relevant departments.
 - c) in economic, operational, technical and related matters through the Institute Secretary, who deals with these matters with the relevant departments.

Appendices:

Appendix No. 1 – Rules for the Use of the VŠTE Information System