

DoS No. 1	Internal Regulation of the University of Technology and Economics in České Budějovice
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ADDENDUM No. 1 TO GUIDELINE No. 6/2016


Date of issue:	28 June 2017	Effective from:	1 July 2017	Effective until:	Revocation
Reference number:	VŠTE005411/2017	Number of pages:	1	Number of annexes:	0
Frequency of checks on the validity of the standard		Annual			
Replaces 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. 2/2017 Organisational Rules of the ÚPS (in full) Measure No. 3/2017 Organisational Rules of ÚTT (in full) Measure No. 4/2015 Organisational Rules of ÚZO (in full)				
Subordinate regulation	-				
Distribution list	VŠTE staff				



Prepared by:	Ing. Jaroslav Staněk	Supervisor:	Vice-Rector – Statutory Representative of the Rector
Signature:		Signature:	Prof. Ing. Jan Váchal, CSc.
Formally verified by:	Ing. Jaroslav Staněk	Approved by:	Rector
Signature:		Signature:	Doc. Ing. Marek Vochozka, MBA, Ph.D.

Article 1
General Provisions

- (1) This amendment amends Directive No. 6/2016 Principles of Communication at VŠTE dated 7 April 2016, ref. no. (VŠTE004230/2016).
- (2) The guarantor of the standard is being changed.
- (3) Related regulations are amended.

DoS No. 2	Internal Standard of the University of Technology and Economics in České Budějovice				
ADDENDUM NO. 2 TO GUIDELINE NO. 6/2016					
Date of issue:	11 March 2019	Effective from:	11 March 2019	Effective until:	Revocation
Reference number:	VŠTE003286/2019	Number of pages:	2	Number of annexes:	0
Frequency of checks on the validity of the standard		Annual			
Replaces regulation	Directive No. 9/2009 Principles of Communication at VŠTE in České Budějovice				
Superior regulations	VŠTE Statutes (Article 6) Guideline No. 6/2016 Principles of Communication at VŠTE				
Related regulations	Guideline No. 11/2015 VŠTE Organisational Rules (in full) Measure No. 2/2017 Organisational Rules of ÚPS (in full) Measure No. 3/2017 Organisational Rules of ÚTT (in full) Regulation No. 4/2017: Organisational Rules of the ÚZO (in full)				
Subordinate regulation	-				
Distribution list	VŠTE staff and students				
					
Prepared by:	Mgr. Zdeněk Caha, MBA, Ph.D., signed	Supervisor:	Chancellor		
Signature:		Signature:	Zuzana Rowland, MBA, by authority		
Formally certified by:	Bc. Eva Plochová, signed	Approved by:	Rector		
Signature:		Signature:	Prof. Ing. Marek Vochozka, MBA, Ph.D., in his official capacity		

Article 1 General Provisions

- (1) This amendment amends Directive No. 6/2016 Principles of Communication at VŠTE dated 7 April 2016, ref. no. (VŠTE004230/2016).
- (2) The guarantor of the standard is being changed.
- (3) The individual articles are amended and supplemented as follows:

Article 1 Internal email communication

- (3) Every user is required to access their email inbox at least once every 24 hours on working days, read their correspondence and, where necessary, reply to it *as soon as possible*.
- (4) Every user has access to 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 *an authorised member of the Finance Department*. Usernames and passwords for students are assigned by *the administrator of the Deputy Director's Office for Academic Affairs* at the relevant department. Each user must change their password in accordance with the VŠTE IS rules.
- (5) Users *are not authorised* to redirect their IS VŠTE email inbox to another address. *Should a user do so, they do so at their own risk and bear full responsibility for this.* VŠTE is only responsible for the delivery of emails to email addresses within the IS VŠTE system.

Article 2 VŠTE IS Noticeboard and Discussion Forums

- (4) A discussion forum for the relevant course or seminar group is designated for communication between *lecturers* and students in each course or seminar group.

Article 5 General principles of communication at VŠTE

- (1) The directors/*heads of individual departments* shall communicate in accordance with the hierarchy set out in the organisational structure of VŠTE, in such a way as to ensure the most effective communication possible.
- (2) Matters relating to fundamental decisions shall always be resolved by the head/director *of the institute*, or a representative authorised by them, in consultation with a head/director at the same level of management or a direct superior.


Article 6 Principles of communication between departments and other departments and units of VŠTE

- (1) Department staff shall communicate through their heads or their deputies:

a) on matters relating to teaching and academic affairs through the deputy director of the institute for teaching activities, who deals with these matters with *the relevant institutes and departments in accordance with the hierarchy set out in the organisational structure of VŠTE.*

b) on matters of creative, scientific and project activities through the deputy head of the institute for research, development and creative activities, who deals with these matters with *the relevant institutes and departments in accordance with the hierarchy set out in the organisational structure of VŠTE.*

c) in economic, operational-technical and related matters through the institute secretary, who shall resolve these matters with *the relevant institutes and departments in accordance with the hierarchy set out in the organisational structure of VŠTE.*

Internal Regulation No. 3	Internal Regulation of the University of Technology and Economics in České Budějovice				
ADDENDUM No. 3 TO GUIDELINE No. 6/2016					
Date of issue:	10 June 2019	Effective from:	1 July 2019	Effective until:	until revoked
Reference number:	VŠTE004942/2019	Number of pages:	1	Number of annexes:	0
Frequency of checks on the validity of the standard	Annual				
Replaces regulation	-				
Higher-level regulations	Directive No. 6/2016 Principles of Communication at VŠTE				
Related regulations	-				
Subordinate regulation	-				
Distribution list	VŠTE staff and students				
					
Prepared by:	Bc. Eva Plochová, signed	Supervisor:	Chancellor		
Signature:		Signature:	Zuzana Rowland, MBA, by signature		
Formally certified by:	Bc. Eva Plochová, signed	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. 6/2016 Principles of Communication at VŠTE dated 7 April 2016, ref. no. (VŠTE004230/2016).
- (2) The individual articles are amended and supplemented as follows:

Article 1
Internal email communication

(3) Upon creation of an account in the VŠTE IS, 0365 is automatically activated for every new user and an email account is created in 0365. The user will receive an information email regarding the activation of email forwarding.

Paragraphs 3–9 are renumbered as paragraphs 4–10.

Changes are marked in italics.