



Communication via Electronic Mail and Functions of Information Systems

The scope of legality

This Decree is binding for all students of programmes accredited at the Faculty of Education (PdF), University of Hradec Králové, as well as for staff providing lessons for the students. The decree affects lifelong education and external employees proportionately.

Electronic mail

Email address and mailbox are provided as a part of the network account for students at the commencement of their studies and employees at the commencement of their employment. Students and employees are bound to use the address in mutual study and work oriented communication. The use of private email addresses is not acceptable.

Employees and students are bound to check their email box once a week at minimum and keep the mailbox functional. Consequences arising from being unable to receive information (e.g. in the case of mailbox overfull) are to the full extent born by the addressee.

In accordance with Section 69a (3) of the Act No 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereafter referred to as "the Act") the decision concerning the issues listed in Section 68 (1) a), b), d) of the Act may be sent by a Study Department administrator to a student via email.

Electronic mail cannot be used for tasks requiring a proof of payment or a sender's authorized signature (e.g. termination of study announcement, appeal against a Dean's Decision, etc.).

IS/STAG and eČZV (hereafter Information systems)

Information systems used at PdF, UHK enable group communication with students. Emails are sent to the addresses provided by the faculty. The use of this function by the sender is voluntary. Not accepting the information by the recipient is governed by the aforementioned provision.

All teachers are bound to list all dates of examinations via the relevant Information system. The dates must reflect the assumed number of students, and must be distributed in the entire length of examination period of the given term, with the minimum number of three different dates. The summer term requires the distribution of three terms in its first part; the second part of examination period (August) is exceptional, therefore, the examination dates are listed in minimal number and serve exclusively as repetitive dates. All dates are to be announced sufficiently in advance.

The dates for credit requirements or classified credits (or credit-requirements submission deadlines) follow the same rules. The teacher can note how and when the evaluation will be announced or if there is a possibility of repetition. Unlike in case of examination, the dates for credit requirement completion do not express students' possibility of retaking the credit

requirement task in case of their failure. The listing of dates to complete credit requirements in the second part of the summer term (August) is not expected.

Students participating in an international exchange stay in the summer term may fulfil credit and examination requirements also in the second part of the summer term.

This Decree takes effect on the date of its publication. This Decree cancels the validity of Dean's Decree No 8/2007.

In Hradec Králové, 1 March 2017

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Dean of Faculty of Education UHK