

Faculty of Physical Education and Sport,  
Charles University

## **DEAN'S DIRECTIVE NO. 6/2025**

### **USE OF MICROSOFT 365 EMAIL AND OTHER SERVICES ("Directive")**

Drafted by: Daniel Opelík, *Vice-Dean for Internal Affairs*

Michal Benco, *Authorised head of the Department of Information and  
Communication Technologies*

Persons responsible: Faculty users as defined hereunder

#### **PREAMBLE**

The present Directive regulates the conditions and rules of the use of the tools of the Microsoft 365 ("M365") digital platform at the Faculty of Physical Education and Sport of Charles University ("Faculty"). The Directive specifies the use of the M365 services, in particular, email communication, Microsoft Teams, and the use of other cloud services for the students and employees of the Faculty.

The Directive also regulates the creation and deletion of email boxes and cloud services.

#### **Article 1**

##### **INTRODUCTORY PROVISIONS AND DECLARATIONS**

- 1.1 The present Directive defines the basic methods of accessing the M365 tools and the right to use them and describes the basic functions thereof. Further instructions may be specified in a Dean's directive, an internal regulation, or an implementing regulation (e.g., technical guidelines).
- 1.2 The M365 tools serve for the due performance of work duties, required communication, and study purposes at the Faculty, or Charles University. An M365 tool means the applications and the functions thereof available on the M365 platform. The use of the M365 platform is regulated in the terms and conditions of the licence agreement between Charles University ("University") and Microsoft. The licence agreement stipulates the manner and conditions of the use of the M365 tools, including the number of users, types of devices, and the specific functions available.
- 1.3 The M365 platform is operated and administered by the Computer Science Centre of Charles University ("CSC").

- 1.4 The University uses a second-level internet domain in the format @cuni.cz and the Faculty uses a third-level domain for the employees' email services in the format @ftvs.cuni.cz.
- 1.5 IT support for the users at the Faculty is provided, primarily, by the Department of Information and Communications Technologies of the Faculty ("**Faculty IT support**").
- 1.6 For the purposes hereof, a web interface means an application providing access to the internet, in particular, Microsoft Edge, Google Chrome, and Safari. A mobile interface means an application installed locally on a mobile phone used specifically by a user.
- 1.7 The University administers employee data in its internal human resources system *Whois*, which is managed by the Human Resources Office. All University employees may add and edit certain personal information and contact details in the *Whois* system themselves.
- 1.8 The present Directive complies with the guidelines of the data protection officer of Charles University.

## **Article 2**

### **MICROSOFT 365 USER ACCOUNTS AND LOG-IN TO SERVICES**

- 2.1 A unique identity in the format [UKČO@cuni.cz](mailto:UKČO@cuni.cz) ("**unique identity**") is assigned to all students and employees of the University and other persons with a relationship to the University ("**University user**") in the Microsoft 365 central environment for CU for the duration of their active/existing relationship to the University, which serves as the basic identifier of a University user in the University systems, where UKČO is the personal number assigned to each employee and student of the University.
- 2.2 The unique identity of University users is always linked to a user account allowing the user to access the M365 services ("**M365 user account**"). An alternative identifier is created for each unique identity in order to facilitate communication, memorability, and intuitive use for the University user, where the naming convention reflects the type of University user – whether the user is a student or an employee, and, in the case of employees, it also includes the employee's affiliation to the Faculty. An M365 licence is provided to all University users.
- 2.3 When a University user logs in to the Microsoft 365 user account or any M365 tool, the user's identity is always verified through the centralised log-in system in the Central Authentication Service ("**CAS**"). University users use their unique identity (e.g., UKČO) or the identification data provided to them for identification in the CAS.
- 2.4 The life cycle of an M365 user account and the time limits related thereto are specified in an internal regulation or an implementing regulation (e.g., technical guidelines).
- 2.5 **For the purposes hereof, a Faculty user means all students and employees of the Faculty, or also other persons with a relationship to the Faculty, who are subject to the same rules as University users in accordance with the above ("Faculty user").**

### Article 3

#### FACULTY EMPLOYEE EMAIL BOXES AND RELATED SERVICES

- 3.1 For the purposes hereof, an **employee** means a person who has a relationship to the Faculty in the form of an existing employment relationship with the Faculty (“**employee**”).
- 3.2 Once the Human Resources Office enters an employee in the *Whois* human resources system, an M365 user account under Art. 2.1 hereof is created for the employee, including an email box for each employee (“**employee email box**”).
- 3.3 An employee email address in the format [name.surname@ftvs.cuni.cz](mailto:name.surname@ftvs.cuni.cz) (“employee primary email address”) is created for each employee whose job description involves electronic communication. The employee primary email address serves as the employee’s alternative identifier for his/her unique identity, which is easy to remember and intuitive for users. The format of the employee primary email address is referred to as the “**naming convention of the Faculty email address**”.
- 3.4 In the case of the identity of employees’ names, the primary employee email address is created in the format [name.surnameX@ftvs.cuni.cz](mailto:name.surnameX@ftvs.cuni.cz), where X stands for a number generated in ascending order for the last email address of the person with the given name.
- 3.5 Employees may log in to their M365 employee email box with any of their identifiers for the cuni.cz domain and the employee’s identity is always verified through the CAS centralised log-in system under Art. 2.2 hereof, in which employees use their unique identity (e.g., UKČO) or the identification data provided to them for identification.
- 3.6 All employees with an employee email box may access it via a web or mobile interface, or an installed email client application.
- 3.7 The only client (application) used for the administration of employee email boxes at the Faculty is Microsoft Outlook, which is accessible in all interfaces under Art. 3.5 hereof.
- 3.8 Microsoft Outlook is available for free in its online web version at [www.outlook.com](http://www.outlook.com) or [www.office.com](http://www.office.com) and in mobile version (mobile application available in Apple Store and Google Play) to all employees. The Microsoft Outlook application installed locally on an employee’s Faculty computer, also referred to as Outlook desktop, is subject to the terms and conditions of the respective M365 licences. An employee’s right to a specific type of licence is set out in an internal regulation or an implementing regulation (e.g., technical guidelines).
- 3.9 The employee primary email address in the format of the naming convention of the Faculty (i.e., [name.surname@ftvs.cuni.cz](mailto:name.surname@ftvs.cuni.cz)) is set and labelled in the *Whois* system as the “primary address (of the sender) for Office 365”. The email address with this label is normally displayed to the recipients of electronic messages as the sender. A change of the employee primary email address in the *Whois* system requires the approval of the Vice-Dean for Internal Affairs.
- 3.10 In addition to the employee primary email address, employees may also receive emails using other alternative email addresses (such as [UKČO@cuni.cz](mailto:UKČO@cuni.cz), etc.), which serve as an

alternative for the same email box. Specific alternatives for email addresses may be set out in an internal regulation or an implementing regulation (e.g., technical guidelines).

- 3.11 The *Whois* human resources system also allows setting the “employee main email address”, which is the employee email address in the Study Information System (“**SIS**”) if an account was created for the employee in the system. Employees must ensure that their employee main email address in the *Whois* system is their employee primary email address created according to the naming convention of the Faculty.
- 3.12 **All employees whose job description involves electronic communication by email may only use their own Faculty email box and the employee email address for the purposes of communication by email within the performance of their work duties.**
- 3.13 All employees are obliged to check their employee email box and they are responsible for not exceeding the storage limits for their email box.
- 3.14 The addresses of the employees’ email accounts are published on the Faculty website, or also elsewhere, with regard to the legitimate interest of the Faculty as the employer in accordance with the guidelines published by the data protection officer.
- 3.15 **Automatic forwarding of employees’ emails to private email boxes is expressly prohibited.** This provision is further referred to as the “**prohibition of automatic forwarding of emails outside the Faculty**”.
- 3.16 All employees are obliged to proceed with caution when using the email and other M365 services and comply with the law, the internal regulations of the Faculty as the employer, and the principles of cybersecurity. The M365 platform may not be used for unlawful distribution of sensitive or confidential information, for conduct which violates the rules of the protection of personal data, or for any other activities which could harm the Faculty or its reputation. Employees are also responsible for the protection of their log-in credentials and for not allowing the misuse thereof by third parties. Employees must immediately report any suspected security breaches or the misuse of the services to the Faculty IT support (see below for further information).
- 3.17 Employees are also obliged to check their employee email box and they are responsible for ensuring maximum protection against the misuse thereof to the extent of a regular user of an email box. If the employee suspects any misuse of his or her employee email address (content, etc.), the employee must report the suspicion to the Faculty IT support without undue delay. This provision is further referred to as the “**rule of protection of emails against misuse**”.
- 3.18 It is recommended that employees who will be away from the office set up an automatic reply informing the senders that they are out of office. It is also recommended to mention a substitute contact person in the automatic reply (out-of-office message) who is available to deal with urgent matters. The steps to set up an automatic reply [are described on the Faculty intranet under “Návody” \[Manuals\]](#). This provision is further referred to as the “**recommended out-of-office automatic reply for employees**”.

- 3.19 It is also recommended that employees use the Faculty email signature when sending email messages outside the Faculty, which they can define in Microsoft Outlook (in each interface separately, i.e., web, mobile, and the application). The form of the signature of a Faculty employee is set out in the graphical manual available within the *Faculty Unified Visual Style*.

Email signature templates are available to all employees [on the Faculty intranet under “Potřebuji zařídit ...” \[I need...\] >> “Vzory fakultních dokumentů” \[Faculty documents templates\]](#).

The creation of an email signature [is described on the Faculty intranet under “Návody” \[Manuals\]](#). This provision is further referred to as the “**recommended email signatures**”.

- 3.20 After the termination of employment, emails delivered to a former employee may not be forwarded to any other email address. An automatic reply notifying the sender of the failure to deliver the email and the new email address for sending the message is set up for the email addresses of former employees, where the new email address is the address of the former employee’s supervisor. Further details regarding the procedure may be specified in an internal regulation or an implementing regulation (e.g., technical guidelines).
- 3.21 The organisation and operation of the employee email administration system and any changes thereto fall within the competence of the Faculty IT support. The technical aspects of the email administration system are managed by the operator and administrator of the M365 platform under Art. 1.2 hereof, i.e., the CSC.
- 3.22 Technical support and manuals for the use of Microsoft Outlook are available online on an asynchronous educational platform [on the Faculty intranet under “Návody” \[Manuals\]](#).
- 3.23 Specific cases, such as multiple roles or simultaneous employment at different Faculties or other units of the University, or simultaneous study, as well as storage limits or time limits applicable to the use of an M365 user account, may be regulated in an internal regulation or an implementing regulation (e.g., technical guidelines).

#### Article 4 STUDENT UNIVERSITY EMAIL BOXES AND USE THEREOF

- 4.1 For the purposes hereof, a **student** means a student enrolled in a bachelor’s, post-bachelor master’s, or doctoral programme of study at the Faculty who has not interrupted his or her study (“**student**”).
- 4.2 An M365 user account under Art. 2.1 hereof is created for all students for the duration of their study, including an email box for each student. For the purposes hereof, the mailbox is referred to as the “**student email box**”.
- 4.3 An email address in the format [name.surnameXYZ@student.cuni.cz](#) (“**student primary email address**”) is created for each student email box, where XYZ in the address stands for a randomly generated three-digit number which ensures the uniqueness of the address. This address serves as the student’s primary alternative identifier to his/her unique identity under Art. 0 hereof, which can be remembered intuitively.

- 4.4 Students are obliged to use their student primary email address for communication with the Faculty so that the institutional identity of the sender and past communication can be proven beyond any doubt, e.g., that a message was sent and delivered. Communication with the Faculty means communication with teachers and any other employees of the Faculty, including academics and researchers, employees of the Student Registry, Faculty management, as well as operational employees and members of the technical and administrative staff of the Faculty, etc.
- 4.5 Students may log in to their email box with any of their identifiers for the cuni.cz domain (i.e., [UKČO@cuni.cz](mailto:UKČO@cuni.cz) or [name.surnameXYZ@student.cuni.cz](mailto:name.surnameXYZ@student.cuni.cz)) and the student's identity is always verified through the CAS centralised log-in system under Art. 2.2 hereof, in which students use their unique identity (e.g., UKČO) or the identification data provided to them for identification.
- 4.6 Students may access their student email box in a mobile or web interface, or an installed email client application.
- 4.7 The only client supported by the Faculty IT support for the administration of student email boxes is Microsoft Outlook on the M365 platform, which is available to all students. Microsoft Outlook is available for free in its online web version at [www.outlook.com](http://www.outlook.com) or [www.office.com](http://www.office.com) and in mobile version (mobile application available in Apple Store and Google Play).
- 4.8 The Microsoft Outlook application installed locally on a student's personal computer ("**Outlook desktop**") is subject to the terms and conditions of the respective M365 licences. Normally, students may download Outlook desktop within their Microsoft Office applications package available in their M365 user account.
- 4.9 In addition to the student primary email address, students may receive emails using other alternative email addresses (e.g., [UKČO@cuni.cz](mailto:UKČO@cuni.cz), etc.), which serve as an alternative for the same email box. Specific alternatives for email addresses may be set out in an internal regulation or an implementing regulation (e.g., technical guidelines).
- 4.10 Official and formal communication ("**official communication**") from the Faculty is sent to students to their student primary email address. To avoid any doubt, under Art. 4.1 and for the purposes hereof, a student means a student who has not interrupted his/her study. Official communication means, without limitation, messages sent by the Faculty to the students regarding their study, internal affairs, and applications submitted by the students. If students interrupt their study and in other specific cases, the Faculty also sends messages to their private email address. A detailed list of the types of Faculty email communication with students in different areas is provided in Appendix 1 hereto.
- 4.11 The organisation and operation of the student email administration system and any changes thereto fall within the competence of the Faculty IT support. The technical aspects of the email administration system are managed by the operator and administrator of the M365 platform under Art. 1.2 hereof, i.e., the CSC.

- 4.12 Practical up-to-date information on the options available in the M365 user account is provided on the Faculty website. Relevant information on the tools offered in the M365 user account and on the student University emails is also available at <https://m365.cuni.cz>.
- 4.13 Students are provided with technical support and manuals for the use of Microsoft Outlook on an asynchronous educational platform available online [on the Faculty intranet under “Návody” \[Manuals\]](#).
- 4.14 Specific cases, such as different programmes of study being undertaken at the same time or simultaneous employment at the Faculty, as well as storage limits or time limits applicable to the use of an M365 user account, as well as details regarding automated communication between the Faculty and the students may be regulated in an internal regulation or an implementing regulation (e.g., technical guidelines).

## **Article 5**

### **SHARED EMAIL BOXES**

- 5.1 Shared email boxes (“**shared mailbox**”) are created and administered at the Faculty for the purposes of the management of the activities and operation of the Faculty in different areas. A shared mailbox is not assigned to a specific person but serves as a single email box accessed by multiple employees or students at the same time. A shared mailbox is normally administered by multiple employees of an office or department of the Faculty or students to ensure their substitutability and shorter email response time, and also to provide transparency for all persons who have access to the shared mailbox in terms of the replies sent by other colleagues/students administering the mailbox.
- 5.2 The main purpose of shared mailboxes is to facilitate internal and external communication at the Faculty and their address usually reflects the name of the office or department (e.g., [podatelna@ftvs.cuni.cz](mailto:podatelna@ftvs.cuni.cz) – mail office), title of the position (e.g., [dekan@ftvs.cuni.cz](mailto:dekan@ftvs.cuni.cz) – Dean), designation of activities performed by the Faculty (e.g., [provoz@ftvs.cuni.cz](mailto:provoz@ftvs.cuni.cz) – operation), name of the project (e.g., [esf@ftvs.cuni.cz](mailto:esf@ftvs.cuni.cz)), etc.
- 5.3 Requests for the creation or deletion of a shared mailbox, or changes thereto, are submitted to the Faculty IT support under Art. 0 hereof. A request for the creation or deletion of a shared mailbox or changes thereto can be processed only if it explains the purpose of the shared mailbox, the changes thereto, or the reason for the deletion thereof. The decision regarding the request is subject to the approval of the Vice-Dean for Internal Affairs of the Faculty.
- 5.4 All users with access to a shared mailbox can view the incoming and outgoing e-mails sent to and from the shared email box.
- 5.5 Employees and students (e.g., doctoral students) may access a single mailbox at the same time.
- 5.6 A shared mailbox is accessible via a mobile or web interface, or an installed email client application. The only supported client for the administration of a shared mailbox under



Article 3.6 hereof is Microsoft Outlook, where the Microsoft Outlook application installed locally on a computer is subject to the terms and conditions of the respective M365 licences.

5.7 Identical recommendations and duties apply to the administration of emails in a shared mailbox as to employee email addresses, in particular:

5.7.1 Prohibition of automatic forwarding of emails outside the Faculty (Art. 3.14 hereof);

5.7.2 Rule of protection of emails against misuse” (Art. 3.16 hereof);

5.7.3 Recommended email signatures (Art. 3.18 hereof);

5.7.4 The organisational aspects of the creation and deletion of shared mailboxes and changes to the access thereto are managed by the Faculty IT support, while the technical aspects are managed by the operator and administrator of the M365 platform under Art. 1.2 hereof, i.e., the CSC.

5.8 Technical support and manuals for the use of a shared email box in Microsoft Outlook are available to students and employees online on an asynchronous educational platform [on the Faculty intranet under “Návody” \[Manuals\]](#).

5.9 Specific rules and details of the process of the creation, deletion, and approval of shared mailbox and changes thereto may be regulated in an internal regulation or an implementing regulation (e.g., technical guidelines).

## **Article 6**

### **EMPLOYEE WORK CALENDAR IN M365 AND BOOKINGS**

6.1 A calendar linked to the employee email box under Art. 3.1 hereof is created for all employees, where the calendar is referred to as the “**work calendar**” for the purposes hereof. The work calendar is available as the Calendar function in the Microsoft Office client (application) under Art. 3.6 hereof and it is available in all interfaces under Art. 3.5 hereof.

6.2 All employees are obliged to use the work calendar for the performance of their work duties and tasks, which means that employees create events for scheduled meetings and activities in the work calendar due to which they are not available to other colleagues. The purpose of this rule is to inform other colleagues of the unavailability of an employee at the time of his or her scheduled activities.

6.3 The work calendar is accessible to employees in a mobile or web interface, or an installed email client application. The only supported client for the administration of the work calendar under Art. 3.6 hereof is Microsoft Outlook. The Microsoft Outlook application installed locally on a user’s computer is subject to the terms and conditions of the respective M365 licences.

6.4 It is recommended that employees fill in their working hours in the settings of the work calendar based on their full-time equivalent and agreement with their superordinate



employee. The purpose of this recommendation is to inform other colleagues of the availability of an employee in the Outlook M365 application. The setting up of working hours in the work calendar is described [on the Faculty intranet under “Návody” \[Manuals\]](#). This provision hereof is referred to as the **“recommendation to publish the employee’s working hours in Outlook”**.

- 6.5 In relation to the use of the work calendar, employees also use the Bookings application (e.g., for online bookings of consultations with students). The use of Bookings is subject to the terms and conditions of the A3 licence under Art. 0 hereof. The Bookings application is available in the employee’s M365 user account at <https://outlook.office.com/bookings>.
- 6.6 All teachers at the Faculty (i.e., academics, lecturers, or researchers involved in pedagogical activities) are obliged to use Bookings so that students may book a personal consultation at any time and from anywhere according to the teacher’s schedule. The administration of Bookings is directly linked to the proper administration of the employee’s work calendar.
- 6.7 Technical support and manuals are available online on an asynchronous educational platform:
- 6.7.1 The use of an employee’s work calendar in Microsoft Outlook [on the Faculty intranet under “Návody” \[Manuals\]> Outlook](#),
- 6.7.2 The use and settings of Bookings [on the Faculty intranet under “Návody” \[Manuals\]> Bookings](#).
- 6.8 The proper and recommended use of the work calendar and specific rules applicable thereto, as well as specific rules applicable to the use of the Bookings application may be set out in an internal regulation or an implementing regulation (e.g., technical guidelines).

## **Article 7**

### **INTERNAL BULK E-MAIL COMMUNICATION**

- 7.1 For the purposes hereof, bulk email communication at the Faculty (**“bulk email communication”**) means the sending of identical or similar email messages to a larger number of recipients with an email address on the Faculty domain @ftvs.cuni.cz. A larger number of recipients means a group exceeding 15 recipients which include employees from more than one office or department.
- 7.2 The sender of a bulk email is responsible for the content and relevance thereof for the recipients.
- 7.3 The sender of a bulk email must ensure that the addresses of the other recipients are not visible to the individual recipients of such message by entering the email addresses in the field BCC (“blind carbon copy”) instead of the fields To or CC (“carbon copy”). This Directive complies with the guidelines published by the data protection officer on the Faculty intranet under [“Pravidla, předpisy & dokumenty”](#) [Rules, regulations, and documents]. This provision is referred to as the **“rule of the blind carbon copy for bulk email communication”**.

- 7.4 Emails whose purpose is to discuss an issue or to collect the opinions of the individual recipients represent an exemption from the rule of the blind carbon copy for bulk email communication. In these cases, the sender of a bulk email may enter the email addresses of all recipients in the field To instead of the field CC.
- 7.5 If the purpose of bulk email communication is commercial communication, the message must comply with the requirements under Act No. 480/2004 Sb., to regulate certain services of information society, as amended, in particular the recipients' consent to receiving such communication, the identification of the sender, and the possibility for the recipients to unsubscribe from receiving further messages. Commercial communication does not mean, among others, bulk emails sent to the employees or student related to the performance of their work duties or the fulfilment of their study requirements. Ambiguous cases in which it is not clear whether bulk email communication constitutes commercial communication should be consulted with the data protection officer.
- 7.6 Public distribution lists of email addresses ("**public list of addresses**") which include a list of selected employee email addresses or other email addresses may be created for the purposes of simple and smooth internal bulk communication. If a sender selects such public list of addresses as the recipient of an email message, the email is delivered to all employees and email addresses included in the given public list of addresses.
- 7.7 Public lists of addresses may only be used by the Faculty management, which means the Dean, Vice-Deans, and the Secretary to the Faculty for the purposes hereof.
- 7.8 Requests for the creation or deletion of a public list of addresses, or changes thereto, are submitted to the Faculty IT support under Art. 0 hereof. A request for the creation or deletion of a public list of addresses or changes thereto can be processed only if it explains the purpose of the public list of addresses or the reason for the deletion or creation thereof or changes thereto. The decision regarding the request is subject to the approval of the Vice-Dean for Internal Affairs of the Faculty.
- 7.9 The organisational aspects of the creation and deletion of public lists of addresses and changes thereto are managed by the Faculty IT support, while the technical aspects are managed by the operator and administrator of the M365 platform under Art. 1.2 hereof, i.e., the CSC.

## **Article 8**

### **TEAMS AND USE THEREOF**

- 8.1 For the purposes hereof, Teams means the Microsoft Teams application ("**Teams**"). All Faculty users can use Teams for instant online communication, administration of their own and team documents, and other team (group) study or work activities.
- 8.2 All Faculty users have access to Teams in their M365 user account. Teams is available online to everyone for free via a web interface at [teams.microsoft.com](https://teams.microsoft.com) and in a mobile version (mobile application available in Apple Store and Google Play), or as the Teams application installed locally on a Faculty user's computer. The Teams application installed locally on a Faculty user's computer is available for free

download at [www.microsoft.com/cs-cz/microsoft-teams/download-app](https://www.microsoft.com/cs-cz/microsoft-teams/download-app) or at [www.office.com](https://www.office.com) within the Microsoft Office applications package available in the Faculty user's M365 account.

- 8.3 All Faculty users may log in to Teams with any of their identifiers for the cuni.cz domain (i.e., [UKCO@cuni.cz](mailto:UKCO@cuni.cz), students in the format [name.surnameXYZ@student.cuni.cz](mailto:name.surnameXYZ@student.cuni.cz), employees in the format [name.surname@ftvs.cuni.cz](mailto:name.surname@ftvs.cuni.cz)) and the Faculty user's identity is always verified through the CAS centralised log-in system under Art. 2.2 hereof, in which Faculty users use their unique identity (e.g., UKČO) or the identification data provided to them for identification.
- 8.4 Employees whose job description includes pedagogical activities may use Teams as the primary or an additional tool for carrying out teaching and study activities. It is recommended to create teams for the teaching of individual courses using the function of automated creation of teams in the details of the Course available in the SIS application.
- 8.5 Faculty users must use the prefix "FTVS-" (note: without the inverted commas) in the name of a newly created team so that it is visibly affiliated to the Faculty. In the case of failure to comply with this condition, the name of the team may be changed by the operator and administrator of the M365 platform under Art. 1.2 hereof. Teams created automatically in the SIS always comply with this condition as the prefix "FTVS" is always automatically added to the name of the team.
- 8.6 All Faculty users may install further applications in Teams at the Faculty in the form of add-ins which enable increased work and communication productivity in different ways. Such installed application must not interfere with the teaching of classes and the operation of the Faculty or violate the code of study and examination. If they do, they will be removed by the operator and administrator of the M365 platform under Art. 1.2 hereof.
- 8.7 Employees are obliged to use Teams as one of the tools for instant internal communication at the Faculty, in particular the FTVS-Zaměstnanci [FTVS-Employees] team, where the Faculty regularly provides important information to the employees of the Faculty. The superordinate employee determines which specific areas of activities require communication in Teams.
- 8.8 Specific rules, duties, and cases related to the use of Teams may be regulated in an internal or implementing regulation (e.g., technical guidelines).

## **Article 9**

### **CLOUD STORAGE**

- 9.1 All Faculty users with an M365 user account may use the OneDrive personal cloud storage and the Teams shared cloud storage, or SharePoint on the M365 platform ("**M365 cloud storage**"). The Faculty sets out rules for the use of the M365 cloud storage with the aim of using the available space efficiently, securing the data stored, and complying with the law of the Czech Republic and other internal regulations of the University and the Faculty.
- 9.2 **All data uploaded by Faculty users to the M365 cloud storage must be relevant for the fulfilment of study requirements (for students) or the performance of work tasks (for**

**employees). It is prohibited to store personal data unrelated to the activities carried out at the Faculty or the University or data which might threaten the security and integrity of the University system. This provision hereof is referred to as the “rule of the relevance of the data stored”.**

- 9.3 Faculty users may not exceed the M365 cloud storage limits set out by the Faculty and they are responsible for the administration and optimisation of the content stored in order not to exceed the prescribed storage limits. If needed, Faculty users may consult the methods of optimisation of the content stored on their M365 cloud storage with the Faculty IT support under Art. 12.2 hereof.
- 9.4 The Faculty reserves the right to revise the data stored by a Faculty user if there are reasons to suspect a violation of the rules set out herein or in the Faculty internal regulations, misuse of the storage services, or a violation of the applicable legal regulations of the Czech Republic. Storage content revision may be requested on the basis of a decision made by the University/Faculty management or the Department of Information and Communication Technologies of the Faculty. In such case, Faculty users are obliged to immediately provide any and all cooperation necessary for carrying out the revision.
- 9.5 Repeated or serious violations hereof may result in the limitation of access to the M365 user account, measures against students or employees taken as a result of their breach of disciplinary rules, and, in the case of a serious violation of legal regulations, referral of the case to the competent authorities.
- 9.6 The M365 OneDrive cloud storage application installed locally on a Faculty user's computer is available for free download at [www.microsoft.com/cs-cz/microsoft-365/onedrive/download](http://www.microsoft.com/cs-cz/microsoft-365/onedrive/download), or at [www.office.com](http://www.office.com) within the Microsoft Office applications package available in the M365 user account.
- 9.7 Requests for exemptions from the M365 cloud storage limits set out by the Faculty are submitted by Faculty users to the Faculty IT support under Art. 0 hereof. In order to be processed, a request must state the storage limit requested and explain the reason for requesting the exemption, that is, the type and format of data which exceed the storage limits and the relation of the data to the employee's work activities or the student's study. The decision regarding the request is subject to the approval of the Vice-Dean for Internal Affairs of the Faculty. The M365 cloud storage limits are administered and set by the IT Faculty support.
- 9.8 The storage limits, specific rules, duties, and cases related to the use of M365 cloud storage may be regulated in an internal or an implementing regulation (e.g., technical guidelines).

## **Article 10**

### **OTHER M365 APPLICATIONS**

- 10.1 All Faculty users may use other applications available in the M365 user account, which include, in particular, the Word, Excel, and PowerPoint office applications (jointly “**Microsoft Office**”), which are freely available to everyone via a web interface at [office.com](http://office.com) and in mobile version (mobile applications available in Apple Store and Google Play). The online Microsoft Office applications accessed via a web interface are fully

equivalent to Microsoft Office applications installed locally on a Faculty user's computer, which means that Faculty users may view, edit, and share documents in the web interface to the full extent under 1.1 hereof.

- 10.2 The Microsoft Office (Word, Excel, and PowerPoint) applications installed locally on a Faculty user's computer ("**desktop office applications**") are subject to the terms and conditions of the respective M365 licences.

## **Article 11**

### **M365 LICENCE FOR FACULTY USERS**

- 11.1 For the purposes hereof, a Microsoft 365 licence ("**licence**") means a Faculty user's right to use the Microsoft 365 tools.

- 11.2 Under Art. 2.1 hereof, a licence is automatically assigned by the system to each Faculty user with a unique identity under Art. 2.1 hereof, which authorises the users to access all M365 services and tools available after logging in to their M365 user account via a web interface.

- 11.3 The licences automatically assigned to users may be classified into 2 groups:

11.3.1 The A1 licence authorises the users to work only with applications in the web interface under Art. 1.5 hereof, or mobile applications;

11.3.2 The A3 licence authorises the users to use all applications available under the A1 licence, i.e., applications in the web interface and mobile applications, and also to install applications locally on the user's PC ("**desktop applications**").

- 11.4 A licence automatically assigned to a Faculty user may be changed on the basis of granting an exemption from the rule.

- 11.5 Requests for an exemption from the rule of automatically assigned licences and requests for licences other than the A1 and A3 licences (e.g., M365 Copilot licence) are submitted to the Faculty IT support under Art. 0 hereof. A request can be processed only if it explains the purpose of the use of the licence, which must serve for the benefit of the Faculty. The decision regarding the request is subject to the approval of the Vice-Dean for Internal Affairs of the Faculty and the person authorised to place orders in the cost centre responsible for the given licence user, which bears the final costs of the licence. The licences are administered and set by the Faculty IT support.

- 11.6 Specific rules for the assignment of licences, entitlement thereto, the terms and conditions regulating access to specific applications, and the details of the approval procedure and the assignment of licences may be regulated in an internal regulation or an implementing regulation (e.g., technical guidelines).

## **Article 12**

### **USE OF IT SUPPORT FOR MICROSOFT 365**

- 12.1 Under Art. 1.4 hereof, IT support for users at the Faculty is primarily provided by the Faculty IT support. All Faculty users, i.e., students and employees of the Faculty, may contact IT support only at the email address [helpdesk@ftvs.cuni.cz](mailto:helpdesk@ftvs.cuni.cz), unless provided otherwise in an internal regulation or an implementing regulation (e.g., technical guidelines).
- 12.2 All Faculty users, i.e., students and employees of the Faculty, or other persons under Art. 2.4 hereof, are obliged to use their student/employee primary email address for communication with the Faculty IT support if such address was created for them so that the institutional identity of the sender and past communication can be proven beyond any doubt, e.g., that a message was sent and delivered.
- 12.3 If cooperation, consultation, or assistance is required, the Faculty IT support contacts the operator and administrator of the M365 platform, i.e., the CSC, under Art. 1.2 in the application [servicedesk.cuni.cz](http://servicedesk.cuni.cz) or at the email address [servicedesk@cuni.cz](mailto:servicedesk@cuni.cz).
- 12.4 The order and priority of the processing of the requests delivered to IT support is determined by the head of the Department of Information and Communication Technologies (ICT) of the Faculty.
- 12.5 The provision of services and the use of IT support is regulated in a separate internal regulation or instructions published on the Faculty intranet (technical guidelines).

## **Article 13**

### **FINAL PROVISIONS**

- 13.1 This Directive comes into force on the date of the execution thereof and becomes effective on the 2<sup>nd</sup> day following the publication thereof on the Faculty's official notice board.
- 13.2 The appendix below forms an integral part hereof:

Appendix 1: Detailed list of the types of Faculty email communication in different areas

Prague, on 3 March 2025

.....  
**doc. PhDr. Miroslav Petr, Ph.D.**  
Dean of the Faculty of Physical Education and  
Sport of Charles University

## Appendix1: Types of Faculty email communication with students

<u>Area of communication</u>	<u>Sending method</u>	<u>Recipient's email address based on the status of the student</u>		
		<i>Student</i>	<i>Interrupted study</i>	<i>Completed/terminated study</i>
Communication between teachers and students (in both directions)	User in the SIS, user in an ad-hoc email client	Student email	Private email	x
Automated communication between teachers and students	Automatically in the SIS	Student email	Private email	x
Notice board in the SIS	Automatically in the SIS	Student email	Private email	x
Notices related to documents under the Administrative Procedure Code and the Code of Study and Examination (including notices to appear for enrolment, etc.)	Automatically in the SIS	Student and private email	Private email	Private email
Information on fees for longer study	Automatically in the SIS	Student and private email	Private email	Private email
Notice to reset the expired CAS password	Automatically in the CAS	Student and private email	Private email	Private email
Mobility outgoing		Student email	Private email	Private email
Mobility incoming		Private email	x	Private email
Erasmus application		Student email	Private email	Private email
Grants and projects		Student email	Private email	Private email
Promotions, seminars, events		Student email	Private email	Private email
Newsletters		Student email	Private email	Private email
Graduation ceremony	Automatically in the SIS	x	x	Private email
E-diploma	Automatically in the SIS	x	x	Private email



Graduate surveys		x	x	Private email
Seminars for graduates (life-long learning)		x	x	Private email