Internal regulation
University of Ss. Cyril and Methodius in Trnava
6/2021

Directive on the Rules for the Management and Use of UCM Electronic Mail

§1
General provisions

1) Directive on the rules of management and use of UCM electronic mail (hereinafter referred to as the „directive") is issued according to § 15 par. 1 letter m) of Act no. 131/2002 Coll. on Higher Education Institutions and on the amendment and supplementation of certain laws as amended (hereinafter referred to as "the law") and § 15 par. 1 letter c) Organizational Order of the University of Ss. Cyril and Methodius in Trnava.
2) This directive defines the rules for managing and using electronic mail and email communication for employees and students of the UCM.
3) The rules of management and use of electronic mail are binding for employees who are employed by the UCM and for students, bachelor's, master's, or doctoral studies at the UCM.

§2
Electronic mail

1) Electronic mail provides the UCM employees and students with an e-mail account to receive and send e-mail within the entire Internet network. Receiving and sending mail is ensured for both employees and students through a mail server with a domain name ucm.sk
2) UCM employees are set up and assigned a UCM e-mail account to perform their work tasks.
3) Universal e-mail accounts are established operationally, according to the legitimate needs of the respective workplaces. As for e-mail accounts of the faculties and institutes, the e-mail the address contains the corresponding abbreviation of the faculty.
4) Every employee who has an established e-mail account is obliged to use exclusively the e-mail account assigned to him by UCM for work communication within the framework of his work duties. This is how the employee presents himself and uses this within the framework of the employment relationship with UCM and outwardly (e.g. in documents of the UCM, faculties and institutes, on the website of the UCM, faculties and institutes, as part of the pedagogical process and the like).
5) The employee e-mail account is for work purposes only.
6) E-mail accounts are set up for students to fulfill study, research and artistic tasks and/or tasks related to operation and administration of the UCM.
7) Every student who has an e-mail account is obliged to use it exclusively to perform the tasks specified in the point 6).

§3
Creation and cancellation of access to electronic mail by UCM employees

1) When starting employment with UCM, each employee is assigned an e-mail account with an address in the format *firstname.lastname(at)ucm.sk*. If the employee has two surnames, the e-mail address will have the form *firstname.firstsurname.secondsurname(at)ucm.sk*. If there is a duplicate name and surname, the e-mail address will have the form *name.surname.workplace(at.)ucm.sk* , while as the workplace will be used the shortcut of the workplace (faculty, institute, organizational unit of rector's office).

2) An e-mail account will be established for a UCM employee after starting a permanent employment relationship with UCM (depending on the introduction of the employee into IS SAP).
3) E-mail accounts are not set up for operational employees (gatekeepers, cleaners, maintenance workers, etc.) as well as employees working on the basis of agreements executed outside the employment relationship. In these cases, the e-mail account is established only on the basis of an approved request by the manager of information safety.
4) E-mail accounts for UCM employees and universal e-mail accounts are assigned by the UCM Information and Communication Technology Center (further "CIKT").
5) The form of the e-mail address is binding for every employee of the UCM.
6) universal e-mail address has the form *ppp.fff(zav.)ucm.sk* , where *ppp* is usually the abbreviation of the workplace and *fff* the abbreviation of the faculty, institute, organizational unit of the rectorate. The senior employee of the relevant workplace requests the establishment of a universal e-mail address by e-mail to the address *servis(zav.)ucm.sk* , where he will justify the need to establish the e-mail address in question.
7) It is not allowed to set up automatic or other e-mail forwarding to other e-mail addresses than addresses of the UCM.
8) At the termination of work contract of the employee with UCM the e-mail mailbox will be canceled and its contents removed. The employee can request in writing or by e-mail that his e-mail box remain active for a maximum period of 30 days after his termination of employment with UCM. A request must be delivered to CIKT at the latest of three working days before termination of employment with UCM.

§ 4
Creation and cancellation of access to electronic mail by UCM students

1) UCM students are set up UCM e-mail accounts for the needs of fulfilling study, scientific research and artistic activities and/or tasks related to the operation and administration of UCM, automatically, within 3 days of the student's proper enrollment in study.
2) Student e-mail address for students has a format of surname#@ucm.sk where # is some number. The specific form of the student's assigned e-mail address is indicated in his personal data in AIS.
3) Students use an exclusively assigned student e-mail account for electronic communication with teaching and non-teaching staff of the UCM.

§ 5
Mass mailing

Access to mass mailing to all UCM employees and students UCM is only granted to individuals authorized for this activity by the rector of the UCM. The content of sent mass mail is subject to the responsibility of the UCM employee who is authorized to send mass mail.

§ 6
Duties of UCM employee and student when using electronic communication

1) The UCM e-mail is used for official communication within the UCM and outside the UCM. The same rules apply to communication via electronic mail as for the use of regular mail, while an electronic message has the character of an open letter.

2) The UCM email address is the only official electronic communication system at UCM. Its use is mandatory for all UCM employees and students. All official and important information within the scope of the UCM (e.g. instructions, resolutions, internal standards, etc.) are distributed by e-mail and are of a written nature.
3) Each UCM employee and student is responsible for the content and maintenance of their email inbox.
4) When sending electronic mail, the user is obliged to use the assigned e-mail address account. It is unacceptable to send emails with fake identity (by stating a different sender address than your real one) in order to obtain unauthorized information.
5) The user of the UCM e-mail box is obliged to ensure that his e-mail is accurately addressed and that there is no unwanted harassment of other users by sending chain letters and the like.
6) The user of the UCM e-mail box is obliged to use the e-mail delivery notes mainly:
   a) when communicating with public and state authorities,
   b) if the nature and content of the e-mail message requires it.
7) The user of the UCM e-mail box is obliged to accept e-mails delivery notes.
8) It is forbidden to delete e-mail messages related to the employee's work. The process of electronic archiving of messages and the process of deleting messages in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) are not considered to be the deletion of e-mail messages.
9) The employee is obliged to delete unsolicited mail. Spam is generally considered to be messages that are not related to the work tasks of a UCM employee, advertisements, commercial offers, fraudulent mail, chain e-mails and private correspondence.
10) The student is obliged to delete unsolicited mail. As a rule, messages that are not intended for the fulfillment of study, research and artistic tasks and/or tasks related to operation and administration are considered junk mail.

§ 7
Rights and obligations of the e-mail administrator

1) The e-mail administrator (hereinafter referred to as the "administrator") is obliged to set up an e-mail account for authorized persons without unnecessary postponement.
2) The administrator is obliged to implement measures to limit the reception and sending of unsolicited electronic mail (UBE, UCE, SPAM) and electronic mail with harmful content (viruses, worms, Trojan horses and the like.). In context with this obligation an administrator is authorized to the necessary extent to monitor or filter the content of incoming and outgoing mail by automated means.
3) Administrator is authorized to monitor systemic records about received and sent e-mails to the extent necessary to ensure operation and to check compliance with the obligations of electronic users of e-mail.
4) With the exception of disciplinary or criminal proceedings, the administrator shall not, without the demonstrable consent of the person concerned, make the content of his mail communication available to another person.
5) The administrator is authorized to implement appropriate technical limits and restrictions as necessary in order to secure availability and quality of the services to all users.
6) In case of detection of a serious violation of the user's obligations, the administrator is obliged to disable the next usage of electronic mail and report the incident without unnecessary delay to the user's direct supervisor, in the case of a student, to the dean of the relevant faculty/director of the institute. In case of violation of the rules, the user's

access to the mailbox may be suspended for a certain period of time, the mailbox will be accessible to him only after the problem is eliminated.

§ 8
E-mail availability and troubleshooting

1) The availability of e-mail can be realized through the web interfaces of the respective clients or through local e-mail clients installed on local stations users.
2) The installation and configuration of the workstations of users (UCM employees) of electronic mail is provided by the department of technical operation of CIKT UCM. In case of problems with the functionality of e-mail, in case of forgetting the password, or suspecting that the password has been stolen, users should contact the staff of the CIKT UCM technical operations department in person, by phone, or by e-mail at *servis@ucm.sk*

§ 9
Final and Cancelling Provisions

1) Compliance with the rules set forth in this directive is mandatory for every UCM employee and student who has an email account.
2) Failure to comply with the rules set forth in this directive may be considered a violation of work discipline for a UCM employee and a disciplinary offense for a student.
3) This directive was discussed in the UCM Rector's Advisory Board on March 16, 2021.
4) This directive enters into force on the date of signature by the rector of UCM and becomes effective on April 1, 2021.
5) At the same time it cancels the Directive about rules and management of electronic mail of the UCM, which entered into force on 22.10. 2018 and became effective 1.11. 2018.
6) An integral part of this directive is Annex no. 1: Email settings to UCM

In Trnava, March 16, 2021

prof. Ing. Roman Boča, DrSc.
rector of UCM

Directive on the Rules for the Management and Use of UCM Electronic Mail, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.