ADMINISTRATION AND UPDATES OF WEBSITES OF FSV UK

DIRECTIVE S_OVVK_002		
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Related regulations and documents: OR 40/2021 Registration of Creative Activities, Projects and Employees' Mobility at Charles University Manual for WhoIS S_IT_003 _ Development and Operation of Web Projects of FSV UK		
Repealed regulations: OD 44/2018 Administration and Updates of Websites of the Faculty of Social Sciences of Charles University (www.fsv.cuni.cz)		
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Appendices:		
Brief summary of the regulation: Rules for managing and updating the main FSV UK websites and the websites of individual institutes in a cross-domain environment, updating personal data including the employee's profile photo, and recording publication activity.		
Discussed with AS FSV UK: Not requested	**Approved by AS FSV UK:** Not requested	**Discussed with trade unions:** Not requested
Discussion with or approval by another body: Not requested		
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Part I – Information about the Regulation

1.   Reasons and Explanations of Changes

Content of the change	Point
Transformation of a regulation into a directive.	

2. Purpose and Scope of the Measure

By this measure, a new Directive – *Administration and Updates of Websites of FSV UK* – is issued. It establishes specific rules and procedures for the administration of the websites of the Faculty of Social Sciences of Charles University (hereinafter referred to as "FSV UK"), which are built on a cross-domain solution. This includes the main faculty-wide website of FSV UK, the websites of individual institutes, and the FSV UK Library. The Directive also sets out principles for all FSV UK employees regarding the management of data in their employee's profile, including the method of uploading and taking portrait photographs. For employees (in particular academic and research staff) and for doctoral students who publish, the Directive specifies rules for the recording of publication activity. The Directive **does not apply to** so-called microsites (see definition in point 3.4.).

Part II – Basic Terms and Roles

3. Definition of Terms

3.1. **Websites of FSV UK** – in the context of this directive, this term refers to the websites described in points 3.2. and 3.3.

3.2. **FSV UK's main website** features faculty-wide content and is accessible at **fsv.cuni.cz**. It serves as the primary gateway for promoting the Faculty and delivering information to students, employees, prospective students, and the general public. The site operates on the Drupal editorial system and is jointly managed by the Faculty's IT Department and the Public Affairs and Communications Office (hereinafter referred to as "OVVK").

3.3. **A cross-domain set-up** within a single content editorial system enables unified website administration, consistent technical support, and the sharing of styles and selected content across individual subdomains. In addition to the main FSV UK website, the following subdomains operate within the cross-domain environment:

- · ies.fsv.cuni.cz – Institute of Economic Studies,
- · iksz.fsv.cuni.cz – Institute of Communication Studies and Journalism,
- · ims.fsv.cuni.cz – Institute of International Studies,
- · ips.fsv.cuni.cz – Institute of Political Studies,
- · iss.fsv.cuni.cz – Institute of Sociological Studies,
- · knihovna.fsv.cuni.cz – Library of FSV UK.

The Faculty thus ensures a unified visual style, access via the central university login system (CAS), repeatable technical modules (e.g., staff directories, news, calendars), and a shared method of data management. It also facilitates the sharing of contacts, staff profiles, employee's profiles (see 3.5.), and information from the OBD system (see point 3.6.). Each domain within the cross-domain set-up is centrally administered by the Faculty's IT Department and is subject to the methodological guidance of OVVK.

3.4. **A microsite** refers to an independent website operated separately from the main FSV UK website and its subdomains. It is typically used for presenting projects funded from grant resources, organizing conferences and one-off academic events, promoting specific activities and initiatives, or international programmes. At FSV, microsites are most often created in the WordPress editorial system. Microsites are addressed in greater detail in Directive S_IT_003.

3.5. **Employee's profile** is a specific type of content on the FSV UK websites that enables the display or search of an employee's contact and professional details. All employee profiles are listed in the "CONTACT US" section, under the subsection "Faculty Staff," which can be further filtered by faculty units. Staff members at the institutes have an employee's profile both on the FSV UK website and on the website of the respective institute.

3.6. **OBD (Personal Bibliographic Database)** is the central system for recording all types of outputs (publications, applied results, etc.) as defined by the national methodology for the evaluation of research organizations, submitted to the governmental Register of Information on Results (RIV) and other records as required by the needs of Charles University. It serves as a basis for both the evaluation and the funding of FSV UK. Data from OBD are also used to manage the list of publications in an employee's profile.

3.7. **WhoIS** is an application of Charles University used for recording individuals and their personal and work-related data. Work-related data from WhoIS is transferred to an employee's profile on the FSV UK website and, where applicable, on the website of the respective institute. The manual is available to employees at: https://fsv.cuni.cz/pro-zamestnance/prace-na-fakulte/manual-pro-whois.

3.8. **Profile.fsv.cuni.cz** is an application used by teaching staff to update the details shown in their employee's profile. This includes data on: Courses, Topics of Graduation Theses, Grants, Areas of Professional Interest, Professional Competencies, and CV.

4. Roles

4.1. **An employee** is a natural person who has undertaken to perform dependent work under basic labour relations in accordance with Act No. 262/2006 Coll., the Labour Code, i.e., a person working under the main employment contract (HPP) or on the basis of an agreement to perform work (DPČ) or an agreement to complete a job (DPP).

4.2. **An external worker** is a person who does not have labour relations with FSV UK.

4.3. **The FSV UK webmaster** is an employee of the IT Department responsible for the administration, maintenance, and development of the Faculty's web presentation, ensuring its functionality, currency, and clarity. The webmaster manages the Faculty's websites (the main site and cross-domains), coordinates and supports individual workplaces in managing their web content, works with editorial systems (WordPress, Drupal), coordinates the allocation of administrative rights for the editorial system, and prepares manuals, trainings, and methodological support for the editors of individual sites. The webmaster communicates with external suppliers and works closely with OVVK.

4.4. **A designated staff member/administrator** is an employee with access to the editorial system of FSV UK website who maintains and updates the content of the assigned website or section. Supervisors must notify the designated IT Department staff member of the responsible persons and inform them without delay of any changes.

4.5. **The IT Department** ensures the operation, primary technical administration, and support of the main FSV UK website as well as all cross-domains. The IT Department also maintains a record of the designated website administrators (see 4.4.)

4.6.   **OVVK** oversees the visual design and structure of the Faculty's main website and the cross-domains of individual institutes, in both their Czech and English versions. Items may be added to the main menu and changes made to the homepage content only with the consent of the designated OVVK staff member.

4.7.   **A person with the "secretary" role in WhoIS** is a user who has the rights and roles to edit WhoIS data on behalf of employees within their organisational unit. At FSV UK, this role is assigned by the head of the IT Department.

Part III – Rules for Administration and Updates of Websites

5.   News

5.1.   Only OVVK staff members may post news items on the main page (both the Czech and English versions). Any employee working at FSV UK may request OVVK to post a news item on the main page of the website. It is recommended to include related images or logos and to specify the date for posting/removal of the news item.

5.2.   Any designated administrator may independently post news items that appear as related content on the subpages assigned to them. If the designated administrator wishes such a news item to be posted on the main page as well, they must contact OVVK.

6.   Personal Data and Contacts in Employee's Profile

6.1.   FSV UK employees (regardless of their workload) are required to regularly update their personal information in WhoIS — in the "my personal data" section.

6.2.   A manual and additional details are available at: https://fsv.cuni.cz/pro-zamestnance/prace-na-fakulte/manual-pro-whois.

6.3.   Heads of the Dean's Office departments, secretaries of institutes, and heads of centres do have the rights to update contacts in WhoIS. However, if they create the contacts themselves, the user will not have access to edit or delete them. Therefore, it is important that users update their own contact information.

6.4.   Only heads of departments, institute secretaries, heads of centres, and any other persons with the "secretary" role in the WhoIS application (which can be assigned by the IT Department upon request from heads or secretaries) may change the settings of the "Room" field, which users themselves do not fill in and have no permission to edit.

6.5.   Heads of departments, institute secretaries, or heads of centres are responsible for the accuracy of employee's contact information (work email, office phone line, room, and, if applicable, work mobile phone with SIM card financed by the employer) in the WhoIS employee database.

6.6.   An employee's initial data is entered into WhoIS by the Human Resources Office after the labour relations are established and employment starts. The IT Department can assist new employees with the setup. In the event of any changes, both the supervisor and the employee must diligently update this information in WhoIS. Keeping WhoIS data current is crucial because the database automatically feeds into the employee's profile on the website.

6.7.   Teaching staff at FSV UK can also edit information such as supervised theses, grants, and topics of graduate theses, etc. at https://profile.fsv.cuni.cz/. An institute assistant may update this

information on behalf of the teaching staff member if the IT Department assigns them the appropriate role upon request.

6.8.   The employee is responsible for the accuracy of the information in their employee's profile.

7.   Photograph in Employee's Profile

7.1.   The employee's profile photo is uploaded solely by OVVK, specifically by the coordinator for internal communication. The photo used in the employee's profile is taken during Faculty's photography sessions, which are of two types:

7.1.1.   Professional photography sessions are scheduled twice a year with a limited number of slots available. They are open to employees who have completed their probation period, have a workload of 0.5 or higher, and do not yet have a faculty portrait taken by a professional photographer.

7.1.2.   Additional photography sessions are scheduled twice a year and are open to employees (except for external workers) and doctoral students who have not yet taken part in any faculty photography session.

7.2.   Information about the dates of both types of photography sessions is usually provided to the heads of departments/centres and PR coordinators at individual institutes, who then pass the offer on. In some cases, OVVK may contact specific employees directly.

7.3.   When a portrait is taken during one of the faculty photography sessions, the employee is required to choose from the photographs taken the one to be uploaded to their profile.

7.4.   A new photograph of an employee can be taken in the following situations:

7.4.1.   If a photograph is taken during an additional photography session, employees with a workload of 0.5 or higher may register for a professional photography session in the following academic year.

7.4.2.   When a photograph was taken by a professional photographer, a new photograph may be taken no sooner than four years later.

7.4.3.   In the event of significant changes to an employee's appearance, a new portrait may be taken earlier by individual arrangement with OVVK, under the above-mentioned conditions.

7.5.   In exceptional cases, an employee's private photograph may be used. OVVK decides on the use of such a photograph and may reject it if it does not meet the required quality standards.

8.   Record of Publication Activity at FSV UK

8.1.   In accordance with Rector's Directive No. 40/2021 (Registration of Creative Activities, Projects and Employees' Mobility at Charles University), Charles University employees are required to enter the results of their publication activity into the university-wide OBD database system.

8.2.   Based on the submitted data, the results will be displayed in the employee's profile on the website after approval by the Faculty's administrator.

8.3.   The author is always primarily responsible for creating and ensuring the accuracy of the record.

8.4. Detailed information on entering results, related regulations, and access to the application is posted on the website of the Scientific Information Centre here: https://knihovna.fsv.cuni.cz/publikovani-na-fsv

Part IV – Responsibility for Individual Parts of the Czech Language Version

9. Responsibility for the "FAKULTA" section

9.1. The section is managed, with few exceptions (see points 9.2.-9.10.), by the Public Affairs and Communications Office, which is usually informed by the Faculty's management about necessary updates.

9.2. In the "Dean's Office" subsection, office hours and other information on the pages of individual departments are managed by designated department staff (or via OVVK or IT staff member).

9.3. Dean's Secretariat and the Head Secretary's Office

    9.3.1. In the subsection "Orgány fakulty," it manages the pages "Děkan", "Tajemník" and "Kolegium děkana, rozšířené kolegium děkana".

    9.3.2. It manages the subsection "Strategický záměr FSV UK".

    9.3.3. It manages the subsection "Koncepce rozvoje".

    9.3.4. In the subsection "Úřední deska," it manages the pages "Podávání stížností", "Zápisy z jednání orgánů FSV UK – Vedení FSV UK" and "Poskytování informací".

9.4. Academic Senate of FSV UK

    9.4.1. In the subsection "Orgány fakulty," it manages the page "Akademický senát".

    9.4.2. In the subsection "Úřední deska," it manages the page "Akademický senát – oznámení".

9.5. Student Services Office

    9.5.1. In the subsection "Orgány fakulty," it manages the page "Disciplinární komise".

    9.5.2. In the subsection "Úřední deska," it manages the pages "Doručování veřejnou vyhláškou" and "Nedoručená rozhodnutí z rektorátu UK – poplatky".

9.6. Research Office

    9.6.1. In the subsection "Orgány fakulty," it manages the pages "Mezinárodní rada FSV UK", "Ediční komise" and "Komise pro etiku ve výzkumu".

    9.6.2. In the subsection "Úřední deska," it manages the page "Zápisy z jednání orgánů FSV UK– Ediční komise".

9.7. Human Resources Office

    9.7.1. It manages the subsection "Kariéra".

9.7.2.   In the subsection "Úřední deska," it manages the page "Výsledky výběrových řízení – akademické pozice".

9.8.   Project Support and Investment Office

9.8.1.   It manages the subsection "Projekty OP VVV" via the Public Affairs and Communications Office and IT Department.

9.9.   Scientific Information Centre

9.9.1.   In the subsection "Úřední deska," it manages the page "Rozvoj knihovních a IT systémů FSV UK" via OVVK or IT Department.

9.10.   IT Department

9.10.1.   In the subsection "Úřední deska," it manages the page "Rozvoj knihovních a IT systémů FSV UK".

10.   Responsibility for the "UCHAZEČI" section

10.1.   The section is managed by the Public Affairs and Communications Office in cooperation with the Student Services Office.

10.2.   Public Affairs and Communications Office

10.2.1.   It manages the subsection "Akce pro uchazeče".

10.2.2.   It manages the subsection "Ambasadoři FSV UK".

10.2.3.   In the subsections "Bakalářské studium" and "Magisterské studium," it manages the homepage.

10.3.   Designated staff of Student Services Office

10.3.1.   They manage the subsection "Doktorské studium".

10.3.2.   They manage the subsection "Přijímací řízení".

10.3.3.   They manage the subsection "Informace pro uchazeče se speciálními potřebami".

10.3.4.   They manage the subsection "Celoživotní vzdělávání".

10.3.5.   In the subsections "Bakalářské studium" and "Magisterské studium," they manage the pages of study programmes.

11.   Responsibility for the "STUDIUM" section

11.1.   The section is managed, with few exceptions (see points 11.2.-11.3.), by Student Services Office.

11.2.   Centre for Language Learning and Pedagogical Training

11.2.1.   It manages the subsection "Výuka jazyků".

11.3.   Public Affairs and Communications Office

11.3.1. In the subsection "První ročníky," it manages the pages "Seznamovací kurzy", "Koleje a menzy" and "IT podpora pro studenty".

11.3.2. It manages the subsection "Studentské ombudsosoby FSV UK".

12. Responsibility for the "MOBILITA" section

12.1. The section is managed by International Office.

13. Responsibility for the "VĚDA A VÝZKUM" section

13.1. The section is managed by Research Office.

14. Responsibility for the "ŽIVOT NA FAKULTĚ" section

14.1. The section is managed by Public Affairs and Communications Office.

15. Responsibility for the "KONTAKTY" section

15.1. The section is managed by Public Affairs and Communications Office.

15.2. Personal data in the subsection "Lidé na fakultě" are updated automatically according to the data in WhoIS (see para 6 of this Directive).

16. Responsibility for the "PRO ZAMĚSTNANCE" section

16.1. The section is managed, with few exceptions (see points 16.2.-16.6.1., 16.10.2.), by the IT Department. It does so on the basis of materials provided by the respective departments. Texts prepared by IT should always undergo a language review by OVVK.

16.2. Dean's Secretariat and the Head Secretary's Office

16.2.1. In the subsection "Vnitřní předpisy a dokumenty," it manages the pages "Statut fakulty", "Disciplinární řád", "BOZP A PO", "Metodické pokyny", "Opatření děkana" and "Rozpočtové principy".

16.3. Academic Senate

16.3.1. In the subsection "Vnitřní předpisy a dokumenty," it manages the page "Volební a jednací řád akademického senátu".

16.4. Student Services Office

16.4.1. In the subsection "Vnitřní předpisy a dokumenty," it manages the pages "Pravidla pro organizací studia", "Pravidla pro přiznávání stipendií" and "Rigorózní řád".

16.4.2. It manages the subsection "Pro garanty".

16.5. Public Affairs and Communications Office

16.5.1. In the subsection "Práce na fakultě," it manages the page "Slovníček pojmů v univerzitních předpisech (CZ/EN)".

16.5.2.   It manages the subsection "Prezentace fakulty".

16.6.   Human Resources Office

16.6.1.   In the subsection "Práce na fakultě," it manages in cooperation with OVVK (coordinator for internal communication) the pages "Příručka pro nové zaměstnance", "Průkazy zaměstnance", "Zaměstnanecké benefity – děkanát" and "Zaměstnanecké benefity – rektorát".

16.6.2.   In the subsection "Práce na fakultě," it manages the pages "Pracovní volno s náhradou mzdy" and "Elektronické výplatnice – manual".

16.6.3.   It manages the subsection "Formuláře" via IT Department staff.

16.7.   Trade Union

16.7.1.   In the subsection "Práce na fakultě," the page "Odborová organizace" is managed by an OVVK employee in cooperation with Human Resources Office, based on the requirements of the trade union organisation.

16.8.   Account Office

16.8.1.   It manages the subsection "Ekonomika a provoz" via IT Department staff.

16.8.2.   It manages the subsection "Formuláře" via IT Department staff.

16.9.   Building Management Office

16.9.1.   It manages the subsection "Formuláře" via IT Department staff.

16.10. Research Office

16.10.1.   It manages the subsection "Formuláře" via IT Department staff.

16.10.2.   In the subsection "Vnitřní předpisy a dokumenty," it manages the pages "Jednací řád Vědecké rady" and "Ediční řád".

17.   Responsibility for the "ABSOLVENTI" section

17.1.   The section is managed by Public Affairs and Communications Office.

Part V – Responsibility for Individual Parts of the English Language Version

18.   Responsibility for the "ABOUT" section

18.1.   The section is managed, with few exceptions (see points 18.2.-18.6.) by Public Affairs and Communications Office, which is usually informed of the necessary update by the Faculty's management. Sections managed by individual departments should always undergo a language review and/or translation by OVVK.

18.2. In the subsection *"The Dean's Office"*, office hours and other information are updated on the websites of the respective departments by the authorized staff of those departments (or via OVVK or IT staff member).

18.3. Dean's Secretariat and the Head Secretary's Office

    18.3.1. It manages the subsection "Dean's Collegium and Advisory Board".

    18.3.2. It manages the subsection "Strategic Plan of FSV UK".

    18.3.3. It manages the subsection "Development Concepts".

18.4. Academic Senate of FSV UK

    18.4.1. It manages the subsection "Faculty Academic Senate".

18.5. Human Resources Office

    18.5.1. It manages the subsection "Career at FSV UK".

    18.5.2. It manages the subsection "Results of Selection Procedures – Academic Positions".

18.6. Research Office

    18.6.1. It manages the subsection "International Advisory Board of FSV UK".

19. Responsibility for the "ADMISSIONS" section

19.1. The section is managed, with few exceptions (see point 19.2.), by Public Affairs and Communications Office in cooperation with International Degree Programmes Office.

19.2. Designated staff of Student Services Office

    19.2.1. They manage the subsection of "PhD Programmes".

20. Responsibility for the "STUDY" section

20.1. The section is managed, with few exceptions (see points 20.2.-20.3.), by Public Affairs and Communications Office in cooperation with International Degree Programmes Office.

20.2. Centre for Language Learning and Pedagogical Training

    20.2.1. It manages the subsection "Language Centre".

20.3. Student Services Office

    20.3.1. It manages the subsection "Students with Special Educational Needs".

    20.3.2. It manages the subsection "PhD Students".

21. Responsibility for the "EXCHANGE" section

21.1. The section is managed by International Office.

22. Responsibility for the "RESEARCH" section

22.1. The section is managed by Research Office.

23. Responsibility for the "LIFE AT FACULTY" section

23.1. The section is managed by Public Affairs and Communications Office.

24. Responsibility for the "CONTACT US" section

24.1. The section is managed, with few exceptions (see point 24.2.), by Public Affairs and Communications Office.

24.2. International Degree Programmes Office

24.2.1. The subsection "International Office" is managed by OVVK in cooperation with International Degree Programmes Office, International Office, and Student Services Office.

24.3. Personal data in the subsection "Faculty Staff" are updated automatically according to the data in WhoIS (see para 7 of this Directive).

25. Responsibility for the "FOR STAFF" section

25.1. The section is managed, with few exceptions (see points 25.2.-25.9.2.), by the IT Department. It does so on the basis of materials provided by the respective departments. Texts should always undergo a language review and/or translation by OVVK.

25.2. Dean's Secretariat and the Head Secretary's Office

25.2.1. In the subsection "Inner Guidelines and Documents," it manages the pages "Faculty Status", "Disciplinary Code" and "Dean's Provisions".

25.3. Student Services Office

25.3.1. In the subsection "Inner Guidelines and Documents," it manages the pages "Rules for Organization of Studies" and "Rules for Awarding Scholarships and Bursaries of the FSV UK".

25.4. Public Affairs and Communications Office

25.4.1. It manages the subsection "Faculty Presentation".

25.5. Human Resources Office

25.5.1. It manages the subsection "Human Resources Office".

25.5.2. It manages the subsection "Guidelines for New Employees" in cooperation with OVVK (coordinator for internal communication).

25.5.3. It manages the subsection "Job Benefits" in cooperation with OVVK (coordinator for internal communication).

25.5.4.   It manages the subsection "Forms" via IT Department staff.

25.5.5.   It manages the subsection "Obstacles at Work".

25.6. Trade Union

25.6.1.   Based on the requirements of the trade union organisation, the subsection "Trade Union" is managed by an OVVK employee in cooperation with Human Resources Office.

25.7. Account Office

25.7.1.   It manages the subsection "Forms" via IT Department staff.

25.8. Building Management Office

25.8.1.   It manages the subsection "Forms" via IT Department staff.

25.9. Research Office

25.9.1.   It manages the subsection "Forms" via IT Department staff.

25.9.2.   In the subsection "Inner Guidelines and Documents," it manages the page "Rules of Procedure of the FSV UK Scientific Council".