



Item 496

**ORDINANCE No. 279
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 10 December 2020

on the University of Warsaw e-mail accounts

Pursuant to the provisions of paragraph 36 section 1 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), it is hereby ordered as follows:

§ 1

The terms used in this Ordinance shall have the following meaning:

- 1) doctoral student – a male or female PhD student;
- 2) university e-mail account – e-mail account with a domain address associated with the University of Warsaw;
- 3) employee – a person hired under a contract of employment and/or civil law contract;
- 4) student – a male or female student;
- 5) University – the University of Warsaw;
- 6) user – an employee, doctoral student and/or student who has a university e-mail account.

§ 2

The Ordinance sets forth the rules for the University employees, doctoral students and students having and using university e-mail accounts.

§ 3

1. Each University employee, doctoral student and student shall be required to have and regularly use their university e-mail account, including receiving any e-mails.

2. In matters related to the activities of the University, where the use of e-mail is necessary, the users shall be required to only use their university e-mail account.

3. The correspondence of a University employee, student and/or doctoral student sent from an e-mail account other than their university e-mail account shall be left without consideration.

§ 4

1. The university e-mail account shall be one of the applicable forms of information flow at the University.

2. Where internal regulations of the University stipulate that a document is to be signed by an employee, this shall be deemed as equal to confirmation submitted from the university e-mail account. In such a case, the recorded confirmation shall be attached to the case files.

§ 5

1. Access to the university e-mail account shall only be granted to the user to whom the account has been assigned to. Access to the university e-mail account of a given user may be granted to persons other than the user in justified cases, only with their prior written consent.

2. It shall be assumed that a message sent from the university e-mail account originates from the user to whom the university e-mail account has been assigned.

§ 6

The heads of University organizational units shall be required to regularly:

- 1) monitor whether their employees, doctoral students and students fulfill their duties resulting from the Ordinance;
- 2) record the addresses of the university e-mail accounts of their employees, students and doctoral students in the University Study-Oriented System.

§ 7

1. The domain of a given organizational unit of the University shall be created with the consent of the Press Spokesperson under the condition that the approval of the University Data Protection Officer has been obtained; if the approval has not been obtained, accounts from different domains shall not be considered university e-mail accounts.

2. The heads of the University organizational units who have their own domains shall be required to:

- 1) notify the administrator of the university e-mail accounts about the e-mail domains used at the given organizational unit of the University;
- 2) appoint the administrator of the e-mail domain used at the given organizational unit of the University.

§ 8

1. Account names for the university e-mail accounts are derived from the user's name, including their initials or entire names, possibly with an additional number.

2. The rules for creating accounts and granting access to the university e-mail accounts are specified in the appendix to the Ordinance.

§ 9

The legal regulations governing the university premises mentioned under Article 50 section 3–5 of the Act dated 20 July 2018, the Law on Higher Education and Science (consolidated text: Polish Journal of Laws of 2020, item 85, as amended) shall apply accordingly to the university e-mail accounts.

§ 10

The provisions of the Ordinance shall apply accordingly to the following e-mail addresses:

- 1) functional e-mail addresses;
- 2) e-mail addresses of university entities;
- 3) e-mail addresses of the University's organizational units;
- 4) e-mail addresses of the university student organizations and university doctoral student organizations.

§ 11

The Ordinance no. 16 of the Rector of the University of Warsaw dated 18 April 2007 on using e-mail accounts by the employees and students of the University of Warsaw shall become null and void (Monitor UW of 2007, item 234).

§ 12

The Ordinance enters into force on the day it is signed.

Rector of the University of Warsaw:

A. Z. Nowak

RULES FOR CREATING AND ASSIGNING UNIVERSITY E-MAIL ACCOUNTS TO UNIVERSITY OF WARSAW EMPLOYEES, DOCTORAL STUDENTS AND STUDENTS

1. Recommendations regarding the names of the university e-mail accounts at the University of Warsaw

- 1) only identifiers consisting of the users' names (or initials) and surnames written in Latin alphabet without Polish diacritics are allowed;
- 2) period shall be the only allowed separator dividing individual components of the identifier. Using a hyphen is allowed when dividing surname parts;
- 3) the preferred order of the identifier format is the following, as available:
 - a) i.surname – name initial and surname,
 - b) ii.surname –names initials and surname,
 - c) name.surname – full name and surname,
 - d) name1.name2.surname – full names and surname,
 - e) any of the above with the subsequent number.

2. Domains associated with the University of Warsaw, on which university e-mail accounts are registered

- 1) accounts of employees are created in the general university domain @uw.edu.pl. Employees may also have additional accounts with the domain of individual organizational units of the University that are hiring them. The University-wide administration employees can also have additional accounts in the @adm.uw.edu.pl domain;
- 2) accounts of doctoral student are created in the general university domain @uw.edu.pl. Doctoral students can also have additional accounts in the domain of the relevant organizational unit of the University;
- 3) accounts of students are created in the student university domain @student.uw.edu.pl;
- 4) accounts of the student self-governing authority and doctoral students self-governing authority members are created in the self-governing authority domain @samorzad.uw.edu.pl.

3. Creating and assigning university e-mail accounts

- 1) when an employee, doctoral student or student joins the University community, a university e-mail account is created for them.
- 2) creating the account mentioned under section 1 shall be the responsibility of the following persons:
 - a) in the case of an account created in the general university domain @uw.edu.pl, domain for the university-wide administration employees @adm.uw.edu.pl, student domain @student.uw.edu.pl and self-governing authority domain @samorzad.uw.edu.pl – the University central e-mail administrator;
 - b) in the case of an account created in the domain of one of the organizational units of the University – the relevant organizational unit;

- 3) the university e-mail account user shall be informed about the account created for them and given, in the customary manner, the login credentials allowing the further use of the assigned university e-mail account.

4. Rules for creating functional accounts, accounts of the university entities and organizational units of the University, as well as accounts for student organizations or doctoral student organizations

- 1) An application for creating a functional address, university entity address or the address for an organizational unit of the University shall be submitted upon the approval of the head of the relevant organizational unit of the University to the entity responsible for servicing the users of the University central e-mail.
- 2) An application for creating the address of the students' or doctoral students' University organization shall be submitted by the supervisor of this organization. This account shall be assigned to the supervisor who submitted the application. The supervisor shall be required to supervise the way the created account is used.
- 3) The address identifiers of the university e-mail accounts mentioned under item 1 and 2 match the names of the functions, entities, organizational units of the University and student organizations or doctoral student organizations.