

# Charles University, Faculty of Medicine in Hradec Králové

## Dean's Directive No. 9/2025

Ref. No. UKLFHK/400363/2025

Title: **Rules for Website Presentation Administration**

Force and effect: on the date of execution by the Dean

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### Article 1 Introductory Provisions

1. This Directive sets out the rules for the operation, administration, and use of the website run by the Faculty of Medicine of Charles University in Hradec Králové (“Faculty” or “LF HK”) and the rules for sharing information and posts on the Faculty website.
2. The Directive is binding on all Faculty departments and employees, authors, and other persons and entities providing information and sharing and publishing posts on the Faculty website and other online presentation of the Faculty. It is also binding on all administrators of the website and other online presentation of the Faculty and all persons and bodies which approve, check, and are responsible for posts on the Faculty website and on other online presentation of the Faculty.

### Article 2 Structure

1. The Faculty runs multiple portals on its website of a varied nature designed for different target groups and with different accessibility of information.
2. The web portals are classified into the following categories:
  - 2.1 **Official website presentation** – The Faculty website contains official information for the public, legal information, regulations, and the official notice board. It is a formal website based on the universal design of Charles University (“University”).
    - [www.lfhk.cuni.cz](http://www.lfhk.cuni.cz)
  - 2.2 **Specialised website presentation** – The public website presentation contains specific information for a given target group. Examples:
    - Applicants for study – <https://studiummedicinylhk.cz/>
    - Research portal
    - Library website – <https://knihovna.lfhk.cuni.cz/>
    - Conference website – <https://imdc.lfhk.cuni.cz/>
    - Other as required

**2.3 Internal information system (intranet)** – These systems contain secured information for a selected user group. Access is regulated by login with a different level of authorisation.

3. Individual departments do not have their own domains, websites, or profiles on social media.

### **Article 3**

#### **Rules for On-line Presentation Administration**

##### **1. Official website presentation**

The official Faculty website is run using the system of the Rectorate of Charles University and is based on the approved universal template. The content consists of information for the general public, research and academic community, official documents, legal information, etc.

Technical administration is managed by the Charles University Computer Science Centre (“CSC”). System requests and error reports are managed by the Computer Technology Centre (“CTC”).

Content administration is managed primarily by the Public Affairs and Communications Department (“PACD”). The PACD publishes, maintains, updates, and is responsible for the website content.

Requests for the publication of information are submitted in the helpdesk system. The PACD decides on the publication of information and the form and placement thereof. Any disputes are referred to the responsible Vice-Dean.

Specialised content administrators from the departments of the Dean’s Office are appointed in exceptional cases. They are in charge of specific content, such as the Official Notice Board, Public Procurement, Competitive Hiring Processes, etc. In this case, the department in charge of the given area is responsible for the published content. Other departments do not have the right to have their own official website.

The University publication system does not allow the approval of articles or the restriction of authorisation. Specialised administrators (see above) may not edit, delete, move, or otherwise interfere with content beyond their competence.

The Vice-Dean responsible for the given area must ensure that the information provided is correct, up-to-date, clearly structured, etc.

Content is published in Czech and in English. Translation is provided by the author of the content who is also responsible for the form and quality thereof.

##### **2. Specialised website presentation**

Specialised website presentation means the public systems with information for a specific group of recipients (research community, applicants, etc.). The form and content must comply with the principles for contributing to the good reputation of the Faculty and the University, however,

they should reflect the needs of the given group (e.g., choice of language, multimedia content targeted at applicants).

#### **a. Website presentation for applicants**

The website is run using the system of the Rectorate of Charles University and is based on the approved universal template. The content consists of information for applicants for study.

Technical administration is managed by the CSC. System requests and error reports are managed by the CTC.

Content administration is managed primarily by the PACD, which publishes, maintains, updates, and is responsible for the website content.

Requests for publishing information are entered in the helpdesk system. The PACD decides on the publication of information and the form and placement thereof. Any disputes are referred to the responsible Vice-Dean.

The Vice-Dean responsible for the given area must ensure that the information provided is correct, up-to-date, clearly structured, etc.

Content is published in Czech and in English. Translation is provided by the PACD, which is responsible for the form and quality thereof.

#### **b. Other**

The website is run using the system of the Rectorate of Charles University and is based on the approved universal template or a system operated by the Faculty. The content is public for a given user group.

Website requests are approved by the Vice-Dean for Public Affairs.

Technical administration is managed by the CSC or the CTC. System requests and error reports are managed by the CTC, which transfers the information to the CSC or directly processes the requests and the reports.

Content administration is always managed by the department responsible for the given area (departments of the Dean's Office, institutes, and clinics).

Requests for the publication of information are not submitted as each department publishes its own information.

The Vice-Dean responsible for the given area must ensure that the information provided is correct, up-to-date, clearly structured, etc.

Content is published in Czech and in English, as necessary. Translation is provided by the author of the content who is also responsible for the form and quality thereof.

### **3. Internal systems**

The website is run using the LF HK system. Content is non-public and available based on the user role. The system is used for communicating internal information to employees and students related to the operation of the Faculty, teaching, and research.

Technical administration is managed by the CTC, which provides support, training, and deals with any related issues.

Content administration is always managed by the department responsible for the given area (departments of the Dean's Office, institutes, and clinics).

Requests for the publication of information are not submitted as each department publishes its own information.

The head of department, or the Vice-Dean responsible for the given area, must ensure that the information provided is correct, up-to-date, clearly structured, etc.

Content is published in Czech and in English, as necessary.

### **Article 4 Common Provisions**

1. Documents which are officially published in one language only will be translated for non-official purposes (without any legal guarantee for the translated version).
2. Formal and respectful language must be used on all Faculty websites and portals and any information published must be correct, up-to-date, and comply with the applicable legal regulations.
3. If inappropriate or unlawful content is published, the responsible Vice-Dean may request the technical or content administrator to remove the web page.
4. The PACD is responsible for the formal aspects of the Faculty website presentation and may request a department to make any changes necessary.
5. Training on content administration is provided by the CTC.

### **Article 5 Final Provisions**

6. This Directive comes into force and effect on the date of execution thereof by the Dean.
7. Dean's Ordinance No. 8/2012-13 Rules for Creation, Content, and Publication of Web Pages on the LF HK Website of 27/6/2013 is repealed on the date of effect hereof.

Hradec Králové, 10 June 2025

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Dean