

Charles University

Rector's Directive No. 10/2025

Title:

Student Microsoft 365 User Account and Student University Email at Charles University

Responsible department:

CU Computer Science Centre

Date of effect:

1 March 2025

Student Microsoft 365 User Account and Student University Email at Charles University

Article 1

Introductory Provision

1. The present Directive defines the student Microsoft 365 user account and the student university email and the rules of the use thereof at Charles University ("University").
2. The student University email is a means of communication at the University.

Article 2

Student Microsoft 365 User Account

1. A unique identity in the format UKČO@cuni.cz ("unique identity") is assigned to all students of the University for the duration of their study in the Microsoft 365 ("M365") central environment (tenant) for the University, which serves as the basic user identification in the University systems, where UKČO is the personal number assigned to a student.
2. The student's unique identity is always linked to a user account allowing access to M365 services. An M365 licence is provided to students.
3. When a student logs in to the Microsoft 365 platform, the student's identity is verified through the centralised log-in system in the Central Authentication Service (CAS).
4. Students may use M365 services in the CU central tenant, including email communication, only for the purposes of performing their rights and duties as members of the academic community of the University, in particular, to fulfil their study requirements, not for private purposes.
5. Persons who interrupted or completed their study and persons whose study was terminated may use M365 services in the University central environment for another four months after they interrupt or complete their study or after the date of the termination of their study, except for cases under Art. 3 (3).

Article 3

Student University Email

1. Students are provided with an email box as a part of their M365 user account with a unique address in the format name.surnameXYZ@student.cuni.cz, where XYZ stands for a randomly generated three-digit number to ensure the uniqueness of the email address.
2. If a student is enrolled in multiple programmes of study, including programmes at different faculties of the University, only one University email box is created for each student.
3. Persons who interrupted or completed their study and persons who terminated their study may use their student University email for another seven months after the date of the interruption, completion, or termination of their study.

Article 4

Use of User Accounts and the Student University Emails

1. Manuals and other information on the central University cloud services on the M365 platform are available at [https:// m365.cuni.cz](https://m365.cuni.cz).

2. A Dean may stipulate in a Dean's directive that students may only use the student University email for official communication with a faculty. Such provision does not prejudice the provisions of legal regulations and the internal regulations of the University regarding the delivery of written documents and the submissions of documents.

Article 5

Final Provision

This Directive comes into force on the date of the execution thereof and becomes effective on 1 March 2025.

Prague, 26 February 2025

prof. MUDr. Milena Králíčková, Ph.D.