

COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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Date: 6 December 2024

Rector's ordinance on securing the operation of the academic VoIP telephone network and the GSM mobile network

This ordinance specifies the rules for the operation of the academic telephone network of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') and the GSM mobile network. The ordinance also specifies the method of keeping records of telephone numbers and the procedure for the billing of calls to the individual constituent parts of USB.

Article I

General provisions

1. The academic VoIP telephone network (hereinafter referred to as the 'VoIP network') consists of a central exchange operated in a virtual environment and VoIP/analogue hardware components. These are deployed within individual USB buildings to provide the required coverage of telephone services.
2. The exchange controls some access parts such as gates, door stations, doorbells, UDS, etc. This always requires an agreement with the person responsible for the access rights within the given building.
3. The complete management of the VoIP network is provided by the CIT USB Information Infrastructure Management Office ('IIMS CIT').
4. The administrative management of the GSM network is also provided by the IIMS CIT.
5. A maintained database of the human resources system is used to keep track of all phone numbers at USB and is also used for the USB public phone book. Each constituent part is responsible for the accuracy of the data in the system and it is governed by the constituent part's own rules.

Article II

Responsible persons

1. Designated IIMS CIT employees are responsible for the functionality and availability of the VoIP network.
2. The basic administration of the VoIP network at the individual USB constituent parts is handled by the IT offices of the constituent parts.
3. The network operator is responsible for the functionality and availability of the GSM network, within the scope of the contract concluded with USB.
4. The allocation, cancellation or change of numbers within the GSM network is the responsibility of the managers of individual units.

Article III

Obligations of responsible persons

1. Users of the VoIP network of individual USB constituent parts should contact their respective USB IT offices or the USB ServiceDesk at <https://servicedesk.jcu.cz> or e-mail telefon@rt.jcu.cz with their requests.
2. The individual IT offices of USB and IIMS CIT work closely together to maintain and administer the VoIP network.



3. The activities of the IT offices of USB constituent parts include physical connection of users' end devices (telephone devices), interconnection of structured cabling for lines within a given building, reporting of number owner changes and cooperation in solving problems.
4. For requests within the GSM network for a new number, cancellations or changes to a number, users should report to <https://servicedesk.jcu.cz> or email telefon@rt.jcu.cz.

Article III

Funding the operation and billing of telephone calls

1. The operation of the USB VoIP network (management and operation of the central exchange and the development of the USB backbone network) is funded from the budget of the USB Rectorate.
2. Requests requiring infrastructure investments, such as door stations, telephone lines, or end equipment in an existing or new/renovated building, must be consulted in advance with IIMS CIT, including an agreed-upon funding source, or be paid for by the applicant (constituent part).
3. VoIP phone calls are funded from the Rectorate's budget. In the event of abnormal use of VoIP telephone services, calls will be billed to the individual USB constituent part or other entities according to the records, see Section 5, Article I.
4. Telephone calls within GSM networks are billed to the individual USB constituent part or other entities according to the records, see Section 5, Article I.

Article IV

Final provisions

1. This ordinance takes effect on 6 December 2024
2. This ordinance repeals ordinance R 212

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Distribution list: USB management, Deans and Directors of all constituent parts of USB