# Filling Office

**Coordinator of file services: Bc. Helena Kubalová**

| Address for delivering documents in analog form and documents on portable data carriers: | |
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| | Charles University,<br>Institute of Language and Preparatory Studies<br>Filing Office<br>Vratislavova 29/ 10<br>128 00 Prague 2 |
| **Telephone** | +420 224 990 412 |
| **Office hours** | Monday – Friday 9:00 AM – 11:00 AM |
| **Filing Office email address** | podatelna@ujop.cuni.cz |
| **Data box identifier** | piyj9b4 |

**File formats accepted at the Filing Office's email address:**
• PDF (Portable Document Format), version 1.7 or higher,
• PDF/A (Portable Document Format for the Long-term Archiving), ISO 19005,
• XML (Extensible Markup Language Document) – the submitted document in XML data format includes a description of its structure using one of the XML or DTD schemas (Document Type Definition),
• Fo/zfo (602XML Filler dokument),
• Html/htm (Hypertext Markup Language document),
• Eml (Electronic Mail Format),
• Msg (Mail Message File Format),
• Odt (Open Document Text),
• Ods (Open Document Spreadsheet),
• Odp (Open Document Presentation),
• Txt (plain text),
• Rtf (Rich Text Format),
• Doc/docx (MS Word Document),
• Xls/xlsx (MS Excel Spreadsheet),
• Ppt/pptx (MS PowerPoint Presentation),
• Jpg/jpeg/jfif (Joint Photographic Experts Group File Interchange Format),
• Png (Portable Network Graphics), ISO/IEC 15948,
• Tif/tiff (Tagged Image File Format),
• Gif (Graphics Interchange Format),
• Mpeg1/mpeg2 (Moving Picture Experts Group Phase 1/Phase 2),
• Avi (Audio Video Interleave),
• Wav (Waveform Audio File Format),
• Mp2/mp3 (MPEG-1 Audio Layer II/Layer III),
• Isdoc/isdocx (Information System Document) version 5.2 or higher,
• Edi (Electronic Data Interchange) standard EDIFACT,
• Dwg (AutoCAD DraWinG File Format) version 2007 or higher,
• Shp/dbf/shx/prj/qix/sbn/sbx (ESRI Shapefile),
• CSV (Comma-separated values),
• Archive formats rar and zip (files contained in these archives can only be in one of the accepted formats).
After detecting malicious code, the message sent to the filing office's email address is not further processed. The sender is not notified. In the case of mass unsolicited messages (e.g., of an advertising nature) or messages sent from an email address that is determined to be forged, commonly referred to as "spam," this email message will not be processed further, and the sender will not be informed of this fact.
On the other hand, requested advertising messages and correspondence of a commercial or private nature will not be considered spam.

**The maximum file size accepted through the electronic submission system is 10 MB.**
**Formats of files accepted through the data box:**
• PDF (Portable Document Format), version 1.7 or higher,
• PDF/A (Portable Document Format for the Long-term Archiving), ISO 19005,
• XML (Extensible Markup Language Document) - A component of the transmitted document in XML data format is a description of its structure using either an XML schema or a Document Type Definition (DTD).
• Fo/zfo (602XML Filler dokument),
• Html/htm (Hypertext Markup Language document),
• Odt (Open Document Text),
• Ods (Open Document Spreadsheet),
• Odp (Open Document Presentation),
• Txt (plain text),
• Rtf (Rich Text Format),
• Doc/docx (MS Word Document),
• Xls/xlsx (MS Excel Spreadsheet),
• Ppt/pptx (MS PowerPoint Presentation),
• Jpg/jpeg/jfif (Joint Photographic Experts Group File Interchange Format),
• Png (Portable Network Graphics), ISO/IEC 15948,
• Tif/tiff (Tagged Image File Format),
• Gif (Graphics Interchange Format),
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• Wav (Waveform Audio Format),
• Mp2/mp3 (MPEG-1 Audio Layer II/Layer III),
• Isdoc/isdocx (Information System Document) version 5.2 or higher,
• Edi (Electronic Data Interchange) standard EDIFACT,
• Dwg (AutoCAD DraWinG File Format) version 2007 or higher,
• Shp/dbf/shx/prj/qix/sbn/sbx (ESRI Shapefile),
• CSV (Comma-separated values),
• Archive formats rar and zip (files contained in these archives can only be in one of the accepted formats).

**The maximum size of the received data message is 20 MB.**
**Overview of portable data carriers on which documents in digital form are accepted, including their technical parameters:**
• CD, DVD with the ISO9660 file system
• DVD with the UDF file system
• USB flash drive with the FAT, FAT32, or NTFS file system
Only one electronic submission can be stored on a single carrier. The carrier is part of the submission. Its return is possible only upon explicit request made at the time of submission, provided that the data file for playback is not larger than 10 MB. The submission office will verify whether the document delivered in digital form on the carrier is complete, can be displayed in a user-perceivable manner, does not contain harmful code, and is in a data format permitted for receiving digital documents.

**The approach to handling data messages that have been found to contain incorrect data format (computer program) or malicious code that is capable of causing damage is as follows:**

If an incorrect data format or a computer program capable of causing damage to the information system is detected in a data message, or if the data message is otherwise damaged, incomplete, in a format other than the one mentioned above, or unreadable for other reasons, this data message cannot be accepted and processed. Information about this fact may not be delivered to the sender due to the interception of the data message by security elements of the internet connection used.
**Consequences of document defects:**
If the delivered document is incomplete or unreadable in analog or digital form, unable to be displayed in a user-perceptible manner, and if the document is in a format other than the one mentioned above or not stored on the above-mentioned technical data carrier, yet it is possible to identify the sender and their contact details from the document, the sender will be informed about the potential document defects, and a reasonable period will be provided to rectify them. If it is not possible to rectify the defect of the delivered document in cooperation with its sender, the document will not be further processed. If it is not possible to identify the sender of the delivered document and their contact details, or if the document contains malicious code, the document will not be further processed.

**The main document management systems used within the ÚJOP are:**
• The Electronic File Service System of Charles University (connected to the Information System of Data Boxes and the Information System of Contract Registers)
• Study Information System and its subsystems
• Economic Information System JASU CS (MÚZO)

- Payroll system EGJE
- Information System of Karolinum Publishing House
- Personnel system WhoIS
- Electronic tool for public procurement management E-ZAK