



Communication rules

- **Students communicate with the tutor exclusively via discussion boards and notebooks.**
- **Students are obliged to check the discussion boards and notebooks regularly.**
- **Basic rules for a discussion board**
 - do not create new threads, use only those created by the tutor
 - post your contributions under the thread nearest to your theme
 - before posting make sure your question has not been posted and/or answered
- **Basic rules for a notebook**
 - notebook is one-way communication channel through which the tutor informs you about the assigned tasks etc. (whether they are correct or need to be corrected or supplemented)
- **Students may contact the tutor via e-mail only if they consider their question personal.**
- **Basic rules for e-mail communication**
 - e-mails may be sent only from university e-mail address
 - tutor reserves the right not to answer messages sent from non-university e-mail addresses
 - questions that are not relevant can be answered on a discussion board or have been answered in other e-mail sent to a student