

In accordance with Article 36, subsection 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of other Acts (the Higher Education Act), the Czech Ministry of Education, Youth and Sports registered on 24 April 2009 under ref. Number 9 712/2009-30 the Disciplinary Rules for Students of the Czech University of Life Sciences Prague.

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Director of the Higher Education Section

Czech University of Life Sciences Prague

Disciplinary Rules for Students

Art. 1

Extent of validity

The disciplinary rules for students of the Czech University of Life Sciences Prague (further only “CULS”), in accordance with Act No 111/1998 Coll. , on Higher Education Institutions and on Modification and Amendment of other Acts (the Higher Education Act, further only Act), govern the disciplinary proceedings concerning students in bachelor, master and doctoral study programmes which are taught at CULS Faculties or at CULS and its institutes.

Art. 2

Sanctions

(1) A breach of rules, as stipulated by the CULS legal prescriptions and internal regulations, including their parts, can be penalised by one of the following sanctions:

- a) Admonition
- b) Conditional exclusion from studies, mentioning the date and the conditions of reinsertion
- c) Exclusion from studies

(2) A breach of disciplinary rules which is committed out of negligence or is of a benign nature can be settled without inflicting sanctions.

(3) It is also possible not to inflict sanctions for breach of disciplinary rules provided the issue is settled by mutual consultation and leads to rectification.

(4) When inflicting sanctions, the nature, the circumstances, the extent and the consequences of the breach of disciplinary rules, the previous behaviour of the student, and his/her willingness to reform – all are taken in to consideration. Exclusion from studies may be inflicted as a sanction for serious and premeditated breach of disciplinary rules.

(5) The decision on the infliction of sanctions is communicated only to the student and is not made public.

(6) The dates and terms of reinsertion, in case of a conditional exclusion from studies, are set according to the seriousness of the breach of disciplinary rules; conditional exclusion is minimum six months and maximum three years.

(7) If during the probation period, before reinsertion, a student again breaches the disciplinary rules, with the exception of minor offences committed out of negligence, he/she may be excluded from studies.

Art. 3

Initiation of disciplinary procedure

(1) A disciplinary procedure is initiated by the Disciplinary Commission of a Faculty or the disciplinary commission of CULS, upon a motion submitted by the Dean or the Rector, in accordance with Art. 4, sect.2.

(2) The motion submitted by the Dean or the Rector includes a description of the event, or suggested evidence, that support the description of the event, as well as the rationale that makes the event appear as a breach of disciplinary rules. The disciplinary procedures are initiated on the date that the student has been informed about the proposal.

(3) Upon the initialisation of the disciplinary procedures, the Chair of the Disciplinary Commission calls, without delay, a meeting of the Disciplinary Commission of the Faculty, or the Disciplinary Commission of CULS.

(4) A breach of disciplinary rules cannot be addressed when a period of one year elapses from the breach of the rules, or from a cognizable sentence in matters related to criminal charges.

Art. 4

Disciplinary commission

(1) Breaches of disciplinary rules by students are addressed by the Disciplinary Commission of a Faculty, or the Disciplinary Commission of CULS.

(2) The Faculty Disciplinary Commission addresses breaches of disciplinary rules committed by students enrolled in studies at the Faculty, and submits recommendation for decision to the Dean. The CULS Disciplinary Commission addresses breaches of disciplinary rules committed by students enrolled in studies at CULS Institutes, and submits recommendations for decision to the Rector.

(3) Members of the Faculty Disciplinary Commission, including its Chair, are designated by the Dean from members of academia at the Faculty, with approval of the Faculty Academic Senate. Half of the members of the Disciplinary Commission are students. The Commission has at least four members, at most eight members. Two academic staff and two students are designated as alternate members. The Chair is a member of the Commission.

(4) Members of the CULS Disciplinary Commission, including its Chair, are designated by the Rector from members of the academia of CULS, i.e. from academic staff working at an Institute and students enrolled at an Institute, with approval of the CULS Academic Senate (further only "CULS AS"). Sect. 3, part two to four, describe the composition of the CULS Disciplinary Commission.

(5) The function term of the members of the Faculty Disciplinary Commission and the CULS Disciplinary Commission is two years. The Dean and the Rector make sure that during the calling of a Disciplinary Commission the principle of continuity is ensured.

(6) In case that it becomes known that a member of the Faculty Disciplinary Commission or CULS Disciplinary Commission cannot take part in the Commission's proceedings, the Chair will invite an alternate member, so as to ensure that the parity of members of the Commission is maintained. During proceedings to which he/she was invited, an alternate member of the Commission has the same rights and obligations as a regular member of the Commission.

(7) Meetings of the Faculty Disciplinary Commission or the CULS Disciplinary Commission are conducted by the Commission Chair. Meetings of the Commissions are not open to the public and members of the Commission are bound by the rule of discretion.

(8) The Faculty Disciplinary Commission or CULS Disciplinary Commission are both entitled to pass resolutions when a majority quorum of their members is attending. In case of an unequal representation of academic staff and students, the Commission Chair is entitled to adjourn the meeting, provided that a member of the Commission makes such proposal. The decisions of the Commission are endorsed when a majority of the Commission votes for them.

(9) Minutes of the proceedings of the Faculty Disciplinary Commission or the CULS Disciplinary Commission are kept in writing.

Art. 5 Deliberations on a motion

(1) The student must be invited, on time and by writing, to the proceedings of the Faculty Disciplinary Commission or CULS Disciplinary Commission. Except during voting, the student is entitled to be personally present during the proceedings. He/she can propose and submit evidence, comment on the proceeding's background papers, consult written background papers, with the exception of the Voting Protocol, and consult or take notes from the minutes made during the proceedings.

(2) The Faculty Disciplinary Commission or CULS Disciplinary Commission can resolve that it will deliberate in the absence of the student only if the student has duly, and on time, received an invitation to attend the Commission's proceedings, but did not arrive, and did not supply a justification of his/her absence. The Faculty Disciplinary Commission or CULS Disciplinary Commission can deliberate in the absence of the student during the third term of proceedings, provided that the student could not attend during the first and second term of proceedings, but supplied a written justification ahead of time, and the justification was accepted by the Disciplinary Commission Chair.

(3) The Faculty Disciplinary Commission or CULS Disciplinary Commission has the obligation to produce necessary evidence, and to deliberate the matter in such a way, as to guarantee the well founding of the accusation that a student has factually committed a breach against the disciplinary rules. The proceedings should be carried out with regards to the fact that recommendations must be submitted generally 30 days after the first deliberation, in accordance with Art.4.

(4) After deliberation, the Faculty Disciplinary Commission or CULS Disciplinary Commission submit recommendations to the Dean or the Rector as follows:

- a) The student committed a breach of disciplinary rules and should be sanctioned in accordance with Art.2, Sect. 1. (with sanction specified), or
- b) The disciplinary proceedings should be stopped, because the student did not commit any breach of disciplinary rules, or breached the rules, yet according to the Commission such breach is not worthy of being further discussed by the Disciplinary Commission, or

- c) There was no breach of disciplinary rules, or
- d) It has not been possible to find conclusive evidence that the student actually committed a breach of disciplinary rules, or
- e) The student terminated his/her studies at CULS, and is not anymore a student.

(5) In accordance with Art. 4, the Faculty Disciplinary Commission or CULS Disciplinary Commission informs the student about the outcomes of the deliberations, provided that the student is present. Otherwise, the outcomes of the Commission's deliberations are not announced separately.

Art. 6

Decision of the Dean or Rector

(1) A decision related to the disciplinary proceedings is issued by the Dean or the Rector on the basis of a recommendation submitted by the Faculty Disciplinary Commission or CULS Disciplinary Commission, generally within 7 days after the recommendation of the Commission has been submitted.

(2) Before issuing a decision, the Dean or the Rector can refer the matter again to the Faculty Disciplinary Commission or CULS Disciplinary Commission with a written request for subsequent investigation, provided they deem it necessary for clarifying the issue.

(3) The Dean or the Rector can inflict a sanction following the recommendations made by the Faculty Disciplinary Commission or CULS Disciplinary Commission, or inflict a milder sanction, or interrupt the disciplinary proceedings in accordance to Art. 5, Sect. 4, letter b) thus superseding the recommendations to inflict sanctions, which was made by the Commission.

(4) In the event that the Faculty Disciplinary Commission or CULS Disciplinary Commission recommends that the disciplinary procedures should be interrupted, the Dean or Rector will follow suit. On the other hand, if the Dean or the Rector has serious doubts about the recommendations of the Commission, they may refer the matter again to the Commission for further deliberation. If the Commission maintains its initial recommendations in place, the Dean or Rector is bound to follow suit.

(5) The decision by which sanctions are inflicted upon the student, in accordance with Art.2, Sect. I, Letter a) to c), must be communicated in writing and must include a statement on the breach of the disciplinary rules and inflicted sanctions. The decision must include a legal charge, and information on the possibility of submitting a request for revision.

(6) The decision by which a disciplinary proceedings is interrupted includes a statement on interruption of the disciplinary proceedings, justification and charge on the possibility to submit a request for revision of the decision.

Art. 7

Decisions made in the matter of breach of disciplinary rules

(1) Decisions made in the matter of breach of disciplinary rules are regulated by Art. 68 of the Act; an alternate delivery of the decision is regulated by Art. 2. of the CULS Study and Examination Rules for students in bachelor and master study programmes.

(2) A student may submit a request to the Rector, or in case the decision was made by the Dean, to the Rector through the Dean, for a revision of the decision in the matter of breach of disciplinary rules.

Art. 8
Additional Dispositions

- (1) The invitation to attend the deliberation of the Faculty Disciplinary Commission or CULS Disciplinary Commission, the decisions of the Dean or the Rector, are delivered to the student, to his/her own hands.
- (2) The decision is included in the student's official records.

Art. 9
Collective and Final Dispositions

- (1) The CULS Disciplinary Rules issued on 12 July 1999, under ref. No. 24 727/99-30, are hereby abrogated.
- (2) These Disciplinary Rules were endorsed in accordance with Art. 9, Sect. 1, Letter b) by the CULS AS Act on 14 April 2009.
- (3) These Disciplinary Rules come in to force in accordance with Art. 36, Sect. 4 of the Act on the date that they were registered by the Czech Ministry of Education, Youth and Sports.

prof. Ing. Jan Hron, DrSc., dr. h. c., rector