

The internal regulations of the Czech Technical University in Prague have been registered with the Ministry of Education, Youth and Sports in accordance with sec. 36 para. 2 of Act no. 111/1998 Coll., on Higher Education and on changes and amendments to other acts (Higher Education Act), 23 April 1999 under ref. 19 976 / 99-30 as the Disciplinary Code for Students of the Czech Technical University in Prague. Changes to the Disciplinary Code for Students of the Czech Technical University in Prague have been registered by the Ministry of Education, Youth and Sports in accordance with sec. 36 paras. 2 and 5 of the Act on day under Ref. no.

**SECOND
CONSOLIDATED
DISCIPLINARY CODE FOR STUDENTS OF
OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE
OF**

**Article 1
Introductory Provisions**

The Disciplinary Code for Students of the Czech Technical University in Prague (hereafter "CTU") in accordance with Act no. 111/1998 Coll., on Higher Education and on changes and amendments to other acts (the Higher Education Act) (hereinafter "the Act") sets the disciplinary procedures for students studying in all bachelor, master's and doctoral study programmes implemented at the faculties and at CTU.

**Article 2
Sanctions**

1. For breaches of the obligations laid down by law or by the internal regulations of CTU and parts thereof, one of the following sanctions can be imposed on the student:
 - a) a warning,
 - b) conditional expulsion from the study programme with set conditions and a time limit for making amends,
 - c) expulsion from studies.
2. A disciplinary offence under sec. 64 of the Act committed by negligence, and less serious disciplinary offences, can be discussed without imposing any sanctions.
3. Sanctions can be waived if a discussion on the disciplinary offence leads to rectification.
4. When imposing sanctions, the nature of the actions that led to a disciplinary offence, the circumstances under which it occurred, its consequences, the extent of the offence, and also the current behavior of the student who committed the offence, and who has demonstrated efforts to correct the consequences, are taken into consideration. Expulsion is possible in the case of an intentional and severe disciplinary offence.
5. The decision to impose a sanction shall be relayed only to the student and is not made public.
6. The time and the conditions for making amends during the period of conditional expulsion from the university are determined by the severity of the disciplinary offence; the period is a minimum of six months and a maximum of three years.
7. If a student commits another disciplinary offence during the probation period, with the exception of less serious disciplinary offences committed in negligence, he or she may be expelled from studying at the university.

**Article 3
Commencing Disciplinary Proceedings**

1. A disciplinary procedure is initiated by the Disciplinary Board of the Faculty or the Disciplinary Board on the dean's or the rector's proposal, in accordance with Art. 4 para. 2.

2. The proposal includes a description of the offence or the evidence on which it is based, and also the reason why it is considered a disciplinary offence. Disciplinary proceedings are initiated on the date when the student was made aware of the proposal.
3. Immediately after the commencement of the disciplinary proceedings, the president of the Disciplinary Board shall call a meeting of the disciplinary board of the faculty or of CTU.
4. The disciplinary offence may not be raised for discussion if a period of one year has elapsed since its was committed, or if a legally imposed conviction in a criminal case. The one-year period excludes any period of time in which the person was not a student.

Article 4 Disciplinary Board

1. The accusation of the student's disciplinary offence is discussed by the Disciplinary Board of the faculty or by the Disciplinary Board of CTU.
2. The Disciplinary Board of the faculty discusses disciplinary offences of students registered at the Faculty and submits a proposed decision to the dean. The Disciplinary Board of CTU discusses the disciplinary offences of students registered at the university institutes and submits a proposal to the rector.
3. Members of the Disciplinary Board and its president are appointed by the Dean from among the members of the academic community, with the consent of the Faculty Academic Senate. Half of the disciplinary board members are students. The Board has at least four and at most eight members. Two members of the academic staff and two students are appointed as substitutes. The president is a member of the board.
4. Members of the Disciplinary Board of CTU and its president are appointed by the rector from among the CTU academic community. They are either academic staff who carry out their activities in the higher education institute, or they are students. The appointment of members of the CTU Disciplinary Board is approved by the Academic Senate of CTU. The composition of the Disciplinary Board of CTU is covered in para. 3, sentences two to five.
5. The term of office for the members of the Disciplinary Board of a faculty and members of the Disciplinary Board of CTU is two years.
6. If it is known that a member of the Disciplinary Board of a faculty or the Disciplinary Board of CTU will fail to attend a meeting, the president invites an appropriate substitute so that the structure of the Board is maintained. During the meeting to which he or she has been invited, the substitute has the rights and duties of a board member.
7. A meeting of the Disciplinary Board of a faculty or the Disciplinary Board of CTU is led by its president. Board meetings are closed sessions and Board members are required to maintain confidentiality.
8. The Disciplinary Commission of a faculty or the Disciplinary Board of CTU has a quorum if a majority of its members are present. If equal representation of academic staff and students is not maintained, the President postpones the meeting if this is proposed any of the Board members. The resolution is adopted by the board if a majority of the board members present agree.
9. The proceedings of the Disciplinary Board of a Faculty or the Disciplinary Board of CTU are recorded in a report.

Article 5 Negotiating a Proposal

1. The student must be invited to the meeting of the Disciplinary Board of the faculty or the Disciplinary Board of CTU by a written invitation and in a timely manner. The student has the right to be present at the board meetings, with the exception of the vote. The student has the right to propose and submit evidence, to respond to all documentation for the meetings, to inspect written documents with the exception of the records of board meetings and the voting protocol. The student is not allowed to make notes about the two last-mentioned documents.
2. The Disciplinary Board of the Faculty or the Disciplinary Board of CTU may decide by a resolution that it will proceed in the absence of the student only if the student was invited to the meeting properly and in a timely manner but failed to attend the meeting without any justification or excuse. In the absence of the student, the Disciplinary Board of the Faculty or the Disciplinary Board of CTU may act further at its third

meeting if the student has repeatedly failed to attend during the two previous sessions, but if she/he submitted a written apology in advance and if the apology was accepted by the president of the disciplinary board.

3. The Disciplinary Board of the Faculty or the Disciplinary Board of CTU is required to consider the matter in such manner that it is possible to establish without any doubt whether or not the student committed a disciplinary offence. Meetings should be conducted in a way that allows the Board to adopt a resolution under para. 4, usually within 30 days from its first meeting.
4. After considering the matter, the Disciplinary Board of the Faculty or the Disciplinary Board of CTU decides by a resolution on a proposal that the dean or the rector should:
 - a) state that the student committed a disciplinary offence, and impose a sanction under art. 2 para. 1. The board will explicitly specify the sanction,
 - b) discontinue the disciplinary proceedings because the student did not commit any disciplinary offence, or did indeed commit an offence, but in the opinion of the board the hearing of the case in disciplinary proceedings is sufficient, or if the matter is not considered to be an offence, or if it was not proven that the disciplinary offence was committed by the student, or if the student has ceased to be a student.
5. The resolution under para. 4 shall be relayed by the Disciplinary Board of the Faculty or by the disciplinary Board of CTU to the student, if she/he is present. Otherwise, no announcement of this resolution is made.

Article 6

Decision of the Dean or the Rector

1. Decisions in disciplinary procedures are issued by the dean or by the rector on the proposal of the Disciplinary Board of the faculty or the Disciplinary Board of CTU, usually within 7 days from receiving the proposal.
2. Before issuing a decision, the dean or the rector may refer the proposal on the matter back to the Disciplinary Board of the Faculty or to the Disciplinary Board of CTU with a written justification for a further investigation, if she/he considers it necessary for proper clarification of the matter.
3. The dean or the rector may impose the sanction proposed by the Disciplinary Board of the faculty or by the Disciplinary Board of CTU, or a less severe sanction, or discontinue the disciplinary proceedings for reasons specified in art. 5, para. 4 point b), even though the Board proposed that the sanction be imposed.
4. If the Disciplinary Board of the faculty or the Disciplinary Board of CTU proposes that the disciplinary proceedings be discontinued, the dean or the rector will do so. If the correctness of this approach raises serious doubt, the matter is submitted to the Board for reconsideration, along with the reasons for doing so. If the disciplinary board persists with its original resolution, the dean or the rector is bound by it.
5. A decision to impose sanctions under art. 2 para. 1 points a) to c) must be delivered in writing, and must include a statement determining the offence and imposing the sanction. It must also contain a statement of reasons and instructions on how to submit an application for a review.
6. A decision to discontinue disciplinary proceedings contains a statement of discontinuation of the disciplinary proceedings, a justification and instructions on how to submit a request to review the decision.

Article 7

The Decision Making Process for Disciplinary Offences

1. The decision in the matter of a disciplinary offence is governed by sec. 68 of the Act; the means of alternative delivery are governed by art. 14 of the Admission Procedure Regulations of CTU.
2. Students may request the rector or, if the decision was made by the dean, the rector via the dean, for a review of a decision regarding a disciplinary offence.
3. The student requests a review of the decision in writing and not later than 30 days after receipt of the decision.
4. The request for the review of the decision must contain the student's full name, mailing address, the name of the study programme, the branch of study and the faculty at which the programme is registered. It will also

state the reasons for this request, or disagreement with the decision, the alleged facts and the student's signature.

5. The rector's decision on the review is final. The decision is made in writing and includes the following:
 - a) the decision,
 - b) a justification,
 - c) a warning that the decision is final, and that a request for a review is not admissible,
 - d) an indication of the authority that issued the decision,
 - e) the date on which the decision was issued,
 - f) the reference number under which the decision is recorded at CTU,
 - g) the official CTU stamp,
 - h) the signature of the rector or his authorized representative.

Article 8 Amending Provisions

1. An accusation that the student has committed a disciplinary offence under art. 3, para. 2, an invitation to a meeting of the Disciplinary Board of the faculty or the Disciplinary Board or CTU, and the decision of the dean or the rector will be delivered to the student's own hands.
2. The decision is recorded in the student's documentation.

Article 9 Common and Final Provisions

1. The provisions of this code also apply to acts committed before it entered into effect, while respecting the limits set in art. 4 if the disciplinary proceedings were not commenced in accordance with existing regulations.
2. The CTU Disciplinary Code of July 26, 2004 is repealed.
3. This Code was approved in accordance with sec. 9 para. 1 point b) of the Act by the Academic Senate of CTU on May 17, 2006.
4. This Code comes into effect under sec. 36 para. 4 of the Act on the date of registration by the Ministry of Education, Youth and Sports.
5. This order enters into effect from the 2006/2007 academic year.

Changes to the Disciplinary Code for Students of the Czech Technical University in Prague were approved according to sec 9 para. 1 point b) of Act no. 111/1998 Coll., on Higher Education and on changes and amendments to other acts (the Higher Education Act), by the Academic Senate of the Czech Technical University in Prague on 17. 5. 2006. Amendments to the Disciplinary Code for Students of the Czech Technical University in Prague became effective in accordance with sec. 36 para. 4 of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Václav Havlíček, Ph.D..., v. r.

Rector