

The internal regulations of the Czech Technical University in Prague were registered in accordance with § 36 paragraph 2 of Act No. 111/1998 Coll., on Universities and on the changes and amendments of other related Acts (the Act on Universities) by the Ministry of Education, Youth and Sports on April 23, 1999, under ref. No. 19 976/99-30 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 were registered by the Ministry of Education, Youth and Sports in accordance with the Art. 36 para. 2 and 5 of the Act on Universities on July 26, 2004 under ref. No.: 23 298/2004-30 and on June 20, 2006 under ref. No.: 14 141/2006-30.

II.
FULL WORDING OF
THE DISCIPLINARY CODE FOR STUDENTS OF THE CZECH TECHNICAL
UNIVERSITY IN PRAGUE
OF JUNE 20, 2006

Article 1
Initial provisions

This Disciplinary Code for Students of the Czech Technical University in Prague (hereafter “CTU”) in compliance with Act No. 111/1998 Coll. on Universities and changes and amendment to other acts (the Higher Education Act), as amended (hereafter the „Act“) adjusts the disciplinary procedure against students studying in all Bachelor’s degree, Master’s degree and doctoral study programs offered at the faculties and CTU.

Article 2
Sanctions

1. For breaches of the obligations stipulated by the legal regulations or by the internal regulations of CTU and parts of CTU one of the following sanctions can be imposed on the student:
 - a) a warning,
 - b) conditional exclusion from studies, for a set period and with conditions of probation,
 - c) exclusion from studies.
2. Disciplinary offence pursuant to Art. 64 of the Act committed out of negligence and less serious disciplinary offences can be also discussed without imposing any sanctions.
3. Sanctions can be lifted, if the actual discussion of a disciplinary offence already leads to a correction.
4. When sanctions are imposed, the nature of the act by which the disciplinary offence was committed, the circumstances of its occurrence, the consequences, the level of guilt, as well as the current behavior of the student who committed the disciplinary offence, and demonstrated efforts to put right its consequences, are taken into consideration. A student can be excluded if a serious disciplinary offence has been willfully committed.

5. The decision on sanctions to be imposed shall be communicated only to the student, and it is not made public.
6. The period and conditions of probation, in the case of conditional exclusion from studies, are defined according to the level of seriousness of the disciplinary offence; such a period shall be a minimum of six months and a maximum of three years.
7. If, in course of the probation period, the student commits another disciplinary offence, with the exception of less serious disciplinary offences committed out of negligence, she/he may be excluded from study.

Article 3

Opening disciplinary procedures

1. A disciplinary procedure is opened by the disciplinary board of a faculty or by the disciplinary board of CTU on the proposal of the dean or Rector in compliance with Art. 4 para. 2.
2. The proposal shall contain a description of the act or the evidence on which it is based, as well as the reason why this act is seen as a disciplinary offence. The disciplinary procedure is opened on the day on which the student is informed about the proposal.
3. As soon as the disciplinary procedure opens, the chairperson of the disciplinary board shall call a session of the disciplinary board of the faculty or of the disciplinary board of CTU.
4. The disciplinary offence cannot be discussed if a period of one year has elapsed since it was committed or since a judgment was issued in a criminal matter. Any period for which accused was not a student is not included in this one-year period.

Article 4

Disciplinary board

1. The accusation against a student of a disciplinary offence is discussed by the disciplinary board of the faculty or the disciplinary board of CTU.
2. The disciplinary board of the faculty discusses disciplinary offences of students registered at the faculty and submits the proposal for a decision by the dean. The disciplinary board of CTU discusses disciplinary offences of students registered at the university institutes and submits the proposal for a decision by the Rector.
3. The members of the disciplinary board of a faculty and its chairperson are appointed by the dean from the members of the academic community of the faculty and with the consent of the Academic Senate of the faculty. One half of the members of the disciplinary board of the faculty are students. The board has a minimum of four and a maximum of eight members. Two members of the academic staff and two students are appointed as substitutes. The chairperson is a member of the board.
4. Members of the Disciplinary board of CTU and its chairperson are appointed by the Rector from the members of the academic community of CTU, i.e. from the academic

staff working in the university institutes, and from students. The CTU Academic Senate approves the appointment of the members of the CTU Disciplinary board. Para. 3, sentences two to five, governs the composition of the CTU Disciplinary board.

5. The period in office of the members of the disciplinary board of the faculty and of the CTU disciplinary board is two years.
6. If it is known that any of the members of the disciplinary board of the faculty or of the CTU disciplinary board cannot participate in the session, the chairperson shall invite the relevant substitute in a such manner so that the parity composition of the board will remain unchanged. The substitute has the rights and obligations of a member of the board in sessions to which he is invited.
7. The sessions of the disciplinary board of the faculty or the CTU disciplinary board are managed by their chairperson; the board sessions are closed to the public, and the members of the board are required to maintain silence.
8. The disciplinary board of the faculty or the CTU disciplinary board has a quorum if a majority of the members is present. If equal representation of the academic staff and the students is not maintained, the chairperson shall adjourn the session if such a proposal is raised by any of the members of the board. The resolution of the board is adopted if it is approved by a simple majority of all board members present.
9. A report is written about the sessions of the disciplinary board or the CTU disciplinary board.

Article 5 **Discussion of the alleged event**

1. The student must be invited to the session of the disciplinary board or the CTU disciplinary board in writing and in a timely manner. The student has the right to be present in person at the board session, except for the vote. She/he has the right to propose and provide evidence, provide statements on all documents for the session, to view written materials and, with the exception of the report on voting, also the minutes of the board session, and to make notes on them.
2. The disciplinary board or the CTU disciplinary board may resolve to have a session in the student's absence only in the event that the invitation to the session is duly communicated, in a timely manner, and the student fails to attend the session without any excuse. The disciplinary board of the faculty or the disciplinary board may meet in the absence of the student on the third occasion of calling a session, if the student repeatedly failed to attend the two previous sessions, and if she/he provides a written excuse in advance and the excuse is accepted by the chairperson of the disciplinary board.
3. The disciplinary board of the faculty or the CTU disciplinary board is required to discuss the matter in such manner that it can be established without any doubt whether the student committed the disciplinary offence. The session shall take place in such manner that the board can adopt a resolution according to para. 4, usually within 30 days from its first session.

4. After discussing the matter the disciplinary board of the faculty or the CTU disciplinary board resolves the proposal so that the dean or the Rector can:
 - a) express that the student committed the disciplinary offence and impose a sanction for the offence according to Art. 2 para. 1, expressly provided by the board,
 - b) terminate the disciplinary procedure because the student has not committed the offence, or has indeed committed an offence, but, in the board's opinion, the actual procedure on the matter in the framework of the disciplinary procedure is sufficient, or the offence could not be proven, or the accused ceased to be a student.
5. The resolution according to para. 4 shall be communicated to the student, if present, by the disciplinary board of the faculty or the CTU disciplinary board. In other cases this resolution is not independently communicated.

Article 6 **Dean's or Rector's decision**

1. Decisions in disciplinary procedures are issued by a dean or by the Rector on the basis of the proposal of the disciplinary board of the faculty or the CTU disciplinary board, usually within 7 days from the day when she/he received the proposal from the board.
2. Before the decision is issued, the dean or the Rector may return the matter to the disciplinary board of the faculty or to the CTU disciplinary board for further investigation, with written reasoning, if she/he considers this necessary for due clarification of the matter.
3. The dean or the Rector may impose the sanction proposed by the disciplinary board of the faculty or the CTU disciplinary board, or a lighter sanction, or can terminate the disciplinary procedure for the reasons provided in the Art. 5 para. 4 letter b) despite the fact that the board proposed a sanction.
4. If the disciplinary board of the faculty or the CTU disciplinary board proposes to terminate the disciplinary procedure, the dean or the Rector shall comply. If she/he has serious doubts about correctness of such a procedure, he shall return the matter to the disciplinary board for new consideration, stating the reasons. If the disciplinary board insists on its original decision, the dean or the Rector shall be bound by such a decision.
5. The decision to impose sanctions according to Art. 2 para. 1 letter a) to c) must be made in writing, and must include a statement on the disciplinary offence and on the sanction. It must further contain the reasoning and instruction
6. The decision terminating the disciplinary procedure shall contain a statement on the termination of the disciplinary procedure, the reasoning and instructions on how to submit an application for the decision to be reviewed.

Article 7 **Decisions on a disciplinary offence**

1. Art. 68 of the Act governs the decision on the disciplinary offence; Art. 14 of the CTU Admission Procedure Code governs substitute delivery of such a decision.

2. A student may ask the Rector, or in case of a decision by the dean, the Rector via the dean, for a review of the decision in the matter of the disciplinary offence.
3. The student shall ask for the review of the decision in writing, not later than 30 days after receiving the decision.
4. In the request for a review the student shall state his name, residence, the name of the study program and the faculty or the university institute offering the study program, and brief reasons for his request or the reasons for disagreeing with the decision, and shall attach her/his signature.
5. The Rector's decision on the review is final. It shall be elaborated in writing and contain:
 - a) the decision,
 - b) the reasoning for the decision,
 - c) information that the decision is final and a request for a review is not permissible,
 - d) information on the issuing body,
 - e) date when the decision was issued,
 - f) reference number under which the decision is recorded at CTU,
 - g) the CTU official stamp,
 - h) signature of the Rector or his authorized representative.

Article 8 Additional provisions

1. An accusation against a student of a disciplinary offence according to Art. 3 para. 2, the invitation of the student to the session of the disciplinary board of the faculty or the CTU disciplinary board and the decision of the dean or Rector are addressed to the student in person.
2. The decision is recorded in student's records.

Article 9 Common and final provisions

1. The provisions of this Code also apply to acts that took place before it came into force, while respecting the periods stipulated in the Art. 4, if the disciplinary procedure was not commenced according to current regulations.
2. The CTU Disciplinary Code of December 11, 1996 is cancelled.
3. This Code was approved by the Academic Senate of CTU on February 24, 1999 in compliance with Art. 9 para. 1 letter b) of the Act.
4. Pursuant to Art. 36 para. 4 of the Act this Code becomes valid as of the day of its registration by the Ministry of Education, Youth and Sports.
5. This Code becomes effective as of the academic year 1999/2000.

Changes to the Disciplinary Code for Students of the Czech Technical University in Prague were approved by the Academic Senate of the Czech Technical University in Prague on May 26, 2004 and on June 20, 2006 under ref. No.: 14 141/2006-30 pursuant to Art. 9 para. 1 letter b) of Act No. 111/1998 Coll. on Universities and changes and amendments to other related acts (the Higher Education Act), as amended.

Pursuant to Art. 36 para. 4 of the Act on Higher Education, the changes to the Disciplinary Code for the Students of the Czech Technical University in Prague become effective as of the day of their registration by the Ministry of Education, Youth and Sports.

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Rector