

DISCIPLINARY RULES FOR STUDENTS of the Faculty of Chemical Technology of the University of Pardubice

DATED 16 May 2017

Introductory provisions

The Disciplinary Rules for the students of the Chemical Engineering Faculty (hereinafter the “Disciplinary Rules”) are issued in accordance with Act No. 111/1998 Coll., on Universities and on the amendment and supplementation of certain laws (Universities Act), as amended (hereinafter the “Act”) and is an internal regulation of the Faculty of Chemical Technology (hereinafter the “faculty”).

Article 1

Subject of regulation

- (1) These Disciplinary Rules apply to disciplinary proceedings concerning disciplinary offences by faculty students.
- (2) Only the sanctions specified in Section 65(1) of the Act may be imposed on students for a disciplinary offence. Section 65 of the Act applies for stipulating the type of sanction and its imposition.
- (3) One sanction may be imposed for one disciplinary offence. The disciplinary offence cannot be discussed if a period of one year since its committing or since the effective verdict of conviction in the criminal case has passed. The period of one year does not include the period of time when the person is not a student.
- (4) In accordance with Art. 14 of the Statute, the faculty appoints a disciplinary committee (hereinafter the “disciplinary committee”) for the purpose of discussing the disciplinary offences of faculty students, which is a self-governing faculty body pursuant to Section 25 of the Act.

Article 2

Disciplinary offence

- (1) A disciplinary offence is the culpable action of the student, through which they deliberately or by negligence violated the obligations stipulated by legal regulations or the internal regulations of University of Pardubice (hereinafter the “University”) or faculty.
- (2) A disciplinary offence in the performance of study obligations is in particular:
 - a) any form of fraud (submission of forged documents, etc.), copying or unauthorised cooperation during the performance of study obligations,
 - b) the submission of a third party’s work as one’s own, in particular the use of parts of a third party’s work in one’s own work without due reference,
 - c) provision of ones work or help to another person during a knowledge test,
 - d) any form of unauthorised handling of drawn exam questions or exchanging of tests while writing essays, as well as the use of materials and technical aids other than those permitted by the teacher to perform study obligations,
 - e) the intentional destruction, damage, theft or misuse of University property or the property of its employee or property of a person cooperating with the faculty,
 - f) aggressive or disruptive behaviour, whether physical or verbal, or other behaviour which may rightfully be considered bullying or mental violence or behaviour degrading human dignity,

- towards a member of the academia or employee of the faculty and University,
- g) entrance onto University premises or participation in lectures under the influence of alcohol or addictive substances,
 - h) behaviour which could rightfully be interpreted as detrimental to the faculty's good reputation.

Article 3

Proceedings of the disciplinary committee

- (1) The members of the disciplinary committee are appointed and dismissed by the dean with prior consent to appointment and dismissal from the faculty academic senate, in accordance with Section 31 of the Act and Art. 13 of the faculty Statute. The disciplinary committee elects and dismisses a chairman from its ranks. The term of office of the disciplinary committee is two years.
- (2) The disciplinary committee has at least six members. The disciplinary committee must always have an even number of members, half of which must be students.
- (3) The disciplinary committee has a quorum of a majority of the members are present, of which at least one is a student. The disciplinary committee hearings are chaired by the chairman of member authorised by him, who is an academic employee.
- (4) The disciplinary committee hearings are non-public. If the student to whom the discussed disciplinary offence pertains (hereinafter the "student") proposes that the hearing be public, the disciplinary committee shall oblige. The student's proposal to make the oral hearing public shall be decided by the disciplinary committee in a decision which shall merely be noted in the record.
- (5) The disciplinary committee commences proceedings on disciplinary offences based on a proposal from the dean. The written proposal must be delivered in two counterparts to the chairman of the disciplinary committee and contains a description of the act, potential proposed evidence on which it relies, and a justification of why the act constitutes a disciplinary offence, in accordance with Section 69 of the Act. The disciplinary committee delivers one counterpart of the proposal to the hands of the student.
- (6) The disciplinary proceedings are commenced by familiarising the student with the proposal, which refers to the delivery of one counterpart of the proposal to the student. After commencing disciplinary proceedings or in the course thereof, the student has the right to view the written materials and take notes from them. Throughout the period of the disciplinary proceedings until issuing of a decision by the disciplinary committee, the student is authorised to propose evidence or make other proposals.
- (7) An oral hearing in the presence of the student is held regarding the disciplinary offence. The disciplinary committee may hold the oral hearing in the student's absence only if the student fails to appear without excuse despite having been duly invited. The chairman shall inform the student of the oral hearing of the disciplinary committee at least five days in advance.
- (8) At the start of the oral hearing of the disciplinary committee, the chairman shall briefly present the content of the proposal. Before the decision of the disciplinary committee on the disciplinary offence is issued, the student has the right to comment on the proposal, decision reference materials and course of the hearing. During the hearing with the disciplinary committee, the student has the right to consult a person who may help in making decisions as an assistant. The student may choose a proxy from the members of the academic community. Each member of the academic community of the faculty or University employee is obliged to attend the disciplinary hearing at the request of the disciplinary committee and to testify to the facts important for the disciplinary proceedings, if their testimony is proposed as evidence.
- (9) The disciplinary committee decides on the proposal to impose a sanction with a majority vote of all the present members, whereas all the present members are obliged to vote. If the votes are

even, the vote of the chairman is decisive. Nobody but the members of the disciplinary committee may be present when voting about the decision.

- (10) The disciplinary committee must always decide on the proposal to impose a sanction. In its proposal, it must state which sanction it proposes for the disciplinary offence. If it comes to light that it is not a disciplinary offence, or if it cannot be proven that the disciplinary offence was committed by the student, or if the person ceased to be a student, the dean shall suspend the disciplinary proceedings by means of a decision.
- (11) The disciplinary committee is obliged to compile a written record of its meeting, which is verified by the member who chaired the meeting. The record on voting must be compiled separately and must not be published. All written documents concerning the hearing of disciplinary offences are stored for a period of 10 years from execution of the document or closing of the file.
- (12) The results of the disciplinary committee hearing and proposal to impose a sanction with justification shall be submitted by the chairman to the dean within 5 working days after the hearing.

Article 4

Decision on imposition of a sanction

- (1) The dean must issue the decision on imposition of a sanction within 30 days from the date of receiving the proposal of the disciplinary committee to impose a sanction.
- (2) Based on the course and results of the disciplinary committee hearing, the dean may impose the proposed sanction, or reduce the proposed sanction in accordance with Section 65(3) of the Act. The dean may waive the imposition of a sanction, if the hearing of the disciplinary offence in itself leads to correction. The dean may impose a stricter sanction than proposed by the disciplinary committee.
- (3) Section 68 and Section 69 of the Act apply to disciplinary proceedings and decisions on the rights and obligations in matters of disciplinary offences.
- (4) The decision to impose a sanction must be drafted in writing, must contain the verdict of the decision specifying the sanction, justification and information about the option of appeal, and must be delivered to the hands of the student. If the imposed sanction is conditional suspension from studies, the verdict of the decision must stipulate the deadline and conditions for verification.

Article 5

Final provisions

- (1) The Disciplinary Rules for students of the Faculty of Chemical Technology dated 5 December 2006 are cancelled.
- (2) These draft disciplinary rules were approved pursuant to Section 27(1)(b) of the Act by the academic senate of the Faculty of Chemical Technology on 18 April 2017.
- (3) These disciplinary rules were approved pursuant to Section 9(1)(b)(2) of the Act by the academic senate of the University of Pardubice on 16 May 2017.
- (4) These disciplinary rules come into validity and effect on the date of their approval by the University of Pardubice academic senate.

Prof. Ing. Petr Kalenda, CSc., undersigned
Dean