

## **DISCIPLINARY REGULATIONS FOR STUDENTS**

### **of the Faculty of Applied Sciences of the University of West Bohemia**

*The Academic Senate of the Faculty of Applied Sciences of the University of West Bohemia in Pilsen approved, pursuant to Article 27 Section 1 (b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Other Acts (Higher Education Act), as amended, on 2 June 2017, the draft of these Disciplinary Regulations for Students of the Faculty of Applied Sciences of the University of West Bohemia.*

*The Academic Senate of the University of West Bohemia in Pilsen approved pursuant to Article 9 Section 1 (b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Other Acts (Higher Education Act), as amended, on 28 June 2017, the Disciplinary Regulations for Students of the Faculty of Applied Sciences of the University of West Bohemia.*

#### **PART ONE**

##### **General Provisions**

###### **Article 1**

- (1) The Disciplinary Regulations of the Faculty of Applied Sciences, (hereinafter referred to as "FAS"), of the University of West Bohemia, (hereinafter referred to as the "UWB"), regulate the position of the Disciplinary Committee of FAS, (hereinafter referred to as the "Disciplinary Committee"), discussing disciplinary offenses of students of accredited Study Programmes implemented by FAS, (hereinafter referred to as the "student"), and imposing sanctions for their commission.
- (2) A disciplinary offense is a violation of the obligations established by applicable legal regulations or valid internal regulations of UWB or its Parts.
- (3) The disciplinary authority over a student belongs to the Dean.
- (4) The Dean decides to impose a sanction for disciplinary offense of a student on a proposal of the Disciplinary Committee.

#### **PART TWO**

##### **Disciplinary Committee**

###### **Article 2**

- (1) The Dean appoints and recalls members of the Disciplinary Committee from among the members of FAS. The Disciplinary Committee has 6 members and the same number of alternates. Half of the members of the Disciplinary Committee are students. The Disciplinary Committee elects and recalls its Chair from among its members.
- (2) The office term of the Disciplinary Committee members is two years. Members of the Disciplinary Committee may be reappointed.

- (3) A Disciplinary Committee member who may be presumed to have, in view of his or her relation to the matter, to the participants in the disciplinary proceedings, or to their representatives, such interest in the outcome of the disciplinary proceedings for which there may be doubts as to his or her impartiality, is excluded from all acts in disciplinary proceedings.
- (4) In the event that a Disciplinary Committee member becomes aware of facts for which he/she is excluded from the case pursuant to Section 3, he/she shall notify the Dean, who appoints an alternate to be the Disciplinary Committee member examining the case in question instead of the excluded member. Until the alternate's appointment, the Disciplinary Committee may, in disciplinary proceedings, only do such acts that cannot be delayed.
- (5) The student against whom disciplinary proceedings are conducted has the right to comment on the members of the Disciplinary Committee. The student is required to submit in writing an objection of bias at the first meeting of the Disciplinary Committee. If the student did not know, at that time, of the reason for excluding a Disciplinary Committee member from discussing the case, or if this reason occurred later, the student may file an objection within 15 days of having learned of it. In the objection of bias, the student must state against which member of the Disciplinary Committee the objection is directed, in what way the reason for his/her bias is seen and what evidence can prove the bias.
- (6) In order to make a decision on the objection of bias under Section 5, the Disciplinary Committee shall refer the matter to the Dean, with the opinion of the Disciplinary Committee member concerned. Until the Dean's decision, the Disciplinary Committee can do, in the proceedings, only such acts that cannot be postponed. In the event that a Disciplinary Committee member is excluded from the discussion of the matter under Section 3, the Dean appoints one of the alternates to be a member of the Disciplinary Committee for the discussion on the matter. The Dean's decision on the objection to bias is final.

## **PART THREE**

### **Disciplinary Proceedings**

#### **Article 3**

- (1) The Disciplinary Committee initiates the Disciplinary Proceedings at the Dean's suggestion. The proposal contains the description of the deed and/or the proposed evidence on which it relies, as well as the justification of why the deed is perceived as a disciplinary offense. The Disciplinary Proceedings start by the student being informed about the proposal.
- (2) The Disciplinary Committee acts in the presence of the student concerned. The student is invited to the Disciplinary Committee in time; a written invitation is delivered to the student not later than 7 days before the due date of the Disciplinary Committee meeting. In the absence of the student, the meeting can only be held if the student does not come to the meeting without an excuse, although he/she was duly invited. At least half of the Disciplinary Committee members participate in the meeting, usually including its Chairperson. The discussion of the Disciplinary Committee meeting is oral and non-public. Only members of the Disciplinary Committee participate in the discussion on proposals to impose sanctions and stop the proceedings.
- (3) The Disciplinary Committee starts their considerations based on the detected state of affairs of which there are no reasonable doubts. The student whose disciplinary offense is

dealt with has the right to be heard and is given the opportunity to comment on all the evidence produced and to provide evidence in support of his/her claims.

- (4) The Disciplinary Committee decides on the proposal for a sanction or motion to stop the proceedings with the majority of votes of all its members. The Chairperson's vote decides in case of equality of votes. The Dean cannot impose a stricter sanction than the Disciplinary Committee has proposed.

For a disciplinary offense, one of the following sanctions may be imposed:

- a) a reprimand,
  - b) a conditional exclusion from studies, setting the time limit and conditions for proving the Student's integrity or
  - c) an exclusion from studies.
- (5) If it turns out that the deed is not a disciplinary offense, or if nobody can prove that the student has committed a disciplinary offense, or if the person in question has ceased to be a student, the Dean shall stop the proceedings.
- (6) A disciplinary offense cannot be dealt with if a period of one year has elapsed since it was committed or since the final conviction in a criminal case. The time when a person is not a student is not counted within the one-year period.

#### **Article 4**

- (1) The Dean's decision on a disciplinary offense must be made in writing; it must contain the justification and instruction on the possibility of appeal, and must be delivered to the student's own hands.
- (2) The student may appeal against the decision within 30 days following the date when the decision under Section 1 was delivered to him/her. The appeal is submitted to the Rector through the Dean. The Rector examines the conformity of the contested decision and the Disciplinary Proceedings prior to the decision with the laws and internal regulations of UWB and FAS.
- (3) The appeal always has a suspensive effect.

### **PART FOUR**

#### **Final Provisions**

#### **Article 5**

- (1) The Disciplinary Regulations for FAS students approved by the Academic Senate of UWB on 30 May 2007 are cancelled.
- (2) These Disciplinary Regulations shall come into force on the day of its approval by the UWB Academic Senate.
- (3) These Disciplinary Regulations shall come into effect on the date of its approval by the UWB Academic Senate.

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Ing. Pavel Balda, Ph.D., by own hand  
FAS Academic Senate Chair

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Doc. Dr. Ing. Vlasta Radová, by own hand  
FAS Dean