



**THE DISCIPLINARY RULES
FOR STUDENTS OF THE
FACULTY OF CHEMISTRY,
BUT**

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Approval of AS FCH BUT

The Academic Senate of the Faculty of Chemistry, Brno University of Technology approved the following version of the Disciplinary Rules for Students of the Faculty of Chemistry, Brno University of Technology (“FCH Disciplinary Rules”), on 25 April 2017.

Approval of AS BUT

The Academic Senate of the Brno University of Technology approved this internal regulation of the Faculty of Chemistry, Brno University of Technology, on 30 May 2017.

Article 1

Introductory provisions

These Disciplinary Rules govern disciplinary offences of students of the Faculty of Chemistry, Brno University of Technology (hereinafter referred to as “FCH”), the process of hearing and deciding on them, the imposition of sanctions and the appeal procedure in this matter.

Article 2

Disciplinary offence and sanctions

1. A disciplinary offence is a culpable violation of an obligation stipulated by legal regulations or internal regulations and standards of the BUT and internal regulations and standards of FCH. The internal regulations and standards of the BUT are defined by the BUT Statute (Part Nine, Articles 51, 52 and 53), the internal regulations and standards of FCH are defined by the FCH Statute (Part Nine, Articles 40, 41 and 42).
2. A student may be sanctioned for a disciplinary offence:
 - a) warning,
 - b) suspension from studies with a time limit and conditions for certification,
 - c) expulsion from studies.
3. The imposition of a sanction may be waived if the hearing of the disciplinary offence itself leads to correction.
4. When imposing sanctions, the nature and seriousness of the conduct by which the disciplinary offence was committed, the circumstances under which it occurred, the consequences caused, the degree of culpability, as well as the previous behaviour of the student who committed the disciplinary offence and the efforts shown to remedy its consequences shall be taken into account.
5. A student may be expelled only in the case of a deliberate disciplinary offence.
6. Suspension from studies may be suspended if the conditions for the imposition of the sanction of suspension from studies are met and if, in view of the student’s personality, he or she can reasonably be expected, taking into account his or her past behaviour and the circumstances of the case, not to commit a further serious disciplinary offence.
7. The time limit and conditions for certification in the case of suspension from studies shall be determined according to the severity of the disciplinary offence. The time limit for certification shall begin with the legal effect of the decision on the disciplinary offence and shall be at least six months.

Article 3

The Faculty Disciplinary Committee

1. The Faculty Disciplinary Committee hears disciplinary offences of students enrolled at the faculty.

2. Members of the committee and alternates are appointed by the Dean from among the members of the academic community of the faculty with the approval of the academic senate of the faculty.
3. The Faculty Disciplinary Committee consists of six members and the term of office of its members is two years. Three members shall be appointed from among the students, three members from among the academic staff. The alternates shall be one academic staff member and one student.
4. The Faculty Disciplinary Committee elects and dismisses a chairperson from among its members.
5. The Dean also appoints the secretary of the Faculty Disciplinary Committee who is not a member of the Faculty Disciplinary Committee. The secretary shall perform the organisational and administrative tasks necessary to ensure the activities of the Faculty Disciplinary Committee. In particular, the secretary shall act as the record keeper of the minutes of the oral hearing and the minutes of the vote of the Faculty Disciplinary Committee.
6. The Faculty Disciplinary Committee shall have a quorum if at least 2/3 of its members are present. The proceedings of the Faculty Disciplinary Committee shall be governed by the Rules of Procedure approved by the Faculty Disciplinary Committee and issued by the Dean in the form of an internal norm of the faculty.

Article 4 Participant

1. The student against whom disciplinary proceedings are initiated is always a party to the proceedings.
2. A participant shall be entitled at any time during the proceedings to propose and submit evidence and to comment on any material for the hearing. The Faculty Disciplinary Committee shall be obliged to allow him to inspect and take extracts from all written documents, except the voting record.

Article 5 Initiation of disciplinary proceedings

1. Disciplinary proceedings are initiated by the Faculty Disciplinary Committee on the proposal of the Dean.
2. If a student is enrolled at more than one faculty, disciplinary proceedings may be conducted at only one of the faculties in the same case, always with regard to the specific act for which the proceedings are to be conducted. If there is any doubt as to jurisdiction, the Rector shall determine the appropriate faculty. The same procedure under the preceding sentence shall apply in the case of a student enrolled simultaneously in a study programme conducted by a faculty and in a study programme conducted by BUT.
3. A proposal under paragraph 1 of this Article must always include:
 - a) description of the act constituting the disciplinary offence, including the specific legal and/or internal regulations violated,
 - b) identification of the student who is alleged to have committed the disciplinary offence,
 - c) the reasons why the act constitutes a disciplinary offence,
 - d) the proposed evidence on which the application is based.

4. Disciplinary proceedings shall be initiated by the student's acquaintance with the proposal pursuant to paragraph 1.

Article 6

Meetings of the Committee

1. The disciplinary offence shall be the subject of a closed oral hearing in the presence of the student. An oral hearing may be held in the absence of the student only if the student fails to appear without proper excuse. The validity of the excuse shall be judged by the Chair of the Committee. Notice of the oral hearing shall be given to the student by hand, normally at least five days in advance.
2. The Dean has the right to attend the committee meetings. The Dean may delegate this right to the Vice-Dean or Vice-Rector.
3. The oral hearing shall be scheduled by the Chair of the Committee to begin no later than 15 working days from the date of receipt of the proposal.
4. The oral hearing shall be opened by the Chair of the Committee, who shall acquaint those present with the contents of the proposal to initiate proceedings and summarise the facts established so far. He/she shall then allow the student to comment on the proposal.
5. The Chair of the Committee shall prepare and conduct the hearing so that the matter can be decided, as a rule, in a single oral hearing. During the proceedings, the Chair of the Committee shall take appropriate steps to ensure that the hearing is directed towards providing the basis for a fair consideration and decision of the case.
6. Minutes are taken of the committee's meetings. The minutes shall contain, in particular, the identification of the matter under consideration and a description of the oral hearing itself. The minutes shall be signed by the chairman of the committee and the secretary.

Article 7

Suspension of proceedings

The Committee may suspend the proceedings if the act which is the subject of the proceedings is the subject of proceedings against the student before another authority, pending the final conclusion of the proceedings before such authority.

Article 8

Commission proposal

1. In cases where, after a hearing, the Faculty Disciplinary Committee concludes that the act referred to in the proposal for initiating disciplinary proceedings did not or does not constitute a disciplinary offence, or where the proceedings reveal that the disciplinary offence was not committed by the student concerned and/or that the person who committed the disciplinary offence has ceased to be a student, the Committee shall propose to the Dean that the disciplinary proceedings be discontinued by its decision. This procedure also applies to cases where the disciplinary offence cannot be dealt with, in particular if the liability for the offence has been extinguished pursuant to Section 20 of Act No. 200/1990 Coll. on Offences.

2. In cases not referred to in paragraph 1, the Faculty Disciplinary Committee shall, after hearing the case, propose to the Dean that his/her decision find the student guilty of the facts of the disciplinary offence and impose the proposed sanction under Article 2 of these Rules or refrain from imposing the sanction.
3. In addition to the recommendation, the Committee shall also state the reasons for its recommendation in the proposal.
4. The Committee shall decide on the proposal by vote. The proposal shall be adopted if a majority of the members present vote in favour of it.
5. The Committee shall submit a proposal for a decision on the disciplinary offence to the Dean through its chair within 5 working days of the adoption of the resolution.

Article 9
Decision-making

The issuance of a decision on a disciplinary offence is a decision on the rights and obligations of students within the meaning of Section 68(1)(h) of Act No.111/1998 Coll., on universities, as amended. The relevant provisions of this Act shall therefore apply to the decision.

Article 10
Final provisions

1. The Disciplinary Rules for Students of Brno University of Technology were approved by the Academic Senate of Brno University of Technology on 30 May 2017.
2. The Disciplinary Rules for Students of the Brno University of Technology come into force on the date of approval by the Academic Senate of the Brno University of Technology.

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