

Disciplinary Regulations for Students at the Faculty of Economics and Administration of the University of Pardubice

Internal Regulations

Document	FES_LEG_2017-006/B		
Document Title	Disciplinary Regulations for Students at the Faculty of Economics and Administration of the University of Pardubice		
Document Type	Internal Regulations		
Document Supervisor	Vice-Dean for Internal Affairs		
Applicable to	Faculty of Economics and Administration	Version:	B
Effective from	from 19 January 2021		

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Introductory Provisions

The Disciplinary Regulations for Students at the Faculty of Economics and Administration ("Disciplinary Regulations") are issued in accordance with Act 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Act on Higher Education), as amended, ("Act") and are internal regulations of the Faculty of Economics and Administration ("Faculty").

Article 1 Subject Matter

- (1) These Disciplinary Regulations shall apply to disciplinary proceedings relating to the hearing of disciplinary offences by students of the Faculty.
- (2) For the purpose of hearing disciplinary offences of students of the Faculty, a Faculty Disciplinary Committee ("Disciplinary Committee") is established in accordance with Article 13 of the Statutes of the Faculty, which is a self-governing body of the Faculty in accordance with Section 25 of the Act.

Article 2 Disciplinary Offence

- (1) A disciplinary offence is a culpable act of a student who has intentionally or negligently violated the obligations laid down by legal regulations or internal regulations of the University of Pardubice ("University") or the Faculty.
- (2) Disciplinary offences in the performance of study duties include:
 - a) any form of cheating (submission of forged documents, etc.), copying or unauthorised cooperation in the performance of study obligations,
 - b) passing off someone else's work as one's own, in particular by using part of someone else's work in one's own work without proper referencing,
 - c) giving one's work or cueing during a knowledge test to another examinee,
 - d) any form of unauthorised manipulation of drawn examination questions or exchange of tests when writing written papers, as well as the use of materials and technical aids other than those authorised by the teacher for the performance of study obligations,
 - e) deliberate destruction, damage, theft or misuse of property of the University or property of its staff or property of a person acting in cooperation with the Faculty,
 - f) aggressive or disruptive behaviour, whether physical or verbal, or other behaviour that may reasonably be perceived as bullying or psychological violence or behaviour demeaning to human dignity, toward a member of the academic community or a staff member of the Faculty or University,
 - g) entering University premises or attending classes under the influence of alcohol or drugs,
 - h) conduct that may reasonably be perceived as damaging to the reputation of the Faculty.
- (3) Only the sanctions referred to in Section 65(1) of the Act may be imposed on a student for a disciplinary offence. Section 65 of the Act shall apply to the determination of the type of sanction and the imposition thereof.
- (4) Only one sanction may be imposed for one disciplinary offence. A disciplinary offence may not be dealt with if a period of one year has elapsed since the offence was committed or since the final conviction in a criminal case. The period of one year shall not include the time when the person is not a student.

Article 3 Proceedings of the Disciplinary Board

- (1) The members of the Disciplinary Board are appointed and dismissed in accordance with Section 31 of the Act and Article 12 of the Statutes of the Faculty after approval by the Academic Senate of the Faculty of Economics and Administration ("Faculty Senate") by the Dean.

- The Disciplinary Board shall elect and dismiss its chairman from among its members. The term of office of the Disciplinary Board shall be two years.
- (2) The Disciplinary Board shall have a minimum of six members. The Disciplinary Board must always have an even number of members, half of whom must be students.
 - (3) The Disciplinary Board is competent to act if a majority of the members, at least one of whom is a student, is present. The Chair or a member designated by the Chair who is an academic staff member shall preside over the proceedings of the Disciplinary Board.
 - (4) The proceedings of the Disciplinary Board shall not be public. If the student involved in the disciplinary offence ("student") proposes that the proceedings be open to the public, the Disciplinary Board shall comply. The Disciplinary Board shall decide on the student's proposal to open the proceedings to the public by means of a resolution, which shall merely be noted in the file.
 - (5) The Disciplinary Board initiates proceedings for a disciplinary offence on the proposal of the Dean. The written proposal must be delivered in duplicate to the Chair of the Disciplinary Board and shall contain, in accordance with Section 69 of the Act, a description of the act, if applicable, the proposed evidence on which it is based, as well as a justification as to why the act is deemed to constitute a disciplinary offence. A copy of the proposal shall be delivered by the Disciplinary Board to the student.
 - (6) Disciplinary proceedings are initiated by the student's acquaintance with the proposal, which is deemed to be the delivery of a copy of the proposal to the student. After the disciplinary proceedings have been initiated or during the disciplinary proceedings, the student shall have the right to inspect and take extracts from the written materials. Throughout the disciplinary proceedings until the Disciplinary Board has rendered its decision, the student shall be entitled to offer evidence and make other proposals.
 - (7) The disciplinary offence shall be heard in the presence of the student. The hearing may be held in the absence of the student only if he or she fails to appear without excuse, although duly invited. The Chair shall give the student at least five days' notice of the Disciplinary Board hearing.
 - (8) Disciplinary Board meetings may be conducted remotely by means of a suitable means of remote communication that allows the transmission of audio and video remotely ("remote meetings"). The Chair of the Faculty Disciplinary Board decides whether the meeting will be conducted remotely. The Chair shall ensure that all members of the Disciplinary Board, the student concerned, any witnesses or other persons who have a reason to attend the hearing may attend the remote meeting and shall draw up rules for the remote meeting and the vote, which the Chair shall notify to all persons involved at least five days in advance.
 - (9) After the Disciplinary Board has opened its proceedings, a brief presentation of the content of the proposal shall be made. Before the Disciplinary Board issues its decision on the disciplinary offence, the student has the right to comment on the proposal, the grounds for the decision and the proceedings. During the hearing with the Disciplinary Board, the student has the right to consult with a person who can assist him/her as a supporter in the decision-making process. The student may choose a proxy from among the members of the Faculty's academic community.
 - (10) The Disciplinary Board shall decide on the proposal for the imposition of a sanction by a resolution adopted by a majority of the members present, all members being required to vote. In the event of an equality of votes, the vote of the Chair shall be decisive. No one other than the members of the Disciplinary Board may be present at the meeting.
 - (11) Voting in a remote meeting may be conducted using a suitable means of remote communication.
 - (12) The Disciplinary Board must always decide on the proposal to impose a sanction. In its proposal, it must specify which sanction it proposes for the disciplinary offence. If it becomes apparent that the disciplinary offence is not a disciplinary offence, or if it cannot be proved that the disciplinary offence was committed by a student, or if the person has ceased to be a student, the Dean shall, by order, discontinue the disciplinary proceedings.
 - (13) The Disciplinary Board shall be obliged to make a written record of its proceedings, which shall be verified by the member who chaired the meeting. The record of the vote shall be recorded separately and shall not be made public. All written documents relating to the hearing of disciplinary offences shall be retained by the University for a period of 10 years from the processing of the document or closure of the file.

- (14) The Chair shall submit the result of the Disciplinary Board's proceedings and a proposal for the imposition of a sanction with justification to the Dean within 5 days after the conclusion of the proceedings.

Article 4

Decision to Impose a Sanction

- (1) The decision to impose a sanction must be issued by the Dean within 30 days from the date of receipt of the Disciplinary Board's proposal to impose a sanction.
- (2) The Dean may, based on the course and outcome of the Disciplinary Board's proceedings, impose the proposed sanction or, in accordance with Section 65(3) of the Act, mitigate the proposed sanction. The Dean may refrain from imposing a sanction if the hearing of the disciplinary offence itself leads to a remedy. The Dean may not impose a more severe sanction than that proposed by the Disciplinary Board.
- (3) Sections 68 and 69 of the Act shall apply to disciplinary proceedings and the determination of rights and obligations in matters of disciplinary offences.
- (4) The decision to impose a sanction must be in writing, must contain a statement of the decision specifying the sanction, the reasons for the decision and a notice of appeal and must be delivered to the student by hand. If the sanction imposed is suspension from studies, the operative part of the decision must specify the time limit and conditions for certification.

Article 5

Final Provisions

- (1) The Disciplinary Regulations for Students at the Faculty of Economics and Administration dated 19 April 2016 are hereby repealed.
- (2) These draft Disciplinary Regulations were approved under Section 27(1)(b) of the Act by the Faculty Senate on 9 May 2017.
- (3) These Disciplinary Regulations were approved pursuant to Section 9(1)(b)(2) of the Act by the Academic Senate of the University of Pardubice on 6 June 2017.
- (4) These Disciplinary Regulations shall come into force on the date of their approval by the Academic Senate of the University of Pardubice.
- (5) These Disciplinary Regulations shall take effect on the date of their approval by the Academic Senate of the University of Pardubice.

prof. Ing. Jan Stejskal, Ph.D.
Dean

Draft Amendment I to the Disciplinary Regulations was approved under Section 27(1)(b) of the Act by the Faculty Senate on 4 January 2021.

Amendment I to the Disciplinary Regulations was approved by the Academic Senate of the University of Pardubice on 19 January 2021 pursuant to Section 9(1)(b)(2) of the Act.

Amendment I to the Disciplinary Regulations came into force and effect on the date of approval by the Academic Senate of the University.

List of amendments and revisions to the controlled document

Version	Date	Content of the amendment/revision	Name and signature of the document supervisor
A	6 June 2017	First version of the document	doc. Ing. Ivana Kraftová, CSc.
B	19 January 2021	Second version of the document – new Paragraph 8 and Paragraph 11 added to Article 3, amendment to Article 3(7) and Paragraph 9	doc. Ing. Liběna Černohorská, Ph.D.