



DISCIPLINARY PROCEDURE
UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS

Art. 1
Introductory provisions

1. The Disciplinary Procedure of the University of Social and Administrative Affairs is governed by Law no. 111/1998 Coll., on higher education institutions and on amending and supplementing other acts ('Higher Education Act'), as amended, (hereinafter referred to as the 'Higher Education Act') and is an internal rule of the University of Social and Administrative Affairs (hereinafter referred to as the 'University').
2. The Disciplinary Procedure applies to all the students in bachelor study programmes and proportionally to the students in lifelong learning programmes of the University.

Art. 2
Disciplinary offence and sanction

1. In compliance with Art. 64 of the Higher Education Act, a disciplinary offence is specified as a culpable failure to fulfil one's obligations set by legal regulations or internal and other regulations of the University.
2. In compliance with the provisions of Art. 65, Par. 1 of the Higher Education Act, a disciplinary offence may be punishable by one of the following penalties:
 - a) reprimand,
 - b) conditional exclusion from studies and setting a deadline and conditions for proving,
 - c) exclusion from studies.
3. When imposing a sanction, the following is taken into consideration:
 - a) nature of the disciplinary offence,
 - b) circumstances and the student's motives that led to committing the disciplinary offence,
 - c) consequences and the extent of fault of the disciplinary offence,
 - d) student's previous conduct and study results,
 - e) student's expressed regret and efforts to remedy the consequences of the disciplinary offence.
4. If the actual proceedings of the disciplinary offence lead to a remedy, the sanction may be withdrawn.
5. A student who has been admitted to studies as a result of his illegal action will be excluded from them.



Art. 3 Disciplinary Committee

1. The University students' disciplinary offences are discussed by the Disciplinary Committee of the University.
2. The Disciplinary Committee is composed of four members, a half of which are students. The Chairman of the Disciplinary Committee is appointed by the Rector.
3. The Disciplinary Committee submits its resolution on the discussed disciplinary offence to the Rector. The resolution is voted on by a majority of all members.
4. All members of the committee sign the minutes of the Disciplinary Committee's proceedings.

Art. 4 Disciplinary action

1. A disciplinary action is initiated by the Disciplinary Committee, acting on the Rector's proposal.
2. The Rector's proposal includes:
 - a) description of the act and any proposed evidence,
 - b) justification for considering the disciplinary offence within the given act,
 - c) identification of the student(s) who allegedly committed the act.
3. The disciplinary action is considered initiated when the student is acquainted with the proposal.
4. The disciplinary action is terminated if:
 - a) it is proved that the given act does not meet the criteria for a disciplinary offence,
 - b) the gathered evidence does not prove clearly that the student has committed the disciplinary offence,
 - c) the person with whom the disciplinary action was conducted has ceased to be a student of the University.

Art. 5 Oral proceedings

1. The Disciplinary Committee conducts oral proceedings on the disciplinary offence in the student's presence. The oral proceedings may be conducted without the student's presence only if the student has been duly invited and does not appear due to serious reasons or without excuse. The seriousness of the student's excuse is assessed by the Chairman of the Disciplinary Committee.



2. The student is properly invited to the oral proceedings by sending him a written notification of oral proceedings to the student only at his address listed in his personal record, usually five working days before the date the oral proceedings are held.
3. The voting of the Committee proceeds without the student's presence.
4. All the present members of the Disciplinary Committee must sign the minutes of the oral proceedings and the Disciplinary Committee's vote.

Art. 6

Decision on the disciplinary offence

1. The decision on the disciplinary proceedings is made by the Rector, based on the Disciplinary Committee's proposal. The Rector cannot impose a more severe sanction than the one proposed by the Disciplinary Committee.
2. Before issuing a decision, the College is obliged to inform the student about the possibility to comment on the materials for the decision as well as about the right to see the file.
3. The decision on the disciplinary offence must include a verdict with the result of the disciplinary proceedings, reasons for the verdict and information about the possibility of filing an appeal. The decision is delivered to the student only. If the decision fails to be delivered, the University proceeds in compliance with Art. 69a, Par. 2 of the Higher Education Act.

Art. 7

Review of the decision

1. The student is entitled to file an appeal within 30 days from the date on which the decision was delivered. The body of appeal is the Rector of the University. The Rector reviews the decision in compliance with Art. 68 of the Higher Education Act.
2. The appeal against the decision on the disciplinary offence always has suspensory effect.
3. The Rector's decision is final.

Art. 8

Final provisions

1. This Disciplinary Procedure has been approved by the Board of Directors in accordance with the Statute of the University of Social and Administrative Affairs.



2. This Disciplinary Procedure supersedes the Disciplinary Procedure of the College of Social and Administrative Affairs, Institute of Lifelong Learning in Havířov, registered by the Ministry of Education, Youth and Sports on 30 November 2007 under ref. 27 259/2007-30.

3. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Disciplinary Procedure comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová