



DISCIPLINARY REGULATION FOR STUDENTS OF

THE FACULTY OF VETERINARY HYGIENE AND ECOLOGY

of the University of Veterinary and Pharmaceutical Sciences Brno

Article 1

Introductory Provisions

- (1) The Disciplinary Regulation for Students of the Faculty of Veterinary Hygiene and Ecology of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the „Disciplinary Regulation“, „UVPS Brno“) shall be issued pursuant to § 33 para. 2, letter e) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the „Act“) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.
- (2) In accordance with § 31 of the Act, the Faculty of Veterinary Hygiene and Ecology of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the „Faculty“) shall establish Disciplinary Committee.
- (3) This Disciplinary Regulation regulates the rules for hearing disciplinary offences of students before the Disciplinary Committee of the Faculty (hereinafter only as the „Disciplinary Committee“), imposing sanctions for these offences of the manner of conducting disciplinary proceedings at the Faculty.

Article 2

Disciplinary Offence

- (1) A disciplinary offence shall mean a culpable breach of duties prescribed by the Act, any other legal regulation of the UVPS Brno or internal regulation of the Faculty, especially:
 - any form of fraud in connection with study or participation in scientific activity,
 - plagiarism, i.e. the introduction of a foreign text of a larger scale in a written work prepared in accordance with the conditions of the relevant study plan at the end of the course or study, without explicitly citing the source,
 - violation of the rules when using the university computer network,
 - intentional damage to the Faculty and UVPS Brno property,
 - non-respect of the decisions of the Faculty and UVPS Brno authorities (e.g. on setting the fee for longer studies),
 - actions incompatible with the honour of a member of the Faculty's academic community,
 - behaviour causing public outrage or insulting another member of the academic community or an employee of the Faculty or UVPS Brno.

This list cannot be considered complete, a disciplinary offense can also be another violation of obligations, rules or prohibitions issued by an authorized body of the university or faculty.



Article 3
Disciplinary Committee

- (1) Offences shall be heard by the Disciplinary Committee. The Disciplinary Committee is an autonomous academic body of the Faculty.
- (2) The members of the Disciplinary Committee shall be appointed by the Dean from among the members of the academic community of the Faculty. Disciplinary Committee must have at least six members. Half of the committee members shall be students of the Faculty.
- (3) The Disciplinary Committee shall appoint and dismiss its Chairperson from among its members. The Chairperson is always an academic worker.
- (4) Unless dismissed by the Dean earlier, the term of office of a member of the Disciplinary Committee shall terminate upon he/she expiry of 2 years from the date of his/her appointment. The Dean shall take care of the principle of the continuity of its activities.

Article 4
General Principles of the Disciplinary Proceedings

- (1) Disciplinary proceedings shall be held before the Disciplinary Committee of the Faculty and shall be initiated by the Dean. The date of the Committee's deliberation shall be set so that the oral hearing of the offense is commenced within 30 day after the receipt of the application for the disciplinary proceedings. The Committee Chairperson shall at the same time ensure that the copy of the application is served to the student against whom the disciplinary proceedings have been instituted.
- (2) The Disciplinary proceedings shall be held with the participation of the student against whom the disciplinary proceedings are conducted. The student shall be duly invited to the oral hearing. The disciplinary proceedings may be held in student's absentia only if he/she fails to appear without a proper excuse, served to the Committee Chairperson no later than at the time of the opening of the oral hearing and based on relevant reasons preventing his/her participation.
- (3) The disciplinary proceedings shall commence by reading the content of the application for disciplinary proceedings to the student.
- (4) At the meeting of the Disciplinary Committee, the Chairperson shall present the content of the application to the attendees and summarise the results of the previous negotiations and hearings. The facts shall be established by the evidence tested by the Disciplinary Committee on its own initiative or the evidence furnished by the Dean or student.
- (5) Every member of the academic community of the Faculty or the UVPS Brno employee shall attend the disciplinary proceedings if invited by the Disciplinary Committee and testify on matters of importance for the disciplinary proceedings.

Article 5
Deliberation and Decision-Making of the Disciplinary Committee

- (1) Deliberations of the Disciplinary Committee shall always be public, except for the voting sessions on draft resolutions and except for persons offering their testimony unless they have already been heard by the Disciplinary Committee.



FACULTY OF VETERINARY HYGIENE AND ECOLOGY
University of Veterinary and Pharmaceutical Sciences Brno

- (2) The Disciplinary Committee shall reach a quorum if an absolute majority of all its members is present. Unless students represent one half of the present Committee members, the Chairperson shall adjourn the hearing upon request of any Committee member.
- (3) In order to adopt a resolution of the Disciplinary Committee, an absolute majority of all the present members of the Disciplinary Committee shall be required. For the purposes of adopting a resolution which could result in imposing or enforcing the sanction of expelling the student, an absolute majority of all the members of the Disciplinary Committee shall be required.
- (4) The deliberations of the Disciplinary Committee cannot be attended by the member whose impartiality may be doubted with respect to the matter or the person of the student suspected of committing a disciplinary offence. Every Committee member shall notify his/her possible bias or bias of another Committee member. On the grounds of the notification, the exclusion of the Committee member due to bias shall be decided by the Committee Chairperson. Excluding the Committee Chairperson for bias shall be decided by the Dean, who shall delegate another Committee member to serve as the Chairperson for the particular case.

Article 6

Decision-Making on a Disciplinary Offence

- (1) In the event that the Disciplinary Committee concludes that the results of the taking of evidence are sufficient to assess the matter in hand, it shall decide on the draft resolution. In the cases referred to in paragraph 2, it shall propose that the Dean should discontinue the disciplinary proceedings.
- (2) The Disciplinary Committee shall propose to discontinue the proceedings if it has been established that:
 - a) the act referred to in the application for opening the disciplinary proceedings did not occur or is not a disciplinary offence,
 - b) the disciplinary offence was not committed by the student concerned,
 - c) the person who committed the disciplinary offence is no longer a student,
 - d) a decision on the disciplinary offence has already been issued,
 - e) a period of one year has already elapsed since the disciplinary offence.
- (3) The draft decision on the disciplinary offence shall contain the exact wording of the decision to be issued by the Dean; it shall include the verdict, the reasoning and instruction.
- (4) The decision on the disciplinary offence shall be issued by the Dean.
- (5) The decision on a disciplinary offence shall take effect on the day of:
 - a) the expiry of the time limit for filing an application for review of a decision on a disciplinary offence,
 - b) service of the decision of the Rector overturning, setting aside or affirming the decision on the disciplinary offence issued by the Dean.
- (6) The student may appeal the decision within 30 days from the date on which the Dean's decision was served to him/her. The appeal shall be filed with the Dean in the manner specified in the instruction. The Dean shall review the appeal and if he/she concludes that it was issued in violation of the legal regulations, the internal regulation of the



UVPS Brno or the Faculty, the appeal will be allowed and the decision will be overturned or set aside.

- (7) In the case of the appellate proceedings, the Rector shall appoint an advisory committee, to which he/she shall submit the documents forwarded by the Dean. The Rector shall assess the appeal and if he/she concludes that the decision was issued in violation of the legal regulations, the internal regulation of the UVPS Brno or the Faculty, the appeal will be allowed and the Dean's decision overturned or set aside. Otherwise, the original decision will be affirmed.
- (8) Filing an appeal shall always have a suspensory effect.

Article 7 **Sanctions**

- (1) The following sanctions may be imposed to the student for a committed disciplinary offence:
 - a) a warning,
 - b) a suspended expulsion from the studies with determining the probation term and conditions,
 - c) an expulsion from the studies.
- (2) When imposing a sanction, consideration shall be taken of the nature of the conduct with which the disciplinary offence was committed, the circumstances in which it was committed, the consequences, the degree of fault, as well as the behaviour of the student who committed the disciplinary offence, and the effort to remedy its consequences.
- (3) Imposing a sanction may be waived if the hearing itself on the disciplinary offence leads to a remedy, in particular, if it is a disciplinary offence committed by negligence or a less serious disciplinary offence.
- (4) The sanction consisting in the expulsion from the studies may only be imposed for an intentional offence. A suspended expulsion from the studies may only be imposed if the conditions for imposing the sanction of expulsion from the studies have been met and if it is not a disciplinary offence committed in a particularly reprehensive manner, the student has shown repentance and it may be reasonably expected that he/she will not commit any other serious disciplinary offence.
- (5) The probation term and conditions in the case of a suspended expulsion from the studies shall be determined in accordance with the severity of the disciplinary offence; the term shall represent at least six months and not more than three years.
- (6) A disciplinary offence cannot be heard upon the expiry of the period of one year since its commission or a final conviction in a criminal case. The term does not include the time when the person is not a student.

Article 8 **Service of Documents**

- (1) Unless the documents issued within the proceedings under this Disciplinary Regulation are served directly in the course of these acts, they shall be handed over only to the student at the Dean's Office of the Faculty upon the notice for receiving the documents which is sent to the student by means of the electronic mail of the UVPS Brno, specifying



FACULTY OF VETERINARY HYGIENE AND ECOLOGY
University of Veterinary and Pharmaceutical Sciences Brno

the time limit for receiving them. The student shall certify the receipt of the documents by his/her signature. The date of receipt of the document shall be deemed as the date when the addressee received the document.

- (2) In the event that the student fails to receive the document in the Dean's Office or if he/she refuses to receive the documents, the documents shall be sent by registered mail to the addressee only to the address communicated by the student to the Study Office of the Faculty.
- (3) If the document cannot be served pursuant to paragraphs 1 and 2, it shall be served by publishing on the Faculty's official board for the period of 8 days. The last date of this term shall be deemed as the date of service of the document. In the case of the substitute service, the document shall be sent to the student by registered mail to the addressee only to the address of the permanent residence.

Article 9

Temporary and Final Provisions

- (1) This Disciplinary Regulation was adopted pursuant to § 27 para. 1, letter b) of the Act by the Academic Senate of the Faculty of UVPS Brno on May 15 2018.
- (2) Pursuant to § 9 para. 1, letter b) point 2 of the Act, the Disciplinary Regulation shall come into force on the day of its approval by the Academic Senate of the UVPS Brno.
- (3) The Disciplinary Regulation takes effect on the date of validity.

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