On 30 September 2019, pursuant to Section 87 (1) (a), Section 36 (2) and (4), and Section 41 (2) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, the Ministry of Education, Youth and Sports registered the Disciplinary Rules for Students of the University of Creative Communication under Ref. No. MSMT-43032/2018-2.

 Mgr. Karolína Gondková, m. p.

 Director of the Department of Higher Education Institutions

**Disciplinary Rules**

**University of**

**Creative Communication**

**Disciplinary Rules**

**Article 1**

**Introductory provisions**

1. In accordance with Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended, (hereinafter referred to as the “Act), the Disciplinary Rules of the University of Creative Communication (hereinafter referred to as the “Rules”) regulate the procedure for hearing disciplinary infractions of students of the University of Creative Communication, (hereinafter referred to as the “University”) and subsequent sanctions.
2. A disciplinary infraction is a culpable breach of obligations established by law or by the University’s internal regulations.
3. Disciplinary infractions will be heard by a disciplinary committee, which is appointed by the Chancellor in accordance with Article 13 of the University Statutes.

**Article 2**

**Sanctions**

1. The following sanctions may be imposed upon students for a disciplinary infraction:
2. an admonition,
3. conditional expulsion from studies with determination of a time limit and conditions to be met,
4. expulsion.
5. Minor disciplinary infractions can be heard without imposing sanctions.
6. If the hearing of a disciplinary infraction results in rectification of the situation, sanctions need not be imposed.
7. When imposing sanctions, the committee shall take into consideration the degree of fault, the circumstances under which the infraction occurred, the resulting consequences and damages, and the previous behaviour of the student.
8. Students can be expelled from the University pursuant to Section 67 of the Act for a deliberate and substantial disciplinary infraction.
9. The time limit and conditions for rectifying an infraction may vary from six to twelve months according to the degree of severity of the disciplinary infraction.
10. If an infraction is repeated during the time limit for rectification, the student shall be expelled.

**Article 3**

**Commencement of disciplinary proceedings**

1. The disciplinary committee shall commence disciplinary proceedings at the Chancellor’s proposal.
2. The proposal shall specify reasons which clearly indicate the kind of infraction concerned and the circumstances under which it occurred, taking into consideration Section 65 (3) of the Act.
3. Disciplinary proceedings shall commence on the date on which the student receives the written notification delivered for their attention.
4. Disciplinary infractions cannot be heard if a period of one calendar year has elapsed since the act was committed. This one-year period does not include time when the person in question was not a student.

**Article 4**

**Hearings of the disciplinary committee**

1. Hearings of the disciplinary committee are not open to the public and its meetings are moderated by the Chair.
2. The disciplinary committee shall constitute a quorum if at least half of its members are in attendance.
3. A resolution of the disciplinary committee shall be adopted if an absolute majority of the members present vote in favour.
4. Minutes of hearings of the disciplinary committee shall be kept. The original minutes shall be stored in the University’s study department, and a copy of the minutes shall be placed in the student’s file.

**Article 5**

**Hearing a disciplinary infraction**

1. Students must be summoned to the hearing of a disciplinary infraction by letter. They are entitled to nominate witnesses, to present evidence, and to comment on and inspect all documents.
2. If a student fails to appear at a hearing of the disciplinary committee without an excuse, the Committee shall discuss the matter without the student’s presence.
3. The disciplinary committee shall discuss an infraction based on the submitted evidence in order to prove whether the student has genuinely committed a disciplinary infraction.
4. If it becomes clear that the act in question does not constitute a disciplinary infraction, if it is not possible to prove that the student has committed the disciplinary infraction, or if the person in question is no longer a student, then the disciplinary proceedings shall be abandoned pursuant to Section 69 (2) of the Act.
5. The disciplinary committee shall submit a proposed decision on the disciplinary infraction to the Chancellor.

**Article 6**

**Decisions**

1. Based on a proposed decision of the disciplinary committee, the Chancellor shall issue a final decision within 14 calendar days of receiving the proposal from the committee.
2. If the Chancellor deems it necessary for proper clarification of the case, the Chancellor may return the matter to the disciplinary committee for additional examination; in such a case, the time limit for issuing a final decision pursuant to Article 6 (1) of these Rules shall cease to run.
3. Based on a supplemented proposal of the disciplinary committee, the Chancellor shall issue a final decision within 14 calendar days of receiving the supplemented proposal from the committee.
4. The Chancellor may impose a milder sanction than that proposed by the disciplinary committee, or may abandon the disciplinary proceedings if reasons to do so pursuant to Section 5 (4) of these Rules come to light.
5. The Chancellor’s decision shall be drawn up in writing. It shall contain a statement on the findings of the disciplinary proceedings and imposed sanctions, or on the abandonment of the disciplinary proceedings. It shall further contain grounds for the decision and instructions on how to request a review of the decision.

**Article 7**

**Common provisions**

1. Section 68 of the Act applies to decisions on disciplinary infractions. Students may lodge an appeal against a decision within 30 days of receiving notification of the decision. The suspensive effect of an appeal cannot be ruled out. The appellate authority shall be the Chancellor.

2. Decisions on a disciplinary infraction shall be delivered for the attention of the student through the study department of the University or by a postal service provider. If it is not possible to deliver the decision because the student has failed to fulfil the obligation specified in Section 63 (3) b) of the Act, or if the document cannot be delivered to the correspondence address reported by the student, the decision shall be delivered by public notice, and the University shall not be obliged to appoint a guardian for the student. The date of delivery shall be the 15th day after the notice is published on the University’s official notice board.

**Article 8**

**Final provisions**

1. The Disciplinary Rules of the University of Creative Communication registered by the Ministry of Education, Youth and Sports on 12 May 2016 under Ref. No. MSMT-27284/2015-6 are hereby repealed.

2. These Disciplinary Rules shall enter into force pursuant to Section 36 (4) and Section 41 (2) of the Act on the date they are registered by the Ministry of Education, Youth and Sports.

3. These Disciplinary Rules shall enter into effect pursuant to Section 36 (4) and Section 41 (2) of the Act on the day following the date of registration by the Ministry of Education, Youth and Sports.