

FACULTY OF ECONOMICS AND MANAGEMENT
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE



DISCIPLINARY REGULATIONS
FACULTY OF ECONOMICS AND MANAGEMENT
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Prague
2024

On 5 June 2024, the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, on the proposal of the Dean of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, approved the draft Disciplinary Regulations of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, pursuant to Sections 27(1)(b) and 33(2)(e) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended.

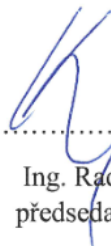


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On 13 June 2024, the Academic Senate of the Czech University of Life Sciences in Prague approved the Disciplinary Regulations of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague pursuant to Section 9(1)(b)(2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended.



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**DISCIPLINARY REGULATIONS
FACULTY OF ECONOMICS AND MANAGEMENT
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

**Article 1
Introductory provisions**

Disciplinary Regulations of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague (hereinafter referred to as "Disciplinary Regulations") is an internal regulation of the Faculty of Economics of the Czech University of Life Sciences in Prague (hereinafter referred to as "FEM" or "Faculty") pursuant to Act No.111/1998 Coll, on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, (hereinafter referred to as the "Act"), and regulates disciplinary proceedings against students enrolled for study at the Faculty, the proceedings of the Disciplinary Committee of the Faculty of Economics and Management (hereinafter referred to as the "Committee") in dealing with disciplinary offences of students enrolled at the Faculty, and the submission of proposals for decisions. The provisions of these Disciplinary Regulations shall also apply mutatis mutandis to participants in lifelong learning at the FEM CZU and to students enrolled for study at another university temporarily studying at the FEM CZU.

**Article 2
Disciplinary committee of the faculty**

- (1) The legal status and powers of the Committee are determined by Section 31 of the Higher Education Act.
- (2) The members of the Committee are appointed and dismissed by the Dean of the FEM (hereinafter referred to as "Dean") from among the members of the academic community of the Faculty after prior approval of the Academic Senate of the Faculty. When nominating the members of the Committee, the Dean takes into account the principle of continuity of the Committee's activities and the principle of parity of student representation on the Committee.
- (3) The committee is composed of four members, half of whom are students. The Dean of the Faculty always appoints four members of the Committee and four alternates (two academic staff and two students). The Committee elects and removes its chairperson from among its members by a supermajority vote of all Committee members. If no chairperson is elected, or if the chairperson is not present at a meeting of the Committee, the most senior member of the Committee shall act as chairperson.
- (4) The term of office of the members of the Committee shall be two years.
- (5) The term of office of a member of the Committee shall expire on:
 - a) termination of employment at CZU within the faculty in the case of Committee members who are academic staff;

- b) termination or interruption of studies at CZU within the faculty in the case of a member of the Committee who is a member of the Committee by virtue of his/her status as a student;
 - c) delivery of a written resignation of a member of the Committee to the Dean of the Faculty;
 - d) a meeting of the Committee at which a member of the Committee Has failed to attend without prior apology to the President.
- (6) If the office of a member of the Committee is terminated before the expiry of his or her term of office, a new member shall be appointed only for the remainder of the relevant term of office.
 - (7) For the appointment of a new member of the Committee under paragraph 6, the appointment procedure set out in paragraph 2 shall apply.
 - (8) Membership of the Committee is non-representative (except for the participation of alternates).

Article 3

Meetings of the faculty disciplinary committee

- (1) The Committee discusses disciplinary offences of students enrolled for study at the Faculty (within the meaning of Article 1 of these Regulations) and submits proposals for a decision to the Dean, who conducts the disciplinary proceedings.
- (2) The Chairperson shall organise the work of the Committee, convening meetings at least 7 days in advance. Members of the Committee shall be obliged to attend meetings of the Committee to which they have been invited in writing.
- (3) The Committee shall meet in private.
- (4) Members of the Committee and persons invited to the meeting shall respect the confidentiality of the meeting.
- (5) A student who is a party to the disciplinary proceedings within the meaning of Article 5(4) shall also be invited to the Committee meeting.
- (6) The Committee shall have a quorum if more than half of its members are present.
- (7) In the event that not all members of the Committee have been appointed by the date of the Committee meeting, or if the term of office of any member of the Committee has expired by the date of the Committee meeting at the latest, the Committee shall act in a reduced number of the currently appointed members of the Committee.
- (8) The Committee shall take its decisions by vote. Voting shall be by secret ballot in cases where at least one third of the members of the Committee present request a secret ballot; in other cases, the Committee shall vote in public.
- (9) Approval of any resolution and the approval of other matters shall require the consent of a supermajority of all members of the Committee present.
- (10) The minutes of the Committee's meetings shall be drawn up and verified and signed by its

chairman. The minutes shall contain the proceedings of the Committee and the resolutions adopted.

- (11) The faculty provides administrative tasks resulting from the Committee's activities, which are assigned by the Chair. The Committee cooperates closely with the FEM Study Department and the FEM International Relations Department, which provide it with the necessary information on students and all necessary cooperation. The meetings of the Committee are usually attended by an authorized employee of the Dean's Office, who cooperates according to the instructions of the Chairperson in organizing the activities of the Committee, administratively processes the minutes and other documents of the Committee, ensures that the written copy of the decision of the Dean of the FEM on the disciplinary offence is duly sent to the student's own hands, provides the Committee with information on the study status of the student whose disciplinary offence is under consideration, informs the Committee on whether the student fulfils the conditions of the certificate stipulated by the decision of the Dean on the disciplinary offence when imposing the sanction of suspension. It is the responsibility of the Head of the FEM Office of Studies to ensure that deadlines are met, that documents are properly processed and that all parties are notified.
- (12) If a crisis measure is declared under the Crisis Act or an emergency measure is ordered under a special law, the Chairperson may convene a meeting of the Committee with deliberations and voting outside the meeting by means of remote communication, in whole (remote meeting) or in part (hybrid meeting). If the Committee so decides, it may also act by public vote on matters which, according to the internal regulations of the CZU, require a secret ballot. The more detailed conditions for deliberations and voting outside the meeting by means of remote communication shall be determined by the Chairperson. The provisions relating to deliberations and voting by the Committee shall apply *mutatis mutandis* to deliberations and voting by means of distance communication.

Article 4

Disciplinary proceedings and disciplinary offences

- (1) Disciplinary proceedings under these Disciplinary Regulations, unless otherwise provided by law, are governed by Act No. 500/2004 Coll., the Administrative Code, as amended (hereinafter referred to as the "Administrative Code").
- (2) A disciplinary offence under these Disciplinary Regulations is a culpable violation of the obligations laid down by law, other legal regulations or internal and internal regulations of CZU and the Faculty.
- (3) In particular, the following shall be considered a disciplinary offence under the preceding paragraph:
 - a) cheating in the performance of study obligations, in particular:
 1. Copying or unauthorized cooperation in taking examinations and fulfilling the

- requirements for credit,
- 11. hinting to another test participant during the test,
- 111. unauthorised manipulation of examination questions, tests or other written work assignments,
 - iv. Unauthorised publication or distribution of examination questions, tests or other written assignments,
 - v. the use of unauthorised materials, information or aids, including mobile communication devices or other technical and technological means,
- b) plagiarism, i.e. the use of the content, idea or structure of another work without proper acknowledgement of the source and citation or without a proper reason given by the type of use and the usual degree of originality of the resulting work,
- c) aiding and abetting cheating or plagiarism, e.g. providing work or other benefits to another student knowing that they will be used to cheat or plagiarise,
- d) the provision or use of a service consisting in the preparation of a thesis by a person other than the student submitting the thesis to fulfil his/her study obligation (so-called "ghostwriting") or the use of artificial intelligence (AI) in a manner that is not in accordance with the internal and internal regulations of the CZU and the Faculty,
- e) submitting the same or modified work to fulfill different study requirements without the prior approval of the instructor to whom the work is submitted,
- f) violation of intellectual property rights of which the CZU is the owner, e.g. unauthorized manipulation of study materials, unauthorized publication or dissemination of information obtained during the student's cooperation on a project implemented by the CZU,
- g) aggressive or disruptive behaviour, in particular:
 - i. sexual harassment,
 - ii. bullying, including through electronic media, physical or psychological violence or behaviour that degrades human dignity,
 - iii. manifestations of racism or other manifestations of gross intolerance, in particular on the grounds of religion, social status, gender, national or ethnic origin,
- h) abuse of alcohol or narcotic and psychotropic substances on the premises of CZU or entering the premises of CZU or participating in teaching under the influence of alcohol or narcotic and psychotropic substances,
- i) unauthorized or unjustified entry into the premises of the CZU with a weapon or other objects that are capable of endangering life or health or order,
- j) default in the payment of a validly assessed tuition fee,

- k) unauthorized use or damage to the property of CZU or CZU information technology,
- l) Damage to the reputation of CZU

Disciplinary offences referred to in this paragraph are considered to be serious breaches of the obligations laid down by law, other legal regulations or the internal and by-laws of CZU and the Faculty

- (1) For a student to be liable for a disciplinary offence, culpability is required and negligence is sufficient.
- (2) A disciplinary offence is committed intentionally if a student:
 - a) intended by his/her actions to violate the obligations established by law, other legal regulations or the internal and bylaws of the CZU and the faculty or
 - b) he/she knew that by his/her actions he/she may violate the obligations stipulated by law, other legal regulations or internal and by-laws of the CZU and the Faculty, and in case he/she violates them, he/she was aware of it.
- (3) A disciplinary offence is committed negligently if a student:
 - a) he/she knew that by his/her actions he/she may violate the obligations set forth by law, other legal regulations or internal and by-laws of the CZU and the Faculty, but without reasonable grounds relied on the fact that he/she would not violate them, or
 - b) he/she did not know that by his/her actions he/she may violate the obligations laid down by law, other legal regulations or internal and by-laws of CZU and the Faculty, although he/she should have known and could have known this given the circumstances and his/her personal circumstances.
- (4) Where a disciplinary offence has been committed jointly by two or more students, each student shall be liable as if he or she had committed the offence alone.
- (5) Any of the following sanctions may be imposed in disciplinary proceedings for a disciplinary offence:
 - a) warning;
 - b) Suspension from studies with a time limit and conditions for certification;
 - c) expulsion from studies.
- (6) When imposing sanctions, the nature 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. In imposing sanctions, account may also be taken of the nature of the disciplinary offence, the student's motives for committing the disciplinary offence, the length of the student's studies and the student's academic record.

- (7) The circumstances under which the disciplinary offence was committed may be in favour of the student who committed the disciplinary offence and reduce the seriousness of the disciplinary offence (mitigating circumstances). As a mitigating circumstance, particular consideration shall be given to whether the student:
- a) committed a disciplinary offence for the first time and was duly fulfilling his/her study obligations prior to the offence; or
 - b) committed the disciplinary offence in severe distress, out of compassion or lack of life experience, or
 - c) has committed a disciplinary offence under the influence of difficult personal or family circumstances not of his or her own making, or
 - d) assisted in the elimination of the harmful consequence of the disciplinary offence or, if the Committee of the disciplinary offence has caused property damage to the CZU or a third party, voluntarily compensated for it, or
 - e) cooperated and contributed to the clarification of a disciplinary offence committed by the actions of two or more students, or in conjunction with a third person; or
 - f) reported the disciplinary offence and effectively assisted in its clarification, or
 - g) committed a disciplinary offence under the influence of threat or coercion or under the pressure of subordination or dependence on another person, or
 - h) sincerely regrets committing the disciplinary offence.
- (8) The circumstances under which the disciplinary offence was committed may be unfavourable to the student who committed the disciplinary offence and increase the seriousness of the disciplinary offence (aggravating circumstances). As an aggravating circumstance, particular account shall be taken of the fact that the student:
- a) committed a disciplinary offence by taking advantage of someone's need, distress, vulnerability, subordination or dependence on another person; or
 - b) he/she has been planning the Committee of the disciplinary offence for a long time and has been preparing himself/herself to commit it (e.g. by acquiring the necessary equipment, acquiring the necessary skills, etc.), or
 - c) has committed more than one disciplinary offence or has committed a disciplinary offence repeatedly, or
 - d) has abused his or her employment, position or office to commit a disciplinary offence; or
 - e) committed a disciplinary offence in a brutal or torturous manner, maliciously, by deceit or other similar means (e.g. by giving false information, misleading a third party), or
 - f) has committed a disciplinary offence for reasons of profit, revenge, national, racial, ethnic, religious, class or other similar hatred or other particularly reprehensible motives, or
 - g) committed a disciplinary offence for an emergency, natural disaster or other event seriously threatening life, public order or property,

- h) or has committed a disciplinary offence by the joint action of two or more students, or in conjunction with a third person, directing such joint action
- (9) A warning may be imposed only for a disciplinary offence committed negligently or for a less serious disciplinary offence
- (10) Suspension from studies may be imposed only if the conditions for imposing the sanction of suspension from studies are met and if any of the mitigating circumstances are present and the student can reasonably be expected not to commit a further serious disciplinary offence.
- (11) Expulsion from studies may be imposed only in the case of deliberate Committee of a serious disciplinary offence.
- (12) The imposition of a sanction may be waived if the hearing of the disciplinary offence at the Committee meeting itself leads to a remedy, in particular if the disciplinary offence was committed negligently or if a less serious disciplinary offence was committed.
- (13) Where sanctions are imposed for more than one disciplinary offence, only one sanction shall be imposed.
- (14) The time limit and conditions for certification in the case of suspension from studies shall be determined according to the degree of seriousness of the disciplinary offence; this time limit shall be at least six months and not more than three years; the period during which the participant in the disciplinary proceedings has had his or her studies interrupted shall not be included in this time limit. Where the sanction of suspension from studies is imposed, the student shall not commit a further disciplinary offence or an even more serious offence within the period of time specified under the sanction of suspension from studies.

Article 5

Initiation of disciplinary proceedings

- (1) Disciplinary proceedings under these Disciplinary Regulations are initiated by the Committee on the proposal of the Dean.
- (2) Anyone can initiate a disciplinary offence. The complaint shall be submitted to the Dean. If the complaint appears to be justified, the Dean shall submit a proposal to the Committee to initiate disciplinary proceedings pursuant to paragraph 1.
- (3) The petition under paragraph 1 must be in writing and contain a description of the act, specifying the provisions of the law, other legal regulations or internal and internal regulations of the CZU and the faculty that have been violated, including the time and place where the disciplinary offence should have been committed, if known, the name of the student who should have committed the act, or the proposed evidence on which it is based, as well as a justification of why the act is considered a disciplinary offence.
- (4) Only the student whose rights and obligations are being adjudicated in the disciplinary

proceedings is a party to the disciplinary proceedings.

- (5) Disciplinary proceedings are initiated when the student is informed of the proposal, i.e. on the date on which the student receives the notice of initiation of the proceedings together with a copy of the proposal to initiate disciplinary proceedings pursuant to paragraph 1 and the invitation to the first oral hearing pursuant to Article 6(1), to his/her data box if the student has reported its address in accordance with the internal regulations of the CZU and the Faculty, otherwise to the student's own hands and in accordance with the Administrative Code.
- (6) In disciplinary proceedings it is necessary to establish or determine whether:
 - a) the act in which the disciplinary offence is alleged to have occurred,
 - b) such an act is a disciplinary offence,
 - c) disciplinary offence committed by a student,
 - d) whether the student has previously been sanctioned for another disciplinary offence or whether the sanction has been waived because the hearing of the previous disciplinary offence itself led to a remedy, if this finding is relevant to the assessment of the disciplinary offence under consideration,
 - e) the disciplinary offence can be dealt with,
 - f) the disciplinary offence was committed negligently or intentionally,
 - g) there are mitigating or aggravating circumstances for the Committee of the disciplinary offence,
 - h) and what sanction should be imposed for committing a disciplinary offence.
- (7) A disciplinary offence cannot be heard if a disciplinary decision has already been made in the same case. 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 time limit of one year shall not include the time when the party to the disciplinary proceedings is not a student.

Article 6

Disciplinary proceedings before the committee

- (1) An oral hearing shall be held on the disciplinary offence in the presence of the student. The student must be invited to each oral hearing of the Committee in writing at least 5 working days in advance; the invitation to the hearing is notified to the student by delivery to his/her data box, if the student has reported its address in accordance with the internal regulations of the CZU and the Faculty, in the student's own hands and in accordance with the Administrative Code. The student has the right to be present in person at the meeting of the Committee, except for its voting. The student has the right to propose and submit evidence, to comment on all documents in the disciplinary proceedings, to inspect the written documents and minutes of the Committee's proceedings and to take extracts and copies thereof.
- (2) The Board may decide to deliberate in the absence of the student if the invitation to the hearing was duly and timely delivered to the student in accordance with paragraph 1 and the

Administrative Regulations, and the student failed to appear at the hearing without apology. The excuse must be in writing and must be received by the Chairperson of the Board no later than the day before the date of the Board meeting.

- (3) In particular, a certificate which explicitly states that the student is prevented from attending the meeting shall be deemed to be a reason for excusing the student according to the previous paragraph. The Board shall consider the validity of the excuse and, if it accepts it, shall set a new date for the hearing. The Chair of the Board shall arrange for the student to be summoned in accordance with paragraph 1.
- (4) The Board shall take the necessary evidence and hear the matter so that it may be determined whether the student committed the disciplinary offense, whether the act in which the disciplinary offense is alleged to have occurred occurred, and whether such act constitutes a disciplinary offense, whether the student has previously been heard and sanctioned for another disciplinary offence, whether the disciplinary offence can be heard, whether the disciplinary offence was committed negligently or intentionally, and the proposed sanction to be imposed for the Committee of the disciplinary offence. The Committee is obliged to proceed so that the Dean issues a decision in the disciplinary proceedings within the time limits for issuing a decision laid down in the Administrative Procedure Code.
- (5) Every employee and student of CZU is obliged to appear at the Committee's summons for an oral hearing and to testify about facts relevant to the disciplinary proceedings if his/her testimony is proposed as evidence. However, testimony may be withheld from a person who would place himself or herself or a person close to him or her in danger of prosecution for a crime or administrative offense. Members of the academic community or employees of the CZU who have been summoned to appear before the Committee to give evidence may attend the oral hearing only while they are being heard by the Committee.
- (6) After consideration of the matter at the meeting, the Committee resolves to recommend that the Dean issue a decision that:
 - a) decide that the student has committed a disciplinary offence and propose the imposition of a sanction under Article 4(8) of this Regulation, which the Committee shall specify in the proposal, or a lesser sanction,
 - b) decides that the student has committed a disciplinary offence, but in the opinion of the Committee, the mere hearing of the matter in the disciplinary procedure is sufficient,
 - c) discontinue the disciplinary proceedings if it cannot be proven that the student committed the disciplinary offence,
 - d) discontinue the disciplinary proceedings if it becomes apparent that there is no disciplinary offence under these Disciplinary Regulations, or
 - e) discontinue the disciplinary proceedings on the grounds that the party to the disciplinary proceedings has ceased to be a student,
- (7) If the Committee, after considering the matter at a hearing or within the time limits for issuing a decision set out in the Administrative Code, does not agree on any of the proposals referred to in

paragraph 6, the Dean is entitled to discontinue the proceedings on the grounds that it has not been established that the student committed the disciplinary offence.

- (8) The Chairperson of the Committee is obliged to forward the Committee's resolution pursuant to paragraph 6 or information on the consideration of the matter without issuing a resolution pursuant to paragraph 7 to the Dean for further action pursuant to Article 7 without undue delay, but no later than within five working days.

Article 7

Decision in disciplinary proceedings

- (1) Decisions in disciplinary proceedings (hereinafter referred to as "decisions") are issued by the Dean, on the basis of a proposal from the Committee, within the time limits for issuing decisions set out in the Administrative Code.
- (2) The Dean may refer the matter back to the Committee with a written justification for further investigation before issuing a decision, if he or she deems it necessary for the proper clarification of the matter. If a circumstance arises which makes it impossible to deal with the disciplinary offence in accordance with Article 5(7), the Dean shall decide to discontinue the disciplinary proceedings.
- (3) In issuing a decision on the Committee of a disciplinary offence, the Dean may impose the sanction proposed by the Committee or a lesser sanction, or refrain from imposing a sanction if, in his/her opinion, the hearing of the matter in the disciplinary proceedings is sufficient.
- (4) If the Committee has suggested that the Dean should discontinue the disciplinary proceedings by his/her decision, the Dean shall issue a decision to discontinue the disciplinary proceedings. If he or she has serious doubts about the correctness of this procedure, he or she shall refer the matter back to the Committee for a new hearing, stating the reasons. If the Committee maintains its original decision, the Dean shall be bound by it.
- (5) The decision shall be made in writing. The decision shall contain a statement part, the reasons for the decision and the student's notice of appeal. The statement part of the decision shall state the student's name, surname, date of birth, birth number if applicable, place of permanent residence and study programme, a description of the act, a finding of a disciplinary offence and the determination of the sanction, or a finding of a disciplinary offence and the waiver of the sanction, or a statement that the disciplinary proceedings have been discontinued. Section 68 of the Act and the Administrative Code shall apply to the issuance of a decision by which the Dean decides that a disciplinary offence has been committed or that disciplinary proceedings have been discontinued. The decision shall be delivered to the student's data box if the student has reported its address in accordance with the internal regulations of the CZU and the Faculty, otherwise to the student's own hands and in accordance with the Administrative Code.

- (6) The decision, which has been notified in accordance with Section 72 of the Administrative Procedure Code and against which no appeal can be lodged, is legally valid.

Article 8

Appeals in disciplinary proceedings

- (1) The student may appeal the decision. The right to appeal does not apply to a student who has waived this right after notification of the decision. If the student has withdrawn the appeal, he/she may not resubmit it.
- (2) An appeal may be brought against the operative part of a decision, an individual operative part or a subsidiary provision of the decision. An appeal against the grounds of the decision alone is inadmissible. In the appeal, the student shall state his or her name, surname, date of birth and place of residence. The appeal must indicate which decision is being appealed against, the extent to which it is being challenged, the alleged contradiction with the law, other legal regulations or the internal and by-laws of the CZU and the faculty, or the incorrectness of the decision or the procedure that preceded it. If the appeal does not specify the extent to which the student is challenging the decision, it is assumed that the student is seeking the annulment of the entire decision.
- (3) New facts and proposals for the provision of further documents or the taking of evidence made in the appeal or during the appeal proceedings shall be taken into account only if they are facts, evidence or proposals which the student could not have made earlier; if the student claims that he or she was not allowed to take a particular step in the proceedings at first instance, this step must be taken together with the appeal.
- (4) The appeal period is 30 days from the date of notification of the decision. The time limit shall be maintained if the postal item containing the appeal is delivered to the holder of the postal licence on the last day of the time limit. An appeal may be lodged only after the decision has been given; if the appeal is lodged before the decision is notified, it shall be deemed to have been lodged on the first day of the appeal period.
- (5) In the event of missing, incomplete or incorrect instructions, an appeal may be lodged within 15 days from the date of notification of the rectification order, if any, but not later than 90 days from the date of notification of the decision. Failure to notify the decision may not be invoked by a student who has had notice of the decision, in which case an appeal may be made within 90 days of the date of notice of the decision
- (6) A student may request a waiver of the delay in filing an appeal within 15 days of the date on which the obstacle that prevented the student from filing the appeal has passed. This application may be granted suspensive effect if the student is at risk of serious harm. If the student does not file an appeal at the same time, the application shall not be processed. The delay in lodging an appeal shall be excused if the student proves that the obstacle was due to serious reasons which arose through no fault of his/her own; the decision to excuse the delay in lodging an appeal shall

be made by resolution of the Dean. An appeal may not be waived if one year has elapsed from the date on which it should have been lodged.

- (7) A timely and admissible appeal shall have suspensive effect; the suspensive effect of an appeal shall not give rise to the legal force, enforceability or other legal effects of the decision. The suspensive effect of an appeal may not be excluded.
- (8) The appeal is submitted to the Rector through the Dean as the administrative body that issued the contested decision.
- (9) The dean shall complete the proceedings according to the circumstances; this does not apply if the appeal was filed late or if it was inadmissible.
- (10) The Dean may overturn or modify the decision if it fully satisfies the appeal. This decision may be appealed.
- (11) If the dean finds, before the file is forwarded to the rector, that a fact has occurred which justifies the discontinuance of the proceedings, he or she shall cancel the contested decision without further delay and discontinue the proceedings.
- (12) The Rector shall review the conformity of the contested decision and the proceedings preceding the decision with the law, other legal regulations or the internal and bylaws of the CZU and the Faculty. Defects in the proceedings which cannot reasonably be considered to have affected the conformity of the contested decision with the law, other legal provisions or the internal and by-laws of the CZU and the Faculty shall not be taken into account.
- (13) If the Rector concludes that the contested decision is contrary to the law, other legal regulations or the internal and by-laws of the CZU and the Faculty:
 - a) annul the contested decision or part of it and dismiss the proceedings;
 - b) annul the contested decision or part of it and return the case to the Dean, who shall propose to the Committee a new hearing of the case; in the reasons for this decision, the Rector shall state the legal opinion by which the Dean is bound in the new hearing of the case; an appeal may be lodged against the new decision;
 - c) change the contested decision or part of it; the change cannot be made if this would cause harm due to the loss of the possibility to appeal; if this is necessary to eliminate defects in the reasoning, the Rector shall change the decision in part of the reasoning; the Rector cannot change the contested decision to the detriment of the student unless the contested decision is contrary to legal regulations.
- (14) If the Rector does not find grounds for proceeding under paragraphs 13, 15 or 16, he or she shall dismiss the appeal and uphold the contested decision. If the Rector modifies or annuls the contested decision only in part, he shall confirm the remainder.
- (15) If the Rector finds that a fact has occurred which justifies the discontinuance of the proceedings, he or she shall, without further delay, annul the contested decision and discontinue

the proceedings.

- (16) A late or inadmissible appeal shall be dismissed by the Rector. If the decision has already become final, the Rector shall then examine whether there are any grounds for a review of the decision, for a retrial or for a new decision. If it finds that the conditions for a review procedure, a retrial or a new decision are present, the late or inadmissible appeal shall be considered as an application for a review procedure or a request for a retrial or a request for a new decision..
- (17) The Rector shall issue a decision in the appeal procedure within 30 days; the time limit begins to run on the day the file is handed over to the Rector. Article 7(3) and (5) shall apply *mutatis mutandis* to the Rector's decision.
- (18) There is no further appeal against the Rector's decision. The Rector's decision is valid if it has been notified to the student. The decision of the Rector shall become final together with the decision of the Dean, which has been confirmed in accordance with paragraph 14.
- (19) If the student has withdrawn the appeal, the appeal proceedings shall be terminated on the date of withdrawal of the appeal; the contested decision shall become final on the day following the termination of the proceedings. An order shall be made to the effect that the proceedings have been discontinued and shall simply be recorded in the case-file. The student shall be informed in writing at the same time. The appeal may be withdrawn at the latest until the Rector's decision has been issued.
- (20) The rector or dean shall take such measures following a decision under paragraph 13 that the rights of the student are restored and the consequences caused by the defective decision are eliminated or at least mitigated.

Article 9
Transitional provisions

- (1) Disciplinary proceedings initiated before the date of entry into force of these Disciplinary Regulations shall be completed in accordance with the existing internal regulations of the Faculty.

Article 10
Final provisions

- (1) The Disciplinary Regulations of the Faculty for Students of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague of 29 June 2017 are hereby repealed.
- (2) These Disciplinary Regulations come into force and effect on the date of their approval by the Academic Senate of CZU.