

# **DISCIPLINARY CODE FOR STUDENTS**

## **FACULTY OF VETERINARY MEDICINE**

### **University of Veterinary Sciences Brno**

#### **Article 1**

##### **Introductory Provisions**

- (1) Disciplinary code for students of the Faculty of Veterinary Medicine of the University of Veterinary Sciences Brno (hereinafter referred to as "Disciplinary Code") are issued based on the provisions of § 33 paragraph 2 letter e) Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on Universities), as amended (hereinafter referred to as the "Act") and in accordance with the Statute of the Faculty of Veterinary Medicine of the University of Veterinary Sciences Brno.
- (2) In accordance with § 31 of the Act, the Faculty of Veterinary Medicine of the University of Veterinary Sciences Brno (hereinafter referred to as the "Faculty") establishes a Disciplinary Committee.
- (3) This disciplinary code regulates the rules for discussing student disciplinary offenses before the faculty's Disciplinary Committee (hereinafter referred to as the "Disciplinary Committee"), the imposition of sanctions for these offenses and the manner of conducting disciplinary proceedings at the faculty.

#### **Article 2**

##### **Disciplinary offense**

- (1) A disciplinary offense is a culpable breach of obligations set by law, another legal regulation or the internal regulations of the University of Veterinary Sciences Brno (hereinafter referred to as "VETUNI") or the internal regulations of the faculty, in particular:
  - a) any form of fraud in connection with study or participation in the scientific activity (cheating during exams, unauthorized manipulation of tests or drawn-out questions, falsification of experiment results, etc.),
  - b) plagiarism, i.e. the introduction of a foreign text of a larger scale in a written work prepared under the conditions of the relevant study plan at the end of the course or study, without explicitly citing the source,
  - c) intentional violation of rules when using the university computer network,
  - d) participation in classes under the influence of alcohol or addictive substances,
  - e) aggressive or other inappropriate behavior (physical or psychological violence, stalking, expressions of racism, etc.) towards a member of the academic community, a participant in lifelong learning or an employee of the faculty,
  - f) intentional damage to faculty and university property,
  - g) not respecting the decisions of the faculty and university authorities (e.g. on setting the fee for longer studies),

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) Offenses are discussed by the disciplinary committee. The disciplinary committee is an independent academic body of the faculty.
- (2) The members of the disciplinary committee are appointed by the dean from among the members of the faculty's academic community, with the approval of the faculty's Academic Senate. The disciplinary committee has at least six members. Half of the committee members must be students of the faculty.
- (3) The term of office of a member of the disciplinary committee ends, if not dismissed earlier by the dean, after the expiration of 2 years from the date of his appointment. When establishing the commission, the dean pays attention to the principle of continuity of its activity.
- (4) The disciplinary committee elects and dismisses its chairman from among its members. The chairman is always an academic worker.
- (5) Commission meetings are convened and the proceedings are managed by its chairman.
- (6) The Commission decides in the form of a resolution.

**Article 4**  
**Generally applicable principles of disciplinary proceedings**

- (1) Disciplinary proceedings take place before the faculty's disciplinary committee and are initiated at the dean's proposal. A member of the academic community or a university employee submits the matter for discussion of a disciplinary offense to the dean. It is at the dean's discretion whether to assess the subject as justified and submit a proposal to the disciplinary committee to initiate disciplinary proceedings.
- (2) The date of the commission meeting must be set so that the oral discussion of the offense is started no later than 30 days from the delivery of the proposal to initiate disciplinary proceedings. At the same time, the chairman of the commission will ensure that a copy of the proposal is delivered to the student with whom disciplinary proceedings are to be initiated.
- (3) The proposal to initiate disciplinary proceedings must include, in particular:
  - a) description of the act in which a disciplinary offense is seen,
  - b) stating the evidence on which the proposal is based,
  - c) identification of the student who was supposed to commit the act,
  - d) stating and justifying the negligence or intention of the student.
- (4) Disciplinary proceedings take place with the participation of the student with whom the disciplinary proceedings are conducted. The student must be properly invited to the oral hearing. In his absence, disciplinary proceedings can only be held if the student does not attend without a proper excuse, delivered to the chairman of the committee at the latest at the time of the oral hearing and based on relevant reasons preventing his participation.
- (5) Disciplinary proceedings are initiated by informing the student of the content of the submitted proposal for initiation of disciplinary proceedings.
- (6) During the meeting of the disciplinary committee, the chairman will inform those present of the content of the proposal, summarizing the results of previous meetings. The factual

situation is established by evidence provided by the disciplinary committee on its own initiative or at the suggestion of the dean or the student.

- (7) Every member of the faculty's academic community or VETUNI employee is obliged to appear at the invitation of the disciplinary committee for disciplinary proceedings and testify about facts important for disciplinary proceedings.

#### **Article 5**

##### **Proceedings and decisions of the disciplinary committee**

- (1) The proceedings of the disciplinary commission are always public, except for meetings on voting on draft resolutions and except for persons giving statements, if they have not yet been heard by the disciplinary commission.
- (2) The Disciplinary Commission is competent to resolve if a majority of its members are present. If students do not make up one-half of the committee members present, the chairperson will adjourn the meeting if one of the committee members suggests it.
- (3) The approval of a majority of the present members of the disciplinary committee is required to adopt the resolution of the disciplinary commission. The approval of a supermajority of all members of the disciplinary committee is required to adopt a resolution that could result in the imposition or enforcement of the sanction of expulsion from studies.
- (4) A member of the disciplinary committee may not take part in the proceedings of the disciplinary committee, concerning the matter under discussion or the person of a student suspected of having committed a disciplinary offense. Each member of the commission is obliged to report his or her possible bias or the bias of another member of the commission. The chairman of the commission decides on the exclusion of a member of the commission for bias based on a notification. The dean decides on the exclusion of the chairman of the commission for bias and at the same time entrusts another member of the commission with the performance of the chairman's function for the given case.

#### **Article 6**

##### **Deciding on a disciplinary offence**

- (1) If the disciplinary committee considers the results of the evidence to be sufficient for the assessment of the case under discussion, it will decide on a draft decision. In the cases mentioned in paragraph 2, he will propose to the dean to stop the disciplinary proceedings.
- (2) The Disciplinary Committee will propose stopping the disciplinary proceedings if during its course it became clear that:
  - a) the act stated in the proposal to initiate disciplinary proceedings has not become or is not a disciplinary offence,
  - b) the disciplinary offense was not committed by the student in question,
  - c) the person who committed the disciplinary offense ceased to be a student,
  - d) a disciplinary offense has already been decided,
  - e) a period of one calendar year has already passed since the disciplinary offence.

- (3) The proposal for a decision on a disciplinary offense must contain the exact wording of the decision to be issued by the dean; it must include a statement and justification and instruction.
- (4) The decision on a disciplinary offense is issued by the dean.
- (5) The decision on a disciplinary offense becomes final on:
  - a) the futile expiration of the deadline for submitting a request for review of a decision on a disciplinary offense,
  - b) by delivery of the rector's decision by which the dean's decision on a disciplinary offense is changed, canceled or confirmed.
- (6) The student can appeal against the decision within 30 days from the day the dean's decision was delivered to him. The appeal is submitted to the dean in the manner specified in the instructions. The dean will assess the appeal and, if he concludes that it was issued in violation of legal regulations, VETUNI's or the faculty's internal regulations, he will grant the appeal and change or cancel the decision.
- (7) In the case of appeal proceedings, the rector appoints an advisory committee, which will present the documents forwarded by the dean. The rector will assess the appeal and, if he concludes that the decision was issued in violation of legal regulations, VETUNI's or the faculty's internal regulations, he will grant the appeal and change or cancel the dean's decision. Otherwise, they will confirm the original decision.
- (8) Filing an appeal always has a suspensory effect.

## **Article 7 Sanctions**

- (1) A sanction may be imposed on a student for a committed disciplinary offence:
  - a) warning,
  - b) conditional exclusion from studies with the determination of the term and conditions of the certificate,
  - c) exclusion from studies.
- (2) When imposing a sanction, consideration is given to the nature of the conduct by which the disciplinary offense was committed, the circumstances under which it occurred, the consequences caused, the degree of culpability, as well as the behavior of the student who committed the disciplinary offense to date, and the demonstrated effort to correct his consequences.
- (3) It is possible to waive the imposition of a sanction if the discussion of the disciplinary offense itself leads to a correction, especially if it is a disciplinary offense committed due to negligence or a less serious disciplinary offense.
- (4) The sanction of expulsion from studies can only be imposed for an intentional offense. Conditional expulsion from studies can only be imposed if the conditions for imposing the sanction of expulsion from studies are met and if it is not a disciplinary offense committed in a particularly reprehensible manner, the student has shown sincere remorse and can reasonably be expected not to commit another serious disciplinary offense.
- (5) The term and conditions for certification in case of conditional expulsion from studies are determined according to the degree of seriousness of the disciplinary offense; this period is at least six months and at most three years.

- (6) A disciplinary offense cannot be discussed if a period of one year has passed since its commission or from the final conviction in a criminal matter. The period when the person was not a student is not included in this period.

**Article 8**  
**Delivery of documents**

- (1) If the documents issued during actions according to this Disciplinary Code are not delivered directly when these actions are taken, they will be delivered to the student in his own hands at the dean's office of the faculty after a call to accept the document, which is sent to the student with a deadline for acceptance via VETUNI e-mail. The student confirms acceptance of the document by signing. The date of delivery of the document is the day the addressee received the document.
- (2) If the student does not come to the dean's office to collect the documents or refuses to accept the documents, the documents are sent by registered mail to the student's address provided to the study department of the faculty.
- (3) If the document cannot be delivered according to paragraphs 1 or 2, it will be delivered by posting it on the faculty's official board for a period of 8 days. The last day of this period is the day of delivery of the document. In the case of alternative delivery, the document is also sent to the student by registered letter in his own hands to the address of his permanent residence.

**Article 9**  
**Transitional and Final Provisions**

- (1) This Disciplinary Code was approved according to § 27 paragraph 1 letter b) of the Act by the Academic Senate of the Faculty of Veterinary Medicine VETUNI on 25. 08. 2018.
- (2) This Disciplinary Code enters into force according to § 9 paragraph 1 letter b) point 2 of the Act on the date of its approval by the VETUNI Academic Senate on 12. 06. 2018.
- (3) This Disciplinary Code takes effect on the effective date.

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