DISCIPLINARY RULES FOR STUDENTS OF
THE FACULTY OF INFORMATION TECHNOLOGIES
BRNO UNIVERSITY OF TECHNOLOGY

In accordance with § 9 par. 1 letter b) and § 17 par. 1 letter b) and § 33 par. 2 letter d) of Act 111/1998 Sb. on higher-education institutions, and on changes in and amendments to further Acts (University Act), in the wording of later regulations, the Academic Senate of Brno University of Technology has approved these Disciplinary rules for students of the Faculty of Information Technologies of Brno University of Technology.

Article 1
Introductory provisions
(1) These internal regulations of the Faculty of Information Technologies (FIT in the following) of Brno University of Technology (BUT in the following) define the concept of disciplinary offence, sanctions for its commitment, and set out details of disciplinary proceedings.
(2) Disciplinary rules for FIT students hold for all BUT students enrolled at FIT in any study programme or lifelong education.

Article 2
Disciplinary offence
(1) Disciplinary offence consists in failing in the duties given by legal regulations or by internal regulations of BUT or FIT.
(2) Regarded as a disciplinary offence is any act that exhibits the signs given in the preceding paragraph, irrespective of whether simultaneously with the offence a criminal act is concerned.

Article 3
Sanctions
(1) For a disciplinary offence, one of the following sanctions can be imposed:
   a) warning,
   b) conditional expulsion from studies, with the period and conditions of probation set,
   c) expulsion from studies.
(2) Warning can only be imposed for a minor disciplinary offence, committed out of carelessness.
(3) The period and conditions of probation in the case of conditional expulsion from studies are set in dependence on the seriousness of disciplinary offence. The period of probation is always at least six months and at most 2 years. If within the probation period the student commits another disciplinary offence, he or she may be expelled from studies.
(4) Expulsion from studies can be resorted to only in the case of a major disciplinary offence committed on purpose.
(5) Expulsion from studies will be applied if the student was admitted to studies on the basis of his/her deceitful behaviour.
(6) When imposing a sanction, the following is taken into consideration: the nature of the action that led to the disciplinary offence, the circumstances under which the offence was committed, the seriousness of the effects caused, the measure of student’s guilt, his/her conduct so far, his/her effort shown in rectifying the results of misconduct.
(7) Imposing a sanction can be waived if a minor offence was committed out of carelessness, and if it is evident that the hearing in itself will lead to reforming the culprit.
Article 4  
**Disciplinary committee**

1) The Disciplinary committee of FIT will hear cases of disciplinary offences by students enrolled at FIT and submit proposals to the Dean how to decide.

2) The Dean appoints the members and chairperson of the disciplinary committee subject to approval by the Academic Senate of the Faculty from among the members of the academic community of the faculty. The Disciplinary committee of FIT has 6 members, half of them academic workers and the other half enrolled students of the PhD, Master and Bachelor study programmes. The disciplinary committee members’ tenure is for two years.

3) The Disciplinary committee chair controls and organizes the activities of the committee, in particular
   - convenes committee meetings,
   - supervises the administration of disciplinary committee summons and the delivery of written documents,
   - sets the programme of the committee meeting,
   - arranges for the meeting transactions to be taken down correctly,
   - decides on when and how the proposed evidence should be presented,
   - decides on adjourning the meeting, and
   - controls and records the voting procedure.

4) The Disciplinary committee adopts recommendations and proposals for the Dean in the form of resolutions. The Disciplinary committee constitutes a quorum if an absolute majority of the members are present. The resolution is adopted if an absolute majority of the members present have voted for it. A record is kept of the committee transactions, which must contain:
   - the names of all the committee members present,
   - the names of any invited persons,
   - the programme of the meeting,
   - an accurate and complete description of the progress of the meeting,
   - a record of the voting and the resolution.

   The record must be dated and signed by all the committee members present.

Article 5  
**Opening of disciplinary proceedings**

1) The Disciplinary committee opens disciplinary proceedings at the Dean’s proposal. The proposal must contain a description of the deed or the proposed evidence the deed is based on, and reasons why the deed is regarded as a disciplinary offence.

2) The disciplinary proceedings are considered opened the day the student accused of having committed the disciplinary offence has been served a counterpart of the Dean’s proposal, usually together with an invitation to attend the Disciplinary committee meeting.

3) The invitation to attend the Disciplinary committee meeting must be delivered at least 7 days before the date of the meeting.

Article 6  
**Hearing the case**

1) A disciplinary offence can be the subject of disciplinary hearing only within one year from its commitment or from the day a court ruling in a criminal case came into force. The time the person is not a student is not included in the one-year period.
2) The disciplinary offence of a student is debated in his/her presence. The decision-making part of the disciplinary committee meeting is not public. The student has the right to propose and present evidence, give his/her opinion on the documents presented, and have a look at them, with the exception of voting records.

3) The hearing may proceed in the student’s absence only when the student, though properly invited, does not come to the meeting and does not give a reasonable excuse, which must be in writing and delivered to the Disciplinary committee chair by the beginning of the committee transactions.

4) Having heard the case, the committee decides by voting on the content of the proposal for the Dean’s ruling.

5) If the hearing of the case shows that
   a) the disciplinary offence was not committed,
   b) the respective disciplinary offence was not committed by the accused student or
   c) the accused person ceased to be a student,
      the Disciplinary Committee will propose that the Dean abandon the proceedings.

**Article 7**

**Dean’s ruling**

1) The Dean will make his/her ruling on the disciplinary offence and sanction on the basis of the resolution submitted by the Disciplinary committee without undue delay.

2) In the ruling the Dean will
   a) impose the sanction proposed by the Disciplinary committee resolution or
   b) impose a less strict sanction or
   c) refrain from punishment.

3) The Dean’s ruling must be in written form and contain
   a) the verdict of disciplinary offence and decision on sanction (or verdict of disciplinary offence and refraining from sanction),
   b) justification, and
   c) information about the possibility of applying for a re-examination of the ruling.

4) The Dean’s ruling on disciplinary offence must be sent and delivered to the student’s own hands under conditions stipulated in the valid wording of the Disciplinary rules of BUT and the provisions in article 9.

**Article 8**

**Re-examination proceedings**

1) Within a period of 30 days from the delivery of the ruling, the student can ask the Dean in writing to re-examine the ruling. A re-examination application submitted in time has suspensive effect.

2) The Dean can grant the application and change or abolish the ruling.

3) If the Dean does not decide as given in the preceding paragraph, the application will be passed on to the Rector. The Rector will give a ruling in accordance with § 68 par. 4 of Act 111/1998 Sb in the valid version.

**Article 9**

**Delivery of documents**

1) Documents in disciplinary proceedings, in particular the Dean’s ruling according to article 6 and article 8, par. 2, the Rector’s ruling in re-examination proceedings, the notice of the Dean’s proposal to open disciplinary proceedings, and the invitation to attend the Disciplinary committee meeting are delivered to the student’s own hands,
wherever at the Faculty. The student confirms the receipt of the document by his/her signature. Refusal to accept the document is regarded as receipt of document.

2) If within a reasonable period, usually 7 days, it is not possible to deliver the document at the Faculty, it will be sent by post to the address given by the student. The document is considered delivered the day it was received, the day the delivery of the document was refused, or three days after the document was left deposited at the post office.

**Article 10**

**Common and closing provisions**

1) When meeting the deadlines is judged, it holds that the deadline has been met if the document was left with the Faculty registry or posted the last day of the period set. If the last day of the period set is a Saturday, Sunday or national holiday, the last day of the period set is the immediately following working day.

2) The Dean’s ruling in a disciplinary offence case comes into effect the day after the day the period for submitting an application for re-examination has elapsed or the day the student waived in writing the right to ask for re-examination or the day the Rector’s ruling was delivered which confirms the original ruling by the Dean of the Faculty.

3) These Disciplinary rules for students of the Faculty of Information Technologies of BUT abolish and replace the Disciplinary rules for students of the Faculty of Information Technologies of BUT approved by the Academic Senate of BUT on 22 May 2007.

4) The proposal of these Disciplinary rules for students of the Faculty of Information Technologies of BUT was in accordance with the provision of § 27 par. 1, letter b) of Act 111/1998 Sb. approved by the Academic Senate of FIT BUT on 29 April 2008.

5) Disciplinary rules for the students of the Faculty of Information Technologies of BUT were approved by the Academic Senate of BUT on 9 Sept. 2008.

6) Disciplinary rules for students of the Faculty of Information Technologies of BUT have been effective since the day they were approved by the Academic Senate of BUT, i.e. 9 Sept. 2008.

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