

DISCIPLINARY RULES FOR STUDENTS OF BUT

HEADING

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Registration

The Ministry of Education, Youth and Sports has registered under Section 36 (2) of Act No.111/1998 Coll., on Higher Education and on Amendment and Additions to Other Acts (Act on Higher Education), as amended regulations, under No. MSMT-9980/2025-5 Disciplinary Rules for Students of Brno University of Technology as of the date of signing the registration.

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Article1

Introductory Provisions

1. These Disciplinary Rules for Students of Brno University of Technology (hereinafter referred to as "Disciplinary Rules") regulate disciplinary offences of students of Brno University of Technology (hereinafter referred to as "BUT"), the process of their hearing, decision-making and imposition of sanctions.
2. The Disciplinary Rules are internal regulations of the BUT pursuant to Section 17(1)(i) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended by later regulations, (hereinafter referred to as "the Act").

Article 2

Disciplinary offence and sanctions

1. According to Section 64 of the Act, a disciplinary offence is a culpable violation of the obligations set out in legal regulations or internal regulations of the BUT and internal regulations of the BUT units.
2. Disciplinary offences are in particular:
 - a) Any form of cheating in the performance of study duties and in the verification of students' knowledge, i.e. copying, hinting during a knowledge test to another examinee, or attempting to do so, unauthorized manipulation of test questions,
 - b) unauthorized use of technical devices, e.g. mobile phones, smart watches, headphones; the use can be any manipulation if it has been prohibited by the teacher/lecturer,
 - c) publishing someone else's work as one's own, or taking over part of someone else's work without acknowledging the sources used, as well as reusing significantly identical or nearly identical parts of one's own work without acknowledging the source used, and using the service of processing the work by someone other than the student submitting the work,
 - d) the unauthorized and unacknowledged use of artificial intelligence tools,
 - e) a particularly serious or repeated violation of the rules and instructions for ensuring the security of the cyberspace and information assets of the BUT set out in an internal regulation or internal standard of the BUT,
 - f) intentional destruction, damage, theft or misuse of property or information technology of the BUT, a member of the academic community of the BUT, a BUT employee or a person acting in cooperation with the BUT,
 - g) aggressive or inappropriate behaviour, whether physical or verbal, towards a member of the BUT academic community, a BUT employee or a person acting in cooperation with the BUT, which is in particular:
 - harassment, i.e. behaviour that creates an intimidating, hostile, degrading, humiliating or offensive environment,
 - sexual harassment, i.e. any form of unwanted verbal, non-verbal or physical conduct of a sexual nature,
 - bullying, i.e. deliberate and repeated physical or psychological violence or behaviour that degrades human dignity,
 - discrimination, manifestation of racism or other intolerance based on national or ethnic origin, religion or belief or world view, gender, age, sexual orientation, social status, disability,
 - h) use of alcohol or other narcotic, psychotropic and addictive substances on the premises of the BUT, entry to the premises of the BUT or participation in classes, including completion of the course under the influence of alcohol or other narcotic, psychotropic and addictive substances,

- i) non-payment of a validly assessed study-related fee,
 - j) violation of the obligation to point out without undue delay any inaccuracies in the data in the study records,
 - k) acting on and off campus in a manner that damages the reputation or diminishes the esteem of the BUT.
- 3. A student may be subject to any of the following sanctions for a disciplinary offence under Section 65 of the Act:
 - a) admonition,
 - b) suspension from studies with a time limit and conditions for certification,
 - c) exclusion from studies.
- 4. The imposition of a sanction may be waived if the hearing of the disciplinary offence itself leads to a remedy.
- 5. When imposing sanctions, the nature and seriousness 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 considered.
- 6. A student may be excluded from studies only in the case of deliberate committing of a disciplinary offence.
- 7. Suspension from studies may be suspended if the conditions for imposing the sanction of suspension from studies are met and, in view of the student's personality, in particular considering his or her past behaviour and the circumstances of the case, it is reasonable to expect that he or she will not commit another serious disciplinary offence.
- 8. The time limit and conditions for certification in the case of suspension from studies shall be determined according to the severity of the disciplinary offence. The time limit for certification shall begin with the legal effect of the Resolution on the disciplinary offence and shall be at least six months.

Article 3

Disciplinary Committee of the BUT

- 1. The Disciplinary Committee of the BUT discusses:
 - a) disciplinary offence of a student not enrolled in any of the Faculties,
 - b) disciplinary offences of students in cases under Article 5(3), if the Rector so determines.
- 2. Members of the BUT Disciplinary Committee and their alternates are appointed by the Rector from among the members of the BUT academic community with the approval of the Academic Senate of BUT.
- 3. The BUT Disciplinary Committee is composed of six members and the term of office of its members is two years. Three members are appointed from among students, three members from among academic staff. The alternates are one academic staff member and one student. The Rector may not be a member of the Disciplinary Committee.
- 4. The BUT Disciplinary Committee elects and removes a chairperson from among its members. If the Disciplinary Committee does not have a chairperson, the Rector shall convene its meeting.
- 5. The Rector also appoints the Secretary of the BUT Disciplinary Committee, who is not a member of the BUT Disciplinary Committee. The secretary performs the evaluation and administrative tasks necessary to ensure the activities of the BUT Disciplinary Committee. In particular, the Secretary shall act as the compiler of the minutes of the proceedings and voting record of the BUT Disciplinary Committee.

6. A quorum of the BUT Disciplinary Committee is present if an absolute majority of its members is present. A Resolution of the Committee is adopted if a majority of the members present are in favour of it. If the BUT Disciplinary Committee does not vote by secret ballot in accordance with Article 10(5), the vote of the chairperson of the Committee shall prevail in the event of an equality of votes.

Article 4 **Appellant**

1. The student against whom disciplinary proceedings are initiated is always a party to the proceedings.
2. A party to the proceedings shall have the right to be present at the deliberations of the Disciplinary Committee, except for the deliberations and voting of the Disciplinary Committee, to propose and present evidence, to comment on all documents relating to the deliberations, to inspect and take extracts from the written documents and the minutes of the deliberations, except for the minutes of the voting.

Article 5 **Initiation of disciplinary proceedings**

1. Disciplinary proceedings are initiated by the Disciplinary Committee of the BUT on the design of the Rector if the disciplinary offence of a student who is not enrolled at any of its Faculties is to be discussed. In the case of a student enrolled at a Faculty, disciplinary proceedings are initiated by the Disciplinary Committee of the Faculty on the design of the Dean.
2. If a student is enrolled at more than one Faculty, disciplinary proceedings may be conducted at only one of the Faculties in the same case, always with regard to the specific act for which the proceedings are to be conducted. In case of doubt as to jurisdiction, the Rector shall determine the Faculty concerned.
3. If a student is simultaneously enrolled in a study programme conducted by the Faculty and in a study programme conducted by the BUT, disciplinary proceedings in the same matter may be conducted either before the Disciplinary Committee of the Faculty or before the Disciplinary Committee of the BUT, always with regard to the specific act for which the proceedings are to be conducted. In case of doubt as to jurisdiction, the Rector shall determine the appropriate Disciplinary Committee.
4. The design referred to in paragraph 1 must always include:
 - a) a description of the act constituting the disciplinary offence, including the specific legal and/or internal rules violated,
 - b) identification of the student who is alleged to have committed the disciplinary offence,
 - c) a justification as to why the act constitutes a disciplinary offence,
 - d) the proposed evidence on which the design is based.
5. Disciplinary proceedings shall be initiated by the student's notification of the design under paragraph 1.

Article 6 **Meetings of the Committee**

1. A closed oral hearing shall be held on the disciplinary offence in the presence of the student.
2. In the absence of a student, an oral hearing in disciplinary proceedings may be held only if the student fails to appear without a proper and reasonable excuse delivered to the chairperson of the Disciplinary Committee no later than the time of the commencement of the hearing. The reason for the excuse shall be deemed to be, in particular, a certificate explicitly stating that the

student is prevented from attending the hearing. The chairperson of the Committee shall consider the validity of the excuse and, if he/she accepts it, shall set a new date for the hearing. Notice of the hearing shall be given to the student by hand, normally at least five days in advance.

3. The BUT Disciplinary Committee may by Resolution approve the presence of other persons at the meeting.
4. The meeting shall be scheduled by the chairperson of the Committee to commence no later than 15 working days from the date of delivery of the design.
5. The chairperson of the Committee opens the meeting by introducing the contents of the design to initiate proceedings and summarizing the facts established so far. He/she shall then allow the student to comment on the design.
6. The chairperson of the Committee shall prepare and conduct the meeting so that the matter can be resolved, as a rule, in a single meeting. During the proceedings, the chairperson of the Committee shall take appropriate steps to ensure that the hearing is directed towards providing the basis for a fair consideration and Resolution of the case.
7. Minutes of the Committee's meetings are taken. The minutes include, in particular, the designation of the matter under discussion and a narrative of the proceedings themselves. The minutes shall be signed by the Chairperson of the Committee and the secretary.
8. If a member of the Disciplinary Committee or a party to the disciplinary proceedings participates in the hearing by means of remote communication, a record of this shall be made in the minutes of the hearing.

Article 7 Substitutes

1. The chairperson of the Committee shall call an alternate to attend the meeting in place of a regular member in the case of:
 - a) bias of a member of the Committee,
 - b) if a member of the Committee excuses himself or herself from the meeting,
 - c) if the chairperson is aware that a member of the Committee is unable to attend the meeting.
2. The alternate shall have the rights and duties of a member of the Committee at the meeting to which he or she has been invited.
3. The chairperson shall always call for alternates so as to maintain an equal proportion of members in the meeting from different parts of the academic community.

Article 8 Distance meetings of the Committee

1. In times when the presence of members of the academic community is restricted by a decision or measure of a public authority or by a decision of the chairperson of the Committee, the Committee may act and vote by means of remote communication (hereinafter referred to as "distance mode of action").
2. The chairperson of the Committee shall notify the members of the Committee and the participants in the meeting, as a rule, five days in advance that the Committee meeting will be held by distance.
3. The chairperson of the Committee shall ensure that the rights of the members of the Committee and of the participants in the disciplinary proceedings are preserved during the distance procedure.
4. The chairperson of the Disciplinary Committee shall ensure the documentation and recording of the distance method of proceedings, i.e. recording of the entire meeting of the Disciplinary

Committee, including the voting.

5. The provisions of these Disciplinary Rules shall apply mutatis mutandis to the following students of the BUT concerning the proceedings and voting of the Committee.

Article 9

Suspension of proceedings

The Committee may suspend disciplinary proceedings if the act which is the subject of the disciplinary proceedings is the subject of proceedings against the student before another body, pending the final outcome of the proceedings before such body. In such a case, the proceedings pending before the other body shall be considered as proceedings on a preliminary issue for which the Disciplinary Committee of the BUT is entitled to suspend the disciplinary proceedings in accordance with Section 64(1)(c) of Act No. 500/2004 Coll., on Administrative Procedure.

Article 10

Design of the Committee

1. In cases where, after a hearing, the Disciplinary Committee of the Faculty or the Disciplinary Committee of the BUT concludes that the act referred to in the proposal to initiate disciplinary proceedings did not or does not constitute a disciplinary offence, or it cannot be proved that the disciplinary offence was committed by the student concerned, or the person who committed the disciplinary offence has ceased to be a student, the Committee shall propose to the Dean of the Faculty or the Rector that the disciplinary proceedings be discontinued by its resolution. This procedure also applies to cases where the disciplinary offence cannot be heard.
2. In cases not referred to in paragraph 1, the Disciplinary Committee of the Faculty shall, after hearing the case, propose to the Dean of the Faculty or the Disciplinary Committee of the BUT to the Rector that by its resolution it find the student guilty of the facts of the disciplinary offence and impose the proposed sanction under Article 2 or refrain from imposing the sanction.
3. In addition to the recommendation, the Committee shall also state the reasons for the recommendation in its design.
4. The Committee decides on the design by vote. The Committee shall vote in turn on the guilt, on whether to impose a sanction and on the type of sanction. The design shall be adopted if a majority of the members present are in favour of it.
5. The vote on the Committee's design can be held publicly or secretly, but if the vote is secret, it must be secured in terms of evaluation and technical aspects. The method of voting shall be decided by the chairperson of the Committee.
6. The Committee shall submit a design for a decision on the disciplinary offence to the Rector through its chairperson within 5 working days of the adoption of the Resolution.

Article 11

Decision making

The issuance of a decision on a disciplinary offence is a decision on the rights and obligations of students within the meaning of Section 68(1)(h) of the Act. The relevant provisions of this Act shall therefore apply to the decision.

Article 12

Execution of sanctions

1. The sanction of warning is implemented by making a record of it in the student's file.
2. The sanction of suspension shall be carried out by making a record of it in the student's file, including a specified time limit. The authorized officer shall monitor compliance with the

conditions of the certificate and report to the Dean/Rector. On the basis of this report, the Dean/Rector shall decide whether the student has been certified. If the student fails to certify, the student will be terminated by Resolution.

3. The sanction of exclusion from studies shall be enforced by termination of studies on the date the Resolution on the disciplinary offence becomes final.

Article 13 **Final provisions**

1. The Disciplinary Rules for Students of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 26 January 2017 under no. MSMT-2698/2017 is hereby repealed.
2. Disciplinary proceedings initiated before the entry into force of these Disciplinary Rules for Students of Brno University of Technology shall be completed in accordance with these Disciplinary Rules for Students of Brno University of Technology.
3. The Disciplinary Rules for Students of Brno University of Technology were approved by the Academic Senate of the Brno University of Technology on the date indicated in the header of the Disciplinary Rules pursuant to Section 9 (1)(b)(3) of the Act.
4. The Disciplinary Rules for Students of BUT shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
5. The Disciplinary Rules for Students of BUT come into force on the date of their validity.

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