

THE COLLEGE OF HOTEL AND BUSINESS MANAGEMENT, Ltd.

DISCIPLINARY RULES FOR STUDENTS

First Part

Basic Provision

Article 1

The Disciplinary Rules of the College of Business and Hotel Management, Ltd. (hereinafter referred to as the “Disciplinary Rules”), regulates in accordance with Act No. 111/1998 of the Bulletin of Acts, on Higher Education Institutions and on Amendments of other laws (the Act on Higher Education Institutions), as amended, the procedure for discussing disciplinary offenses of students of the College of Business and Hotel Management, Ltd. (further only “VŠOH”) and the imposition of sanctions.

Article 2

A disciplinary offense is a culpable breach of legal obligations or VŠOH internal regulations.

Article 3

1. One of the following sanctions may be imposed for a disciplinary offense:
 - a) a reprimand,
 - b) conditional expulsion from studies with determination of the term and conditions,
 - c) expulsion from studies.
2. In the case of conditional exclusion, a time limit and conditions must be laid down.
3. A student may be expelled from the study only for intentionally committing a disciplinary offense.
4. Sanctions for fraudulent conduct, on the basis of which the student was accepted to study, is only expulsion from studies.

Article 4

1. In imposing sanctions, an account shall be taken of the nature of the conduct which constituted the disciplinary offense committed, the circumstances under which it occurred, the consequences caused, the degree of to the previous behaviour of the student who committed the disciplinary offense and to the manifested efforts to remedy its consequences.

2. The imposition of a sanction may be waived if the disciplinary hearing itself of the offense is obvious that it will lead to redress.

Article 5

1. Disciplinary proceedings are initiated by a disciplinary board on the proposal of the rector.
2. The proposal must include:
 - a) a description of the conduct,
 - b) a justification as to why the conduct is considered a disciplinary offense,
 - c) proposed evidence.
3. If the proposal does not contain the requisites referred to in paragraph 2, the disciplinary board shall return it to the rector for completion.
4. Disciplinary proceedings are initiated by acquainting the student with the proposal.
5. The student is acquainted with the proposal by delivering an invitation to an oral hearing.

Article 6

1. An oral hearing on the disciplinary offense is held in the presence of the student.
2. The student must be invited to an oral hearing in writing. The invitation to the oral hearing must include the proposal, the day, the hour and the place where the hearing will take place.
3. The invitation must be delivered into the student's own hands. If the invitation cannot be delivered to the known address, it can be delivered by posting it on the VŠOH official notice board. If the invitation is delivered by posting, the oral hearing may take place no earlier than the tenth. day from posting invitation.
4. In the absence of a student, a disciplinary offense may be heard if the student does not appear for the hearing without an apology, even though he or she has been duly invited to attend.

Article 7

1. During the meeting, the disciplinary board is obliged to find out the factual situation, especially the nature of the action by which the disciplinary offense was committed, the circumstances under which it occurred, the consequences caused, and whether the student committed it.

2. A disciplinary offense cannot be discussed if a period of one year has elapsed since it was committed or since a final conviction in a criminal case. The period when a person is not a student is not included in the period of this one year.

Article 8

1. The meetings of the disciplinary board shall not be public.
2. The meeting may be attended by the student's representative and witnesses at the invitation of the chairman.
3. The student may, on the basis of the power of attorney granted, be represented at a meeting of the disciplinary board by a lawyer or another representative.
4. The appointed member takes a written record of the meeting of the disciplinary board, which, after authorization by the chairman of the board, must be submitted together with the proposal for a decision to the rector no later than 5 days after the end of the meeting.
5. The written minutes shall be accompanied by a record of the vote, which shall clearly indicate how each member of the disciplinary board has voted. The record of voting is sent in a sealed envelope, which can only be opened by the rector of VŠOH when reviewing the decision.

Article 9

1. The disciplinary board shall have a quorum if at least half of its members are present.
2. The meeting of the disciplinary board may not be attended by the member with whom there are doubts about his or her impartiality with regard to the matter under discussion or the person of the student suspected of committing a disciplinary offense, or the person representing him or her, or other circumstances. The expulsion of a member of the disciplinary commission for bias is decided on the basis of a notice by the chairman of the disciplinary board. The rector of the VŠOH decides on the expulsion of the chairman of the disciplinary board and determines which of the members of the disciplinary board will perform the function of the chairman.
3. The resolution is adopted if it is voted for by an absolute majority of those present. In the event of a tie, the chairman shall have the casting vote.

Article 10

Disciplinary proceedings shall be terminated if:

- a) it turns out that this is not a disciplinary offense,
- b) it fails to prove that the student committed the disciplinary offense,

- c) the person suspected of committing a disciplinary offense has ceased to be a student.

Article 11

1. The rector must decide within 30 days from the day when the disciplinary board proposed the decision on the disciplinary offense
2. The rector's decision on a disciplinary offense must be made in writing. In addition to the statement and justification, it must contain instructions on the possibility of requesting a review.
3. The decision must be delivered to the student in person.
4. If the student refuses to accept the decision without a reason, the decision is considered delivered on the day of rejection.

Article 12

1. The student has the right to submit a request for review within 30 days from the delivery of the rector's decision on a disciplinary offense.
2. Missing this deadline for serious reasons may be waived by the rector.
3. The student submits a request for review of the decision on a disciplinary offense to the rector.
4. The submission of the application has a suspensive effect.

Article 13

The rector has the right to comply with the request for review of the decision and to amend or revoke the decision. It shall annul the decision on the disciplinary offense if the facts that would justify the termination of the proceedings have subsequently come to light.

Article 14

1. After the expiration of the period specified in the decision on conditional expulsion from studies, the rector will decide whether the student has met the conditions set out in the decision. If he does not decide, it is considered that the student has met the conditions.
2. If the student has been sanctioned by a final decision within the period specified in the decision on conditional expulsion from studies, the rector may decide that the student has not proved himself.

Article 15

The decision to impose a sanction for a disciplinary offense is marked in the student's documentation kept by VŠOH.

Second Part

Final Provisions

These disciplinary rules come into force pursuant to Section 39, Paragraph 9 of the Act on Higher Education Institutions on the day of registration by the Ministry of Education, Youth and Sports.