

*The Ministry of Education, Youth and Sports registered pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), under Ref. No. MSMT-28888/2025-3 Disciplinary Code for Students of Jan Evangelista Purkyně University in Ústí nad Labem on the date of signing the registration.*

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## **DISCIPLINARY CODE FOR STUDENTS OF JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM DATED 2 DECEMBER 2025**

### **Article 1**

#### **Introductory provisions**

1. The Disciplinary Rules for Students (hereinafter referred to as the "Disciplinary Rules") of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as "UJEP") are issued pursuant to Section 17(1)(i) of Act No. 111/1998 Coll. on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), as an internal regulation of UJEP and applies to students of bachelor's, master's and doctoral study programmes offered by the faculties of UJEP (hereinafter referred to as "students").
2. In accordance with the Act, these rules regulate the details of the establishment and proceedings of bodies dealing with disciplinary offences committed by students, the hearing of disciplinary offences committed by students, the imposition of sanctions for such offences and disciplinary proceedings. The disciplinary rules for students of the UJEP faculty set out further details in accordance with these rules.
3. Disciplinary proceedings against a student are governed by the law, these rules and the disciplinary rules for students of the UJEP faculty at which the student is enrolled.
4. In cases where the law does not contain specific provisions, disciplinary proceedings are governed by Act No. 500/2004 Coll., the Administrative Procedure Code, as amended.

### **Article 2**

#### **Disciplinary offence**

1. A disciplinary offence by a student is a culpable violation of the obligations laid down by legal regulations or internal regulations of UJEP and the UJEP faculty at which the student is enrolled<sup>1</sup>.
2. The following, in particular, shall be considered a breach of the obligations under paragraph 1:
  - a) fraudulent or other unfair conduct or attempts thereof in connection with studies or participation in scientific and research, development and innovation, artistic or other creative activities (hereinafter referred to as "creative activities"), as well as fraudulent or other unfair conduct or attempts thereof against UJEP and the UJEP faculty, their bodies, or other UJEP students or employees,
  - b) misuse of the results of another person's study or creative activity for personal gain or other unacceptable treatment of these results, in particular plagiarism, i.e. passing off someone else's work as one's own or using part of someone else's work without properly citing the source, or providing or using services consisting in the production of work by a person other than the student,
  - c) deliberate discrimination or favouritism towards another person or persons in a generally unacceptable manner in connection with membership or position in the UJEP academic community, as well as aggressive, offensive behaviour or humiliation of human dignity,
  - d) intentional damage to or destruction of UJEP property,
  - e) deliberately spreading serious false information about UJEP and UJEP faculties, their bodies, or other UJEP students or employees.

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<sup>1</sup>Section 64 of the Act.

**Article 3  
Sanctions**

1. A student may be punished for a disciplinary offence as follows<sup>2)</sup>
  - a) a reprimand,
  - b) conditional expulsion from studies with a set deadline and conditions for certification,
  - c) expulsion from studies.
2. When imposing sanctions, consideration shall be given to the nature of the conduct constituting the disciplinary offence, the circumstances under which it occurred, the consequences caused, the degree of fault, as well as the previous behaviour of the student who committed the disciplinary offence and the efforts made to remedy its consequences<sup>3)</sup>.
3. The imposition of a sanction may be waived if the hearing of the disciplinary offence itself leads to redress<sup>4)</sup>, especially in the case of a disciplinary offence committed through negligence or a less serious disciplinary offence.
4. A reprimand is usually imposed for a disciplinary offence committed through negligence or for a less serious disciplinary offence.
5. Expulsion from studies may only be imposed for a disciplinary offence committed intentionally<sup>5)</sup>.
6. Conditional expulsion from studies is usually imposed for an intentional disciplinary offence that was not committed in a particularly reprehensible manner, provided that the student has shown sincere remorse and there is reasonable expectation that they will not commit another intentional disciplinary offence.
7. The probationary period for conditional expulsion from studies is determined according to the severity of the disciplinary offence; this period is at least six months and at most three years.
8. If a sanction of conditional expulsion from studies is imposed, the student must not commit another disciplinary offence or an even more serious act during the probationary period, under penalty of expulsion from studies.
9. If, in the case of conditional expulsion from studies, the student complies with the conditions for certification within the certification period, the dean shall decide that the student has been certified; otherwise, the dean shall decide, even within the certification period, that the penalty of expulsion from studies shall be enforced. If the dean does not make a decision in accordance with the previous sentence within two months of the expiry of the probation period, the student shall be deemed to have proven themselves.

**Article 4  
Faculty Disciplinary Committee**

1. Disciplinary offences committed by students shall be dealt with by the Disciplinary Committee of the UJEP faculty at which the student is enrolled<sup>6)</sup> (hereinafter referred to as the "faculty").
2. The Faculty Disciplinary Committee (hereinafter referred to as the "Committee") shall have at least four members. Half of the members of the Committee shall be students<sup>7)</sup>.
3. The term of office of the committee members is determined by the internal regulations of the faculty<sup>8)</sup>. When establishing the committee, the dean shall ensure the continuity of its activities.
4. The members of the committee shall be appointed and dismissed by the dean from among the members of the academic community of the faculty, subject to the prior approval of the academic senate of the faculty. The committee shall elect and dismiss its chairperson from among its members<sup>9)</sup>.
5. The term of office of a committee member shall commence on the date on which he or she was appointed to the position.
6. The term of office of a committee member shall expire:
  - a) on the date on which the term of office for which they were appointed ends,

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<sup>2)</sup> Section 65(1) of the Act.

<sup>3)</sup> Section 65(3) of the Act.

<sup>4)</sup> Section 65(2) of the Act.

<sup>5)</sup> Section 65(3) of the Act.

<sup>6)</sup> Section 31(3) of the Act.

<sup>7)</sup> Section 31(1) of the Act.

<sup>8)</sup> Section 31(2) of the Act.

<sup>9)</sup> Section 31(1) of the Act.

- b) on the date of delivery of a written statement by which the committee member resigns from office to the dean,
  - c) on the date on which they are dismissed by the dean with the prior consent of the faculty academic senate,
  - d) in the case of a member appointed from among students, on the date on which they cease to be a student of the faculty,
  - e) in the case of a member appointed from among academic staff, on the date on which they cease to be an academic staff member of the faculty.
7. The condition for appointment under paragraph 4 is the written consent of the appointee.

#### **Article 5**

##### **Rules for meetings of the faculty disciplinary committee**

1. The first meeting of the committee, at which the chair of the committee is to be elected, shall be convened by the dean within 30 days of the appointment of the committee members. Further meetings shall be convened as necessary by the chair or, if no chair has been elected, by the oldest member of the committee.
2. Until the chairperson is elected, the meeting shall be chaired by the oldest member of the committee present. After the chairperson is elected, the meeting shall be chaired by the chairperson or a member authorised by the chairperson.
3. The committee is competent to pass resolutions if a majority of all its members are present; the chair is included among these members.
4. A resolution of the committee at a meeting shall be adopted if a majority of those present vote in favour of it.
5. Minutes shall be taken of the committee meeting. The minutes shall include, in particular, the proposals for committee resolutions discussed and the results of the votes on them. The minutes shall be signed by all those who were present at the meeting and voting.

#### **Article 6**

##### **Commencement of disciplinary proceedings**

1. The dean shall submit a proposal to the committee for the discussion of a disciplinary offence if he/she finds that the student has violated the obligation set out in Article 2(2) or another obligation set out in legal regulations or other internal regulations of the UJEP or the faculty.
2. The Dean's proposal must contain a description of the act, any proposed evidence on which it is based, and the reasons why the act is considered a disciplinary offence<sup>10)</sup>.
3. Disciplinary proceedings shall commence on the date on which the student is served with a notice of the commencement of proceedings together with a copy of the dean's proposal<sup>11)</sup>.
4. Disciplinary proceedings may be initiated within one year of the disciplinary offence being committed or of a final conviction in a criminal case. The one-year period is interrupted by the notification of the initiation of disciplinary proceedings; the interruption of the period triggers a new one-year period. The period during which the person is not a student and the period during which the matter was subject to administrative court proceedings shall not be included in the time limits<sup>12)</sup>.

#### **Article 7**

##### **Consideration of the proposal and oral hearing**

1. Immediately after the initiation of disciplinary proceedings, the chair of the committee shall order an oral hearing in the matter. If necessary, the chair may convene a meeting of the committee prior to the oral hearing.
2. The chair of the committee is obliged to invite the student against whom the disciplinary proceedings are being conducted to the oral hearing.
3. With the exception of the committee's deliberations and voting, the student has the right to be present at the oral hearing, to propose and submit evidence, to comment on all materials for the hearing, to inspect the written materials and the minutes of the oral hearing, and to make extracts from them. Only the chair and members of the committee may be present during the committee's deliberations and voting during the oral proceedings.

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<sup>10)</sup> Section 69(1) of the Act.

<sup>11)</sup> Section 69(1) of the Act.

<sup>12)</sup> Section 66 of the Act.

4. The committee may decide to proceed in the absence of the student only if the student fails to appear at the hearing without excuse, despite having been duly invited. The excuse must be in writing and must be delivered to the chair of the committee no later than the day of the committee's oral hearing.
5. The committee is obliged to examine the necessary evidence and discuss the matter so that it can be determined beyond doubt whether the student has committed a disciplinary offence. Disciplinary proceedings must be conducted in such a way that the committee can decide on a proposal to the dean, as a rule, within 30 days of the first oral hearing in the matter.
6. If the committee considers the findings obtained at the oral hearing to be sufficient for assessing the matter under discussion, it shall decide on a proposal for a decision on the disciplinary offence.
7. If it becomes apparent that no disciplinary offence has been committed, if it cannot be proven that the student committed the offence, or if the person is no longer a student, the disciplinary proceedings shall be discontinued<sup>13)</sup>.
8. If the committee does not reach a decision that there are grounds for discontinuing the disciplinary proceedings under paragraph 7, it shall propose to the dean that one of the sanctions under Article 3 be imposed. paragraph 1, or propose that no sanction be imposed if it concludes that the mere hearing of the disciplinary offence leads to redress.
9. The dean shall issue a decision in disciplinary proceedings on the basis of the committee's proposal pursuant to paragraphs 7 and 8 without undue delay from the date on which the committee's proposal was received.
10. If a circumstance arises which, pursuant to Section 66 of the Act, makes it impossible to hear the disciplinary offence, or a circumstance which is a reason for discontinuing the proceedings pursuant to paragraph 7, the dean shall discontinue the proceedings.
11. The dean may return the matter to the committee with a written justification for further investigation before issuing a decision if he or she considers it necessary for the proper clarification of the matter.
12. Before issuing a decision on the matter, the student must be given the opportunity to comment on the grounds for the decision. The student shall be informed of this opportunity by the dean by means of a written request.
13. The dean may
  - a) impose the sanction proposed by the committee,
  - b) impose a milder sanction,
  - c) refrain from imposing a sanction.
14. The decision shall be made in writing. The decision shall contain the operative part, the reasons and information for the student on the possibility of lodging an appeal.
15. The statement shall include the student's name, surname, date of birth, place of permanent residence, study programme, a description of the act with an indication of the violated legal regulations or internal regulations of the UJEP or faculty, the finding of a disciplinary offence and the imposition of a sanction, or the finding of a disciplinary offence and the waiver of a sanction, or a ruling to discontinue disciplinary proceedings.
16. The dean's decision, which has been announced and against which no appeal can be lodged, is legally binding.

### **Article 8 Appeal**

1. A student may appeal against the dean's decision<sup>14)</sup>. A student who has waived this right after notification of the decision is not entitled to appeal<sup>15)</sup>. If a student has withdrawn an appeal, they may not file it again<sup>16)</sup>.
2. The appeal period is 15 days from the date of delivery of the decision<sup>17)</sup>. Appeals shall be submitted to the Dean<sup>18)</sup>.
3. In the appeal, the student shall state their first name, surname, date of birth and place of permanent residence. The appeal must clearly state which decision it is directed against, in what way the decision or the proceedings

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<sup>13)</sup> Section 69(2) of the Act.

<sup>14)</sup> Section 81(1) of the Administrative Procedure Code.

<sup>15)</sup> Section 81(2) of the Administrative Procedure Code.

<sup>16)</sup> Section 81(3) of the Administrative Procedure Code.

<sup>17)</sup> Section 83(1) of the Administrative Procedure Code.

<sup>18)</sup> Section 86(1) of the Administrative Procedure Code.

preceding it are considered to be in conflict with legal regulations or internal regulations of the UJEP or the faculty, and what is being proposed.

4. An appeal may challenge the operative part of the decision, an individual ruling or its ancillary provisions. An appeal against the reasoning of the decision alone is inadmissible<sup>19)</sup>.
5. New facts and proposals for additional evidence presented in the appeal or during the appeal proceedings will only be taken into account if they are facts or proposals that the student could not have presented earlier. If the student objects that he or she was not allowed to perform a certain act in the faculty proceedings, this act must be performed together with the appeal<sup>20)</sup>.
6. The student may request a waiver of the deadline for appeal within 15 days of the date on which the obstacle preventing him or her from filing an appeal ceased to exist; this request 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 request will not be processed; the deadline for appeal shall be waived if the student proves that the obstacle was due to serious reasons beyond their control; the dean shall decide on the waiver of the deadline for appeal by resolution; the deadline for appeal cannot be waived if one year has elapsed since the date on which it should have been filed<sup>21)</sup>.
7. A timely and admissible appeal has suspensive effect; as a result of the suspensive effect of the appeal, the decision does not become final, enforceable or have any other legal effect<sup>22)</sup>.

### **Article 9**

#### **Procedure of the authorities in the appeal proceedings**

1. The dean shall supplement the proceedings as appropriate; this shall not apply if the appeal was lodged late or was inadmissible<sup>23)</sup>.
2. The dean may revoke or amend the decision if this fully complies with the appeal<sup>24)</sup>.
3. If the dean does not find the conditions for proceeding under paragraph 2 to be met, he or she shall forward the file with his or her opinion to the rector within 30 days of the date of delivery of the appeal; in the case of an inadmissible or late appeal, the dean shall forward the file to the rector within 10 days; the opinion shall be limited to stating the reasons decisive for assessing the late or inadmissible nature of the appeal<sup>25)</sup>.
4. If, before forwarding the file to the rector, the dean finds that there are grounds for discontinuing the proceedings, he or she shall revoke the contested decision without further ado and discontinue the proceedings<sup>26)</sup>.
5. The rector shall review the compliance of the contested decision and the proceedings preceding the issuance of the decision with the legal regulations and internal regulations of UJEP and the faculty<sup>27)</sup>. Procedural defects which cannot reasonably be considered to have affected the compliance of the contested decision with the legal regulations or internal regulations of UJEP or the faculty shall not be taken into account<sup>28)</sup>.
6. If the rector concludes that the contested decision is contrary to legal regulations or internal regulations of UJEP or the faculty:
  - a) he shall revoke the contested decision or part thereof and discontinue the proceedings,
  - b) he shall revoke the contested decision or part thereof and return the matter to the dean for reconsideration; in the statement of reasons for this decision, the rector shall express a legal opinion which shall be binding on the dean in the reconsideration of the matter; an appeal may be lodged against the dean's new decision,
  - c) it shall amend the contested decision or part thereof; the amendment may not be made if it would cause harm due to the loss of the possibility of appeal; the student has the right to comment on the grounds for the decision newly obtained by the rector; if necessary to remedy defects in the reasoning, the rector shall amend the decision in the part concerning the reasoning; the rector may not change the contested decision to the detriment of the student, unless the contested decision is contrary to legal regulations<sup>29)</sup>.

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<sup>19)</sup> Section 82(1) of the Administrative Procedure Code.

<sup>20)</sup> Section 82(4) of the Administrative Procedure Code.

<sup>21)</sup> Section 41(2) to (4) and (6) of the Administrative Procedure Code.

<sup>22)</sup> Section 85(1) of the Administrative Procedure Code.

<sup>23)</sup> Sentences two and three of Section 86(2) of the Administrative Procedure Code.

<sup>24)</sup> Section 87 of the Administrative Procedure Code.

<sup>25)</sup> Section 88(1) of the Administrative Procedure Code and Section 68(4) of the Act.

<sup>26)</sup> Section 88(2) of the Administrative Procedure Code.

<sup>27)</sup> Section 68(4) of the Act.

<sup>28)</sup> Third sentence of Section 89(2) of the Administrative Procedure Code.

<sup>29)</sup> Section 90(1) and (3) of the Administrative Procedure Code.

7. If the rector finds no grounds for proceeding under paragraphs 6, 8 or 9, he shall dismiss the appeal and uphold the contested decision; if the rector amends or revokes the contested decision only in part, he shall uphold it in the remainder<sup>30)</sup>.
8. If the rector finds that there are grounds for discontinuing the proceedings, he or she shall revoke the contested decision without further ado and discontinue the proceedings<sup>31)</sup>.
9. The rector shall reject a late or inadmissible appeal; if the decision has already become final, he shall subsequently examine whether there are grounds for reviewing the decision in review proceedings, for reopening the proceedings or for issuing a new decision; if he finds that the conditions for initiating review proceedings, for reopening proceedings or for issuing a new decision are met, the late or inadmissible appeal shall be considered as a motion for review proceedings or a request for reopening proceedings or a request for issuing a new decision<sup>32)</sup>. If the rector concludes that the appeal was filed in a timely manner and is admissible, he or she shall return the matter to the dean<sup>33)</sup>.
10. The rector shall issue a decision in the appeal proceedings within 30 days; the period shall commence on the date of delivery of the file to the rector<sup>34)</sup>. The provisions of Article 7(12) and (13) shall apply *mutatis mutandis* to the rector's decision.
11. The rector's decision cannot be further appealed; the rector's decision is final if it has been delivered to the student<sup>35)</sup>. Together with the rector's decision, the dean's decision, which was confirmed in accordance with paragraph 7, becomes final.
12. If the student withdraws the appeal, the appeal proceedings shall be discontinued on the date of withdrawal of the appeal; the contested decision becomes final on the day following the discontinuation of the proceedings; a resolution is issued stating that the proceedings have been discontinued, which is only noted in the file and the student is notified thereof; the appeal may be withdrawn no later than the date of the rector's decision<sup>36)</sup>.
13. Following the decision under paragraph 6, the rector or dean shall take such measures to restore the student's rights and to eliminate or at least mitigate the consequences caused by the defective decision<sup>37)</sup>.

#### **Article 10** **Final provisions**

1. The Disciplinary Code for Students of Jan Evangelista Purkyně University in Ústí nad Labem, registered by the Ministry of Education, Youth and Sports on 16 May 2017 under ref. no. MSMT- 11973/2017, is hereby repealed.
2. These disciplinary rules were approved in accordance with Section 9(1)(b)(3) of the Act by the Academic Senate of UJEP on 26 November 2025.
3. These disciplinary rules shall enter into force pursuant to Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
4. These disciplinary rules shall take effect on the first day of the calendar month following the date of their registration by the Ministry of Education, Youth and Sports.

doc. RNDr. Jaroslav Koutský, Ph.D., v. r.

Rector

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<sup>30)</sup> Section 90(5) of the Administrative Procedure Code.

<sup>31)</sup> Section 90(4) of the Administrative Procedure Code.

<sup>32)</sup> Section 92(1) of the Administrative Procedure Code.

<sup>33)</sup> Section 92(2) of the Administrative Procedure Code.

<sup>34)</sup> Section 90(6) of the Administrative Procedure Code.

<sup>35)</sup> Section 91(1) of the Administrative Procedure Code.

<sup>36)</sup> Section 91(3) of the Administrative Procedure Code.

<sup>37)</sup> Section 68(5) of the Act.