



# **ART & DESIGN INSTITUT**

## **DISCIPLINARY RULES**

of 25 September 2017

**First private college of the fine art in the Czech  
Republic**

# DISCIPLINARY RULES FOR STUDENTS

## Article 1

1. The Disciplinary rules for Students of a Private College of Fine Arts The ART & DESIGN INSTITUT (hereinafter referred to as the “Disciplinary Code”) is regulated in accordance with Act No. 111/1998 Coll. as amended (hereinafter referred to as the “Act on Higher Education”) the procedure for dealing with disciplinary offenses of students of a private art and design college ART & DESIGN INSTITUT (hereinafter referred to as “ADI”) and imposing sanctions.
2. A disciplinary offense is a culpable violation of the obligations set forth by law or internal ADI regulations.

## Article 2 Sanctions

1. For a disciplinary offense may be imposed on the student:
  - a. a warning
  - b. conditional expulsion from study, setting a time limit and conditions for certification
  - c. expulsion from study
2. A disciplinary offense committed negligently and a minor disciplinary offense can be dealt with without imposing a penalty.
3. It is also possible to refrain from imposing a sanction if the actual handling of a disciplinary offense leads to a remedy.
4. When imposing sanctions, account shall be taken of the nature of the conduct by which the disciplinary offense was committed, the circumstances in which it was committed, the consequences caused, the degree of culpability, and the behavior of the student who committed the disciplinary offense and consequences. It can be excluded from the study in case of deliberate commission of a serious disciplinary offense.
5. The time limit and conditions for certification in the case of conditional expulsion from studies are determined according to the severity of the disciplinary offense. This period shall be at least six months and at most one year and shall be laid down in the operative part of the decision on disciplinary offense.
6. If a student commits another disciplinary offense within the time limit for the certificate, he / she can be expelled from the study.

## Article 3 Initiation of disciplinary proceedings

1. A disciplinary procedure initiated disciplinary commission on Rector's proposal.
2. The proposal contains a description of the act or the evidence on which it is based, as well as the reason why it is considered a disciplinary offense.
3. Disciplinary proceedings commence on the date the copy of the Rector's proposal delivered to the student in writing into their own hands.

4. After initiating disciplinary proceedings, the chairman of the Disciplinary Committee shall convene a meeting of the Disciplinary Committee.
5. A disciplinary offense cannot be dealt with if one year has elapsed since it was committed. The period of one year does not include the period when the person is not a student.

**Article 4**  
**The disciplinary commission**

1. The accusation of a student for a disciplinary offense is heard by the disciplinary board.
2. Disciplinary committee meeting chaired by its Chairman, Disciplinary Committee meetings are not public.
3. The Disciplinary Committee shall have a quorum if a majority of its members. Unless equal representation of academic staff and students is maintained, the Chairperson shall adjourn the meeting if one of the members of the Disciplinary Board proposes it.
4. Resolution of the disciplinary commission is taken if for them absolute majority of its members present. When equality of votes the vote of the Chairman of the Disciplinary Committee.
5. The proceedings of the Disciplinary Board shall be recorded. The enrollment is stored in the Study Department and in the student's documentation.

**Article 5**  
**Discussing a disciplinary offense**

1. The student must be invited to the meeting of the Disciplinary Board in writing and in time. He / she has the right to propose and submit evidence, comment on all documents and consult written documents. The student has the right to choose a lawyer who acts on his / her behalf within the scope of written authorization.
2. The Disciplinary Board may act in the absence of a student only if the invitation to the meeting has been duly and timely notified and the student has not attended the meeting without apology.
3. The Disciplinary Board is obliged to carry out the necessary evidence and discuss the matter in order to establish that a disciplinary offense has been committed and that the student has committed it.
4. After discussing the matter, the Disciplinary Board shall decide on a draft decision on disciplinary offense, which shall be submitted to the Rector.
5. The disciplinary commission shall communicate the resolution under paragraph 4 to the student, if any. Otherwise, this resolution shall not be notified separately.

**Article 6**  
**Rector's decision**

1. The Rector shall issue a decision on the basis of a proposal by the Disciplinary Board within 30 days from the date of the proposal by the Disciplinary Board.
2. The Rector may return the matter to the Disciplinary Board for further investigation if he / she deems it necessary to properly clarify the matter.

3. The Rector may impose a sanction proposed by the Commission, or a lesser sanction, or may discontinue disciplinary proceedings if the grounds under Section 69 (2) of the Higher Education Act have been established.
4. The Rector's decision shall be made in writing and shall contain a statement on the finding of a disciplinary offense and the imposition of a sanction. It also contains a justification and guidance on the possibility to appeal against the decision.
5. The Rector's decision to discontinue the disciplinary proceedings shall include a statement on the discontinuation of the disciplinary proceedings, a statement of reasons and instructions on the possibility to appeal against the decision.

**Article 7**  
**Deciding on a disciplinary offense**

1. A decision on a disciplinary offense is subject to Section 68 of the Higher Education Act.
2. The student may lodge an appeal against the decision in writing, no later than 30 days from the date of its delivery. An appeal always has a suspensive effect.
3. The Rector's decision on the appeal shall state the reasons for the decision and shall state that the decision is final.

**Article 8**  
**Final Provisions**

1. The Disciplinary Rules for ART & DESIGN INSTITUTE students registered by the Ministry of Education, Youth and Sports on 25 July 2013 under Ref. MSMT-29988 / 2013-1.
2. These Disciplinary Rules come into force pursuant to Section 36 (4) and Section 41 (2) of the Higher Education Act on the day of registration by the Ministry of Education, Youth and Sports.



A handwritten signature in blue ink, appearing to read 'Július Gajdoš'.

prof. PhDr. Július Gajdoš, Ph.D.  
rector ART & DESIGN INSTITUT