

In compliance with § 36 Paragraph 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) as amended, the Ministry of Education, Youth and Sports registered the Disciplinary Code for Students of Tomas Bata University in Zlín under Ref. No. MSMT-3477/2026-2 on the date of signing the registration.

*for Mgr. Vojtěch Tomášek
Director of the Higher Education Department*

Mgr. Samuel Jezný

DISCIPLINARY CODE FOR STUDENTS OF TOMAS BATA UNIVERSITY IN ZLÍN

*In compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter i) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) as amended,
the Academic Senate of Tomas Bata University in Zlín
has adopted the following Disciplinary Code for Students of Tomas Bata University in Zlín :*

Article 1

Introductory provisions

In compliance with § 17 Paragraph 1 Letter i) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the “Act”), the Disciplinary Code for Students of Tomas Bata University in Zlín (hereinafter referred to as the “Code”) is an internal regulation of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) and governs the rules of the disciplinary proceeding against students in Bachelor’s, Master’s and doctoral programmes carried out by TBU faculties or by TBU itself.

Article 2

Disciplinary offence

A disciplinary offence (hereinafter referred to as an “offence”) is a culpable breach of obligations laid down by legal regulations or by the internal regulations of TBU and its component parts. Students are required to act with integrity and honesty in the course of their studies and to comply with the internal regulations of TBU and its component parts, in particular, but not exclusively, the TBU Code of Ethics.

Article 3

Sanctions

- (1) One of the following sanctions may be imposed upon a student in the event of an offence:
 - a) reprimand,
 - b) conditional expulsion from studies subject to a specified probationary period and conditions for demonstrating good conduct,
 - c) expulsion from studies.
- (2) When imposing sanctions, consideration is given to the nature of the conduct constituting the offence, the circumstances under which it occurred, the resulting consequences, the degree of culpability, as well as the prior conduct of the student who committed the offence and the efforts

made to remedy its consequences.

(3) In the case of conditional expulsion, a probationary period and conditions must be established; these are determined based on the severity of the offence; the probationary period shall be no less than six months and no more than three years. If a student commits another offence during the probationary period, they will be expelled from studies.

(4) A sanction under Paragraph 1 Letter c) may be imposed on a student only for a serious, intentional offence. Pursuant to § 67 of the Act, a student who was admitted to studies as a result of fraudulent conduct shall also be expelled.

(5) An offence cannot be adjudicated if one year has elapsed since its commission or since a final conviction in a criminal case. The one-year period is suspended by notification of the initiation of disciplinary proceedings; upon suspension, a new one-year period begins to run. The time during which a natural person is not a student and the time during which administrative or judicial proceedings were conducted regarding the matter shall not be included in the time limits.

(6) A sanction may not be imposed if the mere hearing of the offence by the Disciplinary Committee leads to rectification.

Article 4 Disciplinary Committee

(1) The Disciplinary Committee is an autonomous academic body of TBU.

(2) The Disciplinary Committee of the faculty (hereinafter referred to as the "Faculty Committee") shall consider offences committed by students enrolled at that faculty. The Disciplinary Committee of TBU (hereinafter referred to as the "TBU Committee") shall consider offences committed by students of TBU who are not enrolled at any faculty. In considering an offence, the role of the Faculty Committee or the TBU Committee is to establish the facts of the case and assess the degree of fault of the student.

(3) The Faculty Committee shall consider offences committed by students enrolled at the faculty and shall submit a proposal for a decision to the Dean. The TBU Committee shall consider offences committed by students enrolled directly at TBU and shall submit a proposal for a decision to the Rector.

(4) The members of the Faculty 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 number of members of the Faculty Committee and the length of their term of office shall be determined by an internal regulation of the faculty.

(5) The members of the TBU Committee shall be appointed and dismissed by the Rector from among the members of the academic community of TBU, subject to the prior approval of the Academic Senate of TBU. The number of members of the TBU Committee and the length of their term of office shall be determined by the Statute of TBU. The TBU Committee shall elect and dismiss its Chairperson from among its members.

Article 5 Commencement of disciplinary proceedings

(1) Disciplinary proceedings shall be initiated by the Faculty Committee upon a proposal from the Dean, or by the TBU Committee upon a proposal from the Rector.

(2) A proposal to initiate disciplinary proceedings must be submitted in writing to the Faculty Committee or the TBU Committee (hereinafter referred to as the "Committee"). It must contain a description of the act, any proposed evidence on which it relies, and a statement of the reasons why the act is considered to constitute an offence. If the proposal does not contain these particulars,

the Chairperson of the Committee shall promptly return it to the submitter for completion.

(3) Disciplinary proceedings shall be deemed to have commenced when the student is informed of the proposal. This shall be understood as the date on which the student is served with a summons, including the proposal referred to in Paragraph 2, sent by the Chairperson of the Committee in accordance with Article 6 Paragraph 5.

Article 6 Consideration of the proposal

(1) The meeting of the Disciplinary Committee shall be convened by its Chairperson without undue delay after receipt of the proposal, in such a way that the meeting takes place only after the expiry of a period of seven days from the date on which the summons, made available to the student in the TBU electronic information system pursuant to Paragraph 5, Clause 3, is deemed to have been served.

(2) The meeting of the Committee shall be chaired by the Chairperson. Members shall be invited to the meeting in writing via their university email accounts.

(3) The meeting of the Committee shall be held in camera, and the members of the Committee shall be obliged to maintain confidentiality regarding all facts they become aware of in the course of the meeting.

(4) The Committee shall have a quorum if an absolute majority of all its members are present. The Committee shall decide by secret ballot if requested by any of its members. A resolution shall be adopted if approved by a majority of the members present. Pursuant to § 69 Paragraph 1 of the Act, the Dean or the Rector may not impose a more severe sanction than that proposed by the Disciplinary Committee.

(5) The student must be summoned to the meeting of the Committee in writing. The summons shall be delivered to the student via the TBU electronic information system. The summons shall be deemed to have been served at the moment the student logs into the system after the summons has been made available therein. If the student does not log in within 10 days from the date on which the summons was made available, it shall be deemed to have been served on the final day of that period.

(6) The student has the right to be personally present at the Committee meeting (except during its voting). The student has the right to propose and submit evidence, to comment on all documents forming the basis of the proceedings, to inspect written materials and – except for the voting record – the minutes of the Committee meeting, and to make extracts from them.

(7) The Committee may decide to proceed in the absence of the student only if the summons to the meeting has been duly and timely served in the manner set out in Paragraph 5 and the student fails to attend without proper excuse stating the reasons.

(8) If the student has excused themselves from attending the Committee meeting, the Chairperson shall set an alternative date. The excuse shall be submitted electronically via the TBU electronic information system, and such submission shall be deemed to be signed.

(9) The Committee is obliged to examine the matter in such a way that it can be established beyond doubt whether the student has committed the offence. A separate disciplinary case file (hereinafter referred to as the “file”) shall be kept, containing in particular the proposal to initiate the proceedings, the minutes (or multiple sets of minutes) of the meeting(s), and other documents relating to the matter under consideration. The file shall include the Committee’s resolution and the voting record. The file must be submitted to the Dean or the Rector no later than 10 days after the conclusion of the Committee’s consideration of the case.

Article 7 Decision on a disciplinary offence

(1) A decision on a disciplinary offence shall be issued by the Dean or, as the case may be, the Rector, on the basis of the documents contained in the case file, usually within seven days of its

receipt.

(2) Prior to issuing a decision, the Dean or the Rector may return the matter to the Committee, together with a written justification, for further investigation if this is deemed necessary for the proper clarification of the case.

(3) A decision imposing a sanction pursuant to Article 3 Paragraph 1 Letter a) to c) must be issued in writing and must include a finding that an offence has been committed and the determination of the sanction. It must also contain a statement of reasons and information on the right to appeal. A decision imposing a sanction shall be notified only to the student.

(4) A decision discontinuing disciplinary proceedings shall include a statement that the proceedings are discontinued, a statement of reasons, and information on the right to appeal.

(5) A decision on a disciplinary offence shall be delivered to the student via the electronic information system of TBU. The decision shall be deemed delivered at the moment when the student logs into the system after the decision has been made accessible to them. If the student does not log into the system within 10 days from the date on which the decision was made accessible, the decision shall be deemed delivered on the last day of that period.

Article 8

Appeal

(1) The student may appeal against a decision in a disciplinary offence case in accordance with Paragraph 3. The time limit for lodging an appeal is 15 days from the date of notification of the decision and shall commence on the day following the day on which the decision was notified to the student.

(2) The authority that issued the decision may waive a failure to meet the appeal deadline on serious and duly substantiated grounds, provided that the student submits a written request in electronic form via the TBU electronic information system no later than 15 days from the date on which the obstacle preventing the student from lodging the appeal ceased to exist. Such a submission shall be deemed to be signed. A failure to meet the appeal deadline cannot be waived if one year has elapsed from the date of notification of the decision.

(3) The student shall lodge the appeal, stating the grounds for appeal or the reasons for disagreeing with the decision, with the authority that issued the decision, in electronic form via the TBU electronic information system; such submission shall be deemed to be signed.

(4) An appeal lodged in due time and deemed admissible shall have suspensive effect.

(5) The Dean or the Rector may grant the appeal and amend or revoke the decision. If the Dean revokes the decision, the matter shall be referred back to the Faculty Committee for reconsideration; if the Rector revokes the decision, the matter shall be referred back to the TBU Committee for reconsideration.

(6) If the Dean does not make a decision in accordance with Paragraph 5, they shall supplement the documentation for the decision, including the minutes of the Faculty Committee meeting, and shall forward the appeal together with the case file to the Rector within 30 days of receipt of the appeal. The Rector shall act as the appellate administrative authority.

(7) The Rector shall decide on the appeal in accordance with the relevant provisions of Act No. 500/2004 Coll., Code of Administrative Procedure, as amended (hereinafter referred to as the "Administrative Procedure Code"), in particular as follows:

- a) dismiss the appeal if it has been lodged out of time or is inadmissible;
- b) if it is concluded that the contested decision is contrary to legal regulations or the internal regulations of TBU or its component parts, or is otherwise incorrect, annul the contested decision or part thereof and discontinue the proceedings;

- c) if it is concluded that the contested decision is contrary to legal regulations or the internal regulations of TBU or its component parts, or is otherwise incorrect, annul the contested decision or part thereof and remit the matter for reconsideration to the body that issued the contested decision;
 - d) if it is concluded that the contested decision is contrary to legal regulations or the internal regulations of TBU or its component parts, or is otherwise incorrect, amend the contested decision or part thereof, in particular where facts have emerged which the student could not, without fault, have relied upon in the proceedings before the Committee, or where evidence may be produced that could not have been presented in the original proceedings before the Committee, provided that such facts or evidence may lead to a more favourable decision for the student;
 - e) dismiss the appeal and uphold the contested decision.
- (8) If a decision imposing a sanction is revoked, the bodies of TBU or its component parts shall take such measures as are necessary to restore the student's rights and to eliminate or at least mitigate the consequences caused by the erroneous decision.
- (9) The Rector's decision on the appeal shall be issued in writing and shall include an operative part, a statement of reasons, and information that it is final and not subject to further appeal. The decision on the appeal shall be notified only to the student and shall be included in the case file.
- (10) The decision on the appeal, in the form of an electronic counterpart of the written decision, shall be served on the student in the manner set out in Article 7 Paragraph 5.
- (11) The Rector's decision on the appeal, by which the matter is concluded, shall become final upon delivery to the student. The legal effect (finality) of the Rector's decision shall be indicated on the written version of the decision, which shall remain part of the case file.
- (12) After the Rector has decided on the appeal of a student enrolled at a faculty, the case file shall be returned to the relevant faculty.

Article 9 **Common and final provisions**

- (1) The Disciplinary Code for TBU Students registered by the Ministry of Education, Youth and Sports on 9 February 2017 under Ref. No. MSMT-3880/2017 shall be abolished.
- (2) This Code was approved by the TBU Academic Senate on 10 February 2026.
- (3) This Code shall enter into force in compliance with § 36 Paragraph 4 of the Act on the date upon which it is registered by the Ministry of Education, Youth and Sports.
- (4) This Code shall come into effect on the date upon which it is registered by the Ministry of Education, Youth and Sports.

doc. Ing. Martin Sysel, Ph.D. m. p.
Chairman of TBU Academic Senate

Prof. Mgr. Milan Adámek, Ph.D. m. p.
TBU Rector

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