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Article 1

Basic provisions

- (1) This Directive constitutes an internal regulation of Tomas Bata University in Zlín (hereinafter referred to as "TBU") and is issued in accordance with the relevant provisions of the TBU Study and Examination Regulations (hereinafter referred to as the "SER").
- (2) The purpose of this Directive is to lay down the basic rules governing the development of study-related measures in cases of pregnancy, childbirth or parenthood (hereinafter referred to as "parenthood") for students enrolled in Bachelor's, Master's (including follow-up Master's) and doctoral programmes at TBU (hereinafter referred to as the "student"), in accordance with the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), and the relevant provisions of the SER.
- (3) For the purposes of this Directive, the term "student" shall also include female students, in particular in cases relating to pregnancy and maternity.
- (4) The measures specified in Paragraph 2 shall apply to students for the period corresponding to the period for which maternity or parental leave would otherwise have lasted (hereinafter referred to as the "recognised period of parenthood").

- (5) The recognised period of parenthood shall apply to female students no earlier than from the beginning of the eighth week before the expected date of childbirth and to male students no earlier than from the date of the child's birth.
- (6) TBU shall take appropriate measures to facilitate the studies of parents of children under three years of age. This principle shall also apply when interpreting contentious provisions or procedures in specific cases.

Article 2

Notification obligation regarding the recognised period of parenthood

- (1) For the purposes of recording the recognised period of parenthood in the electronic information system for study administration (hereinafter referred to as "IS/STAG"), the student record book and the student register, a student who becomes a parent shall notify TBU of this fact by submitting an application for registration of the recognised period of parenthood in IS/STAG.
- (2) The student shall submit the application for the recognised period of parenthood in IS/STAG together with a copy of a medical certificate stating the expected date of childbirth and, within no later than 22 weeks of the date of childbirth, a copy of the child's birth certificate. If the student fails to provide a copy of the child's birth certificate, or, in the case of an international student, a copy in English accompanied by a certified translation into Czech, even after being requested to do so by TBU, TBU shall terminate the registration of the recognised period of parenthood and make the corresponding changes in IS/STAG.
- (3) The recognised period of parenthood may be registered in IS/STAG no earlier than eight weeks before the expected date of childbirth in the case of a female student and no earlier than the date of the child's birth in the case of a male student.
- (4) A student may submit an application for registration of the recognised period of parenthood at any time during the recognised period of parenthood, but no earlier than 14 days before the expected date of commencement of the recognised period of parenthood.
- (5) Should a student fail to meet the requirements set out in Paragraphs 1 and 2 prior to the expected commencement of the recognised period of parenthood, or should they meet them during this period, they shall be granted the rights arising from the recognised period of parenthood retrospectively, from the moment the recognised period of parenthood commenced. Any previously issued decision on the assessment of tuition fees shall be revoked in view of the above.
- (6) In the event of any change during the recognised period of parenthood, the student shall notify TBU of such change via IS/STAG without undue delay and shall provide the relevant supporting documents.
- (7) A student who has been granted custody of a child shall provide evidence of this fact by means of a decision from the competent authority, which is deemed to be a decision

granting custody of the child in lieu of parental care for the purposes of state social support (this applies to cases where a child is taken into care in lieu of parental care pursuant to a decision by the competent authority). In such cases, the recognised period of parenthood shall commence on the date on which the decision to place the child in care in lieu of parental care becomes final.

Article 3

Tuition fee

- (1) For the purposes of assessing tuition fees, the recognised period of parenthood shall be deducted from the total period of study when calculating the total period of study pursuant to § 58 Paragraph 3 of the Act. This procedure is subject to the student fulfilling the conditions set out in Article 2 of this Directive.
- (2) If a student fails to fulfil the conditions set out in Article 2 of this Directive and does not apply for registration of the recognised period of parenthood, the recognised period of parenthood may not be taken into account when calculating the total period of study in proceedings for the assessment of a tuition fee pursuant to § 58 Paragraph 3 of the Act.

Article 4

Suspension of studies

- (1) A student shall have the right to suspend their studies in connection with parenthood throughout the recognised period of parenthood. During this period, the student shall also have the right to suspend their studies in connection with taking a child into care in lieu of parental care pursuant to a decision of the competent authority under the Civil Code or legislation governing state social support.
- (2) In such cases, studies shall be suspended on the basis of an application submitted by completing an application for suspension of studies due to the recognised period of parenthood via IS/STAG. The application shall include the student's proposed period of suspension. The application shall be processed by the Dean or, in the case of students enrolled in degree programmes delivered directly by TBU together with a university department, by the Rector. The Dean or Rector shall grant the application in all cases where the student meets the conditions set out in Paragraph 1.
- (3) The period of suspension of studies due to the recognised period of parenthood shall not be included in the total period of suspension of studies or in the maximum duration of studies. Studies shall remain suspended throughout this period, and upon its expiry the student shall have the right to re-enrol in their studies.
- (4) Upon expiry of the period for which studies were suspended, the natural person whose studies have been suspended shall have the right to re-enrol in their studies. A natural person whose studies have been suspended shall have the right to end the suspension of studies on the basis of the recognised period of parenthood before the recognised period of parenthood has expired. Upon re-enrolment and commencement of studies following suspension, the current academic status of each such student and the progress of the academic year will be taken into account.

- (5) If, during the period of suspension of studies, a natural person whose studies have been suspended becomes entitled to a recognised period of parenthood, the natural person shall notify the Student Affairs Office of this fact without undue delay using the form set out in Annex 1 to this Directive, together with the expected end date of the recognised period of parenthood and the documents specified in Article 2 Paragraph 2 of this Directive. In such cases, the recognised period of parenthood shall likewise not be included in the total period of suspension of studies.
- (6) A natural person whose studies have been suspended shall communicate with TBU using their private email account, using their assigned student number for verification purposes. This shall not affect the possibility of communicating in accordance with the Administrative Procedure Code. An application for registration of the recognised period of parenthood shall be submitted by a natural person whose studies have been suspended using the form set out in Annex 1 to this Directive.

Article 5

Extension of deadlines for fulfilling academic requirements

- (1) A student who does not suspend their studies due to pregnancy or childcare is entitled to an extension of the deadlines for fulfilling academic requirements, as well as for meeting the conditions for progression to the next semester, year or other stage of study, as set out in particular in the SER (hereinafter referred to as “deadlines for fulfilling academic requirements”), by a period corresponding to the duration of maternity leave as laid down by specific legislation.
- (2) The deadlines shall be extended on the basis of an application for an extension of the deadlines for fulfilling academic requirements submitted via IS/STAG. The application shall be processed by the Dean; in the case of students on degree programmes delivered directly by TBU in conjunction with a university department, it shall be processed by the Head of the university department. The Dean or the Head of the university department shall always grant the application provided that the student meets the conditions set out in Paragraph 1 and in Article 2 Paragraph 2.
- (3) In connection with pregnancy or childcare, the Dean or the Head of the university department may, upon the student’s written request, grant an exemption in accordance with the relevant provisions of the SER.

Article 6

Final provisions

This Directive replaces Rector’s Directive No. 5/2014 and Rector’s Directive No. 1/2017.

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30 June 2026	01	Vice-Rector for Pedagogical Activities	Creation of document

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