
Appeal Proceedings in Matters of Study

An appeal, as a regular remedy, initiates appeal proceedings in which the Rector, acting as the appellate administrative authority, reviews whether the contested decision and the procedure preceding its issuance comply with legal regulations and the internal regulations of the University and the relevant faculty, or whether the contested decision is correct.

When deciding on students' rights and obligations, the procedure follows, in particular, Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), Act No. 500/2004 Coll., the Administrative Procedure Code, and the internal regulations of the University and its individual faculties.

Procedure for Handling Appeals

- A student, either personally or through an authorised representative, may lodge an appeal **within 15 days** from the date on which the Dean's decision was notified; an appeal has met the deadline if the letter containing the appeal is submitted to the postal service operator on the last day of the deadline.
- An appeal is filed with **the Dean**, who may change or cancel the decision if this fully satisfies the appeal. An appeal may be filed against such decision.
- If the Dean does not grant the appeal, he shall forward it to the Rector as the appellate authority within 15 days of receipt of the appeal. In case of a late or inadmissible appeal, the dean will hand over the file to the Rector within ten days.
- An appeal may be filed to contest the statement part of a decision, or any of its statements or subsidiary provisions; an appeal filed only against the reasoning of a decision is inadmissible.
- The appeal must **clearly state which decision is being challenged and what is being proposed**. The appellant must state their first name, surname, date of birth, permanent residence, and (where applicable) an address for service. The appellant will also state what he deems to constitute a conflict between the decision (or the procedure which preceded it) and legal regulations, internal regulations, or raise objections concerning the correctness of the decision. The appeal must be **signed by the appellant**.
- The appellant may apply for a waiver of default on appeal within fifteen days of the date on which the obstacle that prevented him from filing an appeal ceased to exist; the request must be accompanied by the missed act, i.e., the appeal itself.
- The Rector reviews the compliance of the appealed decision and the proceedings preceding it with legal regulations, internal regulations, and the requirements for admission to study set by the faculty. The correctness of the contested decision shall be reviewed only to the extent of the objections raised in the appeal, unless public interest requires otherwise.
- The Rector shall dismiss any late or inadmissible appeal.
- The Rector shall amend or cancel any decision that in conflict with legal regulations or the internal regulations of the University or its faculties, or that is incorrect; otherwise, the Rector dismisses the appeal and affirms the appealed decision.
- If the Rector cancels the Dean's decision, he may, depending on the circumstances, returns the case to the Dean for new proceedings; in the reasoning of such decision, the Rector expresses his legal opinion which is binding on the dean in new proceedings on the matter. A new decision may be appealed.
- **No appeal may be filed** against the Rector's decision.