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Article 1

Introductory provisions

- (1) The purpose of this Directive is to set the basic rules for the creation of measures related to studies in cases of pregnancy, childbirth and parenthood (hereinafter referred to as "parenthood") of students of Tomas Bata University in Zlín (hereinafter referred to as "TBU"). These measures shall apply for as long as the maternity or parental leave of TBU students would otherwise last (hereinafter referred to as the "recognized period of parenthood").
- (2) The established procedure is based on the Act No. 48/2013 Coll., amending the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, and on TBU Study and Examination Regulations.
- (3) Female students are entitled to the recognized period of parenthood at the earliest from the beginning of the eighth week before the expected date of birth, male students no earlier than from the date of the child's birth.
- (4) TBU is obliged to make appropriate arrangements for the study of parents of children under 3 years of age. This principle shall also apply to the interpretation of disputed provisions or procedures in specific cases.
- (5) For the purposes of this Directive, the term "student" also refers to a female student, especially in cases which, by definition, relate only to female students.

Article 2

Obligation to notify recognized period of parenthood

- (1) In order to record the recognized period of parenthood in the Information System for Studies Administration (hereinafter referred to as "IS/STAG"), in the Student Record Book and in the

student registry, the student is obliged, in the case of parenthood, to inform the Student Affairs Office of the relevant Faculty about this fact.

- (2) This obligation is fulfilled by the student by completing and submitting the form – Request for Registration of the Recognized Period of Parenthood, whose template forms Annex 1 to this Directive – to the Student Affairs Office of the relevant Faculty.
- (3) The student is entitled to submit a request for registration of the recognized period of parenthood at any time during the recognized period of parenthood, however, no earlier than 14 days before the expected date of commencement of the recognized period of parenthood.
- (4) The recognized period of parenthood can be entered in the IS/STAG of a female student no earlier than 8 weeks before the expected date of birth, in the case of a male student no earlier than on the day of the child's birth.
- (5) Students are required to provide a copy of a medical certificate with an expected date of birth. Within 20 weeks from the date of birth, the student is obliged to submit to the relevant Student Affairs Office an officially certified copy of the child's birth certificate and a written confirmation of eligibility for the benefit issued by the body of the state social assistance of the Czech Republic. If the student fails to submit an officially certified copy of the child's birth certificate within the above-mentioned period, it is considered that 20 weeks after the expected date of birth, the recognized period of parenthood expires.
- (6) If the student fails to fulfil his/her obligation referred to in Paragraph 1 and Paragraph 2 of this Article, or notifies the recognized period of parenthood late, it is not possible to retroactively grant him/her the rights arising from the recognized period of parenthood, or cancel the decision on the tuition fee imposed after the decision has been issued.
- (7) In the event of any change during the recognized period of parenthood, the student is obliged to report such a change to the Student Affairs Office without undue delay, and to present necessary documents attesting the fact.
- (8) The applicant (student) who has been entrusted with the care of the child is obliged to present a decision of the competent authority to certify this fact, which is considered to be a decision on entrusting the child to the care of persons substituting parental care for the purposes of state social support (applies to cases of being granted custody of the child and substituting parental care according to the decision of the competent authority). In such a case, the recognized period of parenthood begins on the date on which the decision on entrusting the child to the student to substitute parental care comes into legal force.

Article 3 **Tuition fee**

- (1) For the purposes of calculation of the tuition fee to be imposed, when calculating the total length of study, the recognized period of parenthood shall be deducted from the total length of study calculated according to the provisions of § 58 Paragraph 3 of the Act. A prerequisite for this procedure is the fulfilment of the obligation by the student, in accordance with Article 2 of this Directive, regarding the fulfilment of the obligation to report the recognized period

of parenthood by means of a request for registration thereof, and the submission of relevant documents.

- (2) In the event that the student fails to fulfil his/her obligation set out in Article 2 of this Directive and does not submit a request for registration of the recognized period of parenthood, the decision on the tuition fee imposed will be issued, and this decision cannot be cancelled. The right of appeal against the decision given shall not be affected.

Article 4 **Suspension of studies**

- (1) TBU students are entitled to suspend their studies in connection with pregnancy, childbirth or parenthood for the entire recognized period of parenthood.
- (2) In such a case, the studies are suspended on the basis of a request for suspension of studies (see Annex 1 to this Directive) due to the recognized period of parenthood, which the student shall submit to the Dean through the relevant Student Affairs Office. The Dean shall grant the request if the student meets the conditions specified in Paragraph 1 of this Article.
- (3) The applicant's (student's) proposal for the period of suspension forms part of the request. The request must be accompanied by documents proving the recognized period of parenthood. These documents include a copy of a medical certificate on the expected date of birth and, within 20 weeks from the date of birth, a certified copy of the child's birth certificate, and a written confirmation of eligibility for benefits issued by the body of the state social assistance of the Czech Republic.
- (4) If a student requests suspension of studies in connection with a recognized period of parenthood after the birth of a child, he/she is obliged to submit a certified copy of the child's birth certificate and a written confirmation of eligibility for the benefit issued by the body of the state social assistance of the Czech Republic.
- (5) The period of suspension of studies due to a recognized period of parenthood shall not be included in the total period of suspension of studies. Suspension of studies due to a recognized period of parenthood is not considered a suspension of studies.
- (6) Upon expiry of the period for which the studies were suspended, the student has the right to re-enrol on studies. TBU students have the right to terminate the suspension of studies due to a recognized period of parenthood even before the recognized period of parenthood expires. When re-enrolling on studies and starting studies after suspension, the current academic performance of each such student and the academic calendar of the relevant academic year shall be taken into account.
- (7) In the event that the student's studies have been suspended and a fact arises establishing the recognized period of parenthood, the student is obliged to report this fact to the Student Affairs Office without undue delay, and provide information about the expected termination of the recognized period of parenthood and submit the documents referred to in Article 2, Paragraph

2 of this Directive. Even in this case, the recognized period of parenthood is not included in the total period of suspension of studies.

Article 5 **Extension of deadlines**

- (1) If the studies are not suspended by a student who uses maternity leave during the course of studies, the deadlines for fulfilment of academic requirements, as well as for meeting the conditions for advancement to the next semester, year or other stage of studies arising in particular from the Study and Examination Regulations (hereinafter referred to as “deadlines for fulfilment of academic requirements”) shall be extended by the period during which the student’s maternity leave would otherwise last, i.e. 28 weeks.
- (2) A prerequisite for extending the deadlines under the previous Paragraph is the student’s fulfilment of the obligation referred to in Article 2, Paragraph 1 and 2 of this Directive.
- (3) Deadlines shall be extended on the basis of a request for an extension of the deadline for fulfilment of academic requirements (see Annex 1 to this Directive) due to the use of maternity leave, which the student shall submit to the Dean through the relevant Student Affairs Office. The Dean shall grant the request if the student meets the conditions specified in Paragraph 1 and 2 of this Article.

Article 6 **Final provisions**

- (1) This Directive replaces the Rector’s Directive No. 7/2013 and amends the Study and Examination Regulations of Tomas Bata University in Zlín.