

University of Presov

R U L E S o f P R O C E D U R E
of the Disciplinary Committee
of the University of Presov for Students

2022

R u l e s o f P r o c e d u r e

of the Disciplinary Committee of the University of Presov for Students

Pursuant to § 15 section 1, letter m) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended and after approval by the Academic Senate of the University of Presov, I hereby issue the following

R u l e s o f P r o c e d u r e

Art. 1

Introductory provisions

1. The Disciplinary Committee of the University of Presov for Students (hereinafter referred to as the "Disciplinary Committee") is a body of the academic self-government of the University of Presov (hereinafter referred to as the "University").
2. The Disciplinary Committee shall discuss disciplinary offences of those students of the University who are not enrolled in any study programme carried out at the faculty.
3. If the faculty decides that it needs to regulate the Rules of Procedure of the Disciplinary Committee of the University of Presov (hereinafter referred to as the "Rules of Procedure") in more detail for its own conditions, it shall issue the Rules of Procedure of the Disciplinary Committee of the Faculty as its internal regulation. The Rules of Procedure of the Faculty Disciplinary Committee cannot conflict with these Rules of Procedure.

Art. 2

Disciplinary offence

1. A disciplinary offence is a culpable violation of legal regulations or internal regulations of the University or its units, or public order.
2. A student may be subject to any of the following disciplinary measures for a disciplinary offence:
 - a) reprimand
 - b) conditional exclusion from studies specifying the time limit and conditions under which the exclusion will be cancelled
 - c) exclusion from studies

3. A disciplinary offence is time-barred if more than one year has elapsed since its commission. The limitation period shall not run during the disciplinary offence proceedings or during the interruption of studies.

Art. 3

Disciplinary offence proceedings

1. Proceedings on a disciplinary offence before the Disciplinary Committee shall be held on the proposal of the Rector, who shall submit the proposal to the Chairman of the Disciplinary Committee.
2. The Disciplinary Committee shall be convened by its Chairman so that the disciplinary proceedings are initiated within 14 days of receiving the proposal.
3. The Disciplinary Committee has a quorum if a majority of the members are present.
4. If a member of the Disciplinary Committee is biased, he/she shall report this fact to the Chairman. If the Chairman of the Disciplinary Committee is biased, he/she shall report this fact to the Rector. In this case, the Rector shall delegate in writing the conduct of the disciplinary proceedings to another member of the Disciplinary Committee from the staff section.
5. The proceedings on a disciplinary offence before the Disciplinary Committee shall be closed and oral in the presence of the student who has committed the disciplinary offence. If the student fails to appear without proper excuse, the hearing may be held without his/her presence.
6. If the student who has committed the disciplinary offence has submitted a written apology by the date of the committee meeting, the Chairman of the Disciplinary Committee shall set a new date for the meeting of the committee. A student may apologise only once. The apology must be delivered to the Chairman of the Disciplinary Committee no later than on the day of the committee meeting.
7. The Disciplinary Committee is entitled to invite any university employee or university student to attend the hearing, in order to properly investigate the merits of a disciplinary offence.
8. The Chairman of the Committee, its members and invited persons are obliged to maintain confidentiality of the facts they learned about in the disciplinary proceedings in connection with the case under discussion. The parties to the proceedings shall be so informed by the Chairman of the Committee.
9. On the basis of the facts established, the chairman shall submit a proposal to the members of the Disciplinary Committee to impose a specific disciplinary measure. The members of the Disciplinary Committee shall vote on the proposal in public.
10. A supermajority of the votes of the present members is required to approve a proposal to impose a disciplinary measure by the Disciplinary Committee.

11. In case of an equality of votes among the members of the Disciplinary Committee, the vote of the Chairman shall be decisive.
12. A record of the proceedings of the Disciplinary Committee shall be made by the Chairman or a member of the Disciplinary Committee authorised by him/her, and shall be signed by all present members of the Disciplinary Committee.
13. The Disciplinary Committee shall submit a proposal to impose a disciplinary measure to the Rector with a written justification of the proposal.
14. The Disciplinary Committee is obliged to conclude the disciplinary proceedings no later than 30 days after receiving the Rector's proposal for proceedings on a disciplinary offence.

Art. 4 **Final provisions**

1. These Rules of Procedure were approved by the Academic Senate of the University of Presov on October 10, 2022.
2. These Rules of Procedure shall enter into force on the date of their approval by the Academic Senate of the University of Presov and they shall take effect on the date of their issue by the Rector of the University of Presov.

In Prešov, October 10, 2022

PaedDr. Mgr. Helena Galdunová, PhD.
Chair of the Academic Senate

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector