



INTERNAL REGULATION NO. 1/2016

**Disciplinary Rules of Procedure for the Students
at the Faculty of Medicine,
Pavol Jozef Šafárik University in Košice**



Prepared by: Vice-deans for educational activities and the Faculty Study Affairs Department	
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Valid as of 16/03/2016	Effective as of 16.03.2016
Retention period:	10 years

Pursuant to Section 33 paragraph 3 subparagraph d) Law Act No. 131/2002 Book of Statutes on Higher Education and on amendments to certain law acts (hereinafter "ZVŠ"), these Disciplinary Rules of Procedure shall become an internal regulation of the Faculty of Medicine at Pavol Jozef Šafárik University in Košice (hereinafter the "Faculty") and was approved by the Faculty Academic Senate on 16th March 2016.

Article 1 Basic Provisions

These Faculty Disciplinary Rules of Procedure shall regulate the status and activities of the Disciplinary Commission of the Faculty for its students (hereinafter the "Disciplinary Commission of the Faculty"), the method of negotiation of disciplinary offenses committed by the Faculty students and enforcing the disciplinary measures.

Article 2 Disciplinary Commission of the Faculty

1. The Disciplinary Commission of the Faculty shall discuss disciplinary offences committed at the Faculty by the students enrolled in the study programmes. The Commission shall submit a draft decision to the Dean.
2. The Disciplinary Commission of the Faculty shall consist of twelve members, half of whom shall be students.
3. The members of the Disciplinary Commission of the Faculty and its Chairperson shall be appointed by the Dean from among the members of the academic community after the approval by the Faculty Academic Senate. The same person may be appointed member of the Disciplinary Commission repeatedly. Membership in the Disciplinary Commission of the Faculty shall expire:
 - a) by the completion of the four-year term of office,
 - b) upon the delivery of a written statement by a member of the Disciplinary Commission of the Faculty to the Dean on resigning from their membership in that body,
 - c) on the date on which a member of the Disciplinary Commission ceased to be a member of the academic community of the Faculty or staff.
4. The Dean may remove from office even on his own decision any member of the Disciplinary Commission of the Faculty against whom disciplinary proceedings have been instituted under Article 3.
5. The activity of the Disciplinary Commission of the Faculty shall be governed by the Rules of Procedure of the Disciplinary Commission of the relevant Faculty.

Article 3 Disciplinary Offense

Under disciplinary offense one shall understand a culpable violation of the generally binding legal regulations, internal regulations of the relevant Faculty or its parts, or of public order.

Article 4 Disciplinary Measures

1. Some of the following disciplinary measures may be imposed on a student for committing a disciplinary offense:
 - a) reprimand,
 - b) conditional exclusion from the study,
 - c) exclusion from the study.
2. When imposing disciplinary measures, the nature and severity of the disciplinary offense shall be taken into account, as well as the circumstances under which the disciplinary

- offense was committed, the degree of fault, the consequences of the disciplinary offense, and the record of the student.
3. The disciplinary measure under paragraph 1 subparagraph a) may be imposed on a student only for a less severe disciplinary offense or a disciplinary offense committed due to negligence.
 4. When imposing the disciplinary measure pursuant to paragraph 1 subparagraph b), the period of time and the terms and conditions shall be determined, subject to which the conditional exclusion will be cancelled. In doing so, one shall consider the severity of the disciplinary offense. The duration of the conditional exclusion from the study shall last for at least six months and a maximum of two years from the date of imposing the disciplinary measure. If the student commits another disciplinary offense before the period of time lapses, s/he will, as a matter of rule, be imposed the disciplinary measure under paragraph 1 subparagraph c).
 5. The disciplinary measure under paragraph 1 subparagraph c) may be imposed on the student if:
 - a) s/he intentionally committed a serious disciplinary offense,
 - b) s/he repeatedly commits a disciplinary offense,
 - c) s/he has been convicted of a criminal offense.
 6. The disciplinary offense is time-barred, if more than one year elapsed from the date of its commission.

Article 5 Disciplinary Proceedings

1. The proceedings of the Disciplinary Commission shall be governed by the Rules of Procedure of the Disciplinary Commission of the Faculty.
2. The disciplinary measure for committing a disciplinary offense under Article 4 paragraph 1 shall be imposed by the Dean. The disciplinary measure shall be imposed as a rule within two weeks of the receipt of a proposal to impose a disciplinary measure by the Disciplinary Board of the Faculty.
3. The Dean may not impose a more severe disciplinary measure than that suggested by the Disciplinary Commission of the Faculty.
4. The decision to impose the disciplinary measure shall be in writing, it shall contain a statement of reasons and instructions on how to apply for its review. It shall be delivered to the student as personal service. The student shall submit a request for review to the Dean, who issued the decision, within 8 days of its receipt. The Dean may after examining grant the request and change or cancel the decision. If the Dean turns down the request, the former shall forward it to the Rector. The Rector shall examine the Dean's decision, and if it runs contrary to law, internal regulations of a public higher education institution or its units, the former shall change it or cancel it. The Rector shall issue the decision within 30 days of receipt of the request for reviewing the Dean's decision.
5. Imposing the disciplinary measure shall be registered in the documentation that the relevant Faculty keeps about the student.
6. If a student who has been imposed a disciplinary measure correctly fulfils his/her study obligations and presents the behaviour as expected from a university student, s/he may ask the Dean for the expungement of the disciplinary measure. If the Dean grants the request, the student shall be viewed as if s/he was not imposed any disciplinary measure. The disciplinary measure shall also be cleared from the documentation that is kept by the relevant Faculty about the student.

Article 6
Transitional and Final Provisions

1. Upon entry into force of these Disciplinary Rules of Procedure at the UPJŠ Faculty of Medicine, the Disciplinary Rules of Procedure approved by the Academic Senate of the UPJŠ Faculty of Medicine on 9th September 2008 shall be repealed.
2. These Disciplinary Rules of Procedure of the Faculty shall enter into force on 16th March 2016 and become effective on 16th March 2016.

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