



INTERNAL REGULATION no. 2/2016

**Rules of Procedure
of the Disciplinary Commission at the Faculty of Medicine
Pavol Jozef Šafárik University in Košice**



Prepared by: Vice-deans for educational activities and the Study Affairs Department	
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Pursuant to Section 33 paragraph 3 subparagraph e) of Law Act No. 131/2002 Book of Statutes on higher education establishments and on changes of and/or amendments to certain law acts (hereinafter "LAHE"), these Rules of Procedure shall become an internal regulation of the Faculty of Medicine at Pavol Jozef Šafárik University in Košice (hereinafter the "Faculty") and approved by the Academic Senate on 16th March 2016.

Article 1 Recitals

1. The Rules of Procedure of the Faculty regulate the activities of the Disciplinary Commission of the Faculty for students (hereinafter the "Disciplinary Commission of the Faculty"), the method of negotiation of disciplinary offenses of the Faculty students and enforcing disciplinary measures.
2. The action and composition of the Commission shall be governed in accordance with Article 2 of the Faculty Disciplinary Rules of Procedure.

Article 2 Commission Proceedings

1. The Commission shall institute the disciplinary proceedings on the proposal of a Faculty workplace within the work and activities of which the student committed a disciplinary offense. The proposal shall include a description of the act and the evidence on which it is based. The proposal shall be submitted to the Dean and shall include a justification as to why the act is considered a disciplinary offense.
2. Upon receipt of a proposal for taking a disciplinary action, the Commission chairperson shall convene the Commission within 10 working days of its receipt. The Commission chairperson shall inform the Commission members and the students whose offense is to be discussed in writing, at least 10 working days prior to the date of the Commission meeting.
3. If the student, whose disciplinary offense is being discussed, sends a written apology of his/her absence by the date of the Commission's meeting, the Commission chairperson shall determine a new date for its meeting. The student may justify his/her absence only once. Justification shall be delivered to the Commission chairperson not later than the day before that Commission meeting. In case of the second justification, or if the student fails to apologize his/her absence in advance, the disciplinary offense may be discussed even in the absence of the student.
4. The Commission meetings shall be managed by its chairman. The Disciplinary proceedings before the Commission shall take place behind the closed door. The student, whose disciplinary offense is being discussed, shall have the right to comment on any background material, to inspect the written materials and in the record of the meeting, with the exception of the protocol on the outcome of the vote.
5. In order to clarify the circumstances of the case and with the approval of the Commission, the Commission chairperson may invite other persons to attend the meeting or its part, as appropriate, or may request a written opinion from them on discussing the disciplinary offense.
6. The Commission shall have a quorum if an absolute majority of its members is present. A valid decision of the Commission shall require the consent of an absolute majority of its members present. In case of a tie result of the vote, the vote of the chairperson shall decide.
7. When deciding on the proposed disciplinary measure, the Commission shall consider the severity of the offense committed by the student, any damage incurred due to the offense and the record of the student. A written record shall be produced from the Commission discussion.
8. After discussing the disciplinary offense, the Commission shall propose to the Dean a decision on imposing or not imposing a disciplinary measure. The proposal shall contain a written record of the meeting of the Commission in which the offense was discussed.

9. The Dean shall decide on imposing or not imposing a disciplinary measure within two weeks of the service of the proposal.

Article 3 Effectiveness

These Rules of Procedure of the Disciplinary Commission of the Faculty shall enter into force on the date of approval by the Academic Senate of the Faculty of Medicine, i.e. on 16th March 2016.

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Chairperson of the Academic Senate UPJŠ MF

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