



Internal Regulation
Number: 7/2013

**Rules of Procedure of the Disciplinary
Commission
of the Slovak University of Technology
in Bratislava for Students**

Date: 25 June 2013

The Academic Senate of the Slovak University of Technology in Bratislava (hereinafter referred to as "STU") in accordance with Section 9 par. 1 letter b) in connection with Section 15 par. 1 letter k) of Act No. 131/2002 Coll. on Universities and amending certain laws, as amended (hereinafter referred to as the "Act"), adopted at its meeting on 24 June 2013 the following

**DISCIPLINARY COMMISSION RULES OF
PROCEDURE
OF THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA FOR
STUDENTS**

The Rules of Procedure of the Disciplinary Commission of the Slovak University of Technology in Bratislava for students (hereinafter referred to as the "STU Rules of Procedure") governs the status and activities of the Disciplinary Commission of the STU (hereinafter referred to as the "STU Disciplinary Commission") and its proceedings in dealing with disciplinary offenses and imposing disciplinary measures.

Article 1

**The STU Disciplinary Commission and the STU Faculty
Disciplinary Commission**

- (1) The STU Disciplinary Commission is a body of the STU academic self-government.
- (2) The STU Faculty Disciplinary Commission is a body of the STU Faculty academic self-government.
- (3) The STU Disciplinary Commission discuss disciplinary offenses of STU students who are not enrolled in any program of study provided by the STU Faculty (i.e. STU students who do not study any program of study at the STU Faculty) and submits a proposal to the Rector to decide.
- (4) The STU Faculty Disciplinary Commission discusses disciplinary offenses of STU students who are enrolled in a program of study provided by the STU Faculty and submits a proposal to the Rector to decide.
- (5) For the activities of the STU Faculty Disciplinary Commission, the provisions of the Rules of Procedure of the STU Disciplinary Commission are applied, if the STU Faculty does not issue its own rules of procedure of the STU Faculty Disciplinary Commission.
- (6) Its composition, election of the chairman and members, term of office, and possibility to terminate membership in the STU Disciplinary Commission and the STU Faculty Disciplinary Commission governed by Art. 7 and 8 of the STU

Disciplinary Rules, Internal Regulation No. 6/2013 (hereinafter referred to as the "STU Disciplinary Rules").

- (7) Where the member of the STU Disciplinary Commission is referred to, it is understood to be also the Chairman, unless otherwise specified, and unless contrary to the nature of the provision.
- (8) Disciplinary proceedings at the STU Disciplinary Commission or the STU Faculty Disciplinary Commission is governed in detail in the second part of the STU Disciplinary Rules.

Article 2

STU Disciplinary Commission Meetings

- (1) The STU Disciplinary Commission initiates disciplinary proceedings based on an application for the initiation of disciplinary proceedings under Art. 9 of the STU Disciplinary Rules.
- (2) The STU Disciplinary Commission meeting shall be convened by its chairman.
- (3) The chairman of the STU Disciplinary Commission must convene a meeting of the STU Disciplinary Commission within 30 days of receipt of an application pursuant to paragraph 1 of this Art., with the exception of returning the application under the Art. No. 9 paragraph 5 of the STU Disciplinary Rules.
- (4) Meetings of the STU Disciplinary Commission are conducted by its chairman, in the case of his/her absence, by a member of the STU Disciplinary Commission assigned by the chairman of the STU Disciplinary Commission.
- (5) The date of the STU Disciplinary Commission meeting shall be communicated to all members of the STU Disciplinary Commission typically 7 calendar days prior to the Disciplinary Commission meeting, in writing or electronically. The STU students, about whose disciplinary offense the proceedings are to be held, shall be announced the date of the STU Disciplinary Commission meeting in the term and manner in accordance with Art. 10 paragraph 2 of the STU Disciplinary Rules.
- (6) If for objective reasons any of the members of the STU Disciplinary Commission can not attend the meeting of the STU Disciplinary Commission, he/she is obliged to apologize properly in advance to the President or the Secretary of the STU Disciplinary Commission.
- (7) The chairman and members of the STU Disciplinary Commission and invited persons are required to keep confidential the facts that they learn in the context of disciplinary proceedings at STU. This obligation may be relieved of only by persons authorized under the relevant legislation.
- (8) Proceedings of the disciplinary offense in front of the STU Disciplinary Commission are oral, and the STU students, the disciplinary proceedings of which are to be held, have the right to be present under Art. 10 paragraph 2 of the Disciplinary Rules.

Article 3
Evidence

- (1) The STU Disciplinary Commission shall determine the actual state of affairs, and for this purpose it is required to collect documents to take a decision, while not being bound to any proposal to initiate disciplinary proceedings under Art. 2 paragraph 1 of the STU Rules of Procedure.
- (2) Members of the STU Disciplinary Commission and the STU student (hereinafter referred to as the "participants in disciplinary proceedings") have the right to propose evidence to the STU Disciplinary Commission, including amendments thereto.
- (3) The STU student, about whose disciplinary offense the proceedings are to be held, has the right to present evidence, to comment on all the facts and documents, consult the written materials and the minutes of the meeting with the exception of the protocol on the results of voting of the STU Disciplinary Commission, and till the date when for the STU student the deadline for presenting an application for review of a decision on imposing disciplinary measures is passed.
- (4) In order to clarify the circumstances, any member of the STU Disciplinary Commission may suggest to invitation another STU employee or student to the meeting or its part, if appropriate, or require their written opinion.
- (5) All means that are possible to use to identify and clarify the state of affairs, unless inconsistent with generally binding legal regulations, can be used as evidence.
- (6) The STU Disciplinary Commission assesses the evidence at their discretion, and each separately and together in their mutual relations.
- (7) In the case of proposals submitted under paragraph 2 and 4 of this Article, the STU Disciplinary Commission may suspend the meeting to a subsequent date.

Article 4
Voting

- (1) Proposals to impose disciplinary measures and also any proposal in the context of disciplinary proceedings (hereinafter referred to as "Proposal"), which is to be voted, are presented by the chairman of the STU Disciplinary Commission. Members of the STU Disciplinary Commission vote on the proposal by expressing approval or disapproval or by an abstention. Each proposal is subject of independent voting of members of the STU Disciplinary Commission.
- (2) The STU Disciplinary Commission has a quorum when a majority of its members participate at its meeting.
- (3) The STU Disciplinary Commission decides by their resolution of the submitted proposal to impose disciplinary measures, to stop disciplinary proceedings, to assess the merits of the reasoning of the STU student under Art. 10 paragraph 2 of the STU Disciplinary Rules and other procedural matters falling within the competence of the STU Disciplinary Commission.

- (4) The resolution of the STU Disciplinary Commission is valid when the consent of an absolute majority of the STU Disciplinary Rules members present is obtained. In the event of an equality of votes, the vote of the STU Disciplinary Commission chairman will be decisive for the result of voting.
- (5) In the case that in voting an absolute majority of present members of the STU Disciplinary Commission for the adoption of the resolution is not achieved, after a debate and discussion, the chairman of the STU Disciplinary Commission shall propose a new proposal that will be voted for, in accordance with the preceding paragraph.
- (6) The voting is secret on the proposal to decide about imposing disciplinary measures by the STU Disciplinary Commission.

Article 5

Minutes

- (1) The course of a meeting of the STU Disciplinary Commission shall be recorded in minutes, which is under the responsibility of the STU Disciplinary Commission secretary.
- (2) The minutes of the STU Disciplinary Commission meeting contains especially formulations of participants of the disciplinary proceedings, evidence and the manner they are evaluated, details of voting, and the attendance list signed by participants of the disciplinary proceedings. A separate detachable part of the minutes of the STU Disciplinary Commission meeting is the proposal under Art. 4 paragraph 1.
- (3) The minutes of the STU Disciplinary Commission meeting shall be signed by the STU Disciplinary Commission chairman.
- (4) The minutes together with the decision about imposing disciplinary measures (under Art. 11 paragraph 1 letter a) of the Disciplinary Rules) are submitted by the STU Disciplinary Commission chairman to the rector (or dean in the case when the STU Faculty Disciplinary Commission can decide about the disciplinary offense), generally within 5 working days after the receipt of a resolution by the STU Disciplinary Commission.

Article 6

General, transitional and final provisions

- (1) None of the rights and obligations under the provisions of the STU Rules of Procedure and related STU internal regulations and internal organizational and management standards can be provided when the STU Disciplinary Commission or the STU Faculty Disciplinary Commission has not the required number of members or representation of students in terms of the STU Disciplinary Rules.
- (2) If the STU faculty needs to adapt the STU Rules of Procedure more precisely to its own conditions or to specify the activity of the STU Faculty Disciplinary Commission more precisely, as governed by the STU Rules of Procedure, it may do so in accordance with Section 33 par. 3 letter e) of the Act by issuing its own internal regulation (hereinafter

referred to as the "STU Faculty Rules of Procedure").

- (3) Till 1 September 2013, STU faculties are entitled to harmonize their relevant STU Faculty Rules of Procedure with these STU Rules of Procedure. After the deadline having passed without issuing any internal regulation under the preceding sentence, the STU faculty is governed by these STU Rules of Procedure; however, this does not affect the right of the faculties under paragraph 2 of this Article.
- (4) The provisions of the STU faculties Rules of Procedure that were issued till the effective date of these STU Rules of Procedure expire on the effective date of these STU Rules of Procedure to the extent that they are inconsistent with it.
- (5) The STU Faculty Rules of Procedure must not narrow or expand the scope of rights and duties conferred by these STU Rules of Procedure; the STU Faculty Rules of Procedure may be issued only to modify the specific details set out in the STU Rules of Procedure in relation to the corresponding STU faculty, respecting the principles and the rights and obligations provided therein. This does not affect the provisions of the STU Rules of Procedure, which clearly authorize the faculty to modify limits, terms, rights and obligations, etc. in a different way.
- (6) If disciplinary proceedings were initiated under previous internal regulations, the disciplinary proceeding shall be completed under the regulations effective at the time when such proceedings began, and provided that it is not contrary to the generally binding legal regulations.
- (7) All amendments to the STU Rules of Procedure must be approved by the STU Academic Senate.
- (8) This internal regulation repeals the Disciplinary Commission Rules of Procedure of the Slovak University of Technology in Bratislava approved by the STU Academic Senate on 03 February 2003.
- (9) The Rules of Procedure of the Slovak University of Technology in Bratislava for Students was approved by the STU Academic Senate on 24 June 2013.
- (10) The Rules of Procedure of the Slovak University of Technology in Bratislava for Students shall enter into force on the date of their approval by the STU Academic Senate, and take effect on 1 September 2013.

signature¹

doc. Ing. Karol Jelemenský, PhD.
Chairman of STU Academic Senate

signature²

prof. Ing. Robert Redhammer, PhD.
Rector

1) and 2) The original of the signed internal regulation No. 7/2013 "Rules of Procedure of the Disciplinary Commission of the Slovak University of Technology in Bratislava for Students" is stored and available for consultation at the legal and administration department of the Rectory of the Slovak University of Technology in Bratislava.