

THE CODE OF DISCIPLINARY PROCEDURE THE SCHOOL OF ECONOMICS AND MANAGEMENT IN PUBLIC ADMINISTRATION IN BRATISLAVA (EN)

This Code of Disciplinary Procedure is issued by the School of Economics and Management in Public Administration in Bratislava in accordance with the regulations of § 48 article 1, letter j, Act No. 131/2002 Coll. on Higher Education as amended and supplemented by further regulations, and based on the Bylaw of the School of Economics and Management in Public Administration in Bratislava (further on just „VŠEMvs“).

Article I Basic regulations

1. The Code of Disciplinary Procedure of VŠEMvs (further on just “Disciplinary Code”), regulates the position and activities of the Disciplinary Committee of the School of Economics and Management in Public Administration in Bratislava (further on just „Disciplinary Committee“), the way of discussing the disciplinary offences of VŠEMvs students and imposing disciplinary measures.
2. Disciplinary Code is valid for all VŠEMvs students who are studying full time and part time, on respective levels of study.
3. Each VŠEMvs student is obliged to respect and adhere to the valid generally binding legal regulations of the Slovak Republic, Bylaw of VŠEMvs, Study Regulations of VŠEMvs and all the other internal directives of VŠEMvs.
4. Violating duties following from regulations and documents stated in article I, point 3 of this Disciplinary Code by a VŠEMvs student may result in some of the disciplinary measures according to these Disciplinary Code.

Article II Disciplinary Committee of VŠEMvs

1. Disciplinary Committee discusses disciplinary offences of VŠEMvs students and submits a proposal for a decision to the rector of VŠEMvs.
2. The Disciplinary Committee has at least six members. The chair and further members of the Disciplinary Committee are appointed from the members of the Academic community of VŠEMvs by the rector of VŠEMvs following the pronouncement of the Academic Senate of VŠEMvs. Half of the members of the Disciplinary Committee are VŠEMvs students. The chair of the Disciplinary Committee is a member of the pedagogical body.
3. Membership in the Disciplinary Committee ceases for the chair and a member if:
 - a) he/she resigns from the membership in this body in writing,
 - b) he/she is no longer a member of the academic community of VŠEMvs,

- c) he/she is withdrawn by the rector of VŠEMvs with an agreement of Academic Senate of VŠEMvs.
4. The tenure of the chair and members of the Disciplinary Committee is two years. The same person may be repeatedly appointed a chair or member of the Disciplinary Committee.
5. Study Department of VŠEMvs performs administrative and technical actions connected to the activity of the Disciplinary Committee. The head of the study department of VŠEMvs takes part in the sessions of the Disciplinary Committee without voting rights.

Article III.

Disciplinary offence and disciplinary measure

1. Disciplinary offence is proven violation of generally binding legal regulations, internal regulations of VŠEMvs or their parts, or public order, namely by an action or omission of a VŠEMvs student.
2. Disciplinary offence according to this regulation also is:
- a) violation of duties following from the decisions of authorities of the academic school administration,
 - b) violation of duties according to article I point 3,
 - c) dishonouring or another harm done to a member of an academic community or an employee of VŠEMvs,
 - d) harming good reputation or goodwill of VŠEMvs,
 - e) fraud connected to study or scientific activity or action at odds with good morale connected to fulfilment of study requirements and deliberate violation of the Copyright Law, especially:
 - claiming somebody else's work for own, using another paper or its part in own paper without proper referencing the original or literal usage of another paper without proper quotation of the author;
 - multiplied submission of the same paper which has already been submitted by the student in connection to fulfilment of student duties of a course within study program (without a previous agreement of the course gestor or study program guarantor, within the scope of which the paper is again submitted and evaluated);
 - any form of cheating or other forbidden activity during written or oral check of student knowledge.
 - f) forging official study documents (credit book, exam results, credits)
 - g) causing public scandal or behaviour at odds with good morale connected to fulfilment of study requirements (cheating at exams or other forbidden activity during written or oral check of student knowledge and the like),
 - h) serious jeopardy of morale in the academic environment (spreading pornography, abuse of toxic and psychotropic substances),
 - i) violent action against VŠEMvs student, employee or visitor,

- j) theft or serious damage to property owned, operated or rented by VŠEMvs, its students, employees or visitors; or property in another ownership,
 - k) serious damage to equipment which belongs to VŠEMvs,
 - l) deliberate criminal action, of which the criminal was convicted,
 - m) violation of regulations of the General Code of Conduct for users of computer network,
 - n) deliberate violation of the Copyright Law.
3. Disciplinary offences according to article 2 may result in some of the following disciplinary measures for a VŠEMvs student:
- a) rebuke,
 - b) conditional expulsion from study,
 - c) expulsion from study.
4. When taking disciplinary measures the character and seriousness of the disciplinary offence is taken into account, as well as circumstances when the offence happened, the extent of guilt, consequences of the disciplinary offence and the history of behaviour of the VŠEMvs student.
5. The disciplinary offence times out if a year has passed since it was committed. The timeout period does not pass neither during the disciplinary offence proceedings nor during interruption of study.

*Article IV.
Disciplinary proceedings*

1. Disciplinary proceedings start on an impetus to deal with disciplinary offences of VŠEMvs students, which can be submitted by any VŠEMvs employee or VŠEMvs student, namely in writing, to the chair of the Disciplinary Committee, and which contains a description of the action, reasoning about what is the suspicion of committing a disciplinary offence.
2. Disciplinary proceedings before the Disciplinary Committee are oral, while the VŠEMvs student is present. If a VŠEMvs student does not come for the disciplinary proceedings not having a valid excuse, the proceedings may take place without his/her presence. The Disciplinary Committee is obliged to find out the issues in fact of the matter and make it possible for the student to present his/her standpoint. The summons for the meeting of the Disciplinary Committee is delivered to the student in writing or electronically.
3. Disciplinary proceedings are conducted by the chair of the Disciplinary Committee or an entrusted member of the Disciplinary Committee from the teachers. The chair of the committee may invite further persons for the whole or a part of the meeting of the Disciplinary Committee as necessary.
4. The chair of the Disciplinary Committee submits a proposal of a decision to the rector of VŠEMvs.

*Article V.
Imposition of the disciplinary measure*

1. The decision about imposition of a disciplinary measure on proposal of the Disciplinary Committee of VŠEMvs is issued by the rector within 30 days from the delivery of the suggestion.
2. The decision about imposition of a disciplinary measure has to be written, has to include reasons and information about the possibility to apply for enquiry into the decision. VŠEMvs student must receive the decision into his/her own hands.

*Article VI.
Enquiry into the decision about imposition of disciplinary measure*

1. VŠEMvs student who was imposed a disciplinary measure, may require enquiry into the Decision about imposition of disciplinary measure in writing (further on just "decision"), namely within 8 days from the day of delivery of the decision.
2. The application for enquiry into the decision is submitted to the chair of the Board of Directors of VŠEMvs. The chair of the Board of Directors of VŠEMvs enquires into the rector's decision and if it is in conflict with act No. 131/2002 Coll. on Higher Education as amended and supplemented by further regulations, internal regulations of VŠEMvs, he/she changes or invalidates the decision, otherwise the application is rejected and the decision affirmed. The chair of the Board of Directors of VŠEMvs must issue a decision within 30 days from delivery of the application for enquiry.
3. The standpoint of the chair of the Board of Directors is final.
4. The imposition of disciplinary measure is characterized in the documentation which is taken by the study department of the VŠEMvs student.

*Article VII.
Temporary and final regulations*

1. The Disciplinary Code was approved by the Academic Senate of VŠEMvs on 12 September 2018.
2. This Disciplinary Code becomes effective on the day of approval by the AS VŠEMvs, on 12 September 2018, by which the Disciplinary Code of 22 September 2015 is becoming ineffective.

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