

**University of Veterinary Medicine and Pharmacy in Košice**

**Disciplinary Procedure for Students  
of the University of Veterinary Medicine and Pharmacy in Košice  
and Rules of Procedure of the Disciplinary Committee**

Internal regulation

**Pursuant to the Act No. 131/2002 Coll. on Higher Education Institutions  
and on amendment and supplementation of certain acts, as amended, approved by the  
Academic Senate of the University of Veterinary Medicine and Pharmacy in Košice  
on August 24<sup>th</sup> 2023**

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## **PART A**

### **Disciplinary Procedure**

#### **Article 1**

#### **General Provisions**

Disciplinary Procedure of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “UVMP”) for students (hereinafter referred to as the “Disciplinary Procedure”) and the Rules of Procedure of the Disciplinary Committee regulate the position and competences of the Disciplinary Committee of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “Disciplinary Committee”) as a body of academic self-administration, to discuss disciplinary offences of students and at the same time to regulate the procedure for imposing disciplinary actions.

#### **Article 2**

#### **Disciplinary Committee**

1. The Disciplinary Committee deals with disciplinary offences of students enrolled at the UVMP based on the proposal of the Rector, who received a complaint of suspicion of committing a disciplinary offence by a student. Anyone can report a disciplinary offence to the Rector.
2. The Disciplinary Committee has six members, half of which are students. Membership in the Disciplinary Committee is irreplaceable.
3. Chairman and members of the Disciplinary Committee are appointed from among the members of the UVMP academic community by the Rector after approval by the UVMP Academic Senate. The chairman of the Disciplinary Committee for students is the Vice-Rector for Education.
4. The members of the Disciplinary Committee shall be notified in writing of the appointment to, removal from and termination of their term of office. The same person can be a member of the Disciplinary Committee repeatedly.
5. The term of office of the Disciplinary Committee is at most four years.
6. A member's membership in the Disciplinary Committee ceases:
  - a) Upon expiry of their term of office,
  - b) By renouncing membership in the committee, on the day of delivery of the written statement to the Rector,
  - c) By termination of the membership in the academic community,
  - d) By Rector's removal of the member upon consent of the Academic Senate.
7. Activities of the Disciplinary Committee and the procedure for discussing a disciplinary offence are determined by the Rules of Procedure of the Disciplinary Committee, which are approved by the UVMP Academic Senate on the proposal of the Rector.

#### **Article 3**

#### **Disciplinary Offence**

1. A disciplinary offence is a culpable act that consists in violation of generally binding legal regulations and/or internal rules of the UVMP.
2. A disciplinary offence according to this internal rule, is in particular:
  - a) Violation of generally binding legal regulations of the Slovak Republic, internal rules of the UVMP, violation of obligations arising from documents issued by the UVMP in the form of instructions, guidelines, ethical codes and others,

- b) Falsifying or altering official study documents (student ID card, study results extracts, record books of clinical and professional experience, etc.), or other documents related to the study, submission of forged or altered documents, or their use in connection with the study,
  - c) Criminal offence for which the perpetrator was legally convicted,
  - d) Illegal action against a student, employee or other person committed on campus, disorderly or gross indecency or behaviour that is contrary to good morals,
  - e) Theft or serious damage to property owned or used by UVMP, property of students, employees or third parties,
  - f) Serious threat to morals on campus (e.g. consumption and distribution of alcoholic beverages, narcotic and psychotropic substances) during participation in educational, scientific-research or practical activities on the premises of UVMP, or participation under their influence, in other activities, also outside the academic premises, directly related to the study,
  - g) Appropriating another author's work by passing it off as one's own original (plagiarism), using someone else's work or part of it in one's own work without an appropriate reference to the original work, or using part of someone else's work without citing the original author,
  - h) Submission of the same or slightly modified work that has already been submitted by the student within a particular subject or study programme in order to fulfil study obligations without the prior consent of the teacher or the guarantor of the study programme within which the work is repeatedly submitted and evaluated,
  - i) Writing off or illegal cooperation or hinting during the written or oral evaluation of study results or knowledge verification or during preparation for it, or using technical devices or any information carriers in a way other than permitted during the written or oral evaluation of study results or knowledge verification or during preparation for it within the subject. This is especially the case if, during the knowledge verification, the student has with him a device that enables a hidden form of communication and receiving or sending messages by another person (a properly switched off phone is not considered such a device); uses such device that allows communication with another person, receiving or sending messages; has any information carrier with him or has access to one that contains even partial information that may be the subject of a knowledge verification in the given subject,
  - j) Unauthorized use of rights, consisting in relinquishing a right obtained in connection with the study for a compensation or any other advantage,
  - k) Using the social support service within the intentions of the Act on Higher Education Institutions for a purpose other than that for which it is intended, or using it despite the fact that the student is not entitled to it, or if such student misused this support in another way (e.g. leaving accommodation in the UVMP Student Dormitories to another person without the prior consent of the Director of the Student Dormitories, keeping several accommodations in dormitories while simultaneously studying at several higher education institutions, etc.)
  - l) Failure to pay fees associated with study in the amount and/or within the deadlines as specified within internal rules of the UVMP;
  - m) Providing false or incomplete information and facts related to studying at the UVMP, or refusing to provide them.
3. A disciplinary offence is also any offence committed in public, i.e. in front of more than two persons present at the same time, content of printed matter, or by using computer networks, social networks, copying, etc.

4. In addition to the student who committed the disciplinary offence themselves, the student who organized committing of the disciplinary offence, co-organized it, ordered the illegal action or in any way assisted in committing of the disciplinary offence will also be held responsible.
5. Proceedings on a disciplinary offence before the Disciplinary Committee take place at the proposal of the Rector, who submits it to the chairman of the Disciplinary Committee.

#### **Article 4** **Disciplinary Actions**

1. Any of the following disciplinary actions may be imposed on a student for a disciplinary offence:
  - a) Reprimand,
  - b) Conditional exclusion from study with the specification of the period and conditions, upon compliance with which the conditional exclusion from study is cancelled,
  - c) Exclusion from study.
2. If it is clear that the discussion of the disciplinary offence alone is sufficient to correct the student's conduct, it is possible to waive the imposition of a disciplinary action.
3. A disciplinary offence shall not be a subject of discussion if more than one year has passed since it was committed. The limitation period does not run during disciplinary proceedings on the offence or during the interruption of study.
4. Disciplinary action according to paragraph 1 letter a) can be imposed on a student only for a less serious disciplinary offence or a disciplinary offence committed due to negligence.
5. When imposing a disciplinary action according to paragraph 1 letter b) a period and conditions are specified, upon compliance with which the conditional exclusion is cancelled. The seriousness of the disciplinary offence is taken into account. The length of conditional exclusion from study is at least six months and at most two years from the date the disciplinary action is imposed. The period of conditional exclusion begins on the day following the date on which the decision on imposing a disciplinary action entered into force.
6. If the student commits another disciplinary offence before the expiry of the period of conditional exclusion, such student is usually subject to a disciplinary action according to paragraph 1 letter c).
7. Disciplinary action according to paragraph 1 letter c) can be imposed on the student if:
  - a) They intentionally committed a serious disciplinary offence,
  - b) They repeatedly committed a disciplinary offence for which a disciplinary action of reprimand or a disciplinary action of conditional exclusion from study was already imposed on the student,
  - c) They committed another disciplinary offence during the period of conditional exclusion from study,
  - d) They were legally convicted of an intentional crime.
8. When imposing a disciplinary action, the nature and seriousness of the disciplinary offence, the circumstances under which the disciplinary offence was committed, the degree of culpability, the consequences of the disciplinary offence, as well as the students previous behaviour and achieved results, whether the student regretted the committed disciplinary or showed an effort to correct it, all are taken into account. The Disciplinary Committee takes into account the degree of culpability, while it is true that intentional culpability is more serious than negligent culpability.
9. If a student receives two or more written reprimands during the study, such student may be conditionally excluded from study.

## DISCIPLINARY PROCEEDINGS

### Article 5

#### **Initiative and Proposal to Initiate Disciplinary Proceedings**

1. Disciplinary proceedings against the student begin with the delivery of a written proposal to initiate disciplinary proceedings to the chairman of the Disciplinary Committee. The Rector submits a written proposal to initiate disciplinary proceedings to the chairman of the Disciplinary Committee. Anyone can report to the Rector a suspicion of committing a disciplinary offence, together with a proposal for disciplinary action.
2. Person who submitted the initiative to initiate disciplinary proceedings has the right to request their identity to be kept confidential.
3. The proposal to initiate disciplinary proceedings mainly contains:
  - a) Designation of the student who should have committed the disciplinary offence,
  - b) Place and time where and when the disciplinary offence should have been committed,
  - c) The most accurate description of the student's conduct that should/could have caused disciplinary action – if possible, indicating the relevant provisions of generally binding legal regulations, internal rules of the UVMP or this disciplinary procedure that were supposed to have been violated,
  - d) Designation of the evidence on which the initiative is based,
  - e) Justification of why the student's actions are considered a disciplinary offence.

### Article 6

#### **Discussion of the Disciplinary Committee**

On the basis of the submitted proposal for initiation of the disciplinary proceedings, the chairman of the Disciplinary Committee shall call a meeting of the Disciplinary Committee, the proceedings of which are governed by the Rules of Procedure of the Disciplinary Committee for UVMP students, which is an integral part of this Disciplinary Procedure.

### Article 7

#### **Decision-making of the Disciplinary Committee**

The decision-making of the Disciplinary Committee is governed by the Rules of Procedure of the Disciplinary Committee for UVMP students, which is an integral part of this Disciplinary Procedure.

### Article 8

#### **Decision on Imposing a Disciplinary Action**

1. Disciplinary actions are imposed by the Rector of UVMP based on the proposal of the Disciplinary Committee. The Rector of UVMP cannot impose a more severe disciplinary action than the one proposed by the Disciplinary Committee.
2. The decision to impose a disciplinary action is issued by the Rector no later than two months from the date of submission of the proposal to investigate the disciplinary offence by the Disciplinary Committee.
3. The decision to impose a disciplinary action is issued by the Rector in writing in 3 copies. The decision must contain a statement, justification and instruction on the possibility of submitting a request for its reassessment.

4. One copy of the decision on imposing a disciplinary action is delivered to the student personally, one copy of the decision is kept in the student's personal file and one copy is kept with the Rector of UVMP.

### **Article 9**

#### **Reassessment of the Decision on Imposing a Disciplinary Action**

1. A student who has been imposed a disciplinary action may submit a written request for reassessment of the decision on imposing a disciplinary action (hereinafter referred to as “the request”) within 8 days from the date of its delivery. The student submits a written request to the UVMP Rector, who issued the decision.
2. From the request, it must be clear who submits it, which decision they are against, what they see as a contradiction with generally binding legal regulations, internal rules and what is being proposed.
3. The Rector will examine claims stated in the request. The Rector can himself grant the student’s request and change or cancel the original decision within 10 days from the delivery of the request. If he does not grant the request, the Rector will forward it within the same period to the UVMP Academic Senate together with the entire file material, including his own statement.
4. UVMP Academic Senate will review the Rector’s decision and, if it is in conflict with the law or internal rules of the UVMP, Academic Senate will change or cancel the decision, otherwise it will deny the request and confirm the original decision. The Academic Senate of the UVMP must issue a decision no later than 30 days after receiving the request to reassess the decision on imposing a disciplinary action.
5. Student’s request for reassessment of the decision on imposing a disciplinary action submitted in time has a suspensory effect.

## **PART B**

### **Rules of Procedure**

#### **Article 1**

#### **General Provisions**

1. The Rules of Procedure of the Disciplinary Committee for Students of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as the “Disciplinary Committee” and “UVMP” respectively) regulate the activities of the Disciplinary Committee and its procedure for discussing disciplinary offences.
2. Chairman and members of the Disciplinary Committee are appointed by the Rector according to Article 2 paragraphs 2 and 3 of the Disciplinary Procedure for UVMP Students.

#### **Article 2**

#### **Discussion of the Disciplinary Committee**

1. The meeting of the Disciplinary Committee is convened and managed by its chairman. The chairman of the Disciplinary Committee shall convene its meeting without undue delay after receiving the proposal to initiate disciplinary proceedings.
2. The chairman of the Disciplinary Committee will announce the date of the meeting in writing at least 10 days in advance to the members of the Disciplinary Committee and the student whose disciplinary offence is to be discussed.
3. The chairman of the Disciplinary Committee, its members and invited persons are obliged to maintain confidentiality about the facts they learned about during the disciplinary proceedings in connection with the disciplinary offence under discussion. Chairman of the Disciplinary Committee will instruct them about this obligation.
4. Proceedings on a disciplinary offence in front of the Disciplinary Committee are oral and public.
5. A student who has committed a disciplinary offence has the right to be present at the meeting of the Disciplinary Committee, to present evidence, to comment on all documents, to inspect written materials and minutes of the meeting, with the exception of the protocol on the result of the vote.
6. If a student who has committed a disciplinary offence does not appear at the meeting of the Disciplinary Committee and excuses themselves in advance in writing, the chairman of the Disciplinary Committee will set a new date for the meeting of the committee after discussion in the committee.
7. A student can excuse themselves only once. The excuse must be delivered to the chairman of the Disciplinary Committee no later than on the day of the Disciplinary Committee meeting.
8. The Disciplinary Committee will decide by resolution whether the excuse is justified.
9. If a student who has committed a disciplinary offence does not attend the meeting of the Disciplinary Committee and does not excuse themselves in advance in writing, the Disciplinary Committee will discuss the disciplinary offence even without the presence of the student.
10. The Disciplinary Committee has a quorum if the majority of its members are present.
11. If at least two members of the Disciplinary Committee from the ranks of students are not present and the members present decide to postpone the meeting by voting, the chairman of the Disciplinary Committee will postpone the meeting.

### **Article 3**

#### **Decisions and Resolutions of the Disciplinary Committee**

1. The Disciplinary Committee decides by resolution on the submitted proposal to impose a disciplinary action, on stopping the disciplinary proceedings, on whether the student's apology is justified and on other procedural issues that fall within the jurisdiction of the Disciplinary Committee.
2. A valid resolution of the Disciplinary Committee requires the consent of the majority of its members present.
3. Each member of the Disciplinary Committee is obliged to vote for or against the proposal.
4. In the event of a tie, the chairman's vote is decisive.
5. Only members of the Disciplinary Committee may participate in the Disciplinary Committee's vote on the approval of the resolution.
6. In order to clarify the circumstances of the case, with the consent of the Disciplinary Committee, the chairman of the Disciplinary Committee may, as necessary, invite other persons to the meeting or part of it, or may request a written opinion from them on the disciplinary offence under discussion.
7. When deciding on the proposed disciplinary action, the Disciplinary Committee considers the seriousness of the committed disciplinary offence, the potential damage caused or impended by the disciplinary offence and the behaviour of the student who committed the disciplinary offence.

### **Article 4**

#### **Minutes of the Proceedings of the Disciplinary Committee**

1. The minutes of the proceedings of the Disciplinary Committee are signed by the chairman and submitted to the UVMP Rector no later than three days after the end of the proceedings of the Disciplinary Committee.
2. The minutes contain the attendance list of the members of the committee, a description of the disciplinary offence, a statement of the facts, evidentiary material and a proposal to impose a disciplinary action.

### **Article 5**

#### **Final Provisions**

1. These Rules of Procedure are integral part of the Disciplinary Procedure for UVMP students, which together with these Rules of Procedure were approved by the UVMP Academic Senate on August 24<sup>th</sup> 2023.
2. This internal rule takes effect on the day of its approval by the UVMP Academic Senate.
3. On the date of entry into force of these Disciplinary Procedure, the "Disciplinary Procedure for Students of the University of Veterinary Medicine and Pharmacy in Košice" – internal regulation No. 11 dated March 18<sup>th</sup> 2013 and "Rules of Procedure of the Disciplinary Committee for Students of the University of Veterinary Medicine and Pharmacy in Košice" – internal regulation No. 12 dated March 18<sup>th</sup> 2013 become void.



Disciplinary Procedure for Students  
of the University of Veterinary Medicine and Pharmacy in Košice  
and Rules of Procedure of the Disciplinary Committee

In Košice, on August 24<sup>th</sup> 2023

**Prof. Slavomír Marcinčák, DVM, PhD**

Chairman of the Academic Senate  
of the University of Veterinary Medicine  
and Pharmacy in Košice

**Prof. Jozef Nagy, DVM, PhD**

Rector  
of the University of Veterinary Medicine  
and Pharmacy in Košice