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|  in Ružomberok | Revision No: 0 |
| | Issue No: 1 |
| INTERNAL REGULATION Disciplinary Regulations of the Catholic University in Ružomberok for students | Page 0 of 12 |

GUIDELINE

DISCIPLINARY REGULATIONS CATHOLIC UNIVERSITY IN RUŽOMBEROK FOR STUDENTS

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Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION
**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Issue No: 1

Page 1 z 16

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DISCIPLINARY REGULATIONS OF THE CATHOLIC UNIVERSITY OF RUŽOMBEROK FOR STUDENTS

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History of the document

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Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Issue No: 1

Page 2 z 16

Table of Contents

| | |
|---|----|
| Art. 1 General Provisions 4..... | 4 |
| Art. 2 KU Disciplinary Committee for Students 4..... | 4 |
| Art. 3 Disciplinary Committees of KU Faculties 5 | 5 |
| Art. 4 Disciplinary offence 6..... | 6 |
| Art. 5 Disciplinary measures 7 | 7 |
| Art. 6 Disciplinary Proceedings 8..... | 8 |
| Art. 7 Final Provisions | 11 |



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Issue No: 1

**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Page **3** z **16**

Purpose of the Directive

The Disciplinary Regulations of the Catholic University in Ružomberok (hereinafter referred to as "KU"), pursuant to Section 15 (1) (l) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts (hereinafter referred to as the Higher Education Act), regulate a uniform procedure for the KU components in discussing disciplinary offences and imposing disciplinary measures.

Scope of validity

This internal regulation is binding for all organizational units and students of KU.

Related documents

Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain

Acts Rules of Procedure of the KU Disciplinary Committee

Abbreviations

For the purposes of this Internal Regulation, the following abbreviations shall be used:

| <i>Shortcut</i> | <i>Name</i> |
|-----------------------------|---|
| KU | Catholic University in Ružomberok |
| Higher Education Act | Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions of certain laws |



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Issue No: 1

Disciplinary Regulations of the Catholic University in Ružomberok for students

Page 4 z 16

The Catholic University in Ružomberok (hereinafter referred to as "KU"), in accordance with Section 15 (1) (l) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"), issues these Disciplinary Regulations, which regulate the status and activities of the KU Disciplinary Committee for Students, the Disciplinary Committees of the KU faculties, the types of disciplinary offences, the manner of their hearing, and the procedure for imposing disciplinary measures.

Article 1

General provisions

- (1) Every KU student is obliged to respect and abide by the laws of the Slovak Republic, the KU Statute and the KU Study Regulations, the statute and study regulations of the faculty at which he/she is enrolled, as well as other internal regulations of KU and the faculty, including the Accommodation Regulations in force in the KU Accommodation and Catering Facilities.
- (2) For a violation of the obligations under paragraph 1 of this Article, a student may be subject to certain from disciplinary measures under these Disciplinary Regulations.

Article 2

KU Disciplinary Committee for Students

- (1) The KU Disciplinary Board is a body of academic ^{self-government}¹.
- (2) The KU Disciplinary Committee discusses disciplinary offences of those KU students who are not enrolled in any study programme conducted at the faculty and submits a proposal for a decision to the Rector.²
- (3) The Disciplinary Board of the KU is composed of six members. It is usually chaired by the KU Vice-Rector for Education. The chair and members of the committee shall be appointed and removed from among the members of the KU academic community by the Rector, no later than 14 days after their approval by the KU Academic Senate. Half of the members of the committee shall be students.
- (4) Membership of the KU Disciplinary Board is honorary and the exercise of this function is irreplaceable. Membership shall lapse:
 - a) at the end of the term of office,
 - b) on the date of delivery of the written declaration of resignation to the Rector of KU,
 - c) the date of termination of membership in the KU academic community,
 - d) by written dismissal by the Rector with the prior approval of the KU Academic Senate,



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Issue No: 1

**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Page **5 z 16**

¹ § 7 (2) (d) of the Higher Education Act

² § 13 (1) of the Higher Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Disciplinary Regulations of the Catholic University in Ružomberok for students

Issue No: 1

Page **6 z 16**

e) death of a member.

- (5) The term of office of the members of the KU Disciplinary Board begins on the date of their appointment by the KU Rector. In the case of staff members, it shall be for a maximum of four years, and in the case of student members, it shall be for a maximum of two years. The same person may be reappointed as a member of the KU Disciplinary Board.
- (6) The activities of the KU Disciplinary Committee and the procedure for discussing a disciplinary offence are set out in the Rules of Procedure of the KU Disciplinary Committee for ^{Students}³, which are approved by the KU Academic Senate on the proposal of the KU Rector.⁴
- (7) The Disciplinary Board, after hearing the disciplinary offence, shall submit a decision to the rector.

Article 3

Disciplinary Commissions of KU Faculties

- (1) The Disciplinary Committee of the Faculty of KU discusses disciplinary offences of students enrolled in a study programme carried out at the Faculty and submits a proposal for a decision to its Dean.
- (2) The Faculty Disciplinary Committee shall consist of at least four members. It is usually chaired by the Vice-Dean who has responsibility for education. The chairperson and members of the committee shall be appointed by the dean from among the members of the academic community of the faculty, subject to the approval of the academic senate of the faculty. Half of the members of the committee shall be students.⁵
- (3) The term of office of the members of the Faculty Disciplinary Board from the staff section shall be a maximum of four years. The term of office of student members of the Faculty Disciplinary Board shall be a maximum of two years. The same person may be reappointed as a member of the Faculty Disciplinary Board.
- (4) The provisions of these Disciplinary Regulations shall apply to the disciplinary proceedings of students enrolled in study programmes carried out at the Faculty, unless the Faculty issues its own Disciplinary Regulations for students, which must be in accordance with the KU Disciplinary Regulations for Students.
- (5) The activities of the Faculty Disciplinary Committee and the procedure for the hearing of a disciplinary offence are laid down in the Faculty Disciplinary Committee's own rules of procedure.

³ § 13 (3) of the Higher Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Issue No: 1

**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Page 7 z 16

⁴ §9(1)(a) and §15(1)(l) of the Higher Education Act

⁵ Art. 29 para. 21 of the KU Statute



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION
**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Issue No: 1

Page 8 z 16

Article 4

Disciplinary offence

- (1) A disciplinary offence is a culpable breach of the law or internal regulations of KU or its components, or public ^{order}⁶.
- (2) Depending on the degree of culpability, a disciplinary offence may be committed negligently or intentionally.
- (3) In particular, the following shall be considered a disciplinary offence:
 - a) breach of the obligations arising from Article 1(1) of these Rules,
 - b) refusal to provide information and facts decisive for the determination of tuition fees and study-related fees pursuant to Section 71(3)(b) of the Higher Education Act or the provision of false or incomplete information,
 - c) disparagement of a member of the KU academic community, employee or student, their physical or
Particularly crude verbal abuse,
 - d) demonstrable damage to the reputation or name of KU or its faculty,
 - e) acting contrary to good manners in connection with the performance of study duties, namely Especially:
 - cheating, which includes, but is not limited to, attending an examination under a different name, resubmitting the same or slightly altered work that has already been submitted by the student in another course for the purpose of fulfilling course requirements, using unauthorised aids, writing off, illegal cooperation, and making predictions during written or oral testing of students' knowledge,
 - plagiarism, which includes: passing off someone else's work as one's own, using someone else's work or part of it in one's own work without appropriate reference to the original work, or using part of another person's work verbatim without attribution to the original author,
 - forgery, which includes, but is not limited to, falsifying or fabricating data, information and quotations in the text of a written work, falsifying, altering or otherwise illegally modifying official documents,
 - f) causing public outrage by inappropriate behaviour,
 - g) theft or serious damage to property owned, managed or possessed by
leased by KU, as well as the property of its employees, students and other persons,
 - h) an intentional crime for which the student has been validly convicted of at least a suspended prison sentence or a fine,

⁶ § 72 (1) of the Higher Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Issue No: 1

Disciplinary Regulations of the Catholic University in Ružomberok for students

Page 9 z 16

- i) Serious violation of the rules and guidelines for work in the computer network and computer rooms of KU or its components, unauthorized access and interference with the academic information system of KU or its faculty,
- j) a serious threat to morality on campus,
- k) serious disruption of interpersonal relationships,
- l) dissemination of pornography,
- m) the use of alcoholic beverages on campus and the violation of the principles of decorum on KU campus while under their influence,
- n) use, possession and distribution of toxic and psychotropic substances on the KU campus,
- o) violation of Act No. 377/2004 Coll. on the protection of non-smokers as amended regulations on the KU campus,
- p) arbitrarily letting another person stay in KU accommodation; or repeated illegal accommodation of a person who is not allocated accommodation,
- q) Use of artificial intelligence to fulfill a student's academic obligations in an unauthorized or unacknowledged manner.

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Article 5

Disciplinary measures

- (1) A student may be subject to any of the following disciplinary measures for a disciplinary infraction:
 - a) reprimand,
 - b) conditional exclusion from studies,
 - c) expulsion from studies.
- (2) For a disciplinary infraction committed by a student in KU housing, one of the following disciplinary measures may also be imposed:
 - a) conditional cancellation of accommodation,
 - b) cancellation of accommodation.
- (3) When imposing a disciplinary measure, the nature and seriousness of the disciplinary offence, the circumstances under which it occurred, the degree of culpability, the consequences of the disciplinary offence, as well as the student's previous behaviour and the efforts made to remedy the consequences shall be taken into account. The seriousness of the disciplinary offence and the degree of culpability shall be assessed by the relevant Disciplinary Board.
- (4) A reprimand may normally be issued to a student for a minor disciplinary offence or for a disciplinary offence committed negligently.



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Disciplinary Regulations of the Catholic University in Ružomberok for students

Issue No: 1

Page **10 z 16**

- (5) When imposing a conditional exclusion, the decision shall specify the time limit and the conditions under which the conditional exclusion will be lifted. The length of the suspension shall be not less than six months and not more than two years. The conditions may consist, for example, of an agreement to make good the damage caused during the period, to undergo substance abuse treatment, etc.
- (6) Suspension from studies may be imposed on a student in particular if he or she has deliberately committed a serious disciplinary offence, if he or she has been finally convicted of a deliberate criminal offence, or if he or she has committed a further disciplinary offence during the period of suspension from studies. A student who has been admitted to study as a result of his/her fraudulent conduct will also be expelled from study.
- (7) A disciplinary offence is time-barred if more than one year has elapsed since its commission. The limitation period does not run during the disciplinary offence proceedings or during the interruption of studies.⁷

Article 6

Disciplinary proceedings

- (1) The KU Disciplinary Board shall initiate disciplinary proceedings on the basis of a written proposal by the Rector. The Disciplinary Board of a KU faculty shall initiate disciplinary proceedings on the basis of a written proposal from its dean.
- (2) Any person who has become aware of such an act of a KU student that may have the character of a disciplinary offence may submit a written petition to the Rector or the Dean to initiate disciplinary proceedings. The complaint must not be anonymous and must identify precisely the person and the act alleged to have been committed.
- (3) The Rector's or Dean's proposal for the initiation of disciplinary proceedings must include:
 - a) identification of the student who is alleged to have committed the act considered to be disciplinary offence,
 - b) a description of the student's actions,
 - c) the evidence on which the application is based,
 - d) a justification as to why the student's actions are considered a disciplinary offence and a reference to the relevant regulations,
 - e) a proposal of the specific disciplinary measure to be imposed on the student.
- (4) Proceedings on a disciplinary offence before the Disciplinary Committee of KU, or its faculty, are closed and oral, in the presence of the student who should have committed the disciplinary offence. If the student fails to appear without a proper written excuse, the hearing may also be

⁷ § 72 (3) of the Higher Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Disciplinary Regulations of the Catholic University in Ružomberok for students

Issue No: 1

Page 11 z 16

without his ^{presence}⁸. A student may only apologise once, and the apology must be delivered to the chairman of the Disciplinary Board at the latest before the meeting of the relevant Board.

- (5) The Chairperson of the Disciplinary Board may invite other persons to attend all or part of the meeting as necessary or request their written opinion on the disciplinary offence under discussion. If a student who is alleged to have committed a disciplinary offence requests the presence of a witness, the Chairperson shall comply with the request and allow the witness to address the Disciplinary Board.
- (6) A student who is the subject of disciplinary proceedings shall have the right to make a written statement on the offence of which he/she is accused, to present evidence, to comment on all documents, to consult written materials and the minutes of the proceedings of the Disciplinary Board, with the exception of the minutes of the result of the vote.
- (7) More detailed rules on the conduct of the Disciplinary Board's deliberations are contained in the Rules of Procedure of the Disciplinary Board.
Regulations of the Disciplinary Committee of KU, or faculty.
- (8) After discussing the disciplinary offence, the chairman of the KU Disciplinary Committee or the Faculty Disciplinary Committee submits a written proposal to the Rector or the Dean for a decision on the imposition of disciplinary measures, or notifies him/her that the Disciplinary Committee has rejected the submitted proposal by resolution. The proposal shall also include the written minutes of the meeting of the Disciplinary Board at which the disciplinary offence was discussed.
- (9) The proposal for a decision on the imposition of a disciplinary measure must include:
 - a) a finding that a disciplinary offence has been committed, stating the provisions of the relevant regulations that have been breached,
 - b) identification of the student who committed the disciplinary offence,
 - c) a proposal of the disciplinary measure to be imposed on the student. If suspension from studies or withdrawal of accommodation is proposed, a proposal for the time limit and conditions under which the suspension will be lifted must also be included.
- (10) The Disciplinary Committee of KU or the Faculty shall, by resolution, discontinue the disciplinary proceedings if demonstrates that:
 - a) it is not a disciplinary offence,
 - b) the student against whom disciplinary proceedings are being taken has not committed the offence,
 - c) the person who committed the offence is no longer a student,

⁸ § 72 (5) of the Higher Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION


Issue No: 1

**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Page **12 z 16**

- d) a period of one year has elapsed since the commission of the disciplinary offence or the final conviction in a criminal case.

⁸ § 72 (5) of the Higher
Education Act

| | | |
|--|--|---|
|  | <p>Catholic University in Ružomberok</p> | <p>Doc.: VP-KU-85</p> |
| <p>INTERNAL REGULATION Disciplinary Regulations of the Catholic University in Ružomberok for students</p> | | <p>Revision No: 0</p> |
| | | <p>Issue No: 1</p> |
| | | <p>Page 13 z 16</p> |

(11) The Rector or the Dean shall issue a written decision on the imposition of a disciplinary measure within 14 days from the receipt of the Disciplinary Committee's proposal for the imposition of a disciplinary measure. The decision shall include:

- a) Statement,
- b) Justification,
- c) an indication of the possibility to request its ^{review}⁹,
- d) the registration number under which the decision is registered,
- e) the date and place of issue,
- f) official stamp,
- g) signature of the Rector or Dean.

(12) The Rector or Dean may decide to impose a less severe disciplinary measure than that proposed by the Disciplinary Committee, or not to impose a disciplinary measure if the offence is minor and it can reasonably be assumed that the hearing of the offence by the Disciplinary Committee alone will lead to a remedy.

(13) If a student submits a request for a review of a decision to impose a disciplinary measure, the procedure shall be in accordance with Section 72(6) of the Higher Education Act, whereby the request shall always have suspensive effect. A written request for a review of the decision must include:

- a) the student's first and last name,
- b) date and place of birth,
- c) your permanent address,
- d) the name of the study programme and the year,
- e) the reasons for the request or for disagreeing with the decision,
- f) the student's handwritten signature.

(14) The decision on the imposition of the disciplinary measure and the decision on the request for review of the decision on the imposition of the disciplinary measure must be delivered to the student in his/her own ^{hands}¹⁰, normally by post to his/her permanent address. The final decision, against which no appeal is admissible, shall be sent to the authority which issued the decision imposing the disciplinary measure for information.

(15) After the decision to impose a disciplinary measure on a student has become final, a copy of the final decision shall be placed in the student's personal file at the faculty at which the student is studying, or at the KU Rector's Office if the student is not enrolled in any of the study programmes carried out at the faculty.

(16) Offences against the KU Accommodation R e g u l a t i o n s are dealt with by the Director or Head of KU Accommodation and Catering Facilities in accordance with the terms of the Contract

¹⁰ § 72(6) of the Higher Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

**Disciplinary Regulations of the Catholic University in Ružomberok for
students**

Issue No: 1

Page **14** z **16**

⁹ § 72 (6) of the Higher Education Act

¹⁰ § 72(6) of the Higher
Education Act



Catholic University
in Ružomberok

Doc.:
VP-KU-85

Revision No: 0

INTERNAL REGULATION

Issue No: 1

Disciplinary Regulations of the Catholic University in Ružomberok for students

Page **15 z 16**

on accommodation and with the relevant internal regulations of KU. In the case of more serious disciplinary offences, it submits a proposal to initiate disciplinary proceedings to the dean of the faculty at which the student is enrolled for studies or to the rector if the student is not enrolled in any study programme carried out at the faculty.

Article 7

Final provisions

- (1) These Disciplinary Regulations of the Catholic University of Ružomberok for Students were discussed and approved by the Academic Senate of the Catholic University of Ružomberok on 16 May 2023.
- (2) These Disciplinary Regulations shall enter into force on 1 September 2023.
- (3) At the same time, the Disciplinary Regulations for Students of the Catholic University of Ružomberok approved by the Academic Senate of the KU in Ružomberok on 16 April 2019 are repealed.

doc. Ing. Jaroslav Demko, CSc.
Rector of KU