



DIRECTIVE NO. 201

Disciplinary Regulations for Students of the University of Žilina

Discussed by: -

Approved by: UNIZA Academic Senate on 28 June 2021

Effective from: 1 September 2021

Article 1 Basic Provisions

1. The Disciplinary Regulations for Students of the University of Žilina (hereinafter referred to as "UNIZA") are an internal regulation of UNIZA under Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act").
2. Disciplinary Regulations for Students of UNIZA apply to students of all levels and study forms at UNIZA (hereinafter referred to as "students").

Article 2 Disciplinary Offence

1. According to Section 72, par. 1 of the Higher Education Act, a disciplinary offence is a culpable violation of legal regulations, internal regulations of UNIZA and its parts, or public order.
2. Disciplinary offences by students include, in particular:
 - a) breach of obligations arising from generally binding legal regulations,
 - b) refusal to provide information and facts decisive for determining the payment of tuition fees or fees related to studies in accordance with the Higher Education Act, or providing false or incomplete information necessary for studies within accredited study programmes at the faculty or UNIZA in the case of university-wide study programmes,
 - c) disrespect or other harm caused to a UNIZA employee or another UNIZA student,
 - d) discrediting the good reputation or name of UNIZA or the faculty,
 - e) fraudulent conduct contrary to moral principles relating to the fulfilment of study obligations, in particular:
 - presenting another person's work as your own when fulfilling study obligations, or using part or all of it without reference to the original work (plagiarism),
 - submission of identical or slightly altered work that has already been submitted by students as part of their study obligations at the faculty, where such resubmission or alteration was not directly permitted as part of the study obligations,
 - dishonesty of a student in the assessment of study results when fulfilling study obligations, in particular copying, cheating, using unauthorised aids and other forms, including unauthorised cooperation during written or oral examination of the knowledge of a student enrolled at a faculty or university-wide study programme,
 - f) causing public nuisance or behaving in a manner contrary to generally accepted standards of proper conduct, morality, ethics, and propriety,
 - h) violent act against another UNIZA student or UNIZA employee,
 - i) serious damage, misuse, or theft of UNIZA property on UNIZA academic grounds, as well as within all UNIZA real estate owned or leased by UNIZA,
 - j) serious damages or theft of property belonging to a UNIZA student, UNIZA employee, UNIZA visitor, or third party staying on UNIZA premises,
 - k) violation of rules and instructions when working within the UNIZA computer network or faculty network,
 - l) knowingly providing login details for a student's electronic account to other persons, or misusing a student's electronic account,
 - m) participation in educational activities under the noticeable or demonstrable influence of alcoholic beverages, other intoxicating, addictive, or psychotropic substances,
 - n) violation of Act No. 377/2004 Coll. on the Protection of Non-smokers and on Amendments to Certain Acts as amended,
 - o) falsification or alteration of documents related to studies (student ID card,

- record of studies – index, transcript of records), documents certifying completion of studies (university diploma, state examination certificate, diploma supplement) and other documents or deeds related to studies at UNIZA,
- p) other serious violations of internal regulations issued by UNIZA, the faculty, or the head of other UNIZA parts.

Article 3 Person Responsible for Disciplinary Offence

1. The person responsible for the disciplinary offence (hereinafter referred to as the "responsible person") is a student who has committed a disciplinary offence under Article 2 of these Disciplinary Regulations.
2. If the disciplinary offence was committed jointly by two or more students, each shall be held responsible as if they had committed the offence individually.
3. The provisions of paragraph 2 of this Article shall apply accordingly if the student is a person who:
 - a) set the conditions for a disciplinary offence to occur,
 - b) incited another person to commit a disciplinary offence,
 - c) asked another person to commit a disciplinary offence, or
 - d) helped another person to commit a disciplinary offence.

Article 4 Disciplinary Measure

1. A disciplinary measure is a sanction imposed on the responsible person.
2. The responsible person who may be subject to disciplinary measures under these Disciplinary Regulations must be a student.
3. For disciplinary offences, the following disciplinary measures may be imposed on students:
 - a) a reprimand,
 - b) conditional suspension from studies for a specified period and under specified conditions, which, if met, will result in the conditional suspension from studies being revoked,
 - c) suspension from studies.
4. The imposition of disciplinary measures under paragraph 3 does not relieve the student of any obligation to compensate for damage caused by his or her actions.

Article 5 Disciplinary Boards of UNIZA and UNIZA Faculties

1. The UNIZA Disciplinary Board addresses disciplinary offences committed by students enrolled in university-wide study programmes. The Disciplinary Boards of the faculties address disciplinary offences committed by students enrolled in study programmes conducted at the respective faculty.
2. The Disciplinary Board of both UNIZA and its faculties have at least 6 members. Three members are UNIZA university teachers or teachers from the relevant faculty, and three members are UNIZA students or students from the relevant faculty. The chairman and members of the UNIZA Disciplinary Board are appointed by the rector after approval by the UNIZA Academic Senate and, in the case of the faculty Disciplinary Board, by the dean after approval of the faculty's Academic Senate. University teachers are appointed for a period of four years, and students for a period of one year.
3. The proceedings of the Disciplinary Boards of both UNIZA and the faculties are governed by the *Rules of Procedure of Disciplinary Boards*.

Article 6 Disciplinary Proceedings

1. Any employee of UNIZA or its faculties, any UNIZA student, or any other person who has discovered the conduct of a UNIZA student that could constitute a disciplinary offence may initiate disciplinary proceedings by submitting a complaint to the rector or dean of the faculty. A motion to initiate disciplinary proceedings shall be submitted either in writing, signed by hand, or in electronic form with an authorised electronic signature. If a motion submitted electronically is not authorised or sent via an access point that requires successful authentication of the person submitting the motion, the person submitting the motion must supplement it with their handwritten signature or authorised electronic signature within three working days of its submission; otherwise, the motion will be shelved.
2. Disciplinary proceedings regarding a disciplinary offence shall be initiated by the Disciplinary Board (Art. 5) within 20 calendar days from the date on which the student's disciplinary offence was reported to it, but no later than one year from the date on which the disciplinary offence occurred.
3. A disciplinary offence is time-barred if more than one year has passed since it was committed. The limitation period shall not run during disciplinary proceedings or during interruption of studies.
4. Disciplinary proceedings conducted before the Disciplinary Board of UNIZA or the faculty are conducted verbally in the presence of the responsible person; if the responsible person fails to appear without a valid excuse, disciplinary proceedings may be conducted in their absence. The course of disciplinary proceedings is further regulated by the Directive No. 167 Rules of Procedure of UNIZA Disciplinary Boards.
5. After discussing the disciplinary offence, the disciplinary board, by resolution, may:
 - a) approve the proposal to decide on imposing a disciplinary measure on the responsible person,
 - b) reject the proposal to decide on imposing a disciplinary measure on the responsible person,
 - c) suspend disciplinary proceedings against the responsible person if it is proven during the disciplinary proceedings that:
 - the disciplinary offence did not occur,
 - the disciplinary offence was not committed by the responsible person,
 - the conduct of the responsible person does not meet the criteria for a disciplinary offence under Article 2 of these Disciplinary Regulations,
 - the person who committed the disciplinary offence is not the person responsible for the disciplinary offence under Article 3.

Article 7

Decision to Impose a Disciplinary Measure

1. The Disciplinary Board shall decide on a proposal to impose disciplinary measures within 15 calendar days from the start of disciplinary proceedings regarding the disciplinary offence.
2. When proposing a disciplinary measure, the Disciplinary Board shall take into account, in particular, the seriousness, duration, or consequences of the disciplinary offence, as well as any disciplinary measures imposed on the student in the past.
3. Disciplinary measures are imposed by the rector based on a proposal from the UNIZA Disciplinary Board or by the dean of the faculty based on a proposal from the faculty's Disciplinary Board. The rector/dean cannot impose a more severe disciplinary measure on a student than the one proposed by the Disciplinary Board.
4. If the discussion of the disciplinary offence itself is sufficient to remedy the student's behaviour, it is possible to forego imposing disciplinary measures.
5. The decision of the rector/dean to impose disciplinary measures shall be made in writing, stating the reasons for the decision and informing the student of the right to request a review of the decision. The decision shall be delivered to the student in person.
6. The decision to impose a disciplinary measure shall be recorded in the student's personal file at the rector's office or at the dean's office of the faculty where the student is enrolled.
7. The student has the right to submit a written request to review the decision on the disciplinary measure (Article 8).

Article 8
Review of a Decision to Impose a Disciplinary Measure

1. A student may submit a written request to review a decision on a disciplinary measure to the authority that issued the decision within eight days of the date of delivery.
2. If this authority is the dean, they may grant the request themselves and change or revoke the decision. The decision shall be communicated to the Disciplinary Board of the faculty and the Academic Senate of the faculty. If the request is not granted, it shall be forwarded to the rector within 10 days of the date on which it was received. The rector shall review the dean's decision and, if it is contrary to the law, any internal regulation of UNIZA or its constituent parts, shall amend or revoke the decision; otherwise, reject the request and confirm the decision.
3. The rector shall establish a special three-member committee to review the dean's decision to impose a disciplinary measure. The rector must issue a decision no later than 30 days after receiving the request to review the dean's decision.
4. A student enrolled in a university-wide study programme may submit a written request for reviewing the decision regarding disciplinary measures to the rector. The rector may grant the request himself and change or revoke the decision.

Article 9
Transitional Provisions

1. If disciplinary proceedings have been initiated under the previous internal regulations of UNIZA or its faculties, these disciplinary proceedings shall be completed according to the regulations in force at the time they were initiated, provided that they do not conflict with the legal regulations in force in the Slovak Republic.

Article 10
Final Provisions

1. Directive No. 166 Disciplinary Regulations for Students of the University of Žilina from 21 May 2018 is hereby repealed.
2. This Directive enters into force from the date of its approval by the UNIZA Academic Senate, i.e. 28 June 2021, and into effect from 1 September 2021.

In Žilina on 28 June 2021

Assoc. Prof. Ing. Norbert Adamko, PhD.
Chairman of the UNIZA Academic Senate

Prof. Ing. Jozef Jandačka, PhD.
Rector