



Faculty of Public Policy and Public Administration

**RULES OF PROCEDURE OF THE DISCIPLINARY BOARD
OF THE FACULTY OF PUBLIC POLICY AND PUBLIC
ADMINISTRATION OF DANUBIUS UNIVERSITY**

In Sládkovičovo, 15.10. 2018

Art. 1

Basic provisions

The Disciplinary Committee of the Faculty of Public Policy and Public Administration of DANUBIUS COLLEGE (hereinafter referred to as the "FPP AND PA Committee") was established on the basis of an internal regulation issued pursuant to Section 33(3)(e) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts.

Art. 2

Members of the committee

1. The members of the FPP AND PA Committee are appointed by the Dean of the FPP AND PA from among the teachers and students.
2. In addition to the Dean of the FPP AND PA, at least two teachers of the FPP AND PA shall be represented from among the teachers, and at least two students of the FPP AND PA shall be represented from among the students.
3. The number of members of the FPP AND PA committee shall be at least five.
4. The members of the FPP AND PA Committee shall elect their chairperson at a meeting convened by the Dean of the FPP AND PA.

Art. 3

Committee sessions

- (1) The FPP AND PA Commission shall take its decisions on the basis of the dictates of these Rules of Procedure.
2. The FPP AND PA Committee shall make its decision based on the description of the act performed, the documented evidence relied upon, and the rationale as to why the student's action is considered a disciplinary infraction.
3. The proceedings shall include a statement from the student, if one is submitted by the student within the time limit.
4. The meeting of the FPP AND PA Committee shall be convened and chaired by its Chair. The Chairperson of the FPP AND PA Committee shall convene a meeting of the FPP AND PA Committee without undue delay whenever a proposal for disciplinary proceedings is received by the Chairperson. He/she shall inform the members of the FPP AND PA Committee, the FPP AND PA student whose offence is to be discussed and the Head of the FPP AND PA Study Department of the date of the meeting in writing at least 10 days in advance.
5. The Chairperson of the FPP AND PA Committee, its members and invited persons are obliged to maintain confidentiality of the facts which have come to their knowledge in the disciplinary proceedings in connection with the case being discussed. The participants in the

proceedings will be informed of this by the Chairperson of the FPP AND PA Commission.

6. The hearing of a disciplinary offence before the FPP AND PA Committee shall be closed and oral. The FPP AND PA student who has committed a disciplinary offence has the right to be present in person at the hearing of the Board, to present evidence, to comment on all documents, to inspect written materials and the record, except for the record of the outcome of the vote.

7. If a student who has committed a disciplinary offence apologizes in writing by the date of the meeting of the FPP AND PA Committee, the Chair of the FPP AND PA Committee shall set a new date for the meeting. A student may apologize only once. The apology must be delivered to the Chair of the FPP AND PA Committee no later than the day of the Committee meeting.

8. If the student who has committed the disciplinary offence does not attend the meeting of the committee and does not apologize in writing in advance, the committee will discuss the disciplinary offence without the student being present.

9. A quorum of the FPP AND PA Committee shall be present if a majority of its members are present. If at least two student members of the committee are not present and the members present vote to adjourn the meeting, the chair of the committee shall adjourn the meeting. The approval of a majority of the members present shall be required for a valid resolution of the Board. In the event of a tie vote, the chair shall have a casting vote.

10. The Chairperson of the FPP AND PA Commission, in order to clarify the circumstances of the case, may, with the consent of the FPP AND PA Commission, invite other persons to attend a meeting of the FPP AND PA Commission or request their written opinion on the matter under discussion.

11. In deciding on the proposed disciplinary measure, the FPP AND PA Committee shall consider the seriousness of the offence committed, any damage caused by the offence and the previous conduct of the FPP AND PA student who committed the offence.

12. A written record of the proceedings of the FPP AND PA Committee shall be made.

13. After discussing the disciplinary offence, the FPP AND PA Committee shall submit a proposal for the imposition of disciplinary measures to the Dean of the FPP AND PA. The proposal shall be accompanied by the written minutes of the FPP AND PA committee meeting at which the offence was discussed.

14. Disciplinary action on disciplinary offences dealt with by the FPP AND PA Committee shall be imposed by the Dean of the FPP AND PA, normally within 2 weeks of receipt of the proposal.

Art. 4

Final provisions

The Rules of Procedure of the FPP AND PA Commission shall be approved by the Academic Senate of the FPP AND PA. It shall enter into force on the date of signing by the Dean of the FPP AND PA.

The 15th of October 2018

Doc. PhDr. et Mgr. Peter Ondria, PhD.

Dean of FPP and PA