

Pursuant to Article 31 of the Statute of the Faculty of Veterinary Medicine, the University of Zagreb, the Faculty council at its 1<sup>st</sup> special session, held on 10<sup>th</sup> February 2012, adopted

## **REGULATIONS ON DISCIPLINARY RESPONSIBILITY OF STUDENTS OF THE FACULTY OF VETERINARY MEDICINE**

### **I GENERAL PROVISIONS**

#### **Article 1**

- (1) Regulations on disciplinary responsibility of students of the Faculty of Veterinary Medicine (hereinafter: Regulations) stipulate the disciplinary responsibility of students, description of violations, disciplinary procedure and disciplinary measures imposed on students for committing disciplinary offenses and seriously violating the University and the Faculty's reputation.
- (2) Provisions of these Regulations shall apply to all students of integrated studies and postgraduate studies offered by the Faculty, who have student rights.
- (3) Terms referring to gender in these Regulations, regardless of being used for males or females, include in the same way male and female sex.

#### **Article 2**

- (1) Students shall respect the regime of study and the University and Faculty's general acts, preserve dignity and reputation of the University and the Faculty, of students, teachers, other members of the academic community and all other employees. Students are obliged to regularly fulfil their duties, too.
- (2) Violation of duties under paragraphs 1 of this Article entails disciplinary responsibility.
- (3) A student shall not be disciplinary sanctioned for the violations of duty which, before they were made, have not been proscribed by these Regulations or determined as disciplinary offenses by any other act.
- (4) Criminal responsibility of students under another legal basis does not preclude disciplinary responsibility.

### **II VIOLATIONS**

#### **Article 3**

- (1) Minor violations of duty:
  - 1 creating excessive noise which disrupts the work of students, teachers and other employees of the Faculty;
  - 2 any unacceptable behaviour which interferes with the hygiene and cleanness of the rooms and the Faculty's environment;
  - 3 any other violation of duty without serious consequences;
  - 4 being late, leaving class and all other forms of teaching and failure to fulfil other study obligations;

5 rude and disrespectful attitude towards teachers, students and other employees of the Faculty.

(2) Serious violations of duty:

- 1 violent behaviour towards teachers, associates and other employees of the Faculty and towards other students on the Faculty and University's premises;
- 2 intentional damage to the Faculty property and/or destruction of library holdings and causing damage to inventory and the Faculty's material assets;
- 3 falsifying student transcript books or other documents;
- 4 intentional destruction of or damage to the student transcript book, and false report on the loss of student transcript book;
- 5 taking an exam when the student has not met the conditions for taking the exam;
- 6 direct or indirect money offering, or achieving any other financial benefit as well as any other influence on a teacher with the aim of passing an exam or gaining other benefits during the study;
- 7 false representation and the use of other people to attend classes and/or take exams;
- 8 disruption of order and rules laid down for certain forms of teaching and exams, violation of rules and regulations of the Faculty;
- 9 misuse of the premises and material resources, IT equipment and other equipment at the Faculty;
- 10 giving false statements, taking an action on the basis of which the student realizes a right which does not belong to him/her;
- 11 causing disorderly conduct or fighting, taking part in disorderly conduct or fighting on the Faculty's premises;
- 12 public disclosure of unreliable and false data on other students and other members of academic community, disclosure of personal information without the consent of the person to whom it pertains, violation of official data and business secret;
- 13 committing minor violations more than twice during the study;
- 14 attending classes under the influence of alcohol or drugs;
- 15 bringing or drinking alcohol before or during classes;
- 16 giving or receiving unauthorized assistance and the use of unauthorized aids during exams;
- 17 discrimination in accordance with applicable regulations.

### **III DISCIPLINARY MEASURES**

#### **Article 4**

(1) The following measures may be imposed on students:

*Minor violations:*

1 public warning,

2 warning before expulsion.

*Serious violations:*

- 1 expulsion from the Faculty for a year with a two-year probation,
  - 2 temporary expulsion from the Faculty up to one academic year,
  - 3 permanent expulsion.
- (2) Disciplinary measures, public warning and warning before expulsion are executed by making them public before the Faculty council, Year council and on the Faculty's website.
- (3) Temporary expulsion from the Faculty up to one academic year shall be entered into the student's document (student transcript book) from the date of the final decision on disciplinary responsibility.
- (4) Disciplinary measure of permanent expulsion shall be imposed for the most serious violations of duty, in a situation when the student was aware that his/her act is considered as a serious violation for which a disciplinary measure may be imposed and yet, s/he agreed on doing it and the consequences thereof. Disciplinary measure of permanent expulsion shall be executed by entering it into the student's document (student transcript book).
- (5) Together with the imposition of disciplinary measures, bans may also be imposed on the offender:
- 1 offender is barred from taking examinations for a definite time,
  - 2 offender is barred from verifying the semester,
  - 3 annulment of all the improperly passed exams and other obligations.
- (6) Together with the imposition of disciplinary measures, the offender may be ordered to fulfil the obligation:
- 1 of paying the damages,
  - 2 of recovering the items.

#### **IV DISCIPLINARY PROCEDURE AND THE AUTHORITY TO CONDUCT THE PROCEEDINGS AND THE IMPOSITION OF DISCIPLINARY MEASURES**

##### **Article 5**

- (1) A report on disciplinary responsibility of students may be initiated by any person who believes s/he has been injured or by any person who has knowledge of an offense. The report shall be filed with the persons authorized to initiate the proposal according to paragraph 4 of this article.
- (2) A person who has filed the report shall be informed in writing on the dismissal of charges.
- (3) Responsibility of students for offenses shall be determined in the course of disciplinary proceedings.
- (4) Disciplinary procedure is initiated by submitting a proposal to determine the student's responsibility for the offense. The proposal may be submitted by the Dean, Vice dean for teaching, Head of student administration office, President of the Student union and the Faculty council. The proposal is submitted in a written form to the Chairman of the Disciplinary committee.
- (5) The proposal for the establishment of responsibility must be explained and it must contain:

- 1 name and address of the student;
  - 2 date of finding about the offense and offender;
  - 3 description of the offense and the facts that have an impact on the establishment of disciplinary responsibility;
  - 4 evidence (original or copy of student transcript book, statements from the injured parties, etc.)
  - 5 proponent's signature.
- (6) Disciplinary proceedings are urgent.

#### **Article 6**

- (1) The Disciplinary committee shall decide on the disciplinary responsibility of students in the course of disciplinary proceedings.
- (2) The Committee shall have seven members.
- (3) Chairman and vice chairman shall be elected by the members of the Committee from among themselves from the ranks of teachers. One member of the Committee is elected from among the students on the proposal of the Faculty's student union.
- (4) A recording secretary takes part in the work of the Committee, without the right in decision-making. Administration office performs all technical work required by the Committee.
- (5) The Chairman or a member of the Committee shall be excluded if they are married to the offender, related in a direct line or to the third-degree lateral line, if s/he has been damaged by the offense, or if there are other circumstances which indicate the possibility of bias.
- (6) Member of the Committee shall be dismissed if a disciplinary measure is imposed on him/her during the mandate, if s/he is convicted of a criminal offense, if s/he seeks dismissal, if his/her employment contract expires, or s/he performs his/her duties negligently.

#### **Article 7**

- (1) The Chairman of the Committee shall convene the Committee for the establishment of disciplinary responsibility within 15 days from the receipt of the proposal for the establishment of the responsibility, schedule the hearing and submit the summons to the student-offender and to the witnesses if needed.
- (2) The student-offender shall receive the summons with a note that s/he has a right to defence and to legal counsel.
- (3) The summons shall be delivered to the student by registered mail, return receipt requested, to the address reported in the student administration office. In the event the student avoids the delivery or s/he has reported an incorrect address with the student administration office, the delivery of the summons to the reported address shall be attempted once more within 15 days. If this delivery fails, the summons shall be published on the Faculty's website.

#### **Article 8**

- (1) The hearing shall be held only if there is a majority of the Committee's members present, of which one member shall be the representative of the students.

- (2) Before the beginning of the hearing, the Chairman shall determine who is present or absent and whether all the prerequisites for holding the hearing have been fulfilled.
- (3) If the student who is the subject of the hearing does not appear at the hearing although he has been properly summoned, and has not filed for a postponement, the hearing may be held in his/her absence.

#### **Article 9**

- (1) Hearing before the Committee is generally public, although in certain cases when the Committee considers it is justified, the hearing may be closed to the public. The decision on the exclusion of public is made by a majority vote of the present members.
- (2) Records containing all the important information relevant for decision making, shall be taken during the hearing.
- (3) The records shall include: members of the Committee, time and place of the hearing, information about the student offender and other persons who have taken part in the hearing in a certain capacity. The records shall also include a brief summary of the request to initiate the proceedings, student-offender's statement, statements from the injured parties and the witnesses, attachments and other issues relevant to the final decision.
- (4) After deliberation and voting, the Committee's final decision is entered into the records.

#### **Article 10**

- (1) The hearing shall start by reading the proposal for the establishment of responsibility of the student. After the proposal has been read, the student is asked to state his defence and plead to the allegations in the proposal. The Chairman of the Committee shall warn the student that s/he does not have to state the defence or plead to the allegations. During the time the student presents his/her defence, the called witnesses shall not attend the hearing.
- (2) After the defence, in order to verify all important facts, the members of the Committee may ask questions about every allegation in the proposal for the establishment of responsibility.
- (3) Examination of witnesses may also be started. The Chairman of the Committee shall warn each witness before s/he makes a statement, about telling the truth and the consequences of false testimony. If needed, the Chairman shall confront the witnesses or each individual witness with the offender.
- (4) After hearing the witnesses, the Committee may examine experts, read papers, documents and statements from the people who did not attend the hearing.
- (5) After the presentation of evidence and after all the important facts have been discussed and established, the Chairman of the Committee shall close the hearing.
- (6) The Committee shall vote on the disciplinary responsibility and measure in private, without the student's presence as well. The decision shall be made by the majority vote of the Committee members.
- (7) When imposing the measure, the Committee shall take into account the degree of responsibility, conditions under which the offense occurred, previous work and conduct, seriousness of offense and consequences.

### **Article 11**

- (1) The Committee may exonerate the student from liability if they find that the student did not commit the violation for which s/he has been charged with, or if there are circumstances which preclude liability or if there is no evidence.
- (2) If the Committee determines disciplinary responsibility, they shall make the decision on the imposition of a disciplinary measure. If the student has committed material damage, the Committee shall decide on this kind of responsibility as well, on the amount of damage according to the market conditions, based on the opinion of an authorized expert and the method of compensation.
- (3) If the student does not pay the damages in time and in the manner provided in the decision, the Faculty has the right to seek damages through a competent court.
- (4) The decision on the disciplinary responsibility of the student and on the imposition of the disciplinary measure shall be made in writing within 20 days from the closing of the hearing, and it is delivered to the student and the proponent.

### **Article 12**

- (1) The student has the right to submit a complaint against the decision on the disciplinary responsibility and the disciplinary measure to the Dean within 8 days from the receipt of the decision. The complaint shall be submitted in writing.
- (2) The Dean may return the student's complaint with an instruction to the Committee for a reopening or refer his/her proposal of the decision to the Faculty council for approval.
- (3) The decision on the disciplinary responsibility of the student becomes final and legally binding with the expiry of the deadline for the filing the complaint, or, in the event of the complaint, with the date of the submission of the appellate decision.

## **V STATUTE OF LIMITATIONS**

### **Article 13**

- (1) Disciplinary procedure shall not be initiated if it has been more than twelve months from the date of finding about the offense.
- (2) The statute of limitations shall expire when two years have elapsed from the date of the disciplinary offense.

## **VI RECORDS OF DISCIPLINARY MEASURES**

### **Article 14**

- (1) Separate records shall be kept on disciplinary measures. The records shall be kept by Student administration office. The records shall be closed at the end of each academic year.
- (2) The records shall include:
  - student's name and surname,
  - student's ID number,
  - offense,
  - disciplinary measure,
  - class, registration number, date of decision.

## VII TRANSITIONAL AND CONCLUDING PROVISIONS

### Article 15

- (1) Disciplinary procedures initiated before these Regulations entered into force, shall be conducted according to the regulations which were valid at the time the procedure was initiated.
- (2) Upon the entry into force of these Regulations, Regulations on the disciplinary responsibility of students of the Faculty of Veterinary Medicine, Zagreb University, of 30 January, 2007 cease to be valid.
- (3) These Regulations shall enter into force on the day of their adoption.
- (4) These Regulations shall be published on the Faculty's website.

Class: 012-03/12-01/9

Dean:

Registration number: 251-61-01/139-12-1

Prof Tomislav Dobranić, PhD, DVM

Zagreb, 10 February, 2012