



ORDERS  
**Disciplinary procedure**  
Number: POR 04\_v2\_30.4.2022\_z0

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## Disciplinary procedure

	He elaborated	He checked	Approved	Number printout:
<b>Function</b>	1. Vice-rector	Representative for IQS	Rector	
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<b>A date</b>	27/04/2022	28/04/2022	30/04/2022	
<b>Signature</b>				



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## 1. Guidelines for using the directive

### ➤ *Acquaintance*

- the order is an internal documented procedure that is made available to employees on the IQS website in the Moodle system ( <https://moodle.vsbm.sk/> )
- every employee who is affected by the given process is obliged to familiarize himself with the content of the order and to familiarize his subordinates with it.
- as long as training is carried out for the given order, the Commissioner for IQS keeps records of this training (record as evidence).

### ➤ *Storage and manipulation*

- the original of the order in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- The IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there, is responsible for the fact that only the valid version of the rules is available on the USM website.
- The printed order without signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party, which can only be accessed with the written consent of the rector.
- the head of the workplace is responsible for the existence of the printed version and for handling it.

### ➤ *Control*

- senior employees are obliged to consistently demand and control compliance with this order and, upon detection of defects, to remove these defects within their authority.
- in the event that there is a need to change the rules or its appendices, the manager together with the creator of the rules initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

### ➤ *Changes*

- every employee who discovers the need to change the order or part of it is obliged to submit a request for its revision to the Commissioner for IQS as stated above.
- if the order as a whole, or a part of it, does not fulfill its mission, the executive will submit a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

This regulation (hereinafter referred to as the O) defines the management procedure related to maintaining order and discipline of students at the USM workplaces in KE, as an organization and management tool within the USM quality management system in KE.

O stipulates:

- The form and basic structure of the content of the activity related to the evaluation of the discipline.



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- The procedure in the field of management of the relevant activities of student discipline assessment, as well as the procedure of the USM Disciplinary Commission in KE.
- Uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation.

### 3. Scope

This D is valid on the day it is signed by the rector, which is also the day it is issued and applies to all students of USM in KE.

The disciplinary regulations of the University of Security Management in Košice regulate, among other things, the legal relations arising from the system of management, control of order and discipline of students, as well as the procedure of the USM Disciplinary Commission in KE.

### 4. Terms and abbreviations

#### Concepts

- ❑ **Quality management system** – a management system for guiding and managing the organization with regard to quality.
- ❑ **Order and discipline** - methods and approaches of behavior of employees and students in relation to all internal and external regulations of USM in KE, which are part of the management and which are subject to revisions and changes.
- ❑ **USM Disciplinary Commission in KE** – a commission composed of teachers and students of USM in KE, appointed by the rector of USM in KE, which solves all known cases of violations of order and discipline and submits proposals to the rector of USM in KE for his decision on the matter.
- ❑ **Directive** – defines activities at the level of the company's departments, establishes responsibilities and relations between departments. SMs have an unlimited time effect.
- ❑ **Form** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ❑ **External documentation** – documents of external origin used in the company, e.g. laws, STS, ES, ISO standards, other legal regulations, etc.

#### Abbreviations

<b>QMS</b> - Quality management system	<b>DD</b> - Director of Department
<b>QM</b> - Quality manual	<b>QC</b> – Quality Commissioner
<b>D</b> – Directive	<b>DC</b> – Disciplinary commission
<b>STS</b> - Slovak technical standard	<b>ES</b> - European standard
<b>USM in KE</b> – University of Safety Management in Košice	<b>PD</b> – Personnel department
<b>F</b> – Form (USM in KE)	<b>SD</b> - Study Department
<b>ED</b> – External documentation	<b>VRP</b> - Vice-rector for pedagogy

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They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice



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## 5. Disciplinary rules of USM in KE

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### Art. 1 Determination

- (1) The Disciplinary Regulations of the University of Security Management in Košice for Students (hereinafter referred to as the "Disciplinary Regulations") regulate the status and activities of the Disciplinary Commission of the University of Security Management in Košice for Students (hereinafter referred to as the "Disciplinary Commission"), the manner of discussing disciplinary offenses and the imposition disciplinary measures.

### Art. 2 Disciplinary commission

- (1) The disciplinary commission discusses disciplinary offenses of students of the University of Security Management in Košice (hereinafter referred to as "the university") and submits a proposal for a decision to the rector of the university in accordance with § 13 paragraph 1 of the Act.
- (2) The members of the disciplinary commission and its chairman are appointed by the rector from among the members of the university's academic community after approval by the university's academic senate. Half of the members of this commission are students (Section 13, paragraph 2 of the Act). The disciplinary commission has at least six members.
- (3) A member's membership in the disciplinary commission ceases:
  - a) at the end of the term of office,
  - b) if he renounces his membership in writing,
  - c) if he ceased to be a member of the academic community,
  - d) if he is dismissed by the rector of the university with the consent of the university's academic senate.
- (4) The term of office of a member of the disciplinary commission is four years. The same person can be appointed as a member of the disciplinary commission repeatedly.
- (5) Pursuant to § 13 par. 3 of the Act, the activities of the disciplinary committee and the procedure for discussing a disciplinary offense are established by the rules of procedure of the disciplinary committee, which are approved by the rector of the university after discussion by the academic senate according to § 47b paragraph 2 letter b) of the Act.
- (6) Administrative and technical actions connected with the activities of the disciplinary commission are performed by the study department.
- (7) An employee of the study department participates in the meeting of the disciplinary commission without the right to vote.



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**SECOND PART**  
**DISCIPLINARY PROCEEDINGS**

**Art. 3**

**Disciplinary offense and disciplinary measures**

- (1) A disciplinary offense is a culpable violation of generally binding legal regulations or internal regulations of the university or its components or public order (Section 72 paragraph 1 of the Act).
- (2) A disciplinary offense according to this order is also:
  - a) violation of obligations arising from the decisions of the academic self-government bodies of the higher education institution,
  - b) defamation or other harm caused to a member of the academic community or an employee of the university,
  - c) defamation of the good reputation or name of the university,
  - d) fraud in connection with study or scientific activity,
  - e) causing public scandal or behaving contrary to good manners,
  - f) violent act against a student, employee or visitor of the university,
  - g) theft or serious damage to property owned, managed or leased by the university, its students, employees or visitors or to property owned by others,
  - h) violation of the "Principles of work in the computer classroom",
  - i) unauthorized use of school materials or equipment,
  - j) the use, possession or distribution of alcohol, drugs and other addictive substances on the premises of the university,
  - k) disobeying the instructions of employees or members of the university management who are acting within the scope of their duties,
  - l) refusal to prove oneself with a student ID at the request of any school representative,
  - m) possession, carrying or use of firearms, explosives, dangerous chemicals or other substances threatening the health and life of members of the academic community and school employees,
  - n) smoking outside designated areas,
  - o) pollution of the interiors and exteriors of the college with garbage,
  - p) posting notices on bulletin boards without prior approval by the school management.
- (3) A disciplinary measure may be imposed on a student for a disciplinary offense:
  - a) rebuke
  - b) or conditional exclusion from studies,
  - c) or expulsion from studies.
- (4) Disciplinary measure according to par. 3 letters a) can be imposed on a student for a minor disciplinary offense or a disciplinary offense committed through negligence.
- (5) When imposing a disciplinary measure according to par. 3 letters b) a deadline and conditions are set, upon compliance with which the conditional exclusion from studies will be cancelled. The seriousness of the disciplinary offense is taken into account. The length of conditional exclusion from studies is at least six months and at most two years from the date of imposition of the disciplinary measure. If the student commits another disciplinary offense before the expiry of the deadline, as a rule, a disciplinary measure will



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- be imposed on him according to par. 3 letters c).
- (6) Disciplinary measure according to par. 3 letters c) can be imposed on the student if:
- deliberately committed a serious disciplinary offence,
  - repeatedly committed a disciplinary offense or
  - was legally convicted of a crime.
- (7) A disciplinary offense is time-barred if more than one year has passed since its commission.

**Art. 4**  
**Disciplinary proceedings**

- Proceedings on a disciplinary offense before the disciplinary commission are oral in the presence of the student, against who is subject to disciplinary proceedings. If the student does not appear without an excuse, the disciplinary committee can also take action his absence. The chairman of the commission can invite other people to the whole or part of the meetings as needed.
- A student against whom disciplinary proceedings are being conducted has the right to comment in writing on the offense of which he is accused, to present evidence, to comment on all documents, to inspect written materials and minutes of the meeting.
- The chairman of the disciplinary committee submits to the rector a proposal for a decision, which was adopted by the disciplinary committee.
- The disciplinary measure is usually imposed within two weeks of the delivery of the proposal for the imposition of a disciplinary measure by the disciplinary committee.
- The rector cannot impose a more severe disciplinary measure than the one proposed by the disciplinary committee.
- If it is a less serious offense and it is assumed that the discussion of the offense by the disciplinary committee will lead to correction, the rector may decide not to impose a disciplinary measure for the disciplinary offense, even if the disciplinary committee proposed its imposition.
- The decision to impose a disciplinary measure must be in writing, must contain the statement of the decision, its justification, instructions on the possibility of submitting a request for its review and the deadline for submitting it. It must be delivered to the student personally.

**Art. 5**  
**Review of the decision to impose a disciplinary measure.**

- A student who has been imposed a disciplinary measure may request in writing to review the decision on imposition of the disciplinary measure (hereinafter referred to as the "decision") within eight days from the date of its delivery. The application is submitted to the authority that issued the decision. Filing a request to review the decision has a suspensive effect.
- After reviewing the application, the rector can change or cancel his decision. The Rector



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must issue a decision no later than 30 days after receiving the request to review the decision. The student can request court proceedings against the rector's decision on the offense.

- (3) To impose disciplinary measures according to par. 2 and Art. 3 par. 3 applies to Act no. 71/1967 Coll. on administrative proceedings.

## 6. Exchange service

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Only the Board of Directors of the USM is authorized to approve changes in these regulations, based on the approval of the USM quality representative (QC). The change itself is carried out by VRI. The record of the change is kept by the IQS representative.

## 7. Related documentation

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Law no. 131/2002 Coll. on universities, as amended  
Law no. 269/2018 Coll. on ensuring the quality of higher education, as amended  
Statute of USM in Košice  
Rules of procedure of USM in Košice\_part Disciplinary Commission

## 8. Attachments

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Without attachments

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Rector