



UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

No. A/2/2023

Disciplinary Code of the University of Economics in Bratislava for Students

2023

The University of Economics in Bratislava (hereinafter also referred to as "EUBA") is issuing, in accordance with Section 15(1)(l) of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as "the Act"), and following an approval by the Academic Senate of the University of Economics in Bratislava, dated 24 May 2023, this Disciplinary Code of the University of Economics in Bratislava for Students (hereinafter also referred to as "the Disciplinary Code").

Article 1

Subject Matter of Regulation

- (1) This Disciplinary Code is applicable to all students enrolled to study in study programmes at EUBA and its faculties as well as to students studying at EUBA as part of international mobility programmes.
- (2) The Disciplinary Code regulates the status of the EUBA Disciplinary Board, or Disciplinary Board of the relevant EUBA Faculty, disciplinary offences, disciplinary measures, disciplinary procedure except for deliberations and decision-making of the Disciplinary Board, requisites of the decision imposing a disciplinary measure, options to review such decision and entering of such decision into force.

Article 2

Disciplinary Board

- (1) The EUBA Disciplinary Board, or the Disciplinary Board of the relevant EUBA Faculty (hereinafter collectively also referred to as the "Disciplinary Board") discusses students' disciplinary offences.
- (2) The EUBA Disciplinary Board discusses disciplinary offences of those EUBA students who are not enrolled in any study programme delivered at a EUBA Faculty.
- (3) The Disciplinary Board of the relevant EUBA Faculty discusses disciplinary offences of those EUBA students who are enrolled in a study programme delivered at the relevant EUBA Faculty.
- (4) Members of the EUBA Disciplinary Board and its Chair are appointed from among members of the EUBA academic community by the EUBA Rector, after being approved in the EUBA Academic Senate. Half of the Disciplinary Board members must be students. The EUBA Disciplinary Board has four members.
- (5) Members of the Disciplinary Board of a EUBA Faculty and its Chair are appointed from among members of the appropriate EUBA Faculty's academic community by the Dean of the appropriate EUBA Faculty, after being approved in the Academic Senate of the appropriate EUBA Faculty. Half of the Disciplinary Board members must be students. The Disciplinary Board of a EUBA Faculty has four members.
- (6) The Chair of the EUBA Disciplinary Board appoints from among the EUBA Disciplinary Board members his/her Deputy, who replaces the Chair in the case of absence to the extent as determined by the Chair in order to ensure the EUBA Disciplinary Board's operations.
- (7) The Chair of the Disciplinary Board of the relevant EUBA Faculty appoints from among the Disciplinary Board members of the relevant EUBA Faculty a Deputy, who replaces

the Chair in the case of absence to the extent as determined by the Chair in order to ensure operations of the Disciplinary Board of the relevant EUBA Faculty.

- (8) Membership on the EUBA Disciplinary Board, or Disciplinary Board of the relevant EUBA Faculty terminates:
 - a) upon expiry of the term of office,
 - b) by resignation; the membership terminates on the date of delivery of the written declaration in paper form to the EUBA Rector, or Dean of the appropriate EUBA Faculty,
 - c) by ceasing to be a member of the EUBA academic community, or of the academic community of the appropriate EUBA Faculty,
 - d) by being dismissed,
 - e) upon the member's death.
- (9) The term of office for the Chair and members of the EUBA Disciplinary Board ends upon the expiration of the Rector's term of office. The term of office for the Chair and member of the Disciplinary Board of the appropriate EUBA Faculty ends upon the expiration of the term of office of the appropriate EUBA Faculty's Dean. The term of office for Disciplinary Board members of the appropriate EUBA Faculty who are from the student section of such Faculty lasts for the period during which they are members of the University's / Faculty's academic community (except during an interruption of study).
- (10) Administrative and clerical acts associated with operations of the appropriate Disciplinary Board are carried out by the person authorised by the Chair of such Disciplinary Board (hereinafter also referred to as "the Administrative Clerk"). The Administrative Clerk attends meetings of the appropriate Board as a non-voting person.

Article 3

Student Rights and Obligations

- (1) EUBA students studying in all modes and levels of study are obliged to respect and follow the Slovak law, EUBA Constitution, EUBA Academic Regulations and the Constitution of the Faculty in which they are enrolled to study as well as any other internal regulations of the University and the appropriate EUBA Faculty, including House Rules of EUBA student dormitories and EUBA accommodation establishments.
- (2) EUBA students are accountable to EUBA for the damage caused by them to EUBA during theoretical or practical instruction and in after-class education, or in direct connection therewith.
- (3) EUBA Students are obliged particularly:
 - a) to uphold Academic Regulations,
 - b) to protect and make economical use of EUBA's property, resources and services, properly manage the resources entrusted to them by EUBA, protect EUBA's property against damage, loss, destruction and misuse, immediately report to the EUBA Rector, or Dean of the appropriate EUBA Faculty, damage, destruction or loss of EUBA's property,
 - c) to notify the EUBA Rector, or Dean of the appropriate EUBA Faculty, of damage threatening life or EUBA's property.

- d) to keep off EUBA's premises outside the permitted hours without EUBA's authorisation,
 - e) to keep EUBA classrooms and premises clean,
 - f) to uphold House Rules of EUBA student dormitories and EUBA accommodation establishments,
 - g) to be aware of, and comply with, occupational safety and health regulations, fire protection regulations as well as any other generally binding legal regulations related to their studies,
 - h) to observe no smoking policy on EUBA premises,
 - i) to pay tuition and fees related to EUBA studies, exclusively and directly to EUBA, in the amount and by the due date as determined by a separate EUBA internal regulation, and to truthfully present facts relevant to the determination of such fees and tuition,
 - j) to notify EUBA, or the relevant EUBA Faculty, of their mail delivery address,
 - k) to present themselves in person upon the written notice of the EUBA Rector, or Dean of the appropriate EUBA Faculty, or any other EUBA employees entrusted by the aforementioned persons with such authority, in order to discuss matters concerning the course or completion of their studies, or related to students' rights and obligations,
 - l) to use solely the e-mail address assigned to them by the University of Economics in Bratislava in conducting electronic communication with teachers of individual subjects and other Faculty employees, Faculty's Student Registry or any other organisational unit at the Faculty entrusted to maintain student records, organisational unit at the Faculty entrusted to maintain doctoral students' records and employees of any other EUBA units.
- (4) In addition to obligations referred to in Article 3(3), EUBA full-time and part-time doctoral students are obliged to:
- a) keep the currently applicable principles governing the organisation of doctoral studies,
 - b) stay at the workplace during the academic year, including the examination period, to the extent as determined by the training unit (only applies to full-time doctoral students),
 - c) engage in teaching activities or any other teaching-related professional activities as defined by law (only applies to full-time doctoral students),
 - d) meet their study obligations in accordance with their curriculum and Academic Calendar.

Article 4

Disciplinary Offence

- (1) A disciplinary offence is a culpable breach of legal regulations, or of internal regulations of EUBA or its units, or of public order. Disciplinary offences may be punished by imposing some of the disciplinary measures under this Disciplinary Code.
- (2) The following constitute a student's disciplinary offence:
 - a) breach of obligations referred to in Article 3(3) and 3(4),
 - b) breach of obligations arising from decisions of academic self-government bodies and

of other bodies at EUBA or at EUBA units, from generally binding legal regulations, internal regulations of EUBA or any units thereof, unless such internal regulation of EUBA or its Faculty prescribes for such action or omission expulsion from study for the failure to comply with study programme terms and conditions,

- c) students entering EUBA premises under the influence of alcohol, drugs and psychotropic substances; bringing alcohol, drugs and psychotropic substances into EUBA premises,
 - d) conduct that is in gross violation of good manners,
 - e) endangering morals on academic premises in a serious manner (e.g. dissemination of pornography etc.),
 - f) dishonouring a member of the academic community or any other EUBA employee,
 - g) defaming the reputation of EUBA or its units,
 - h) theft, aiding in theft of EUBA property and of property belonging to persons located on EUBA premises,
 - i) physical or any other assault (such as verbal, written etc.) of students or any other persons located on EUBA premises,
 - j) counterfeiting or intentional unauthorised alteration of study-related documents; counterfeiting or intentional unauthorised alteration of ID cards, documents or instruments presented by students under internal regulations of EUBA or its units or under generally binding legal regulations, or use of false or falsified study-related documents or of false or falsified ID cards, documents or instruments presented by students under internal regulations of EUBA or its units or under generally binding legal regulations, as if they were genuine and unaltered,
 - k) non-compliance with the decisions passed by EUBA academic bodies or academic bodies of the appropriate EUBA Faculty,
 - l) serious breach of rules and instructions for using the computer network and computer labs of EUBA and the appropriate EUBA Faculty,
 - m) actions that are at variance with good manners in respect of fulfilment of study requirements, and knowing infringement of the Copyright Act, especially:
 - ma) passing off of someone else's work as one's own, use of someone else's work or any part thereof in one's own work without making proper reference to the original work or word-for-word use of a part of someone else's work without citing its author,
 - mb) repeated submission of the same or a slightly altered work which has already been submitted by the student as part of a certain subject or as part of a study programme in relation to the fulfilment of study obligations without the prior consent of the teacher/guarantor of the subject or guarantor of the study programme as part of which the work is repeatedly submitted and evaluated,
 - mc) any form of copying or any other illicit activity (e.g. illicit cooperation or giving answers to someone) during a written or oral examination verifying students' knowledge or during preparation for such examination as part of a subject,
 - md) use of technical equipment or any data carriers in a manner other than authorised during a written or oral examination verifying students' knowledge or during preparation for such examination as part of a subject.
- (3) In addition to the student who committed a disciplinary offence, the student who organised others to commit a disciplinary offence, who ordered actions constituting a disciplinary offence or who aided and abetted in committing a disciplinary offence will also be punished for the disciplinary offence.

- (4) The disciplinary offence under paragraph 2(mc) above does not involve use of such communication tools and such data carriers as are expressly permitted by the examining teacher, in a manner that is expressly permitted by the examining teacher. The disciplinary offence under paragraph 2(mc) above will cease to be unlawful, if the student demonstrates that the data carrier contained no information whatsoever related to the knowledge being examined, or even any part of such information.
- (5) Failure to meet the requirements arising from a study programme and from the study-related provisions of the EUBA Academic Regulations is not considered a disciplinary offence. If students fail to meet the requirements arising from a study programme and from the study-related provisions of the EUBA Academic Regulations, they are expelled from study in accordance with the Act.
- (6) Each EUBA employee and student is obliged to report any knowledge of student conduct that may constitute a disciplinary offence to the EUBA Rector, or Dean of the appropriate EUBA Faculty.

Article 5

Disciplinary Measure

- (1) For committing a disciplinary offence, the student may be punished by imposition of some of the following disciplinary measures:
 - a) reprimand,
 - b) conditional expulsion from study, including specification of time-limits and conditions that must be met for such conditional expulsion from study to be lifted,
 - c) expulsion from study.
- (2) Disciplinary measures are imposed by the EUBA Rector, or Dean of the appropriate EUBA Faculty. The Rector, or Dean, may not impose a stricter disciplinary measure than that proposed by the appropriate Disciplinary Board.
- (3) When deciding on what disciplinary measure is to be imposed on the student, it is necessary to take into account particularly the seriousness of the disciplinary offence, circumstances under which the offence was committed, consequences of the offence, the student's past behaviour and their academic achievements and the fact whether the student regrets having committed the offence, or has shown willingness to correct their wrongdoing.
- (4) When conditional expulsion from study is being imposed as a disciplinary measure, the relevant decision must state the period of time (hereinafter "the probationary period") after which, and the conditions under which, the conditional expulsion from study will be lifted. The probationary period starts running on the day following the date when the decision imposing the disciplinary measure has become final.
- (5) If the student upheld the conditions stated in the decision on conditional expulsion from study throughout the entire probationary period and proved themselves worthy, the EUBA Rector, or Dean of the appropriate EUBA Faculty (depending on the jurisdiction of the appropriate Disciplinary Board) will issue a decision lifting the conditional expulsion from study. Should the student fail to comply with such conditions, the EUBA Rector, or Dean of the appropriate Faculty (depending on the jurisdiction of the appropriate Disciplinary Board), will issue a decision lifting the conditional expulsion

from study and will also decide on expulsion from study without any separate Disciplinary Board meeting being required. If the Rector, or Dean, has not taken a decision within 30 days of the expiration of the probationary period, it is understood that the student has proved themselves worthy and the conditional expulsion from study has been lifted.

- (6) If the student commits another disciplinary offence prior to the probationary period expiration, the student is usually punished by the imposition of expulsion from study as a disciplinary measure. The decision imposing expulsion from study as a disciplinary measure also involves annulment of the decision imposing conditional expulsion from study as a disciplinary measure.
- (7) The imposition of the disciplinary measure under paragraph 1 of this Article hereof does not relieve the student of any obligation to pay compensation for damage caused by their actions.
- (8) The Disciplinary Board may refrain from the proposal to impose a disciplinary measure in its resolution, if it can be assumed that mere discussing of the disciplinary offence by the Disciplinary Board will lead to reformation.
- (9) The Rector, or Dean of the appropriate EUBA Faculty, will also notify the outcome of the disciplinary proceedings to the person who initiated the proposal to commence disciplinary proceedings.

Article 6

Motion to Initiate Proposal for Commencement of Disciplinary Proceedings and Proposal Itself

- (1) The disciplinary proceedings against a student who is suspected of committing a disciplinary offence (hereinafter also referred to as "the Student") commences upon the delivery of a written proposal for commencement of disciplinary proceedings to the Chair of the EUBA Disciplinary Board, or Chair of the Disciplinary Board of the appropriate EUBA Faculty. The Rector, or Dean, submits the proposal to commence disciplinary proceedings to the Chair of the relevant Disciplinary Board.
- (2) Anyone who has become aware of a student's conduct that may constitute a disciplinary offence can submit a motion to initiate the proposal for commencement of disciplinary proceedings. The motion is submitted to the Rector, Dean, any other EUBA employee or a full-time student in a doctoral study programme. The EUBA employee or full-time doctoral student is obliged to refer the motion to the Rector, or Dean. If the motion is justified, the Rector, or Dean, submits the proposal for commencement of disciplinary proceedings to the Chair of the appropriate Disciplinary Board. The identity of the person who has submitted the motion is kept undisclosed at the initiator's request.
- (3) The proposal for commencement of disciplinary proceedings usually involves:
 - a) exact description of the student's conduct whereby he supposedly committed a disciplinary offence, including a specification of the relevant provisions of this Disciplinary Code, generally binding legal regulations and internal regulations of EUBA and its units that are supposed to have been violated,
 - b) place and time where and when the disciplinary offence is supposed to have been committed,
 - c) evidence the proposal relies on,

- d) reason(s) as to why such conduct is considered a disciplinary offence,
- e) identification of the student who supposedly committed the disciplinary offence.

Article 7

Deliberations and Decision-Making of Disciplinary Board

- (1) Based on the proposal for commencement of disciplinary proceedings, the Chair of the appropriate Disciplinary Board convenes a meeting of such Disciplinary Board without undue delay.
- (2) The preparation process for the meeting and the conduct of the meeting of the appropriate Disciplinary Board is regulated by the Rules of Procedure of such Disciplinary Board.
- (3) After having discussed the disciplinary offence, the Disciplinary Board decides on the submission of a proposal for imposition of a disciplinary measure to the Rector, or Dean of the appropriate Faculty (depending on the Disciplinary Board's jurisdiction), or on the closure of the disciplinary proceedings.
- (4) Details concerning decision-making and voting of the appropriate Disciplinary Board are regulated by the Rules of Procedure of the Disciplinary Board.
- (5) The Chair of the appropriate Disciplinary Board submits the decision referred to in paragraph 3 above to the Rector, or Dean, usually within two weeks of the Disciplinary Board meeting.

Article 8

Decision Imposing Disciplinary Measure

- (1) The Rector, or Dean of the appropriate Faculty, imposes disciplinary measures for the commission of a disciplinary offence by way of a decision. The disciplinary measure is imposed usually within two weeks of the delivery of the proposal for imposition of a disciplinary measure by the relevant Disciplinary Board.
- (2) The Rector, or Dean of the appropriate Faculty, may not impose a stricter disciplinary measure than that proposed by the appropriate Disciplinary Board; they may, however, impose a milder disciplinary measure, or decide on refraining from the imposition of a disciplinary measure under paragraph 6 of this Article hereof. The Rector, or Dean of the appropriate Faculty, closes the disciplinary proceedings through a substantiated decision in cases where the proceedings should have been closed by the Disciplinary Board in accordance with the Rules of Procedure of the appropriate Disciplinary Board.
- (3) After the proposal to impose a disciplinary measure has been delivered, the Rector, or Dean of the appropriate Faculty, may refer such proposal back to the appropriate Disciplinary Board for completion, if, in the Rector's or Dean's opinion, it is necessary to carry out further acts required for the issuance of the decision imposing a disciplinary measure. In the event of such referral, the appropriate Disciplinary Board will carry out, without undue delay, the acts proposed by the Rector, or Dean.
- (4) The decision imposing a disciplinary measure must be made in writing, and must contain a verdict, reasoning and instruction on the option to submit a request for review of the decision. The decision imposing a disciplinary measure must be hand delivered to the student.

- (5) In the event of a minor offence, if it can be assumed that mere discussing of the offence by the appropriate Disciplinary Board will lead to reformation, the Rector, or Dean, may refrain from the imposition of a disciplinary measure by way of a decision. In such case, the provisions of this Article hereof will be used as appropriate.
- (6) The proceedings on the disciplinary offence before the Disciplinary Board are oral and are held in the presence of the student who has committed the disciplinary offence. If the student fails to make an appearance without proper excuse, the proceedings may be held also in their absence. If the student makes a proper excuse, the Chair of the Disciplinary Board, or the Disciplinary Board member authorised by the Chair, will set an alternative date for the Disciplinary Board meeting, which must not be later than one month of the regular meeting date. If the student fails to attend the meeting held on the alternative date (with or without an excuse), the meeting will be held in their absence.

Article 9

Review of Decision Imposing Disciplinary Measure

- (1) The student on whom a disciplinary measure has been imposed may request a review of the decision imposing a disciplinary measure, in writing, within 8 days of the date of delivery thereof. The request for review of the decision imposing a disciplinary measure (hereinafter the "Request for Review of the Decision") is submitted to the body that has issued such decision. A request for review of the decision submitted in time has a dilatory effect.
- (2) The request for review of the decision should make it clear who is submitting the request, what decision is contested and what is being proposed, wherein lies the conflict between the decision or the disciplinary proceedings preceding the decision and legal regulations or internal regulations of EUBA or EUBA units.
- (3) If the decision has been issued by a EUBA Faculty Dean, the Dean may grant the request for review of the decision and alter or annul the decision. The decision altering the original decision imposing a disciplinary measure may be contested again by submitting a new request for review.
- (4) If the Dean fails to grant the request for review of the decision, the Dean will refer the request to the EUBA Rector within 15 working days. Along with the request for review of the decision, the entire case file must be submitted to the Rector.
- (5) The EUBA Rector, as a second-instance authority, reviews the Dean's decision, and if it is in contravention of the law, an internal regulation of EUBA or a EUBA unit, the Rector will alter or annul the decision; otherwise, the Rector will reject the request for review and uphold the decision. The Rector may change the Dean's decision and impose a milder disciplinary measure. In such case, the Rector will state reasons as to where the Rector sees the disproportionality of the disciplinary measure imposed and substantiate the adequacy of the disciplinary measure imposed by him.
- (6) If the decision has been issued by the EUBA Rector, the Rector may grant the request for review of the decision, and alter or annul the decision. Should the Rector fail to grant the request for review of the decision, he will refer the request to the EUBA Academic Senate. The EUBA Academic Senate will review the Rector's decision, and should it be in contravention of the law or an internal regulation of EUBA or a EUBA unit, the Academic Senate will alter or annul the decision; otherwise, the Academic Senate will reject the

request for review and uphold the decision.

- (7) The EUBA Rector, or the EUBA Academic Senate, must issue a decision no later than 30 days of the delivery of the request for review of the decision imposing a disciplinary measure.
- (8) The decision of the EUBA Rector, or the EUBA Academic Senate, concerning the request for review of the decision imposing a disciplinary measure is final.

Article 10

Legal Validity of Decision Imposing Disciplinary Measure

- (1) The decision imposing a disciplinary measure that cannot be contested by a request for review is final.
- (2) The Dean's first-instance decision imposing a disciplinary measure that was not contested by the student by way of a request for review of the decision, becomes final on the date of expiry of the eight-day period under Article 9(1).
- (3) The Rector's second-instance decision on the request for review of the decision becomes final on the date of delivery thereof to the student.
- (4) If expulsion from study has been imposed on the student as a disciplinary measure, the study termination date is the day when the decision on the expulsion from study becomes final.

Article 11

Service of Documents

- (1) Deciding on disciplinary measures is considered to be deciding in matters of the student's academic rights and obligations.
- (2) In respect of the service of documents in the disciplinary proceedings, the provisions concerning service of documents under the relevant section of the EUBA Academic Regulations governing proceedings in matters of students' academic rights and obligations shall apply *mutatis mutandis*.

Article 12

Final Provisions

- (1) Taking decision on the imposition of disciplinary measures under this Disciplinary Code is not subject to Act No. 71/1967 on Administrative Procedure (Code of Administrative Procedure), as amended.
- (2) The liability for disciplinary offences committed by the student before the entry into force of this Disciplinary Code will be judged under the previous regulation, if the act giving rise to liability occurred before the effective date hereof. The liability for previous disciplinary offences will be judged under this Disciplinary Code only if it is more favourable for the student.

- (3) This Disciplinary Code was approved by the Academic Senate of the University of Economics in Bratislava on 24 May 2023.
- (4) This Disciplinary Code becomes valid and effective on the date of approval thereof by the EUBA Academic Senate.
- (5) On the effective date hereof, the Disciplinary Code of the University of Economics in Bratislava for Students, approved by the EUBA Academic Senate on 10 March 2016, shall expire and cease to have effect.

prof. Ing. Helena Majdúchová, CSc.
EUBA AS Chair

prof. Ing. Ferdinand Daňo, PhD.
EUBA Rector