

Pursuant to Article 63, paragraph 1, item 11 and Article 108, paragraph 4 of the Law on Higher Education ("Official Gazette of RS", No. 88/17, 27/18 - other law and 73/18), Article 136, paragraph 1 and Article 137, paragraph 9 of the Statute of the Union University, as well as Article 36, paragraph 2, item 11) of the Statute of the School of Computing, the Council of the School of Computing in Belgrade at the session held on June 21, 2019 passed

## **RULEBOOK ON DISCIPLINARY RESPONSIBILITY OF STUDENTS AT THE SCHOOL OF COMPUTING**

### **GENERAL CONDITIONS**

#### **Subject of the Rulebook**

##### **Article 1**

The Rulebook on Disciplinary Responsibility of Students of the School of Computing in Belgrade (hereinafter: the Rulebook) determines the obligations of students, minor and serious disciplinary violations, disciplinary measures, competent disciplinary bodies and rules of disciplinary procedure in which disciplinary violations are decided and disciplinary measures imposed.

#### **The notion of student**

##### **Article 2**

- (1) A student of the School of Computing in Belgrade (hereinafter: the School), in terms of this Rulebook, is a physical person enrolled in studies at the School.
- (2) The student referred to in paragraph 1 of this Article is also considered a guest student and a student of a continuing education program that is realized at the School, including the short cycle programs.

#### **Student responsibilities**

##### **Article 3**

The student of the School is obliged to adhere to the regulations determined by the Law on Higher Education, the Statute and general acts of the University and the School, to preserve the reputation and respect the rights of employees and students at the School, to respect the prescribed discipline and common rules of conduct within the academic community and to duly perform his/her duties.

##### **Article 4**

- (1) The student is accountable to the School disciplinary and materially.
- (2) Disciplinary liability is the responsibility of students for violating the rules of conduct and obligations provided by this Rulebook .
- (3) Material liability is liability for damages caused by a student to the School.
- (4) A student who violates the rules of conduct and obligations is liable to disciplinary action, and if he/she simultaneously causes material damage to the School, he/she is liable both disciplinary and materially.

#### **Relationship between disciplinary violation, criminal offense and misdemeanor**

##### **Article 5**

- (1) The legally established responsibility for a disciplinary violation that has the characteristics of a criminal offense or misdemeanor does not exclude the possibility of conducting criminal or misdemeanor procedures.
- (2) Disciplinary bodies are bound by the final criminal justice decisions regarding the existence of a criminal offense and the guilt of the perpetrator.

- (3) Disciplinary bodies may terminate the disciplinary procedure until the end of the criminal procedure for the act referred to in paragraph 1 of this Article.
- (4) The regulations of paragraphs 2 and 3 of this Article shall accordingly apply to the decision made in the misdemeanor procedure.

## **DISCIPLINARY VIOLATIONS**

### **The concept of a disciplinary violation**

#### **Article 6**

A disciplinary violation is a violation that is described by this Rulebook as a disciplinary violation and which is a violation of the regulations on student obligations.

### **Types of disciplinary violations**

#### **Article 7**

Disciplinary violation can be minor or serious.

### **Minor disciplinary violations**

#### **Article 8**

Minor disciplinary violations committed at the School are:

- (1) violation of order at lectures, exercises, exams and other forms of teaching, as well as non-teaching gatherings (ceremonies, tribunes, round tables, panel discussions, etc.) organized on the Scholl premises, which is not envisaged as a serious disciplinary violation;
- (2) intentional infliction of material damage at the School, if the damage does not exceed the monetary value of 5,000 dinars;
- (3) insulting teachers, associates or other employees, students and other persons who are on the premises of the School;
- (4) arrival of a student to classes, exams and at the School in a visibly intoxicated state or under the influence of narcotics, without the manifestation of aggressive behavior.

### **Serious disciplinary violations**

#### **Article 9**

Serious disciplinary violations committed at the School are:

- 1) prevention or obstruction of teaching (in lectures, exercises, colloquia, laboratory exercises, exams and other forms of teaching);
- 2) intentional infliction of material damage to infrastructure, equipment and inventory;
- 3) inflicting injury or threats to teachers, associates and other employees, students and other persons who are on the premises of the School;
- 4) arrival of the student at classes, exams and at the School in a visibly intoxicated state or under the influence of narcotics, with the manifestation of aggressive behavior;
- 5) inducing the use of alcohol or narcotics or giving or assisting in the use of alcohol or narcotics or their use at the premises of the School;
- 6) non-compliance with the smoking ban;
- 7) non-compliance with regulations on occupational safety or deliberately endangerment of safety by non-compliance with regulations on occupational safety;
- 8) use or possession of illicit means at a colloquium, examination or pre-examination;
- 9) taking a colloquium, examination or pre-examination contrary to the established rules of study;
- 10) taking exam or pre-exam instead of another student and organizing taking exams instead of another student, or writing written papers for another;
- 11) revision and unauthorized change of data in the public document issued by the School;

- 12) providing documents or their passwords for electronic services to other students or other natural persons;
- 13) revision or unauthorized addition of data to the records kept by the School;
- 14) theft of the property of the School, or the property of employees and students;
- 15) causing a fight or participating in a fight on the premises of the School, as well as causing violence and misconduct which includes:
  - the introduction of symbols that insult national, racial, religious or other feelings or otherwise provoke hatred or intolerance that may lead to physical conflicts;
  - unauthorized entry into the official premises of the School;
  - attempt to bring in, as well as bring in, or use pyrotechnic devices and other objects and means that may endanger the safety of students and employees at the School or interfere with the course of teaching;
  - throwing or burning objects;
- 16) spreading national, religious, racial and other intolerance;
- 17) political, party and religious organization and activities in the premises of the School;
- 18) unauthorized reproduction of exam materials for the purpose of placing them on the market and gaining material profit;
- 19) unauthorized use of computers in classrooms, laboratories and other units;
- 20) aiding and abetting the activities of all persons who constitute a disciplinary violation in the sense of this Rulebook, i.e. misdemeanor;
- 21) submission of partial or complete plagiarism within the framework of homework, seminar or semester papers, laboratory exercises or reports, projects or other examination or pre-examination obligations;
- 22) two final reprimands or two reprimands for disciplinary violations committed during the previous study;
- 23) other activities that are not listed, and are envisaged as punishable by other regulations or general acts of the University and the School, and which are assessed as a serious violation by the disciplinary committee.

## **DISCIPLINARY MEASURES**

### **Types of disciplinary measures**

#### **Article 10**

- (1) The following disciplinary measures may be imposed on the perpetrator of a minor disciplinary violation:
  - 1) reprimand;
  - 2) severe reprimand.
- (2) The following disciplinary measures may be imposed on the perpetrator of a serious disciplinary violation:
  - 1) immediate removal from the room in which the teaching or examination of knowledge is in place in the case of serious disciplinary violations referred to in Article 9, paragraph 1, items 1), 8), 9) and 10) of this Rulebook;
  - 2) prohibition of taking some pre-examinations in one or more terms;
  - 3) ban on taking some exams in one or more exam terms;
  - 4) ban on taking all exams in one or more exam terms;
  - 5) temporary removal from the School;
  - 6) expulsion from studies at the School.
- (3) The disciplinary measure referred to in paragraph 2, item 1) of this Article may be imposed on the spot with the possibility of subsequent initiation of disciplinary procedure.

## **Temporary removal from the School**

### **Article 11**

- (1) Temporary removal from the School may not be shorter than one semester or one trimester, nor longer than two semesters or three trimesters.
- (2) During the duration of the disciplinary measure referred to in paragraph 1 of this Article, the student's status at the School shall be suspended.

## **Expulsion from the School**

### **Article 12**

- (1) Two legally pronounced severe reprimands or one temporary removal from the School for disciplinary violations committed during the previous study, shall entail the disciplinary measure of expulsion from the School in case of another serious disciplinary violation.
- (2) The measure of exclusion from studies may also be imposed in extreme case of deliberately endangering the persons present at the School.

## **Mitigating and aggravating circumstances**

### **Article 13**

When imposing a disciplinary measure, mitigating and aggravating circumstances shall be taken into account, in particular:

- 1) the severity of the violation and its consequences;
- 2) degree of responsibility of the student;
- 3) the conditions under which the violation was committed;
- 4) previous student behavior;
- 5) student behavior during the procedure;
- 6) the position of the endangered party, etc.

## **DISCIPLINARY AUTHORITIES**

### **Jurisdiction**

#### **Article 14**

Disciplinary bodies conducting disciplinary procedures are:

- 1) The disciplinary committee as a body of the first degree;
- 2) The Council as a body of the second degree.

### **Members**

#### **Article 15**

- (1) The disciplinary committee of the first degree has three members, and each has a deputy.
- (2) The chair of disciplinary committee of the first degree, one member and their deputies are elected by the Teaching-scientific Council among the professors, and one member and his deputy are elected by the Student Parliament, among the students.

## **Mandate of disciplinary bodies**

### **Article 16**

- (1) The mandate of professor members lasts for three years, and the mandate of the student members lasts for one year.
- (2) The mandate of the members referred to in paragraph 1 of this Article may be repeated once in a row.

## **DISCIPLINARY PROCEDURE OF THE FIRST DEGREE**

### **Filing the application**

#### **Article 17**

- (1) A disciplinary report may be submitted by a teacher, associate, a person employed at the School, a student and another interested person.
- (2) The disciplinary report must indicate: name and surname of the student, time, place and manner of committing the disciplinary violation, information about the damage if it occurred, evidence and the signature of the applicant.
- (3) The application shall be submitted in writing, directly, by regular mail or e-mail.

### **Role of the dean**

#### **Article 18**

- (1) The disciplinary application is submitted to the dean.
- (2) Before making a decision on the disciplinary report, the dean shall order from the student service a written statement of the student regarding the disciplinary violation.

### **Decision on rejection of the disciplinary report**

#### **Article 19**

The dean will reject the disciplinary report if he/she determines:

- 1) that the violation does not constitute a disciplinary violation provided by the Rulebook;
- 2) that the limited time for conducting disciplinary procedure has expired.

### **Request to initiate disciplinary procedure**

#### **Article 20**

- (1) If the dean considers that the allegations of disciplinary reports provide the basis for conducting disciplinary procedure, he/she shall submit a request for initiating disciplinary procedure.
- (2) The request for initiating disciplinary procedure shall contain:
  - 1) name and surname of the student against whom the procedure is initiated;
  - 2) a description of the disciplinary violation and the provision of the Rulebook in which it is described;
  - 3) circumstances from which the grounds for suspicion that the student has committed a disciplinary violation arise;
  - 4) the evidence.
- (3) The request for initiating disciplinary procedure shall be submitted to the committee of the first degree within 48 hours.

### **Legal consequences of initiating disciplinary procedures**

#### **Article 21**

A student against whom disciplinary procedure has been initiated (hereinafter: the accused) may not be expelled from the School until the final conclusion of the disciplinary procedure.

### **Report to the Public Attorney**

#### **Article 22**

- (1) If the committee of the first degree, upon receiving the request, finds that the disciplinary violation has the characteristics of a criminal offense, it shall inform the dean thereof, in order to submit a report to the appropriate public attorney.
- (2) In the case referred to in paragraph 1 of this Article, the committee of the first degree shall decide on scheduling a hearing or terminating the disciplinary procedure until a decision on the criminal report is made.

## **Scheduling a hearing**

### **Article 23**

- (1) Upon receipt of the request to initiate disciplinary procedure, the chairman of the committee of the first degree shall schedule a hearing to which he shall invite the accused and the applicant, and, if necessary, witnesses and other persons.
- (2) The subpoena shall be served to the accused no later than two days before the hearing.

## **Absence of the accused from the hearing**

### **Article 24**

- (1) In the event of the absence of a duly summoned accused, the hearing shall be adjourned.
- (2) If the person referred to in paragraph 1 of this Article does not respond to the next summons for a hearing which he/she has duly received, and does not justify his/her absence, the hearing shall be held in his/her absence.

## **Hearing**

### **Article 25**

- (1) The hearing before the committee of the first degree is oral, and public and in Serbian
- (2) If the accused is a student studying in a foreign language, the hearing may be conducted with the assistance of an appropriate interpreter.
- (3) If the accused is a person with special needs, the hearing shall be conducted with the assistance of an appropriate expert.

## **Decisions of the committee**

### **Article 26**

Upon completion of the hearing, the committee of the first degree may suspend the disciplinary procedure or release the accused from responsibility, or declare him responsible.

## **Decision on suspension of disciplinary procedure**

### **Article 27**

The committee of the first degree makes a decision on the suspension of the disciplinary procedure when it determines that the statute of limitations for conducting of the disciplinary procedure has lapsed.

## **Decision on release from liability**

### **Article 28**

The decision on releasing the accused from responsibility is made by the committee of the first degree if:

- 1) it determines that the violation does not constitute a violation provided by the Rulebook;
- 2) there are circumstances that exclude liability;
- 3) it is not proven that the accused committed a disciplinary violation.

## **Decision on declaring the accused responsible**

### **Article 29**

The decision declaring the accused responsible contains:

- 1) a disciplinary violation for which the accused is declared responsible;
- 2) a provision of the Rulebook which provides for a disciplinary violation;
- 3) imposed disciplinary measure;
- 4) decision on the obligation to compensate the caused damage.

### **Delivery of the decision**

#### **Article 30**

- (1) A written copy of the decision, which contains the introduction, dictum, explanation and legal instruction, shall be delivered to the accused within eight days from the day of its issuance, together with the delivery note.
- (2) One copy of the decision shall be submitted to the dean.

## **PROCEDURE OF THE SECOND DEGREE**

### **Authorized complainants**

#### **Article 31**

The following persons may file an appeal against the decision of the committee of the first degree:

- 1) the accused;
- 2) dean of the faculty;
- 3) the submitter of the disciplinary report.

### **Filing an appeal**

#### **Article 32**

- (1) The appeal has to be filed within ten days from the day of receipt of the first degree decision.
- (2) The appeal is to be submitted to the committee of the first degree, which forwards it to the Council together with other documentation within eight days from the day of receipt of the appeal.

### **Grounds for appeal**

#### **Article 33**

The grounds for filing a complaint are:

- 1) significant violations of the provisions of the disciplinary procedure;
- 2) erroneously and incompletely established factual situation;
- 3) incorrect application of the provisions of this Rulebook.

### **Deciding on the appeal**

#### **Article 34**

- (1) The Council shall decide on the appeal at the session to which it invites the accused.
- (2) The unjustified absence of the accused shall not be a reason for postponing the session.
- (3) The Council may: confirm, modify or return the first degree decision to the committee of the first degree for reconsideration.

### **Enforcement of disciplinary decisions**

#### **Article 35**

The dean of the faculty takes care of the execution of the final decision of the disciplinary bodies.

### **Application of the provisions of the Criminal Procedure Code**

#### **Article 36**

With regard to issues that are not regulated by this Rulebook, the provisions of the Criminal Procedure Code shall apply accordingly.

## **COMPENSATION FOR MATERIAL DAMAGE**

### **Article 37**

- (1) Material liability is liability for damage caused by a student at the School.
- (2) The existence of the damage or liability under which it occurred, its amount and who caused the damage shall be determined by the committee of the first degree.
- (3) When a student has caused damage, he is obliged to compensate it.
- (4) If the damage is caused by several students, they shall be jointly liable for the damage.
- (5) If the student does not compensate the damage within 30 days when the decision on liability became final, the School may initiate procedure before the competent court.

## **STATUTE OF LIMITATIONS**

### **Article 38**

- (1) The statute of limitations for initiating disciplinary procedure occurs after the expiration of three months from the day of finding out about the disciplinary violation and the perpetrator, and no later than six months from the day when the violation was committed.
- (2) The statute of limitations for the execution of a disciplinary measure shall occur after the expiration of sixty days from the day the decision becomes final.

## **CONCLUDING AND FINAL REMARKS**

### **Article 39**

- (1) Disciplinary procedures initiated before the entry into force of this Rulebook shall be terminated in accordance with the regulations under which they were initiated.
- (2) Disciplinary procedure is considered initiated if a request for its initiation has been submitted in the prescribed manner.

### **Article 40**

The provisions of this Rulebook apply to the determination and sanctioning of disciplinary violations of individuals during the regular teaching process.

### **Article 41**

With the entry into force of this Rulebook, the Rulebook on disciplinary responsibility of students from 05/28/2008 ceases to be valid.

### **Article 42**

This Rulebook shall enter into force on the day of its adoption.

Chair of the Council  
Union University - School of Computing

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