



## **DISCIPLINARY POLICY**

### **The School of Management**

#### **Art. 1**

##### **Introductory provisions**

The responsibility for deciding on measures in case of violation of discipline by students rests with the Disciplinary Commission (DC). The process leading to these actions is separate from cases of academic ethics violations, which are listed elsewhere in the catalog. The DC is also responsible for convening meetings as needed, notifying students and all involved, maintaining confidential case records and reports, resolving disciplinary cases to their conclusion in a timely manner, and shredding out-of-date case records.

#### **Art. 2**

##### **Rules of student behavior**

Students who have been accepted to study at Vysoká škola manažmentu, (VŠM)/The School of Management, assume the responsibility to behave in a manner appropriate to the institution of higher education as well as to respect the laws of the Slovak Republic. Acts that constitute grounds for disciplinary action include, but are not limited to, the following:

- Theft or damage to school property, other students, teachers or school visitors.
- Verbal or physical assault on a student, teacher or school employee.
- Disruption of the teaching process in the classroom or other activities in the classroom.
- Falsification, alteration or misuse of documents, school records or their identity.
- Unauthorized entry into or occupation of school facilities, or preventing entry and exit from these premises.
- Unauthorized use of school materials or equipment.
- Use, possession or distribution of alcohol, drugs and other addictive substances on school grounds.
- Disobeying the instructions of employees or school management who are acting within the scope of their duties. Students are required to prove their identity at the request of anyone school representative.
- Possession or use of firearms, explosives, dangerous chemicals or other substances threatening the health and life of members of the academic community and school employees.

##### **Rules of behavior in school premises**

- The student is obliged to show his/her student ID when asked by an authorized person on the school's campus.

- Smoking is prohibited in all school premises and in front of the school building, with the exception of designated areas (at least 5 meters from the entrance to the building). It is not permissible to freely throw cigarette butts outside the ashtrays in front of the school.
- Information that is distributed to students or announced on bulletin boards must be previously approved by the school management through the secretariat.
- Children of students and school employees cannot be left unattended and their presence is prohibited in classrooms and laboratories.
- Students are required to wear appropriate clothing, including shoes, on school premises.

### **Art. 3 Disciplinary Commission**

The members of the Disciplinary Commission (DC) and its chairman are appointed by the rector from among the members of its academic community. Half of the members of this commission are students. The activities of the Disciplinary Commission are governed by the rules of procedure of the Disciplinary Commission.

The commission has a quorum with the participation of more than half of its members. Each member of the commission has one vote.

#### **Procedure after finding a violation of the disciplinary order**

Notification of a breach of discipline must be delivered to the Admission Office in writing, no later than one week after the incident, and can be submitted by any member of the academic community or any school employee. A student accused of a disciplinary violation will be informed of the accusation in writing and invited to appear at the DC on a set date. The student has the opportunity to present facts to the commission in his/her defense or to explain his/her behavior. DC will take appropriate disciplinary action. The student will be informed in writing about the decision of the DC and possible disciplinary measures. The student can accept the decision of the DC or appeal to the rector of the school.

#### **Sanctions**

***Reprimand:*** Official notification that a student's behavior is not in accordance with college standards. A reprimand is considered a warning that further infractions may result in further disciplinary action, including expulsion.

***Conditional exclusion:*** Limitation or exclusion of a student or a group of students from the activities of the school according to the decision of the commission. Disciplinary probation may be imposed for a period of up to two years and any further breach of discipline during the period of probation may result in further disciplinary action.

***Compensation:*** Compensation for damage or misuse of property in an appropriate form of compensation.

***Temporary exclusion:*** Exclusion from classes for the time specified in the notification to the student by the commission.

***Expulsion:*** Termination of student status for an indefinite period. This measure, as well as possible subsequent re-admission, requires the approval of the rector of VŠM/The School of Management.

## **Immediate suspension**

In order to protect students, teachers and school staff from the immediate possibility of disturbances, violations of discipline or threats, the rector or her authorized persons may immediately suspend such a student. The student must leave school premises and all student rights are suspended. Within 24 hours after the incident, the student must explain why the immediate suspension should not be continued pending a meeting of the Disciplinary Commission.

### **Art. 4**

#### **Final provisions**

This disciplinary procedure was approved by the Administrative Board of VŠM on June 14, 2022, following a positive statement by the Academic Senate on June 7, 2022, thus becoming valid and effective.

Dr.h.c. prof. Ing. Edita Hekelová, PhD.  
Rector<sup>1</sup>

<sup>1</sup>Disciplinary regulations in printed form are available at the rector's secretariat.