

Faculty of Information Studies in Novo Mesto	REGULATIONS ON DISCIPLINARY RESPONSIBILITY OF THE STUDENTS OF THE FIS	Number: SA-1021
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On the basis of Articles 32 and 108 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 51/21 - UPB), the Personal Data Protection Act - ZVOP-2 (Official Gazette of the Republic of Slovenia, No. 163/22) and Article 66 of the Act on Higher Education (Official Gazette of the Republic of Slovenia, No. 32/12 - Official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - ZUPŠ and 65/17), the Senate of the Faculty of Information Studies in Novo mesto, at its meetings on 8th June 2011, 23rd June 2015, 28th February 2018 and 27th January 2023, adopted the amendments and additions and the following clean copy of the act entitled

REGULATIONS ON DISCIPLINARY RESPONSIBILITY OF THE STUDENTS OF THE FACULTY OF INFORMATION STUDIES IN NOVO MESTO

I. General provisions

Article 1

These Regulations determine the disciplinary responsibility of students and other participants of the courses of the Faculty of Information Studies in Novo mesto (hereinafter referred to as "students") and the procedure for determining the disciplinary responsibility of students.

Article 2

(1) The provisions of the Act on General Administrative Procedure (Official Gazette of the Republic of Slovenia, No. 24/06, as amended and supplemented - hereinafter referred to as the "Act on General Administrative Procedure") shall apply mutatis mutandis in disciplinary proceedings under these Regulations.

(2) For the purposes of disciplinary proceedings under these Regulations, personal data of students shall be collected, processed and published in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 163/22 - ZVOP-2) and the Rules on the Protection of Personal and Confidential Data at the Faculty of Information Studies in Novo mesto.

(3) All persons involved in the disciplinary procedure shall comply with the provisions of these Regulations and the acts referred to in paragraphs 1 and 2 of this Article.

Article 3

In these Regulations, the masculine grammatical form (he, his) is used as neutral for men and women.

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II. Breach of duties, non-compliance with obligations and provisions

Definition of disciplinary responsibility

Article 4

(1) Students shall be held liable for breach of duties and failure to fulfil obligations laid down by law, the Statutes of the Faculty and other general acts of the Faculty, as well as decisions of the bodies and working bodies of the Faculty, in accordance with the provisions of these Regulations.

(2) A student shall be liable if the act or omission was committed intentionally or negligently.

Definition of breach

Article 5

Breach of duties and non-compliance with the student's obligations under these Regulations may be minor or serious.

Article 6

Minor breach of duties means:

1. unauthorised use of faculty property, without damaging it and without the consequences of such use for the conduct of activities at the faculty,
2. minor interference with the educational process or other work of students, faculty employees and contractors of the faculty.

Article 7

Serious breach of duties means:

1. severe or repeated interference with other students, employees of the faculty and contractors of the faculty in the educational process or in other work at the faculty,
2. misconduct in the examination procedure under the provisions of the Regulations on Examination and Assessment of Students' Knowledge (hereinafter referred to as the Regulations),
3. plagiarism in final theses or assignments (bachelor's and master's theses and doctoral dissertations), as well as in seminar papers and other written products,
4. unauthorised use of the faculty property, damaging it or having negative consequences for the implementation of the activities of the faculty,
5. inappropriate behaviour that damages the reputation of the Faculty (e.g. dissemination of untrue or highly disparaging and negative information to the public that damages the good name of the FIS, its students, employees and contractors of the Faculty, etc.),,

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6. threats and defamation related to a FIS employee or other FIS students, directly or indirectly (via the internet, email, telephone, social media, etc.),
7. harassment, bullying, discrimination or similar negative or highly disparaging attitudes towards other students, employees and contractors of the Faculty,
8. forgery of official documents and signatures,
9. giving false or incorrect information with the intention of taking undue advantage of oneself or another, an unauthorised acquisition of examination tests and other materials intended to test students' knowledge, and the use or transmission of such materials to other persons,
10. repeated or multiple submission of the same or substantially the same written product (e.g. seminar paper, report, etc.) in different courses without the approval of the course instructors,
11. serious breach of order and discipline in lectures, tutorials, seminars and examinations,
12. entering the premises of the Faculty and the premises or places where the educational process is carried out in a drunken state or under the influence of drugs, or consuming alcohol or drugs on the premises mentioned previously,
13. damaging the property of the Faculty, whether intentionally or through gross negligence,
14. serious breach of public order on the premises of the Faculty and on the premises or at the place where the educational process is carried out,
15. any act or omission likely to endanger the life or health of students, higher education teachers and staff and other employees of the Faculty,
16. other acts which have the characteristics of criminal offences under the Criminal Code of the Republic of Slovenia and are prosecuted ex officio,
17. acts contrary to the law, the Statutes, internal acts and the FIS Code of Ethics.
18. the third and subsequent repetitions of minor offences.

Disciplinary measures and sanctions

Article 8

The following disciplinary measures and sanctions may be imposed on students for breach of duties and non-compliance with obligations:

1. warning,
2. reprimand,
3. prohibition from taking the examination for a definite period of time,
4. temporary expulsion/ suspension from the faculty,
5. permanent definitive expulsion from the faculty.

(2) In the case of infringements in the examination procedure under the provisions of the Regulations on the Examination and Assessment of Students, the student shall be subjected to the sanctions defined in the cited Regulations and to the disciplinary measures defined in these Regulations.

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(3) A warning and a reprimand shall not preclude the imposition of a measure prohibiting the student from taking the examination for a definite period of time, of suspension or expulsion from the faculty.

Article 9

(1) A warning may be issued to a student for a minor breach of duty and non-compliance with obligations.

(2) Exceptionally, in the case of clearly extenuating circumstances which must be justified, a warning may also be issued for a more serious offence.

(3) The imposed measure- the warning shall be enforced by serving the student with a written warning.

Article 10

(1) A reprimand is imposed on the student for serious violations and non-compliance with obligations.

(2) The imposed measure- the reprimand shall be enforced by serving the student with a written reprimand.

Article 11

(1) A student may be prohibited from taking an examination for a definite period of time for minor or serious offences.

(2) A student who is prohibited from taking an examination shall be served with a decision prohibiting him from taking the examination for a definite period.

Article 12

(1) Suspension from the Faculty may be imposed on a student for serious misconduct and in case the student has already been subjected to at least two reprimands.

(2) Suspension from the Faculty may last from six months to five years, depending on the seriousness of the offence.

(3) Expulsion from the faculty shall be imposed on a student for serious misconduct and failure to fulfil obligations if he has already been subjected to a measure of suspension from the faculty.

(4) A student who has been suspended shall be served with a decision prohibiting him from participating in educational and research work at the Faculty for a definite period or permanently.

III. Disciplinary authorities

Article 13

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Disciplinary proceedings shall be conducted at first instance by the Dean of the Faculty and at second instance by the Faculty Senate.

Article 14

The Dean of the Faculty is ex-officio chair and member of the Student Disciplinary Board. In addition, the Faculty Senate shall appoint two members and an equal number of alternate members of the Commission for Student Disciplinary Responsibility (hereinafter referred to as the Disciplinary Board) from among the higher-education teachers, and a member and an alternate member from among the students of the Faculty, on the proposal of the Student Council of the Faculty. The Faculty Senate shall also appoint a Faculty Assistant to provide organisational and technical assistance to the Disciplinary Board and to draft acts in the disciplinary procedure. The expert assistant shall be present in all meetings and sessions of the Disciplinary Board and at its hearings. The minutes of the meetings of the Disciplinary Board shall be taken by the Disciplinary Assistant.

Article 15

The members of the Disciplinary Board shall serve for four years, or until the end of the term of office of the members of the Senate, except for the student member and his alternate, who shall be bound by the term of office of the Student Council. All members shall be eligible for reappointment.

IV. Introduction of a disciplinary procedure

A petition to initiate the procedure

Article 16

(1) A written petition to initiate disciplinary proceedings may be submitted to the Dean by higher education teachers, higher education staff, other employees of FIS or a student of the Faculty (hereinafter referred to as the petitioner).

(2) The Dean of the Faculty shall, within ten days of the petition being lodged, decide by decision whether to initiate disciplinary proceedings to establish disciplinary liability. There shall be no appeal against the Dean's decision.

The request to initiate the procedure

Article 17

(1) The applicant shall serve the request for disciplinary proceedings to the dean and the student against whom the request is made.

(2) The request shall be in writing and shall include:

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- the name and surname and other personal details of the student against whom the proceedings are sought,
- a description of the act or omission constituting a breach of duty or failure to fulfil an obligation,
- a statement of evidence, if any,
- a proposal as to what evidence should be collected before the main hearing in the preparatory proceedings.

(3) The student shall be informed by the Faculty Registry of all actions taken in connection with the disciplinary proceedings against him within eight days of the receipt of the request to initiate proceedings.

V. Disciplinary procedure before the Disciplinary Board of the faculty

Verification of evidence and preparatory proceeding

Article 18

(1) On receipt of a request, the chairman of the Disciplinary Board shall first determine whether sufficient evidence has been collected to prove the offence alleged or whether it is necessary to obtain further evidence or to hear proposed witnesses in the preparatory proceeding.

(2) If the chairperson of the Disciplinary Board is satisfied that the request for disciplinary proceedings contains or is attached by sufficient evidence to show that the student has indeed committed the act complained of, there is no need for preparatory proceedings.

(3) If the chairperson of the Disciplinary Board considers that the evidence is insufficient, doubtful or contradictory, he shall initiate preparatory proceeding.

Article 19

(1) In the preparatory proceeding, the chairperson of the Disciplinary Board shall examine the evidence, question the student against whom disciplinary proceedings are proposed and obtain such other evidence as may be necessary for the decision to initiate a disciplinary proceeding.

(2) The Chairperson of the Disciplinary Board may authorise a member of the Faculty's staff to collect the evidence.

Article 20

Once the preparatory proceeding has been completed, the Disciplinary Board shall consider the request for disciplinary proceedings and the collected evidence and decide whether to continue the proceedings and convene a main hearing, or to dismiss the proceedings if it finds that there are no grounds for continuing the proceedings.

Article 21

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If the Disciplinary Board decides to dismiss the proceedings, it shall inform the student against whom the disciplinary proceedings have been initiated and the applicant, who shall inform the petitioner of the proceedings.

Article 22

(1) If the Disciplinary Board decides to continue the proceedings, the chairman of the Board shall fix the time and place of the hearing and determine what evidence shall be given at the hearing. If preparatory proceedings have been held, the evidence given in the preparatory proceedings may also be retaken at the main hearing.

(2) The summons shall be served personally on the student subject to disciplinary proceedings at least eight days before the main hearing. The summons shall expressly state that the student may bring a legal representative to the main hearing and that the main hearing will be held in his absence if he fails to justify his absence.

(3) The summons shall also be sent to witnesses, experts and other persons participating in the main hearing.

Article 23

If a student is questioned in the preparatory proceedings or if any action is taken in a case pending before the Disciplinary Board before the main hearing, the minutes of such occurrences must be taken.

Conditions for opening a main hearing

Article 24

(1) The opening of the main hearing must be subjected to conditions which must be verified by an authorised person.

(2) These conditions relate to:

- the Disciplinary Board, that is to say: its composition and the reasons for any disqualification of individual members of the Board,
- the summonses, which must be served in a timely manner,
- the student's knowledge of his rights in the proceedings (e.g. a clear definition of the offence complained of, the right to legal representation, the rights at the hearing such as being able to ask questions, make suggestions and comments to witnesses and experts, not being obliged to testify against himself, etc.).

(3) The following must be summoned:

- the applicant for disciplinary proceedings,
- the student against whom the disciplinary proceedings are brought,
- witnesses; and
- experts, if necessary.

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Main hearing

Article 25

(1) The Chairperson of the Disciplinary Board shall open the main hearing, take attendance, read out the request for disciplinary proceedings and briefly explain the preparatory procedure, if any.

(2) Once the student against whom the disciplinary proceedings are pending has declared that he has understood the request for disciplinary proceedings and that he understands what he is being charged with, the chairperson of the Disciplinary Board shall proceed to take the evidence proposed in the request for disciplinary proceedings and/or collected in the preparatory proceedings.

(3) The chairperson of the Disciplinary Board shall then invite the student against whom the disciplinary proceedings are pending to make a statement on the allegations in the request and to present his defence.

(4) The Chairperson of the Disciplinary Board shall summon the witnesses to the room in which the main hearing is taking place, individually, or may confront the statements of individual witnesses.

Article 26

(1) The Chairperson and the members of the Disciplinary Board may put questions to the student, as well as to other persons involved in the proceedings, in order to establish certain facts and circumstances relating to the misconduct.

(2) At the hearing, the student and his legal representative shall have the right to examine the evidence, to put questions to witnesses and experts and to comment on and clarify their statements.

(3) With the permission of the Chairperson of the Disciplinary Board, other persons who are invited to the main hearing may also ask questions.

Article 27

Once the evidence has been presented and concluded, the Disciplinary Board shall conclude the main hearing and retire for deliberation and decision.

Article 28

(1) After the deliberations and voting, the Disciplinary Board shall return to the room where the main hearing is taking place. The Chairperson of the Board shall orally announce the decision reached.

(2) Within eight days of the conclusion of the main hearing, the dean shall issue a written copy of the decision and shall serve it to the student against whom the disciplinary

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proceedings have been brought and to the applicant, who shall inform the petitioner of the proceedings.

Article 29

(1) The Chairperson of the Disciplinary Board may, by decision of the Dean, find the student guilty and impose the appropriate measure, or acquit the student.

(2) In imposing measures, the Dean shall take into account the degree of responsibility of the student, the conditions under which the student committed the offence, the student's previous conduct, the gravity of the offence and its consequences, the damage caused and other aggravating and mitigating circumstances.

(3) Minutes shall be kept of the proceedings of the main hearing and of the deliberations and decision-making.

Article 30

If the student against whom the proceedings have been initiated fails to attend the hearing, the Disciplinary Board shall decide whether the hearing shall be held in his absence or shall be postponed, as follows:

- if the student has been duly invited but has not excused his absence, the hearing may be held in his absence;
- if the student has not been duly summoned, or if the student has not been heard but in the opinion of the Disciplinary Board should have been, or if the student has been duly summoned and has excused his absence, the main hearing shall be adjourned.

VII. Appeal against a decision of a disciplinary authority at first instance

Article 31

(1) A student, his legal representative or the applicant may object to a decision issued by a first-level disciplinary body (dean, faculty's disciplinary board) on the following grounds:

1. on the grounds of a fundamental breach of the rules of disciplinary proceedings,
2. on the grounds of erroneous or incomplete establishment of the facts,
3. on the ground of misapplication of the substantive rules.

(2) An objection may be lodged within fifteen days of receipt of the written confirmation of the decision.

Article 32

The Faculty Senate is competent to decide on an appeal against the Dean's decision.

Article 33

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(1) The disciplinary authority at Level II shall give a decision by which it may confirm or modify the decision of the disciplinary authority at Level I or set it aside and refer the case back to the disciplinary authority at Level I for a re-examination of the decision.

(2) The second-tier disciplinary authority shall give its decision within thirty days of the receipt of the statement of objections.

(3) The decision of the disciplinary authority at Level II shall be final.

(4) Against the final decision of the Level II Disciplinary Body, the student may, within thirty days of the receipt of a written copy of the decision, bring an administrative dispute before the competent court.

Article 34

In cases where an objection is lodged by the student or his legal representative, the decision of the Level II Disciplinary Body may not be altered to his detriment so as to impose a more severe measure.

VIII. Revision of the proceeding

Article 35

Disciplinary proceedings may be reopened on the following grounds:

- if the student has been deprived of the opportunity to participate in the proceedings by the improper conduct of the proceedings,
- if the disciplinary decision is based on the perjury of a witness or expert,
- if the disciplinary decision is based on a forged document or on a document which is certified to be false,
- if the same misconduct has already been finally adjudicated upon,
- where the disciplinary decision is based on a final decision of a court or other authority and that decision has been finally annulled,
- if new facts come to light or new evidence is discovered or becomes available which would have led to a different decision in the disciplinary proceedings,
- if a member who should have been disqualified participated in the decision of the Disciplinary Board.

Article 36

(1) A request for a retrial may be submitted by the student against whom the disciplinary proceedings have been initiated, his legal representative and/or the applicant.

(2) The application for a retrial shall state the grounds on which the retrial is sought, as well as the evidence to be adduced to prove or to be adduced to establish the existing ground for the retrial.

Article 37

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(1) An application for the reopening of proceedings may be made within thirty days of the date on which the beneficiary became aware of the ground on which the disciplinary proceedings may be reopened.

(2) No application for a retrial may be made after the expiry of one year from the date on which the decision of the Disciplinary Board became final.

IX. Termination of the proceedings

Article 38

Disciplinary proceedings may be suspended in the following cases:

1. if the limitation period for initiating and conducting the proceedings expires,
2. if the applicant withdraws the request,
3. if the disciplinary authority finds that:
 - the student has already been subject to a measure for the same breach of duty and failure to comply with obligations, or
 - the student has been finally acquitted of the same misconduct and failure to comply with obligations, or
 - the student is not responsible for the breach of duty and default.

X. Preclusion of proceedings

Article 39

(1) The initiation and conduct of proceedings shall fall under statute of limitation in the case of minor breaches of duty and non-compliance with obligations within three months, and in the case of serious breaches of duty and non-compliance with obligations within six months from the date on which the breach was committed, except in the case of plagiarism in the completion of theses (theses and dissertations) leading to the award of a professional or scientific title. In this case, the infringement shall not fall under statute of limitation.

(2) Where the breach has the characteristics of a criminal offence, the initiation and conduct of the proceedings shall fall under statute of limitation at the same time as the prosecution.

(3) The enforcement of the measure imposed shall fall under statute of limitation within sixty days of the date on which the decision on the measure becomes final.

XI. Records of disciplinary proceedings and documentation

Article 40

The Faculty shall keep a record of the proceedings and documentation issued under the provisions of these Regulations.

XII. Transitional and final provisions

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Article 41

These Regulations shall enter into force on the day following their adoption by the FIS Senate.

Dean:
prof. dr. Matej Makarović

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Edition	Date of issue	Description of the changes
01	28 th May 2010	Initial edition
02		<p>In Article 8(1), a new point (3) shall be added, which shall read: 'prohibition from taking the examination for a definite period,'.</p> <p>The existing points 3 and 4 shall become points 4 and 5.</p> <p>In Article 8(3), after the words 'A warning and a reprimand shall not preclude the imposition of a measure', the words 'a prohibition to take an examination for a definite period' shall be added.</p> <p>Add a new Article 11, which reads as follows: 'A prohibition on taking examinations for a definite period of time may be imposed on a student for minor or serious offences.</p> <p>A student who is prohibited from taking an examination shall be served with a decision prohibiting him from taking the examination for a definite period of time".</p> <p>Article 11 shall become Article 12 and the following Articles shall be amended accordingly.</p> <p>In Article 12(2), the words 'six months' shall be substituted for the words 'one'.</p> <p>In Article 16(1), instead of the phrase: 'given by a person employed by the Faculty', read 'given by higher education teachers, higher education staff, other employees of the FIS'.</p> <p>Article 16(2) is amended to read: 'The Dean of the Faculty shall, within seven days of the petition being lodged, decide by decision whether to initiate disciplinary proceedings to establish disciplinary liability. There shall be no appeal against the Dean's decision."</p>
03	23 rd June 2015	<p>Article 6(4) is deleted: "infringements in the examination procedure under the provisions of the Regulations on the Examination and Assessment of Students' Knowledge (hereinafter referred to as the Regulations).".</p> <p>Add the following text to Article 7(1): "infringements in the examination procedure under the provisions of the Regulations on the Examination and Assessment of Students' Knowledge (hereinafter referred to as the Regulations).".</p>
04	28 th February 2018	<p>Amendment of the preamble.</p> <p>Amend Article 14 to read: 'The Dean of the Faculty shall be the ex-officio Chairperson and member of the Commission for the Disciplinary Responsibility of Students. In addition, the Faculty Senate shall appoint two members and an equal number of alternate members of the Commission for Student Disciplinary Responsibility (hereinafter referred to as the 'Disciplinary Board') from among the</p>

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		<p>higher-education teachers, and a member and an alternate member from among the students of the Faculty, on a proposal from the Student Council of the Faculty."</p> <p>Article 31 shall be deleted from the Rules of Procedure. The following Articles shall be reworded; the current Article 32 shall become Article 31, Article 33 shall become Article 32, etc.</p> <p>Article 42 shall be amended to read as follows: These Regulations shall enter into force on the day following their adoption by the FIS Senate.</p>
05	27 th January 2023	<p>The Regulations shall also be supplemented as appropriate to provide for the disciplinary responsibility of participants in lectures, not only students.</p> <p>In Article 2(2), the Personal Data Protection Act shall be updated accordingly with the Personal Data Protection Act (Official Journal of the Republic of Slovenia, No 163/22 - ZVOP-2).</p> <p>Article 6 shall be updated to read as follows:</p> <p>Minor breach of duties means:</p> <ol style="list-style-type: none"> 1. unauthorised use of faculty property, without damaging it and without the consequences of such use for the conduct of activities at the faculty, 2. minor interference with the educational process or other work of students, faculty employees and contractors of the faculty. <p>Article 7 shall be amended point by point to read as follows:</p> <p>Serious breach of duties means:</p> <ul style="list-style-type: none"> • Point 1: severe or repeated interference with other students, employees of the faculty and contractors of the faculty in the educational process or in other work at the faculty, • Point 4: unauthorised use of the faculty property, damaging it or having negative consequences for the implementation of the activities of the faculty, • Point 5: inappropriate behaviour that damages the reputation of the Faculty (e.g. dissemination of untrue or highly disparaging and negative information to the public that damages the good name of the FIS, its students, employees and contractors of the Faculty, etc.),, • Point 6: threats and defamation related to a FIS employee or other FIS students, directly or indirectly (via the internet, email, telephone, social media, etc.),

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		<ul style="list-style-type: none"> • Point 7: harassment, bullying, discrimination or similar negative or highly disparaging attitudes towards other students, employees and contractors of the Faculty, • Point 8: forgery of official documents and signatures, • Point 9: giving false or incorrect information with the intention of taking undue advantage of oneself or another, an unauthorised acquisition of examination tests and other materials intended to test students' knowledge, and the use or transmission of such materials to other persons, • Point 11: serious breach of order and discipline in lectures, tutorials, seminars and examinations, • Point 17: acts contrary to the law, the Statutes, internal acts and the FIS Code of Ethics. <p>Article 12, paragraph 1, shall be amended to read as follows: Suspension from the Faculty may be imposed on a student for serious misconduct and failure to fulfil obligations in the cases referred to in Article 7, paragraphs 2 and 3 of these Regulations and in case the student has already been subjected to at least two reprimands.</p> <p>The following sentence shall be added to Article 14: The Faculty Senate shall also appoint a Faculty Assistant to provide organisational and technical assistance to the Disciplinary Board and to draft acts in the disciplinary procedure. The expert assistant shall be present in all meetings and sessions of the Disciplinary Board and at its hearings. The minutes of the meetings of the Disciplinary Board shall be taken by the Disciplinary Assistant.</p> <p>Article 15 shall be amended to read as follows: The members of the Disciplinary Board shall serve for four years, or until the end of the term of office of the members of the Senate, except for the student member and his alternate, who shall be bound by the term of office of the Student Council. All members shall be eligible for reappointment.</p> <p>In Article 16, paragraph 2 the phrase 'within seven days' will be changed into 'within ten days'.</p> <p>Article 17, paragraph 3, shall be amended to read as follows: The student shall be informed by the Faculty Registry of all actions taken in connection with the disciplinary proceedings against him within eight days of the receipt of the request to initiate proceedings.</p>
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Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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