

Based on Article 88, comma 2, of the Scientific Activity and Higher Education Act ("Official Gazette No. 123/03, 198/03, 105/04, 174/04, 46/07, 45/09, 63/11) and Article 29 of the Statute of the Faculty of Medicine of Rijeka (cleansed text), at the meeting of the 2 July 2013, the Faculty Assembly has taken the following:

## **ORDINANCE**

### **On Student Disciplinary Responsibilities**

#### **1. General provision**

##### **Article 1**

Students are obliged to comply with the Statute and the other General Acts of the Faculty of Medicine of Rijeka (hereinafter: Faculty) and the University of Rijeka, and to regularly fulfill their course and additional duties at the Faculty.

Students are obliged to behave in compliance with the Code of Ethics of the University of Rijeka, the Code of Ethics for Students of the University of Rijeka and the Code of Ethics for students of the Faculty of Medicine of the University of Rijeka, as well as to preserve the Faculty's reputation.

This Ordinance regulates the disciplinary responsibility of students for offences of their duties related to the study programme, as well as for the harsh violation of the Faculty's reputation.

#### **2. Severer and lighter duty offences**

##### **Article 2**

In disrespecting the Faculty's General Acts, the Code of Ethics of the University of Rijeka, the Code of Ethics for Students of the University of Rijeka and the Code of Ethics for students of the Faculty of Medicine of the University of Rijeka, by not fulfilling regular his/her course and additional duties or behaving inappropriately, a student may commit severer or lighter offences.

##### **Article 3**

Severer duty offences are especially:

1) Any type of fraud related to the application and interrogation procedures or other types of knowledge verification which include, but aren't limited only to, the following:

- Procurement, copying, duplication, usage or intention to use the examination material, without the authorisation of the competent persons.
- Procurement, transmission, acceptance, usage or intention to use the exam solutions.
- Usage or intention to use notes, data, computers or other electronic devices or programs during the examination, in case it is not explicitly authorised.
- Misrepresentation and presentation of another's work as its own.
- Assistance during the knowledge verification, when it is expected from the student to perform the task independently
- Use of papers that were already graded, with the aim of regrading, in the same or in a different course, without the professor's authorisation.
- Modification or the intent to alternate exam assessment grades or results, or reports from other knowledge verifications.
- Intentional damage to a piece of academic work or to other students' efforts.

2) Plagiarism and forgery of papers or part of other people's papers, as well as the presentation of other people's ideas as own, without citing authors or indicating the source.

3) Illegal access to the Faculty's computer system.

4) Unauthorised access to the Faculty's official areas.

5) Intentionally or negligently caused material damage to the Faculty.

- 6) Inappropriate behaviour in the area of the Faculty or in other places where lectures take place (causing disorders, fighting or participating in disorders and fighting).
- 7) Frequent repetition of lighter offences.
- 8) Other actions that severely harm the Faculty's reputation.
- 9) Inappropriate behaviour towards the professors, the associates and other employees of the Faculty, or towards other students.

#### **Article 4**

Lighter duty offences are especially:

- 1) Disturbance of any form of lecture
- 2) Usage of unauthorised learning aids during knowledge verifications.
- 3) Other unacceptable behaviours (alcohol intoxication or intoxication with other substances, disrespect of the decision on smoking ban and similar).

### **3. Disciplinary measures**

#### **Article 5**

As a result of duty offences, the following disciplinary measures may be pronounced to a student:

- An admonishment - pronounced for a lighter duty offence
- An admonishment before expulsion and exclusion from the study programme for a determined period of time, up to one year or permanently - pronounced for severer duty offences.

### **4) Disciplinary Procedure**

#### **Article 6**

According to the official duties, the disciplinary procedure is initiated by the Dean, after the apprehension of the duty offence. The procedure is initiated once the Dean effectuates any act with the aim to manage the procedure.

#### **Article 7**

For severer duty offences, the Disciplinary Committee pronounces the written admonishment for lighter duty offences, the admonishment before expulsion and the exclusion from the study programme.

The Disciplinary Committee is composed of a President and two members. The President and one of the members of the Disciplinary Committee are nominated by the Dean and chosen from the Teaching Body or from the Associates' Body. The Student Council nominates one member from the Students' Body for a period of two years.

The Disciplinary Committee is nominated by the Dean, for each case individually (the President and one member).

#### **Article 8**

During the disciplinary procedure, the student must be offered the possibility to state the facts and circumstances that are significant to the pronouncement of the disciplinary measure.

#### **Article 9**

For any oral discussion or other more significant action, a record will be composed.

#### **Article 10**

Upon the pronouncement of the disciplinary measure, the following will particularly be considered: the severity of the offence and its consequences, the level of responsibility of the students, the circumstances under which the offence was made, the previous work and behaviour of the student, as well as other circumstances that are relevant to the pronouncement of the disciplinary measure.

#### **Article 11**

The Disciplinary Committee will take the Decision on the disciplinary responsibility for a lighter offence within 10 days at the latest, while with regard to severer duty offences, within 20 days at the latest, including the date of receipt of the Dean's Decision on the nomination of the Disciplinary Committee.

### **5. Right of Appeal**

#### **Article 12**

Against the Decision of the Disciplinary Committee, an appeal will be allowed in front of the Appeal and Disciplinary Committee, within 15 days from the date of receipt of the first instance Decision. The Decision of the Appeal and Disciplinary Committee is final.

Article 7 of this Ordinance regulates the number of members, the composition and the election of the Appeal and Disciplinary Committee.

Members who have taken the first instance Decision, cannot be nominated to the Appeal and Disciplinary Committee.

### **6. Evidence on the Disciplinary Measures**

#### **Article 13**

The final Decisions on the pronounced disciplinary measures for severer duty offences will be permanently saved in the student record.

### **7. Student Material responsibility**

#### **Article 14**

Students are materially liable for every damage done to the Faculty's property intentionally or negligently.

The above mentioned students are obliged to compensate the material damage, by bringing back the conditions to their initial state or with a monetary compensation.

If the student doesn't compensate the Faculty within a definite period of time, a procedure for the compensation of the damage will be initiated against the student, in front of the competent Court.

### **8. Final provisions**

#### **Article 15**

From the day of entry into force of this Ordinance, the Ordinance on Students' Disciplinary Responsibility for Duty Offences, Category: 003-05/98-01/03, Protocol No.: 2170-24-01-98-01, of the 20 February 1998, ceases to be valid.

**Article 16**

This Ordinance enters into force within eight days from the date of publishing on the Faculty's notice board.

Category: 003-05/1302/02  
Protocol No.: 2170-24-01-13-1

Rijeka, 2 July 2013

The Dean  
Prof. Alan Šustić, PhD.

This Ordinance was published on the Faculty's web pages on the 3 July 2013 and it enters into force on the 11 July 2013.

The Secretary of the Faculty  
Nataša Cikluša, LLB.