



**UNIVERSITY OF VETERINARY MEDICINE BUDAPEST
STUDENT DISCIPLINARY COMMITTEE
RULES AND REGULATIONS**

Version v1

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Rector



1. PURPOSE AND AREA OF APPLICATION

The Student Disciplinary Committee (hereinafter: Committee) of the University of Veterinary Medicine Budapest (hereinafter: University or UVMB) conducts the activities and follows the rules and regulations below.

The Committee operates in accordance with the provisions laid out in the Order of Organization and Operation (hereinafter: ORGOP), i.e., Volume I of the UVMB's Rules of Organization and Operation.

2. FORMATION AND MEMBERS OF THE COMMITTEE

2.1. Formation of the Committee

- The chair and members of the Committee are elected by the Senate. With the Senate's agreement, the Student Council can delegate 3 students to the Committee.
- The chair and the members of the Committee are assigned by the Rector.

2.2. Composition of the Committee

The Committee has 8 members including the Chair.

- Chair: senior instructor;
- secretary: assigned staff member of the Students' Secretariat (without voting rights);

Members: assigned in agreement with the Chair of the Committee;

- 4 instructors, researchers;
- 3 students.

2.3. Termination of the assignment of Committee members

- a) The assignment of Committee members is for the term of the Senate, while the assignment of the Student Council representative is for a one-year term.
- b) Membership of associates is terminated if the member
 - resigns;
 - passes away;
 - is recalled in the manner defined in the UVMB's Rules of Organization and Operation;
 - the instructor's employment is terminated.
- c) Within the one-year term, the assignment of the student is terminated if the student
 - resigns;
 - passes away;
 - is recalled in the manner defined in the UVMB's Rules of Organization and Operation;
 - loses their student status;
 - inactivate their student status.
- d) The Chair's assignment is terminated if the Chair
 - resigns;
 - passes away;



- is recalled from office by the Senate's resolution.

2.4. The members of the Committee shall

- a) participate in the meetings of the Committee and initiate the convention thereof, contribute to the Committee's successful work and adoption of resolutions;
- b) submit comments and proposals with regard to the operation of the Committee;
- c) request information about issues related to the Committee's tasks;
- d) assist the Senate's activity by submitting proposals and supporting decisions in relation with the development of the UVMB ORGOP, the tasks of the Disciplinary Committee Section 20) as well as the Code of Student Disciplinary Affairs and Compensation;
- e) support the Rector's work.

3. THE COMMITTEE'S OPERATION, TASKS AND SCOPE OF AUTHORITY

3.1. Introduction

The purpose of the Committee is to investigate disciplinary affairs related to the University's students and adopt resolutions, bearing in mind the University's general training objectives and the requirements laid out by the European System of Evaluation of Veterinary Training.

3.2. Operation of the Committee

- a) The Committee operates according to the rules developed by the Committee and approved by the Senate;
- b) The Committee conducts its activities consulting the University's competent executives, the affected heads of units and, if necessary, experts of particular fields;
- c) The resources required for the performance of the above activities are provided by the University management.

3.3. Meetings of the Committee

- a) The Committee's meetings are convened by the Chair subject to current affairs;
- b) The Committee's extraordinary meeting shall be convened if it is initiated by the Rector, the Chief Financial Officer, the Vice Rectors, the Chair of the Committee, the Student Council or at least two members of the Committee;
- c) The meeting is convened, opened, presided and adjourned by the Committee's Chair or, if the president is prevented from attending, by his/her substitute requested by the Chair.
- d) The Committee's meetings are open for the University's citizens. The Committee's Chair can invite anyone to participate in the meeting without voting rights and/or ask anyone to participate in the Committee's activity;
- e) Invitations to the Committee's meetings, indicating the time, place and agenda of the meeting, shall be sent electronically with a delivery receipt to the members and the invited parties prior to the meeting as follows:
 - at least 5 working days before an ordinary meeting,



- at least 3 working days before an extraordinary meeting.
- f) The Committee shall ensure that a written memo of the meeting is sent to the members within 15 days after the meeting. The memo shall be prepared by the secretary and authenticated by the chair;
- g) The Committee's chair has the right to ask one or more members and/or any of the University's associates to prepare a preliminary opinion, professional proposal or task in relation with certain points on the agenda.

3.4. Adoption of resolutions

- a) The Committee has quorum if more than 50% of its members are present;
- b) If the Committee has no quorum, the meeting shall be convened with the same agenda within up to half an hour, whereby the meeting shall have quorum regardless of the number of those present;
- c) Each member of the Committee has one vote. The Committee adopts resolutions with a simple majority.
- d) The Committee adopts resolutions in terms of agenda points and issues opinions in other cases. If the voting results in a tie, the Chair shall have a casting vote;
- e) The Committee adopts resolutions with an open vote unless
 - Any of the members initiates a vote with a simple majority which orders a secret vote, or
 - the Committee needs to make a decision on personal matters.
- f) In exceptional cases, the Committee may adopt resolutions by way of electronic voting. In such cases, the Chair shall inform the members about the subject of the matter and the deadline for casting their votes. The secretary takes account of the votes on the next working day after the deadline for voting. If the number of votes is below the quorum threshold, the vote is invalid; a new vote requires the convention of a meeting;
- g) The Committee may involve experts to support its decision. Ad hoc experts can be given consultation rights.

3.5. Management of documents and notes

- a) The secretary of the Committee is responsible for managing the documents generated during the Committee's work.
- b) The secretary of the Committee shall
 - send out the meeting invitations and their annexes to the members of the Committee, and to the other invited parties based on the Chair's instructions;
 - send the meeting memos and the approved documents and notes to the Committee's members;
 - send the proposals/resolutions regarding development and other issues to the affected leaders and/or the secretary of the Senate;
 - Store and safeguard the Committee's correspondence and documents for 15 years.

3.6. Tasks, scopes of authority



The Committee is a decision-support and decision-making body.

As a **decision-support** body, it has the tasks below:

- a) obtain the documents and information needed to conduct first-instance disciplinary procedures related to UVMB students;
- b) prepare proposals in relation with the Code of Student Disciplinary Affairs and Compensation.

It functions as a **decision-making** body:

- a) in first-instance disciplinary procedures related to UVMB students.

3.7. Legal remedy

In connection with the Committee’s decisions, the affected students may file a “request for review” which must be submitted to the University Student Appeals Committee within 15 days after the receipt of the decision.

4. ENTRY INTO FORCE

These Rules and Regulations were discussed and adopted by the Student Disciplinary Committee. These Rules and Regulations shall be reviewed every 3 (three) years after its entry into force. The Rules and Regulations enter into force as of the day of signing by the Rector.

Budapest, October 5, 2022


 Dr. Sotonyi Péter
 rektor


AMENDMENTS LOG

Date of release:	Version number	Written amended by	Brief description of amendment
September XX, 2022	v1	Dr. István Hullár	