



SEMMELWEIS UNIVERSITY

Faculty of /Doctoral Council

Ethics and Disciplinary Committee

Filing number

COMMITTEE RULES OF PROCEDURE

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LIST OF AMENDMENTS

Amended Date/Signature	Version number	Amended page number	Approved Date/Signature	Date of release

* These rules of procedure have been approved by the Faculty Council/EDT on the basis of the model rules of procedure adopted by the Senate in its decision No., on the basis of the authorization given in decision no.

* Approving Faculty Council/EDT decision number:

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I. GENERAL PROVISIONS

ARTICLE 1 LEGAL STATUS OF THE COMMITTEE

The Ethics and Disciplinary Committee of the Faculty of/Doctoral Council (hereinafter as EDT) is a body established by the Senate, which operates alongside the Faculty/EDT and exercises the first instance powers concerning ethical and disciplinary matters of students, as defined by law and University regulations, its tasks are established by the Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), Semmelweis University Organizational and Operational Regulations (hereinafter: SZMSZ), in particular, Chapter III.5. Student Disciplinary and Compensation Regulations (hereinafter as the Regulations) as well as the Code of Ethics (hereinafter as the Code).

ARTICLE 2 COMPOSITION, ORGANIZATION AND MEMBERSHIP OF THE COMMITTEE

- (1) The decision about the composition of the Committee and the persons of the chair and committee members are made by the President of the Faculty Council/EDT based on the proposal of the Dean/the President of the EDT. The Dean/EDT President proposes the chair and the teaching members of the Committee, the student members are proposed by the President of the Faculty Students' Union/Doctoral Students' Union, taking into consideration that one teaching and one student alternate must be included in addition to the required number of members.
- (2) In addition to the chairperson, the Committee shall have ... voting members: ... members of teaching staff and ... student representatives holding an active student status. The mandate of the Committee is for a term of ... years, as determined by the Faculty Council/EDT.
- (3) The following persons shall regularly be present at the meetings and have consulting rights:
 - a) the legal adviser appointed pursuant to Article 8(2) of the Regulations,
 - b) the student's academic administrator or, in their absence, the head of the Registrars' Office or a person designated by the head of the Registrars' Office,
 - c) in the case of Article 20 of the Regulations, an interpreter.
- (4) If necessary to clarify the facts, additional persons may, at the discretion of the chairperson, attend the Committee's closed meetings on a case-by-case basis with consulting rights.
- (5) The rights and obligations of membership:
 - a) attendance at Committee meetings: Committee membership is tied to the individual, the rights and obligations associated with membership are non-transferable, and members of the Committee are obligated to attend Committee meetings. Members must notify the Chairperson of the Committee of their absence in writing at least 24 hours prior to the Committee meeting, stating the reason for absence, and if the member fails to attend the meeting twice, not including justified absence, the Chairperson of the Committee may request the Faculty Council to dismiss the member;

- b) participation in the work of the Committee: giving comments, expressing opinions, asking questions during hearings, and voting with each member of the Committee having one vote;
 - c) the Chairperson and members of the Committee shall investigate and declare, on a continuous basis throughout procedures, any conflict of interest that may arise in their personal capacity and, if so, make a recorded proposal to investigate and eliminate the risk in accordance with the provisions of conflict-of-interest regulations.
- (6) A person may not participate in the work of the Committee if he or she
- a) is involved in the case,
 - b) is subject of proceedings,
 - c) is a victim of the act under investigation,
 - d) is a relative of the persons referred to in points (a) to (c),
 - e) in second instance proceedings, if they took part in the proceedings of first instance,
 - f) who, for other reasons, cannot be expected to give an objective deliberation on the case.
- (7) Furthermore, any person who does not meet the conditions for membership laid down by law or university regulations, any student who is not a student of the University or whose student status is suspended, or any person who is subject to disciplinary/ethical sanctions shall not be eligible for membership of the Committee.
- (8) Membership of the Committee shall cease during the mandate
- a) if the member's teaching or student status with the university is terminated,
 - b) by resignation, dismissal, or death of the member.
- (9) In the event of termination of membership pursuant to paragraph 8 and in the event of a declaration of a conflict of interest, until such conflict is resolved, the alternate member shall act in order to reach quorum in disciplinary proceedings until the election of a new member.

ARTICLE 3 LEGAL STATUS OF THE CHAIRPERSON, THE CHAIRPERSON'S TASKS

- (1) Responsibilities of the Chairperson
- a) The Chair shall decide whether to initiate disciplinary proceedings pursuant to Article 7 (3) of the Regulations or, if necessary, initiate other proceedings pursuant to Article 18 (1a) of the Regulations.
 - b) Tasks related to the preparatory meetings:
 - ba) to study the files addressed to the Committee,
 - bb) to decide on further procedural matters in accordance with the provisions of the Regulations,
 - bc) to convene meetings of the Committee,
 - bd) to open and chair meetings of the Committee, and announce excuses,
 - be) to investigate any conflicts of interest of the members of the Committee,
 - bf) to establish the measures necessary to clarify the facts,

- bfa) if necessary, to invite witnesses, experts and interpreters to the disciplinary hearing,
 - bfb) to request written information from the head of the concerned department and from the student's academic supervisor, if necessary.
- c) Tasks related to hearings:
- ca) to perform the tasks under points bc) to be), to chair the hearing, including the hearing of the student concerned or their representative, witnesses and experts, if necessary, and to determine the order of questioning by Committee members,
 - cb) to request the opinion of the legal adviser present at the meeting on any question related to clarifying the facts or making decisions,
 - cc) to close the meeting,
 - cd) to order the vote,
 - ce) to announce the Committee's decision to the members of the Committee,
 - cf) to close the hearing,
 - cg) to sign the minutes,
 - ch) to ensure, with the assistance of the Secretary of the Committee, that the decisions of the Committee are published and communicated.
- (2) If the Chairperson is prevented from attending, their duties shall be carried out by a Committee member from teaching staff, designated in writing by the Committee.
- (3) The Chairperson of the Committee shall perform their duties with legal support by the Directorate General of Legal and Administrative Affairs, as defined in the Regulations.
- (4) The Chairperson is authorized to appoint the Secretary of the Committee from among the teaching members of the Committee. If no Secretary is appointed, the duties of the Secretary shall be carried out by the President.

ARTICLE 4 LEGAL STATUS AND TASKS OF THE SECRETARY OF THE COMMITTEE

- (1) Responsibilities of the Secretary of the Committee:
- a) based on the Chairperson's decision, to notify the following parties about initiating disciplinary proceedings by e-mail, using the samples in Annexes 1 and 1a, as well as about the expiration of a case, pursuant to Article 7(10) of the Regulations, when it applies,
 - aa) the members of the Committee,
 - ab) the Dean of the Faculty concerned or the President of the Doctoral Council, and
 - ac) the student subject to the proceedings,
 - b) in consultation with the Chairperson or a member of the teaching staff designated by the Chairperson and the legal adviser designated for the case, to prepare the Committee meeting or the hearing using the sample in Annex 2 to prepare a statement of facts,
 - c) based on the Chairperson's decision,

- ca) to notify the members of the Committee of the date of the meeting or hearing by email, attaching the case file and the statement of facts,
- cb) the "written notification" (using the samples in Annexes 3, 3a, 3b, 3c) of the hearing pursuant to Article 8 (2) of the Regulations shall be sent by e-mail to the student subject to the proceedings, or, if the student acts with an authorized representative, to the representative, the witness, the expert or, if Article 20 (1) of the Regulations apply, the interpreter, within the time limit set,
- d) to arrange for audio recordings to be made as set out in Article 13 (1) of the Regulations,
- e) to keep the minutes of the Committee meeting (using the sample in Annex 4),
- f) to ensure exercising the right to access in accordance with paragraph 10 (2) of the Regulations,
- g) to send the documentation of the proceedings to the Directorate General of Legal and Administrative Affairs for the purpose of documenting the decision in writing,
- h) when the decision is available in a written form, to ensure translation of the minutes and decisions (by the Institute of Languages for Specific Purposes), when students in a foreign language program are a subject to proceedings, within the time limit specified in the Regulation,
- i) to ensure that the decision is communicated to the Dean of the faculty concerned or the President of the Doctoral Council, as well as to the student subject to the procedure, and if the student is acting through an authorized representative, to the representative within the time limits specified in the Regulations,
- j) to prepare, in agreement with the Chairperson, the annual report of the Committee, using model sample No 5.

ARTICLE 5 THE TASKS AND POWERS OF THE COMMITTEE

- (1) Unless otherwise specified by law or university regulations, the Committee responsible for a student's case is the one of the faculty or the Doctoral School where the student is enrolled, including foreign language programs. If the student is attending several faculties at the same time, the competent body for the student's case is the one of the faculty to which the student's case is related.
- (2) At all stages of the procedure, the Committee dealing with a student's case shall examine its competence and jurisdiction, in particular with regard to Article 18 (1a) of the Regulations. If it finds that it lacks competence or jurisdiction, it must immediately refer the matter to a committee with competence or jurisdiction to hear the student's case and inform the student in writing.
- (3) In cases of student ethics or discipline, the Committee is responsible for conducting the proceedings required to clarify the facts of the case, providing procedural guarantees, determining the student's ethical or disciplinary responsibility or lack thereof and imposing disciplinary sanctions in the event of a finding of responsibility.

ARTICLE 6 THE OPERATION OF THE COMMITTEE

(1) Meetings and hearings:

In the event of disciplinary proceedings, the Committee shall meet when ordered to do so by the person entitled to initiate procedure pursuant to the Regulations. The Chairperson shall set a date within 90 days of the date of the preparatory meeting of the Committee, or the hearing in the absence of a preparatory meeting, within 10 days of the date of the order to proceed, and shall send a notice of the meeting to the members of the Committee and to the other persons invited. Following the preparatory meeting, the Committee shall hold a hearing in the manner provided for in the Regulations and shall hear the student concerned in person if they appear at the hearing. If it is necessary to clarify the facts of the case, the Committee may hold several deliberative meetings or hearings, but the first hearing must aim to clarify the facts of the case in full and to reach a decision.

(2) In the case of an ethics procedure, the Committee holds a session when a report of an ethical violation is received.

(3) The meetings of the disciplinary procedure, including the preparatory meeting and the hearing, shall be convened by the Chairperson of the Committee and, if they are prevented from attending, by the Secretary of the Committee, with the approval of the Chairperson.

(4) The procedure for the performance of tasks related to the organization and conduct of meetings is the following:

a) The meeting shall be convened by electronic means, by sending the statement of facts and any other available documents relating to the case, indicating in the statement of facts the subject of the proceedings, the initiator of the proceedings, the circumstances giving rise to the proceedings, the name of the student concerned, the date and place of the meeting. Where the Chairperson of the Committee has decided to keep the name and personal data of the notifying party confidential, other than to the members of the Committee, the legal adviser designated by the Directorate General of Legal and Administrative Affairs and the minute keeper of the Committee, the documents shall be sent anonymously to the other invited persons.

b) Notifications shall be sent in writing (electronically) using Annexes 3, 3a, 3b, 3c available from the Forms Library – at least 10 days before the date of the meeting to the student concerned and their representative, as well as the members of the Committee, and at least 3 working days ahead of the meeting to other invited persons. Depending on the nature of the case, the Chairperson shall designate the venue of the meetings.

(5) The preparation of the materials for the meetings (collection of data, distribution to the members of the Committee) is assisted by the Dean's Office of the Faculty in the case of Hungarian-language programs, and by the English-language and German-language departments of the Directorate of International Studies and the Doctoral Office in the case of foreign-language programs, which provide the preparatory materials for the decisions in the form, language, and time limit requested by the Chairperson of the Committee. The parties involved in the preparation of the decision and in the procedure are obliged to keep any information that comes to their knowledge confidential.

(6) Rules on setting the agenda and quorum:

a) The Committee is quorate if more than 50% of its members are present, at least one of whom must be a teacher. The Committee shall take its decisions by a unanimous vote of a

majority of the members present, with the Chairperson casting the deciding vote in the event of a tie.

- b) In each case, when establishing the quorum, the Chairperson shall assess any potential conflicts of interest for members and, if necessary, take action on that basis.

(7) Conduct of meetings, deliberations, and hearings:

- a) The Chairperson opens the meeting, presents the results of the conflict-of-interest risk assessment and the excused absences.
- b) The Chairperson chairs the deliberations and hearings.
- c) The Chairperson shall announce the order of speaking of those to be heard at the Committee meeting – the student concerned, any witness(es) and expert(s) – and the order of questions.
- d) Members and persons participating in the deliberations of the meeting shall inform the Committee of any relevant information not known during the preparation of the meeting.
- e) Members of the Committee may pose questions to the persons interviewed.

(8) The Chairperson shall close the hearing once the facts have been fully clarified.

(9) Rules for taking and certifying the minutes of meetings:

- a) With the exception of the preparatory meeting and the closed deliberations of the Committee before and after the evidentiary procedure, the hearing shall be audio-recorded and shall be made available to the Committee members, the student concerned or their representative, and the competent university authorities at the Dean's Office until the minutes are authenticated.
- b) The minutes shall be drawn up within 10 working days of the hearing using the sample in Annex 4. The minutes shall be authenticated by the signatures of the Chairperson and a student member of the Committee designated by the Chairperson as the authenticator.

(10) The minutes shall be disclosed to the persons interviewed at their request, who shall sign the appropriate part of the minutes to acknowledge that this has been done. The person heard may request that the minutes be supplemented or corrected. Any refusal to sign and the reason for such refusal shall be recorded in the minutes.

(11) The decision-making and voting procedure:

After the evidentiary procedure and subsequent deliberation, the Chairperson shall close the meeting and put the matter to the vote. The Committee shall take its decisions by a majority vote in a closed session, in accordance with Article 16 of the Regulation. In case of a tied vote, the vote of the Chairperson is definitive.

(12) Electronic decision-making (voting) may be held instead of decision-making at the meeting

- a) if the hearings and deliberations have taken place at the meeting, the case is straightforward (e.g., admission of facts), but the vote was prevented by the meeting or the absence of documents necessary to prove the facts, which shall be sent to the members afterwards,
- b) if the student submitted their comments in writing, requesting not to be heard in person and the case is straightforward, no witness or expert is required, and all documents necessary to clarify the facts are available.

(13) The procedure for electronic voting:

- a) The Chair of the Committee shall send the binary question to be decided, together with the necessary documents, via the internal mail system to the members of the Committee, who acknowledge receipt of the material from their university e-mail address and reply to the question.
- b) Votes may be "yes", "no", "abstain" or "the question cannot be decided without a meeting". If the result of voting is a tie, the vote of the Chairperson is definitive.
- c) If the number of "the question cannot be decided without a meeting" votes was selected by more than half of the voting members, a meeting of the Committee shall be convened to discuss and decide the question.
- d) The result of the electronic vote shall be recorded in writing by the Secretary of the Committee, certified by the Chairperson and communicated in writing to the Committee. Votes received after the deadline will not be taken into account.

(14) Documenting and communicating the decision in writing:

The written record of the Committee's decision shall be prepared within 10 working days of the decision in accordance with Article 19 of the Regulations, and if the student is in a foreign language program, a translation shall be made in accordance with Article 20, in which case the decision shall be written in Hungarian and in the language of the student's program. The decision signed by the Chairperson of the Committee shall be served by the Secretary of the Committee by at least one of the methods of service specified in Article 7 (8) of the Regulations.

(15) Rules on the handling of documents generated by the Committee's activities:

Documents generated in the course of the Committee's activities shall be kept by the Secretary of the Committee until the final closure of the case or, in the case of a conviction, until the execution of the sentence, after which they shall be handled in accordance with the disposal rules of the University's Document Management Policy. Condemning decisions must be kept in NEPTUN under "Official Records".

ARTICLE 7 PROVISIONS ON ETHICAL PROCEDURES

- (1) In cases of ethics violations falling within the scope of the Code, the Committee shall apply the rules set out in Chapter 3 "Procedures" of the Code of Conduct.
- (2) In matters relating to the application of the rules of the Code, the Regulations, and the present Rules of Procedure, the Directorate General of Legal and Administrative Affairs shall provide legal assistance.

ARTICLE 8 PREPARATION OF ANNUAL REPORTS

At least once a year during the Committee's mandate, the Chairperson shall submit a report on the Committee's work to the Senate.

ARTICLE 9 PROVISIONS ON COMPENSATION PROCEDURES:

The Secretary of the Committee shall forward the case file to the Directorate of Litigation as soon as it is definitively closed in order to proceed with the procedure for compensation for any damages caused in connection with the disciplinary offence.

ARTICLE 10 APPEAL PROCEDURE

- (1) The provisions set out in Articles 21 and 22 of the Regulations and the provisions set out in Book III.7 on Appeals of the Organizational and Operational Regulations shall apply to the exercise of appeals in disciplinary matters.
- (2) Remedy against the decision, action, or failure to take action of the Faculty's Ethics and Disciplinary Committee (hereinafter as KEFB) acting in an ethical matter may be lodged with the University Ethics Committee as the second instance committee. The following may apply for appeals: the person subject to the procedure, the injured party, the notifying party, or the legal representative of these persons. The appeal has suspensive effect for the implementation of the provisions of the decision.
- (3) In the case of an ethics violation where it cannot be established which KEFB is competent to act in the first instance, the University Ethics Committee is entitled to appoint the committee with the competence and jurisdiction to decide the case, taking into account all the circumstances of the case.

II. FINAL PROVISIONS

- (1) The Committee Rules of Procedure have been approved by the Faculty Council/University Doctoral Council by decision No., which decision and its annexes shall enter into force on the day following its publication on the website of the Directorate General of Legal and Administrative Affairs (JIF).
- (2) The Committee Rules of Procedure shall also be published on the website of the Faculty/Doctoral School after its entry into force.
- (3) These Rules of Procedure shall apply to proceedings instituted or resumed after their entry into force, and the previous Rules of Procedure shall apply to proceedings pending at the time of their entry into force.

III. APPENDICES

Annex 1: Notification of student about disciplinary proceedings against them (sample) – available from the Forms Library

Annex 1a: Notification of disciplinary proceedings (Committee, Dean, EDT President) (sample) – available from the Forms Library

Annex 2: Statement of Facts – Sample for the preparation of disciplinary proceedings – available from the Forms Library

Annex 3: Notification of student about disciplinary hearing (sample) – available from the Forms Library

Annex 3a: Witness summons for disciplinary hearing (sample) – available from the Forms Library

Annex 3b: Expert summons for disciplinary hearing (sample) – available from the Forms Library

Annex 3c: Interpreter summons for disciplinary hearing (sample) – available from the Forms Library

Annex 4: Minutes sample – available from the Forms Library

Annex 5: Committee Report sample – available from the Forms Library

Semmelweis University

.....
(Name of Faculty/Doctoral School)

ETHICS AND DISCIPLINARY COMMITTEE

STUDENT

name:

Neptun ID:

Address/place of residence:

e-mail:

Faculty, mode of study, year or the name of the doctoral school:

Subject: **Notification of student about disciplinary proceedings**

Case number:

Dear [Student' name],

As the Chair of the Ethics and Disciplinary Committee (hereinafter: the Committee) of the Faculty of/Doctoral School of Semmelweis University, I hereby inform you that has initiated disciplinary proceedings against you.

In accordance with my powers under Article 7 (3) of the Student Disciplinary and Compensation Regulations, I will order disciplinary proceedings against you on the basis of the information and evidence brought to my knowledge.

The act on which the disciplinary proceedings are based:

On the basis of the above, there are reasonable grounds to suspect that you
(*description of suspicion*) and that the conditions for imposing a disciplinary sanction are met.

The Committee shall send you a separate notice about the date and place of the disciplinary hearing and personal interview in connection with the case.

BUDAPEST, 202....

Chairperson:

Semmelweis University

.....

(Name of Faculty/Doctoral School)

ETHICS AND DISCIPLINARY COMMITTEE

Subject: **Notification of disciplinary proceedings**

Case number:

Dear Committee Member/Dean/President,

As the Chair of the Ethics and Disciplinary Committee (hereinafter: the Committee) of the Faculty of/Doctoral School of Semmelweis University, I hereby inform you that in accordance with my powers under Article 7 (3) of the Student Disciplinary and Compensation Regulations, I have ordered disciplinary proceedings against the following student on the basis of the information and evidence brought to my knowledge: *(name of student)*

The student subject to disciplinary proceedings:

name:

Neptun ID:

Address/place of residence:

e-mail:

Faculty, mode of study, year or the name of the doctoral school:

The act on which the disciplinary proceedings are based:

On the basis of the above, there are reasonable grounds to suspect that the student above *(description of suspicion)* and that the conditions for imposing a disciplinary sanction are met.

Annexes (for the Committee members):

Documents of the case:

BUDAPEST, 202....

Chairperson:

STATEMENT OF FACTS
for the preparation of disciplinary proceedings

Made by:	
Case number:	
Student's name:	
Neptun ID:	
Address:	
Form of training fee reimbursement:	
Year of studies, program, specialization, mode of study:	
Date and time of ordering the disciplinary proceedings:	
The act on which the disciplinary proceedings are based:	
Available pieces of evidence:	
Possible witnesses, experts of the case:	
Is it necessary to appoint an interpreter?	

Semmelweis University

.....

(Name of Faculty/Doctoral School)

ETHICS AND DISCIPLINARY COMMITTEE

STUDENT

name:

Neptun ID:

Address/place of residence:

e-mail:

Faculty, mode of study, year or the name of the doctoral school:

Subject: Notification of student about disciplinary hearing

Case number:

Dear [Student' name],

As the Chair of the Ethics and Disciplinary Committee (hereinafter: the Committee) of the Faculty of/Doctoral School of Semmelweis University, I hereby inform you that within the frame of the disciplinary proceedings (No. see above)

on 202../.../.... (yyyy/mm/dd)

at: (time)

..... (exact location) of Semmelweis University

the Committee shall hold a disciplinary hearing, at which you, as the student under investigation, shall be heard regarding the following:

.....
.....

The language of the proceedings is Hungarian .

Pursuant to the Regulations, please note the following:

- Bring your documents proving your identity and all documents relating to the case to the hearing.
- You may be represented by an authorized representative (legal representative, other person with capacity to act by written authorization).
- In the procedure, you may submit your observations and defense in writing, or request not to be heard in person, provided that your absence through no fault of your own shall not prevent the hearing from being held or the decision from being taken.

The student subject to disciplinary proceedings and their authorized representative:

- a) may have access to procedural documents;
- b) may submit motions and comments;
- c) may pose questions to the witness(es) or expert(s);
- d) may put forward a related defense;
- e) may be present for the whole duration of the disciplinary hearing.

Please note that the Committee is required to provide you with the opportunity to be heard in person at least once. If you fail to appear at the meeting of the Committee despite being duly notified, your personal hearing may be waived, the hearing may proceed, and a decision may be taken even if you have not explicitly requested the waiver of your personal hearing.

I would also like to inform you and draw your attention to the fact that if you do not respond to the Committee's request or do not provide the requested information, the Committee shall decide on the basis of the information available.

Please also note that your written/verbal confession, covering all relevant circumstances of the case, may be used as a mitigating circumstance for the imposition of the sentence.

Please present your detailed position on the case and attach your evidence at the hearing at the latest. You must make any presentation, request, evidence or request for evidence in time so as not to delay the Commission's work and, if possible, to allow your case to be decided in one hearing session.

BUDAPEST, 202....

Chairperson

Semmelweis University

.....

(Name of Faculty/Doctoral School)

ETHICS AND DISCIPLINARY COMMITTEE

Name of the witness:

Address:

e-mail:

Faculty, mode of study, year or the name of the doctoral school:

Subject: **Witness summons for disciplinary hearing**

Case number:

Dear

As the Chair of the Ethics and Disciplinary Committee (hereinafter: the Committee) of the Faculty of/Doctoral School of Semmelweis University, I hereby inform you that within the frame of the disciplinary proceedings (No. see above) of the student named

on 202../.../.... (yyyy/mm/dd)

at: (time)

..... (exact location) of Semmelweis University

the Committee shall hold a disciplinary hearing, at which you, as witness, shall be heard.

The language of the proceedings is Hungarian.

Pursuant to the Student Disciplinary and Compensation Regulations, please note the following:

- You are required to give evidence in person, without representation.
- You are required to bring to the hearing your documents proving your identity and all documents and notes relating to the case.
- If you are unable to attend the hearing in person, you may make a written statement of the facts and circumstances of the case that you are aware of, with the possibility of being questioned by members of the Committee. You must send your written statement to the chairperson of the Committee no later than the date of the scheduled hearing.
- If a confrontation is required on the basis of your statement or the submission of the person subject to the proceedings, you must appear in person at the confrontation, otherwise the Committee is entitled to disregard your statement for the purposes of its decision.

Budapest, 202.....

Chairperson

Semmelweis University

.....

(Name of Faculty/Doctoral School)

ETHICS AND DISCIPLINARY COMMITTEE

Name of the expert:

Address:

e-mail:

Faculty, mode of study, or name of the doctoral school:

Subject: Expert summons for disciplinary hearing

Case number:

Dear

As the Chair of the Ethics and Disciplinary Committee (hereinafter: the Committee) of the Faculty of/Doctoral School of Semmelweis University, I hereby inform you that within the frame of the disciplinary proceedings (No. see above) of the student named

on 202../.../.... (yyyy/mm/dd)

at: (time)

..... (exact location) of Semmelweis University

the Committee shall hold a disciplinary hearing, at which you, as witness, shall be heard.

The language of the proceedings is Hungarian.

Pursuant to the Student Disciplinary and Compensation Regulations, please note the following:

- At the hearing, you are required to give evidence in person, without representation.
- You are required to bring to the hearing your documents proving your identity and all documents and notes relating to the case.
- If you are unable to attend the hearing in person, you may make a written statement of the facts and circumstances of the case that you are aware of, with the possibility of being questioned by members of the Committee. You must send your written statement to the chairperson of the Committee no later than the date of the scheduled hearing.
- If a confrontation is required on the basis of your statement or the submission of the person subject to the proceedings, you must appear in person at the confrontation, otherwise the Committee is entitled to disregard your statement for the purposes of its decision.

Budapest, 202.....

Chairperson

Semmelweis University

.....

(Name of Faculty/Doctoral School)

ETHICS AND DISCIPLINARY COMMITTEE

Name of interpreter:

Address:

e-mail:

SE Institute of Languages for Specific Purposes

Subject: Interpreter summons for disciplinary hearing

Case number:

Dear

As the Chair of the Ethics and Disciplinary Committee (hereinafter: the Committee) of the Faculty of/Doctoral School of Semmelweis University, I hereby inform you that within the frame of the disciplinary proceedings (No. see above) of the student named

on 202../.../.... (yyyy/mm/dd)

at: (time)

..... (exact location) of Semmelweis University

the Committee shall hold a disciplinary hearing, at which you will be appointed as an interpreter.

The language of the procedure is Hungarian, but the student subject to the procedure is required to be accompanied by an interpreter in the language of instruction, in accordance with the Student Disciplinary and Compensation Regulations.

Pursuant to the Regulations, please note the following:

- At the hearing, you are required to give evidence in person, without representation.
- Bring your documents proving your identity to the hearing.
- You must be available for the entire duration of the hearing.

Budapest, 202.....

Chairperson

SEMMELEWEIS UNIVERSITY FACULTY OF/Doctoral Council's
ETHICS AND DISCIPLINARY COMMITTEE
MINUTES OF HEARING

1. **Case number:**
2. **Minutes recorded:**
 - place:*
 - date and time:*
3. **The language of the hearing is Hungarian**
4. **Persons present (in accordance with the attached attendance sheet):**
 - The Chairman of the Committee:**
 - The members of the Committee:**
 - Invited persons** (legal adviser, witness, expert, interpreter, educational administrator, other invited persons):
 - Excused persons:**
5. **Keeper of the minutes:**
6. **Authenticator of the minutes:**
7. **The student subject to the proceedings:**
 - Name:**
 - Faculty:**
 - NEPTUNE code:**
 - E-mail:**
 - Type of photo ID:**
 - Number of photo ID:**
8. **The legal representative of the student subject to the proceedings:**
9. **Taking the names of those who have appeared (student, witnesses, experts, others), the chairperson informs them of the order in which they will be heard and then asks them to leave the room.**
10. **If conflict of interest arose, summary:**
11. **The Chair of the Committee opened the hearing, stated that there were no obstacles to the hearing, that the Committee was quorate/not quorate with voting members present.**
12. **Description of the case, summary of evidence, determination of evidence, need for other proceedings**
 - (Initiation of the procedure: why, who, when, description of the evidence available, if there has been damage, the extent of the damage and its connection with the conduct of the student subject to the procedure, the opinion of any experts involved. Should there be a specific provision on whether or not there was a criminal charge in the case? Was a criminal prosecution brought or not?)*

13. Hearings:

13.a Hearing of the student subject to the proceedings, questions and answers:

First question: "Are you giving your consent to audio recording?" recording the response

(Identification: type of ID card, reading of personal data on audio recording.)

Providing information:

- *the student has the opportunity to present their defense and to make a motion for evidence;*
- *the student is not obliged to make a statement or can refuse to give certain answers, but if they do make a statement, they are under an obligation to tell the truth;*
- *if they do not make a statement, or do not provide the requested information, the Disciplinary Committee shall decide on the basis of the information available;*
- *a confession, covering all relevant circumstances of the case, may serve as a mitigating circumstance for the imposition of the sentence.*

First question: "Do you acknowledge your responsibility?" If so, evidence is only required if it is necessary to clarify any circumstances. If not, an evidentiary hearing follows.

After the hearing, the student can be present throughout the hearing of witnesses and experts, and ask questions.

Last question: "Would you like a proof of attendance at the hearing to justify your failure to fulfill other obligations?"

13.b Hearing of witness/expert, questions, answers:

First question: "Are you giving your consent to audio recording?" recording the response

(Identification: type of ID card, reading of personal data on audio recording. Witnesses who have not yet been heard cannot be present.)

Providing information, posing questions:

- *ask whether they have an interest or bias in the case, and what their relationship is with the student under investigation,*
- *warning about the obligation to tell the truth,*
- *warning about the criminal consequences of perjury or giving false expert opinions*

At the end of the hearing, the witness shall leave the room unless there is evidentiary interest in remaining during the hearing of other witnesses for further clarification or confrontation.

Last question: "Would you like a proof of attendance at the hearing to justify your failure to fulfill other obligations?"

After the hearings, the Chairperson shall inform the student that the decision of the meeting shall be communicated in writing to them and, if applicable, to their legal representative.

14. The Committee holds a deliberation after the hearings. (The deliberation does not need to be recorded in the minutes, but new facts, legal aspects, possible other procedural matters arising from the evidentiary procedure need to be recorded.)

15. It shall be assessed whether a further hearing, evidence, document, expert opinion is necessary to clarify the facts, whether a suspension of the proceedings is justified. (If either answer is yes, the minutes shall be closed by stating so):

16. Decision

As stated above, following the clarification of the facts and the evidentiary procedure conducted, the Committee, at the request of the Chairperson, in a closed session, by open vote in favor, against and abstentions, adopts the decision No. ../202....., as drawn up in a separate form.

By its decision, the Committee found that

- a) the student had committed a disciplinary offence and shall be imposed a disciplinary sanction.
- b) no disciplinary offence had been proven and the disciplinary proceedings shall be terminated.

The Committee meeting is adjourned, thanking all those present.

Date as above

Signatures:

Chairperson

Member of the Committee

Keeper of the minutes:

COMMITTEE REPORT

Reporting period: (e.g., 202... annual; 202.../2... 1st semester, etc.)

Number of committee meetings:	
Dates of committee meetings:	
Main topics covered: <i>(by agenda or by case type)</i>	

Major changes in the Committee: <i>(members, competence, organizational, structural, etc.)</i>	
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Committee decisions: <i>(can be completed by attaching an annex)</i> the number of cases dealt with in the reporting period (the year before the current year): - differentiated by case type - number of appeals against Committee decisions, differentiated by case type - circumstances considered to be of particular importance in the Committee's work, which are relevant to the application of the rules	
Number of Decisions based on Committee decisions: <i>(can be completed by attaching an annex)</i> <i>quantified, categorized by topics</i>	

Exceptional event during the period: <i>(if any)</i> <i>e.g., pandemic or other unexpected event</i>	
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Indicators used:	
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<p><i>(evaluation, analysis, measurement, monitoring of competences and processes, periodic review and further simplification of the regulatory structure, risk management, etc.)</i></p>	
<p>Performance indicator results: <i>(efficiency, effectiveness, streamlining, harmonization of processes and striving to achieve them, more agile operation, faster decision-making in the operation of the Committee,)</i></p>	

<p>The Committee's proposals for improvement: <i>(high quality, process-oriented approach, efforts to reduce administrative burden - efficiency, effectiveness, improving communication channels, etc.)</i></p>	
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<p>Plans for the subsequent committee period:</p>	
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Date:

Signature