

Semmelweis University

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(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

