

**SEMMELWEIS 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:**