

UNIVERSITY OF ZAGREB  
FACULTY OF ORGANIZATION AND INFORMATICS

REGULATIONS ON DISCIPLINARY AND MATERIAL RESPONSIBILITY  
OF STUDENTS AND OTHER ATTENDEES  
OF THE UNIVERSITY OF ZAGREB FACULTY OF ORGANIZATION AND  
INFORMATICS

Varaždin, November 2024

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Pursuant to Article 53 of the Statute of the University of Zagreb Faculty of Organization and Informatics (hereinafter referred to as “the Faculty”), the Faculty Council, in its 2<sup>nd</sup> meeting session held on 21 November 2024, adopted the Regulations on Disciplinary and Material Responsibility of Students and Other Attendees of the University of Zagreb Faculty of Organization and Informatics.

## **REGULATIONS**

### **on Disciplinary and Material Responsibility of Students and Other Attendees of the University of Zagreb Faculty of Organization and Informatics**

#### **I. GENERAL PROVISIONS**

##### Article 1

(1) The Regulations on Disciplinary and Material Responsibility of Students and Other Attendees of the University of Zagreb Faculty of Organization and Informatics (hereinafter referred to as “the Regulations”) govern matters concerning the responsibility of students and other attendees of study or lifelong learning programmes (hereinafter referred to as “students/attendees”) at the Faculty related to non-compliance with legal and other regulations and decisions, the authority to initiate and conduct disciplinary proceedings, the manner and methods of operation and decision-making of the Disciplinary Court, limitation periods for initiating proceedings, the enactment of imposed disciplinary measures, records of imposed measures, and other issues concerning the responsibility and conduct of disciplinary proceedings.

(2) The gender-specific terms for physical entities in these Regulations shall be taken to refer both to the feminine and masculine gender regardless of whether they are used in the feminine or masculine form.

##### Article 2

(1) By enrolling in a particular study programme, lifelong learning programme, or course at the Faculty, or by receiving an individual document based on which they are considered attendees of some form of education at the Faculty, the student/attendee shall assume the obligations established by applicable legal regulations, the Statute of the Faculty, and other general acts of the Faculty.

(2) The student/attendee shall be obliged to comply with the rules of the study or programme and the general acts of the University and the Faculty, and to preserve the reputation and dignity of the University and the Faculty.

(3) The student/attendee shall be responsible for any damage caused to the Faculty, its employees and external associates, or other students/attendees of the Faculty as a result of failing to comply with the provisions of these Regulations.

(4) If a particular violation is also a criminal offence, criminal liability shall not preclude the initiation of proceedings and the imposition of measures under the provisions of these Regulations.

#### **II. DETERMINING DISCIPLINARY RESPONSIBILITY AND DISCIPLINARY ACTS**

##### Article 3

(1) The following acts shall be deemed minor disciplinary offences:

1. Disrupting any form of teaching, knowledge testing, or other official activities of the Faculty;
2. Providing unauthorized assistance to other students during exams or other knowledge tests;
3. Non-compliance with, and violation of, predetermined procedures at the Faculty;
4. False representation during attendance checks at any form of teaching;
5. Behaviour and attire that deviate from the generally accepted norms for the given occasion;
6. Inappropriate communication with the employees and external associates of the Faculty, and other students/attendees;
7. Violation of cleanliness standards in all premises of the Faculty;
8. The use of the Faculty's indoor and outdoor premises for advertising, promotion, or sales in areas not designated for these purposes, or the removal of official notices from designated posting locations;
9. The use of the Faculty's indoor and outdoor premises for gatherings that are not part of the Faculty's programme of work and/or have not been approved by the responsible person at the Faculty;
10. Obtaining, duplicating, or using test materials without the permission of the authors, as well as distributing them;
11. Disregarding notices sent by the Faculty Library;
12. Other actions that tarnish the reputation of the Faculty.

(2) The perpetrator may be held disciplinarily accountable for attempting the acts referred to in paragraph 1 of this Article.

#### Article 4

(1) The following acts shall be deemed serious disciplinary offences:

1. Violent behaviour towards employees and external associates, and other students/attendees of the Faculty;
2. Gross disruption of order (including physical violence, rude or inappropriate expression or behaviour) during classes, exams, or any knowledge tests in any premises owned by the Faculty, or at events related to the Faculty; inciting, organizing, or participating in disorder;
3. Gross damage to the reputation of the University and the Faculty, and gross violations of generally accepted rules of conduct, decency, or dignity towards employees, external associates, and students/attendees of the Faculty; their disturbance or discrimination on any basis on the Faculty premises and/or at events related to the Faculty;
4. Unauthorized recording or photographing of faculty, staff, students/attendees, equipment, and premises of the Faculty during teaching activities, as well as the distribution of such materials;
5. Forgery of any document related to studies and/or the exercise of student rights, unauthorized entry and/or alteration or falsification of data in documents, databases, and systems, as well as the intentional destruction, damage, or disabling of such documents;
6. Providing false information or taking actions based on which the student/attendee exercises a right to which they are not entitled (such as making corrections in the transcript or other official documents, or the ISVU system contrary to the officially prescribed procedure, making alterations to other

official documents and acts issued by the Faculty or University, or using false documents or statements to claim rights they are not entitled to);

7. False representation and/or registration in knowledge tests of all forms, taking exams or other forms of knowledge testing on behalf of another student or attendee, as well as facilitating these actions;
  8. Plagiarism in the written form of a work by any author (another student, teacher, third party, or online source, including self-plagiarism) without citing the source;
  9. Using artificial intelligence in a manner not permitted by the Framework for the Use of Artificial Intelligence Tools in Teaching, Student Papers, and Research at the Faculty, and/or other acts of the Faculty;
  10. Cheating or the use of illicit aids to cheat in exams or knowledge tests of any kind (receiving help in solving tasks in exams or other knowledge tests; communication with persons outside the room where the knowledge test is being conducted; use of forbidden teaching materials during exams and/or knowledge tests, computers, smartphones and the like, except in cases where they are explicitly allowed);
  11. Violation of the security and integrity of the information system of the Faculty and the University of Zagreb (hereinafter referred to as “the University”), violation of the security and integrity of the data stored or transmitted via that information system, violation of the right to privacy of other users of the information system, as well as the misuse of other people's resources within the information system;
  12. Use of the Faculty's and University's information resources to jeopardize other information systems and the privacy of individuals, as well as non-compliance with prescribed measures and methods for protecting the security of the Faculty's information system;
  13. Theft or unauthorized copying of computer programs used at the Faculty, as well as the use or distribution of other resources protected by copyright and intellectual property rights;
  14. Intentional destruction, theft, or damage to the property of the Faculty, its employees, or other students/attendees of the Faculty;
  15. The direct and indirect offering of money, material goods, or other material benefits, or any act of influencing or pressuring teachers or other employees of the Faculty;
  16. Publicly representing or presenting the Faculty, any constituent unit, student organization, or other member of the university community without the permission of authorized persons;
  17. Publicly disclosing false and unverified information about other students and other members of the university community;
  18. Attending any form of teaching under the influence of alcohol or narcotic opiates, unless medically indicated;
  19. All acts defined as criminal offences under the Criminal Code;
  20. Repetition of minor disciplinary offences more than twice during the course of study.
- (2) For attempting the acts outlined in paragraph 1 of this Article, the perpetrator shall be held disciplinarily accountable.

### III. DISCIPLINARY MEASURES

#### Article 5

A written warning may be imposed for minor disciplinary offences.

#### Article 6

For serious disciplinary offences, one of the following measures may be imposed:

1. a written public warning for cases where the student/attendee is reported for the first time and it is considered that this can achieve the intended purpose of the punishment;
2. the last warning before expulsion;
3. suspension from taking exams and/or attending certain forms of teaching for up to one year or until the end of the academic year; this may include taking midterm exams, project submission/defence, and similar activities;
4. exemption from international exchange for a period of 6 months to 2 years;
5. prohibition from enrolment in the higher year of study;
6. expulsion from the Faculty for up to two years, which includes a prohibition from accessing the ISVU system, enrolling in a semester, verifying a year of study, taking exams and participating in other forms of teaching;
7. permanent expulsion from the Faculty, which implies the termination of student status and all associated rights. The student shall no longer be entitled to enrol in any study programme at the Faculty.

#### Article 7

If a complaint is received regarding a student/attendee committing multiple disciplinary offences, and it is determined in disciplinary proceedings that the student/attendee committed several offences under a single disciplinary procedure, a disciplinary measure shall not be imposed for each individual offence; instead, a single disciplinary measure shall be imposed.

#### Article 8

##### Temporary disciplinary measures

(1) If there are justified reasons, the Disciplinary Court may impose a temporary measure on a student/attendee against whom disciplinary proceedings have been initiated due to reasonable suspicion of committing a serious disciplinary offence, until the end of proceedings.

(2) Temporary disciplinary measures may be:

- prohibition from taking exams and/or attending certain forms of teaching until the end of proceedings (may include midterm exams, project submission/defence, etc.);
- prohibition from attending all or some forms of teaching (including access to the e-learning system).

#### IV. DISCIPLINARY PROCEEDINGS

##### **Disciplinary Court**

###### Article 9

- (1) A student/attendee's responsibility for committed disciplinary offences shall be determined through disciplinary proceedings conducted by the Disciplinary Court.
- (2) The Disciplinary Court shall consist of a President and two members, one of whom shall be a member of the faculty, and the other a student.
- (3) The members of the Disciplinary Court shall be appointed for a term of two (2) years by the Faculty Council upon the recommendation of the Dean of the Faculty. Deputy members of the Disciplinary Court shall be appointed through the same procedure.
- (4) If the term of office of the members of the Disciplinary Court expires during disciplinary proceedings, the proceedings shall be completed by the same composition of the Disciplinary Court.
- (5) At the end of each academic year, the Disciplinary Court shall submit a report on its work to the Faculty Council.
- (6) Disciplinary proceedings shall include the following steps: submitting a complaint, initiating proceedings (if applicable), scheduling a hearing, delivering the summons to the hearing, conducting the hearing, making a decision, delivering the decision, and deciding on any possible appeal.
- (7) Administrative affairs shall be managed by the Secretary of the Disciplinary Court, who is elected by the Faculty Council for a term of two academic years, on the proposal of the Dean, from among the staff.
- (8) The Disciplinary Court may be assisted in its work by special experts, who shall be designated by the decision on the appointment of the members of the Disciplinary Court.

##### **Submitting a complaint and initiating proceedings and hearing**

###### Article 10

- (1) Disciplinary proceedings shall be conducted for minor and serious disciplinary offences.
- (2) A written complaint may be submitted by any member of the employees or external associates, student, or another person with a legitimate legal interest, no later than fifteen (15) days from the date of becoming aware of the offence. If the complaint is submitted by a person who does not have an official email address from the foi.unizg.hr domain, they are required to provide their email address in the complaint.
- (3) The Disciplinary Court shall not consider anonymous complaints.
- (4) The complaint shall be submitted to the registry on the complaint form, which shall contain at least the following: information about the student/attendee against whom the complaint is made, their JMBAG (unique academic citizen identification number), and a detailed description of the disciplinary offence, including the place and time the offence was committed, available evidence of the violation, a proposal for a temporary measure (if applicable), a detailed explanation, information about the injured party (if applicable), and the signature of the complainant.
- (5) The Secretary of the Disciplinary Court shall prepare a Request for Initiation of Proceedings, which shall be signed by the President of the Disciplinary Court or their deputy, if it is concluded that there is an indication, or a high degree of probability, that an offence has been committed, within 15 days of the submission of the complaint.

(6) If the President of the Disciplinary Court considers that there is not a high degree of probability that an offence has been committed, the report shall be rejected, and a decision shall be made accordingly.

(7) The request to initiate proceedings shall contain:

- personal data about the student/attendee, especially their JMBAG;
- description and name of the disciplinary offence they are charged with;
- sources of knowledge about facts important for deciding on disciplinary liability and disciplinary measures;
- a temporary measure if the Disciplinary Court considers it necessary to impose it.

(8) If, during the hearing, the Disciplinary Court determines that the facts differ from those described and that the offence has been misclassified, but that the student/attendee did commit the offence, it may reclassify the disciplinary offence, either from one serious offence to another, or from a more serious to a less serious one.

(9) Disciplinary proceedings may not be initiated if two years have passed since the date on which the offence was committed.

(10) The limitation period for initiating disciplinary proceedings, as well as the calculation of the aforementioned deadlines, shall not run during the period from 15 July to 15 August or from 23 December to 10 January of the current academic year.

## Article 11

(1) If the President of the Disciplinary Court signs the Request for Initiation of Proceedings, the Secretary of the Court shall send a summons to the hearing to participants in the proceedings via electronic mail within 15 days of the signing. If a party in the proceedings does not have an official address from the foi.unizg.hr domain, the summons and other documentation shall be sent to the email address provided by them during enrolment in a specific programme.

(2) Should the student/attendee fail to appear at the hearing, despite the summons being duly delivered to them, the hearing may proceed in their absence, and the student/attendee may submit a written defence.

(3) Proposed witnesses, as well as other persons participating in the proceedings who do not have an official address from the foi.unizg.hr domain, shall receive all documents by having the summons sent to the email address provided by the complainant in their complaint, or later upon request. Should the invited witness fail to appear at the hearing, despite the summons being duly delivered to them, the hearing may proceed in their absence.

(4) The summons for the hearing must be delivered to the student/attendee and the participants in the proceedings at least seven days before the scheduled hearing date. The summons shall be considered delivered when it is received on the recipient's email server.

(5) Persons who, upon the summons of the Disciplinary Court, attended or testified at the hearing shall be considered participants in the proceedings.

(6) The President of the Court may, exceptionally and if deemed necessary, postpone the hearing, with the decision being made on a case-by-case basis.

## Conducting the hearing

## Article 12

(1) The hearing before the Disciplinary Court shall generally be open to the public unless the Disciplinary Court decides that the hearing will be closed to the public, in which case a separate decision will be made.

(2) The hearing shall typically be conducted in person; in exceptional cases, it may be held remotely by electronic means. The President of the Court shall decide on this for each individual



case, based on whether they deem there are justified conditions to do so. In such cases, the Disciplinary Court shall determine the communication system to be used.

(3) Hearings of the Disciplinary Court may be held electronically in the period from 1 July to 30 September.

#### Article 13

(1) The student/attendee against whom proceedings are being conducted, as well as any individual testifying at the hearing, shall be required to verify their identity with an identity card or by another appropriate means.

(2) After opening the hearing, confirming the attendees and establishing the identity of the participants, the President of the Disciplinary Court shall be required to read the complaint aloud. After that, the floor shall be given to the student/attendee against whom the proceedings are being conducted, followed by the other duly summoned participants in the proceedings. At this point, evidence shall be presented to establish the facts relevant to making a decision in the proceedings.

#### Article 14

(1) Minutes of the hearing before the Disciplinary Court shall be taken by the Secretary of the Court.

(2) The minutes shall necessarily include: the composition of the Disciplinary Court, the name of the recorder, the name of the student/attendee against whom the proceedings are being conducted, and the names of other invited participants summoned to the hearing, as well as those summoned but absent. A summary of the statements made during the hearing, the decision, and the disciplinary measure, if applicable, must also be included.

(3) The minutes shall be approved by the members of the Disciplinary Court, the student/attendee against whom disciplinary proceedings are being conducted, and the participants who testified in the disciplinary proceedings, either in person or subsequently by electronic mail.

### **Deciding on the termination of the proceedings**

#### Article 15

(1) After the hearing has concluded, the student/attendee against whom the proceedings are being conducted, if they participated in the hearing, as well as any other participants, shall leave the room where the hearing was held to allow the Disciplinary Court to issue a decision.

(2) The Disciplinary Court shall make decisions by majority vote, based on the presented evidence and established facts.

(3) At the hearing before the Disciplinary Court, the Secretary of the Court shall also take minutes of the deliberation and voting related to the hearing. These minutes shall not be public. This process shall occur at the moment when the student/participant exits, after which the Court shall decide on the facts presented at the hearing and issue a decision.

(4) After the Disciplinary Court makes a decision, it shall invite back the student/attendee against whom the proceedings are being conducted, along with the participants in the proceedings, and publicly announce the decision.

(5) The Disciplinary Court can make one of the following decisions:

- a decision on release from liability;
- a decision to suspend the proceedings;

- a decision on a lighter or more severe disciplinary measure as outlined in the Regulations.

#### Article 16

The Disciplinary Court may issue a decision on the suspension of disciplinary proceedings in the following cases:

- when the limitation period for conducting proceedings has expired, and the student/attendee against whom the request for proceedings has been submitted raises an objection based on the statute of limitations;
- when another circumstance arises that renders the further conduct of the proceedings ineffective;
- if the offence for which the proceedings were initiated is not an offence specified by the Faculty's legal regulations;
- if the Court considers itself to be without jurisdiction.

#### Article 17

The Disciplinary Court may issue a decision on release from disciplinary liability in the following cases:

- If it is not proven that the offence was committed, or if there are circumstances that exclude the student's/participant's liability.

### **Delivery of the decision**

#### Article 18

- (1) The Disciplinary Court shall be required to deliver its decision to the parties in the proceedings via electronic mail within 15 days from the date of the termination of the hearing.
- (2) The decision shall be considered delivered when it is received by the recipient's email server.
- (3) The decision imposing a disciplinary measure shall include an introduction, an enacting clause, reasoning, and instructions on the legal remedy.

#### Article 19

- (1) The decision imposing a disciplinary measure shall be submitted to:
  - the person who initiated the proceedings
  - the person against whom the complaint was filed
  - the Student Administration, which shall act in accordance with the decision
  - the Vice-Dean for Education and Students.

### **Appeal and decision on the appeal**

#### Article 20

- (1) An appeal against the decision of the Disciplinary Court may be filed by: the perpetrator of the disciplinary offence, or their representative, the complainant, and the party harmed by the disciplinary offence, within 15 days of receiving the decision.
- (2) The appeal shall be submitted to the Disciplinary Court that made the first-instance decision, and to the Secretary of the Disciplinary Court, who shall forward the appeal to the Appeals

Committee, which is composed of members of the Disciplinary Court, or their deputies, who did not participate in the first-instance proceedings. If any member was excluded during the first-instance proceedings, the Dean shall appoint an additional member specifically for those proceedings.

(3) A timely appeal shall suspend the execution of the decision.

(4) The appeal against the decision of the Disciplinary Court shall be resolved, and a final decision shall be made, by the Appeals Committee.

(5) The Appeals Committee shall be required to consider the appeal within a maximum period of two months from the date of its submission.

(6) The Appeals Committee shall decide on the appeal at a meeting session based on the report of the member of the Disciplinary Court who participated in the first-instance proceedings and any other necessary documentation from the case file.

## Article 21

(1) In the process of resolving the appeal, the Appeals Committee can:

- dismiss the appeal because it was not submitted within the deadline and/or by an authorized person;
- accept the appeal and issue a release from liability, or mitigate the imposed measure;
- accept the appeal and return the case to the Disciplinary Court that made the first-instance decision for reconsideration and re-decision, or simply resolve the matter based on the facts established in the first-instance proceedings;
- reject the appeal and confirm the decision of the first-instance body;
- decide to suspend further proceedings (in the event of the expiration of the limitation period or conditions that make it pointless to continue the proceedings).

(2) No appeal shall be allowed against the decision of the Appeals Committee by which a final and binding decision on the imposed disciplinary measure has been made; however, an administrative dispute may be initiated before the competent administrative court.

(3) The decision of the Appeals Committee shall be delivered to the complainant and posted on the Faculty's notice board.

## **Records of conducted disciplinary proceedings**

## Article 22

(1) Decisions on conducted proceedings shall be entered into separate records once they become final.

(2) Decisions imposing a lighter disciplinary measure and decisions imposing a more severe disciplinary measure referred to in Article 6, paragraph 1, item 1, shall not be entered in the file, but only in the records.

(3) Decisions imposing a more severe disciplinary measure shall be entered in the records and the student/attendee's file.

(4) Decisions and data in the records related to the disciplinary measure imposed on the student/attendee shall be removed and deleted from the student's file and records on the day of completion of the study, at which point the student shall be considered rehabilitated with respect to all disciplinary proceedings and imposed measures.

## **Other provisions**

### **Article 23**

The President of the Disciplinary Court may decide that decisions and other documentation generated during the work of the Disciplinary Court be delivered to the Faculty Management Board.

The Faculty Management Board may decide that the documentation referred to in paragraph 1 of this Article be submitted to the University, another faculty, organization, or state body, or be published on the Faculty's bulletin board if there is a legal obligation or other justified reasons for doing so.

### **Article 24**

(1) If it is established in the disciplinary proceedings that a student/attendee has stolen property or caused damage to the Faculty, in addition to the disciplinary measure in the disciplinary proceedings, the amount of the damage and the time and manner in which it must be compensated shall also be determined.

(2) If damage is caused to an individual, the student/attendee of the Faculty shall be held liable in disciplinary proceedings, and the individual may seek compensation for the damage through a private lawsuit.

## **V. LIABILITY FOR DAMAGE**

### **Article 25**

(1) Students and other attendees shall be liable for any damage they cause intentionally or through gross negligence.

(2) The procedure for determining liability and the amount of damage shall be conducted by the Disciplinary Court following the same procedure and in the same manner as disciplinary proceedings.

(3) In cases involving damage caused to the Faculty, the assessment of the amount of damage shall be based on the expert opinion of a person appointed by the Dean of the Faculty.

### **Article 26**

(1) If the perpetrator of the damage agrees to compensate for it, a settlement shall be arranged with them to establish the amount of damage, the deadline, and the conditions of compensation.

(2) If the perpetrator disagrees with the amount of damage or refuses to compensate for the established amount, the Faculty shall initiate compensation proceedings through the court of general jurisdiction in Varaždin.

## **VI. SUBSIDIARY APPLICATION OF THE LAW ON GENERAL ADMINISTRATIVE PROCEDURE**

### **Article 27**

The provisions of the Law on General Administrative Procedure shall apply appropriately to all matters not addressed by these Regulations.

## VII. TRANSITIONAL AND CONCLUDING PROVISIONS

### Article 28

(1) These Regulations shall enter into force on the day of their publication on the notice board and the official website of the Faculty. Upon their entry into force, the Faculty shall be obliged to provide access to the Regulations to every student and other attendees of the Faculty.

(2) Upon the entry into force of these Regulations, the Regulations on Disciplinary and Material Responsibility of Students and Other Attendees of the Faculty of Organization and Informatics, dated 28 September 2020, shall cease to have effect.

### Article 29

(1) Amendments and additions to the Regulations shall be adopted in the same manner as the Regulations.

CLASSIFICATION NUMBER:

REGISTRY NUMBER:

Varaždin,

D E A N :

Professor Marina Klačmer Čalopa, Ph.D.

S E C R E T A R Y :

Tatjana Zrinski, univ. spec. iur.