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**A CERTIFIED ENGLISH TRANSLATION**  
REGULATIONS ON STUDENT CONDUCT

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UNIVERSITY OF SPLIT  
SCHOOL OF MEDICINE

REGULATIONS ON STUDENT CONDUCT  
AND  
DISCIPLINARY LIABILITY

Split, February 2000

Pursuant to Article 115, paragraph 3 of the Higher Education Institutions Act (Official Gazette NN no. 59/96), the Dean of the School of Medicine of the University of Split, at the proposal of the Faculty Council, had brought on 3 February 2000 the following:

## **REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY LIABILITY**

### **Article 1**

The provisions of these Regulations lay down the rules of student conduct, conditions and manner of conducting disciplinary procedures and manner of work of the Disciplinary Tribunal, as well as types of sanctions and manner in which they are imposed.

### **Article 2**

At the School and outside the School, the students shall:

- 1) observe the School's Statute and other general acts of the School and University,
- 2) preserve the reputation of students, the School and the University and respect the general principles of professional ethics, in particular:
  - by achieving the best possible success in training for the future profession,
  - by respecting schedules of teaching activities and attending all forms of teaching activities,
  - by appropriate attitude towards patients, including keeping a medical secret,
  - by appropriate attitude towards colleagues,
  - by wearing appropriate professional attire and behaving in accordance with the applicable professional standards of courtesy,
  - by using the Croatian language in accordance with the norms of the Croatian standard language and tradition of the Croatian culture, by avoiding of any form of swearing, inappropriate or unacceptable talking,
  - by accepting ethical norms of scientific research,
  - by observing copyright legislation, including regulations on copying of computer programs, duplicating of books, textbooks and other papers protected by copyright,
  - by conscientious approach to their work, excluding any dishonest actions, in particular, cheating in exams,
  - by avoiding any form of sexual abuse and discrimination,
  - by avoiding any form of discrimination, abuse and mockery on the grounds of religion, nationality or political views,
  - by avoiding any form of corruption, offering or receiving bribes,
  - by appropriate public relations, including openness, but also avoidance of sensationalism.

Violations of these principles and duties constitute disciplinary offences.

Criminal accountability arising from other kinds of legal grounds does not exclude disciplinary liability.

### **Article 3**

Disciplinary offence is any violation of duties defined in these Regulations. The following shall be deemed as a lighter disciplinary offence:

- 1) producing excessive noise that disturbs work of teachers and the School's other employees,
- 2) any behaviour that deteriorates hygiene and cleanness of the School's premises and environment,
- 3) every other disciplinary offence that has not led to serious consequences.

The following shall be deemed a serious disciplinary offence:

- 1) actions that constitute a criminal offence prosecuted ex officio (counterfeiting of documents, threat and violent behaviour, insult, slander, etc.),
- 2) forgery of the student's book of courses and grades or other kind of documents for the purpose of illegal acquisition or retaining of student rights, or intentional destruction or damage of the student's book of courses and grades or other documents that are proving or regulating student rights during studying,
- 3) intentional damage or destruction of the School's inventory,
- 4) disturbance of order, discipline and behaviour set forth for certain forms of teaching or exams,
- 5) gross violations of courteous behaviour and decency towards teachers, associates and other employees of the School and University, i.e. towards students and other legal and physical persons, inside the School's or University's premises, or other official premises or public surfaces,
- 6) making more lighter disciplinary offences on multiple occasions.

### **Article 4**

Persons who shall be accountable for disciplinary offences are:

- 1) full-time students of the Medical Studies of the VII-1 level while they are still enrolled in the School, or have the status of the final-year-student, or those to whom the status of the final-year-student has expired but are still taking exams,



- 2) students of postgraduate studies of the VII-2 level and specialist studies, from the moment of enrolment into that studies until their completion.

#### **Article 5**

The Disciplinary Tribunal for Students (hereinafter: the Tribunal) decides on disciplinary procedures against persons referred to in Article 4 hereinabove.

#### **Article 6**

For commitment of disciplinary offences, students may be punished by the following sanctions:

- 1) caution,
- 2) warning before expulsion,
- 3) expulsion from the School.

Sanctions referred to in Item 3 of this Article are for serious disciplinary offences.

Sanctions referred to in Item 3 of this Article may be imposed conditionally. In such a case, the Disciplinary Tribunal shall bring that sanction and then immediately replace it with a condition that it will not be implemented if the student in a period of time, specified by the Tribunal but that cannot be shorter than 5 months and longer of 5 years, does not commit a new offence or fulfil an obligation specified by the Tribunal. In addition to imposed sanction, different kinds of prohibitive measures may to be brought against offender (prohibition of taking exams for a certain period of time, prohibition of verification of semesters, cancellation of documents and results of exams passed in improper way, etc.), as well as fulfilment of certain obligations.

#### **Article 7**

The Tribunal is composed of members of the Ethics and Disciplinary Committee. The School's Dean is ex officio president of the Ethics and Disciplinary Committee and president of the Tribunal. Members of the Tribunal from the ranks of students are elected in elections for the representatives of the School's Student Council.

#### **Article 8**

The Tribunal's administrative affairs are carried out by the School's Secretary.

#### **Article 9**

In disciplinary procedures, the Tribunal decides in Council. Personal composition of the Tribunal's Council, shall be decided by the its president.

#### **Article 10**

The initiative for starting disciplinary procedures comes from the Dean, teacher, or some other member from the School, branch of the School's Student Council or any other legal or private person. The initiative for starting disciplinary procedures, the Dean brings before the Tribunal. The Tribunal on initiatives for starting disciplinary procedures and course of procedures decides on sessions. The decision on initiating a disciplinary procedure shall be served by the Tribunal to student, the Dean, and the branch of the School's Student Council, if it is about a student referred to in Article 4 of these Regulations.

#### **Article 11**

If the gravity of a disciplinary offence is such as outlined in the Item 3 of Article 6 of these Regulations, the Tribunal's Council may, after initiating a procedure, bring a provisional measure of prohibiting the student from enrolling, examination, submission of diploma work, or similar. Against the decision of the Tribunal referred to in the previous paragraph, the student may lodge appeal within eight days, which will not delay the execution of the decision. On the appeal, the Dean shall decide no later than 30 days from the receipt of the appeal. If that time limit is exceeded, the decision shall become null and void.

#### **Article 12**

In the course of investigation, the Tribunal shall provide all evidence necessary for establishing disciplinary liability and imposing of disciplinary sanctions.

Upon completion of the investigation, the Tribunal decides whether to suspend the procedure or to schedule a hearing for the purpose of establishing disciplinary liability and imposing of disciplinary sanctions.

At the hearing before the Tribunal, the offender has to be summoned and provided with a copy of the request for initiating and a list of proposed witnesses and other persons that can make testimony about facts relevant for determining the degree of disciplinary liability and category of offender.

The Tribunal may decide to schedule a hearing without conducting the investigation, if the data from the request for initiating the procedure provide sufficient grounds for that.



### Article 13

The pronounced disciplinary sanction is printed with instructions for appeal and is immediately sent to the student, the Dean, Secretariat, and to the branch of the School's Student Council if it is about the sanction from Item 3 of Article 6.

In the decision imposing the defendant student the disciplinary sanction from Item 3 of Article 6, the Tribunal may decide that the decision is delivered to the Rectorate, or some other university school or institution, if it finds that there are justified reasons for that.

Against the Tribunal's decision, the student and the Dean have the right to appeal within 15 days upon receipt of the written copy of the decision.

Appeals filed in due time shall postpone the execution of the Disciplinary Tribunal's decision only in the part that does not relate to the execution of the imposed sanction.

The Faculty Council shall decide on appeal after listening to the report that on the Council's session is delivered by the Tribunal's Council.

### Article 14

Prosecution for disciplinary procedure cannot be taken if six months have elapsed since the offence was committed.

If the disciplinary offence has characteristics of a criminal offense, the prosecution shall become subject to the statute of limitations in accordance with the provisions of the Criminal Code.

Statute of limitation for the execution of the imposed disciplinary sanction runs out by expiration of 3 months from the date when the sanction was imposed.

The School's Dean is responsible for the enforcement of the Tribunal's final decisions.

On imposed disciplinary sanctions special records are kept by the School Secretariat. Disciplinary sanctions are entered in the student's book of courses and grades.

### Article 15

In disciplinary procedures, the provisions of the Criminal Code and the Criminal Procedure Act of the Republic of Croatia shall apply.

### Article 16

These Regulations shall enter into force on the date of their adoption and shall apply within 8 days of their publication on the School's bulletin board.

Number: 67/26-VA  
Split, 3 February 2000

Dean  
(Signature)  
Professor Zvonko Rumbolt, MD, PhD

/official seal/

I, Goranka Tomčić, court interpreter for English and Arabic language, as re-appointed by the President of the County Court in Split Decree No. 4 Su-653/2015 of September 12, 2015 hereby certify that the above translation is a faithful and complete translation of the original document written in Croatian language.

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