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Vysoká škola technická
a ekonomická v Prešove

Regulation No. **16/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 16/2026 Disciplinary Rules and Rules of Procedure of the Disciplinary Committee for Students

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Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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Disciplinary Rules and Rules of Procedure of the Disciplinary Committee for Students

Institute of Technology and Business in Prešov

Directive VŠTE No. 16/2026 Disciplinary Rules and Rules of Procedure of the Disciplinary Committee for Students (Disciplinárny poriadok a Rokovací poriadok disciplinárnej komisie pre študentov)

2026

Article 1 Introductory Provisions

1. The Disciplinary Rules and Rules of Procedure of the Disciplinary Committee for Students of the Institute of Technology and Business in Prešov (hereinafter the "Disciplinary Rules") are an internal regulation of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") issued in accordance with Section 31(1)(l) and (m) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and with Sections 30 and 94 of the Act.

2. The Disciplinary Rules of VŠTE in Prešov regulate the status and activities of the Disciplinary Committee of VŠTE in Prešov for students (hereinafter the "Disciplinary Committee"), disciplinary offences and disciplinary measures, disciplinary proceedings with the exception of the deliberation and decision-making of the Disciplinary Committee, as well as the requirements of the decision imposing a disciplinary measure, the possibilities of its review and the acquisition of its legal effect.

3. The provisions of these Disciplinary Rules apply to disciplinary proceedings concerning students enrolled in study programmes provided at VŠTE in Prešov.

4. The general regulation on administrative proceedings does not apply to disciplinary proceedings (Section 139 of the Act). Documents in disciplinary proceedings are served on the student pursuant to Section 95 of the Act in person, by post or by electronic means, as a rule via the academic information system AiS2 (hereinafter "AiS2"); a document served via AiS2 is deemed to have been served when the student logs into AiS2 after it has been made available, but no later than upon the expiry of 10 days from the day on which it was made available (Section 95(2) of the Act). The student makes submissions in writing, electronically via AiS2 or from the assigned school e-mail address (Section 95(4) of the Act).

Article 2 Disciplinary Committee

1. The Disciplinary Committee deals with disciplinary offences of students enrolled in a study programme provided at VŠTE in Prešov and submits a proposal for a decision to the Rector of VŠTE in Prešov (hereinafter the "Rector") (Section 30(1) of the Act).

2. The Disciplinary Committee has four members. Half of the members of the Disciplinary Committee are students (Section 30(2) of the Act). Membership of the Disciplinary Committee is honorary and cannot be delegated.

3. The chair and the other members of the Disciplinary Committee are appointed and removed by the Rector from among the members of the academic community of VŠTE in Prešov after approval by the Academic Senate of VŠTE in Prešov (hereinafter the "Senate") (Section 30(2) of the Act).

4. The chair of the Disciplinary Committee is accountable for his or her activities to the Rector.

5. The term of office of the members of the Disciplinary Committee from the staff part of the academic community of VŠTE in Prešov is at most four years.

6. The term of office of the members of the Disciplinary Committee from the student part of the academic community of VŠTE in Prešov is at most two years.

7. Membership of the Disciplinary Committee ends upon the expiry of the term of office, resignation from membership, termination of membership of the academic community of VŠTE in Prešov or removal.

8. Administrative and technical tasks connected with the activities of the Disciplinary Committee are performed by the Study Department. The head of the Study Department attends the meetings of the Disciplinary Committee without the right to vote.

Article 3 Disciplinary Offence

1. A disciplinary offence is a culpable breach of legal regulations or internal regulations of VŠTE in Prešov or of public order which relates to the rights and obligations of a student (Section 94(1) of the Act).

2. Under these Disciplinary Rules, a disciplinary offence also includes:

- a) a breach of obligations arising from decisions of the academic self-governing bodies of VŠTE in Prešov,
- b) disparagement of a member of the academic community or an employee of VŠTE in Prešov,
- c) refusal to provide information and facts decisive for determining the payment of tuition fees and fees associated with studies, or the provision of false or incomplete information,
- d) non-payment of tuition fees or fees associated with studies (Section 93(3)(e) of the Act),
- e) fraud in connection with studies or scientific activity, in particular academic fraud pursuant to Section 101 of the Act and participation in academic fraud, which constitutes a serious breach of the student's obligations (Section 102(3) of the Act), as well as a breach of the obligation to truthfully declare the use of artificial intelligence in a final thesis or other study output (Section 93(3)(d) of the Act),
- f) causing public offence by inappropriate behaviour on academic grounds or during activities connected with the fulfilment of study obligations,
- g) disorderly conduct or gross indecency or behaviour grossly contrary to good morals,
- h) a violent act against a student, employee or visitor of VŠTE in Prešov on academic grounds or during activities connected with the fulfilment of study obligations,
- i) intentional theft, permanent or temporary appropriation of property owned, managed or leased by VŠTE in Prešov, its students, employees or visitors of VŠTE in Prešov,
- j) causing damage to property owned, managed or leased by VŠTE in Prešov, its students, employees or visitors of VŠTE in Prešov,

- k) public support of violence, hatred or restriction of the rights and freedoms of a group of persons or an individual on account of their actual or perceived membership of a race, nation, nationality or ethnic group, their actual or perceived origin, skin colour, sexual orientation, political conviction, religion or because they are without religion, or a physical or verbal attack on a group of persons or an individual on the above grounds,
- l) public defamation of a nation, nationality, their language, a race, an ethnic group, a religious group or a sexual orientation,
- m) an intentional criminal offence for which the offender has been finally convicted,
- n) participation in educational activities under the noticeable or demonstrable influence of alcoholic beverages or other narcotic, addictive and psychotropic substances,
- o) a breach of the rules and instructions for working in the computer network of VŠTE in Prešov,
- p) forgery of documents relating to studies, forgery of cards, documents or instruments which the student submits on the basis of the internal regulations of VŠTE in Prešov,
- q) abuse of the social support of students, in particular the provision of false data for the purpose of being granted a scholarship or other social support (Section 108(6) of the Act),
- r) a breach of the rules for the use of artificial intelligence in the higher education environment laid down by the internal regulations of VŠTE in Prešov (Section 8 of the Act; Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff (Smernica VŠTE č. 23/2026 o využívaní generatívnej umelej inteligencie študentmi a akademickými pracovníkmi)),
- s) a breach of the rules of an online examination or of identity verification, in particular taking an examination for another person or through another person and making access credentials to the information system of VŠTE in Prešov available to another person (Directive VŠTE No. 26/2026 on the Distance Method and E-Learning; Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification).

3. A disciplinary offence is time-barred if more than one year has elapsed since it was committed. The limitation period does not run during proceedings concerning the disciplinary offence or during an interruption of studies (Section 94(4) of the Act).

Article 4 Disciplinary Proceedings

1. Disciplinary proceedings against a student suspected of having committed a disciplinary offence commence upon the delivery of a written motion to commence disciplinary proceedings to the chair of the Disciplinary Committee.

2. An initiative for the submission of a motion to commence disciplinary proceedings may be submitted by anyone who has learned of conduct of a student which may constitute a disciplinary offence.

3. A motion to commence disciplinary proceedings shall, as a rule, contain:

- a) a precise description of the conduct of the student by which he or she is alleged to have committed the disciplinary offence, indicating the relevant provisions of these Disciplinary Rules, the generally binding legal regulations and the internal regulations of VŠTE in Prešov alleged to have been breached,

– b) the time and place where the disciplinary offence is alleged to have been committed,

– c) the evidence on which the motion is based,

– d) the reasons why the conduct is considered a disciplinary offence,

– e) the identification of the student alleged to have committed the disciplinary offence.

4. Proceedings concerning a disciplinary offence before the Disciplinary Committee are closed to the public and oral, in the presence of the student who committed the disciplinary offence. If the student fails to appear without a proper excuse, the Disciplinary Committee may proceed in his or her absence (Section 94(6) of the Act).

4a. A meeting of the Disciplinary Committee, including the hearing of the student, may also be held via the videoconferencing system of VŠTE in Prešov, in particular where the student is enrolled in a study programme delivered by the distance method or is staying outside the Slovak Republic; the chair of the Disciplinary Committee decides on the manner of the meeting. A member of the Disciplinary Committee or a student connected with camera and microphone switched on is deemed to be present. The identity of the student is verified in accordance with Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification. The Disciplinary Committee votes in a separate closed room of the videoconferencing system of VŠTE in Prešov accessible only to its members; the vote is not audio-visually recorded. For a student of a study programme delivered in a language other than the state language, VŠTE in Prešov provides a translation of the summons and of the decision into the language of the study programme and, where necessary, interpretation of the meeting; the Slovak version prevails.

5. After deliberating on the disciplinary offence, the chair of the Disciplinary Committee decides whether to submit a proposal to the Rector for the imposition of a disciplinary measure or to discontinue the disciplinary proceedings.

6. A disciplinary measure for committing a disciplinary offence is imposed on students enrolled in study programmes provided at VŠTE in Prešov by the Rector (Section 94(5) of the Act). The disciplinary measure is imposed no later than 14 days from the delivery of the Disciplinary Committee's proposal for the imposition of a disciplinary measure.

7. The Rector may not impose a more severe disciplinary measure than that proposed by the Disciplinary Committee.

8. In the case of a less serious offence, where it can (reasonably) be assumed that the mere deliberation of the offence by the Disciplinary Committee will lead to correction, the Rector may decide not to impose a disciplinary measure for the disciplinary offence, even if its imposition was proposed by the Disciplinary Committee.

Article 5 Rules of Procedure of the Disciplinary Committee

1. The Disciplinary Committee is obliged to commence disciplinary proceedings within 14 days of the delivery of the motion.

2. The Disciplinary Committee is convened by its chair.

3. Proceedings concerning a disciplinary offence are conducted in accordance with the wording of Article 4(4).

4. The summons to a meeting of the Disciplinary Committee is served on the student in the manner set out in Article 1(4) of these Disciplinary Rules (Section 95 of the Act).

5. Meetings of the Disciplinary Committee are closed to the public (Article 4(4)); the vote of the Disciplinary Committee takes place without the presence of the student and other invited persons.

6. The Disciplinary Committee has a quorum if a majority of all its members is present.

7. The approval of a decision of the Disciplinary Committee requires a majority of the votes of the members present.

8. For the purpose of properly investigating the facts of the disciplinary offence, the Disciplinary Committee is entitled to invite any employee or student of VŠTE in Prešov to its meeting.

9. Written documents, proposals for the hearing of witnesses and the taking of evidence for the Committee's deliberation on the student's disciplinary offence are prepared by a member of the Committee authorised by the chair of the Committee.

10. A student accused of committing a disciplinary offence has the right to submit evidence, to comment on all documents, to inspect the written materials and, after the conclusion of the disciplinary proceedings, to inspect the minutes of the meeting of the Disciplinary Committee, with the exception of the record of the vote.

11. On the basis of the established facts, the chair submits to the members of the Disciplinary Committee a proposal for the imposition of a specific disciplinary measure. The members of the Disciplinary Committee vote on the proposal openly.

12. In the event of a tie among the members of the Disciplinary Committee, the chair has the casting vote.

13. The Disciplinary Committee submits the proposal for the imposition of a disciplinary measure to the Rector with a written statement of reasons.

14. The chair or a member of the Disciplinary Committee authorised by the chair draws up a record of the meeting of the Disciplinary Committee, which is signed by all members of the Disciplinary Committee present; in the case of a meeting under paragraph 4a, the signature is replaced by confirmation of the record by the members present in the information system of VŠTE in Prešov or from their assigned e-mail address of VŠTE in Prešov.

15. The Disciplinary Committee is obliged to conclude the disciplinary proceedings no later than 20 days from the delivery of the Rector's motion for proceedings concerning the disciplinary offence.

16. If a member of the Disciplinary Committee is biased, he or she shall notify the Rector of this fact. In such a case the Rector shall exclude the biased member from the disciplinary proceedings.

17. If the chair of the Disciplinary Committee is biased, he or she shall notify the Rector of this fact. In such a case the Rector shall authorise in writing another member of the Disciplinary Committee from the staff part to conduct the proceedings concerning the disciplinary offence.

18. A party to the disciplinary proceedings may raise an objection of bias against any member of the Disciplinary Committee with the Rector. The Rector decides on the merits of the objection within 5 days. If the Rector finds the objection to be justified, he or she shall exclude the biased member of the Committee from the disciplinary proceedings.

Article 6 Disciplinary Measure

1. For a disciplinary offence, one of the following disciplinary measures may be imposed on a student (Section 94(2) of the Act):

- a) reprimand,
- b) conditional expulsion from studies,
- c) expulsion from studies.

2. The disciplinary measure under paragraph 1(a) may be imposed on a student only for a less serious disciplinary offence or a disciplinary offence committed through negligence.

3. When imposing the disciplinary measure under paragraph 1(b), the seriousness of the disciplinary offence is taken into account, and a period and conditions are set upon compliance with which the conditional expulsion will be cancelled. The conditions may consist, for example, of an agreement to compensate the damage caused within the probationary period, to apologise personally or publicly to the injured party, or to refrain from certain conduct. The duration of conditional expulsion from studies is at least six months and at most two years from the date of imposition of the disciplinary measure. If the student commits a further disciplinary offence before the expiry of the period, the disciplinary measure under paragraph 1(c) is, as a rule, imposed on him or her.

4. The disciplinary measure under paragraph 1(c) may be imposed on a student only on the proposal of the Disciplinary Committee, in particular for behaviour endangering the safety, health and life of other persons or for another serious breach of these Disciplinary Rules (Section 94(2) and (3) of the Act), if the student:

- a) intentionally committed a serious disciplinary offence,
- b) repeatedly committed a disciplinary offence, or
- c) was finally convicted of an intentional criminal offence.

5. If, during conditional expulsion from studies, the student commits an act for which a disciplinary measure under paragraph 1 may be imposed, he or she shall be expelled from studies.

6. When imposing a disciplinary measure, account is taken of the nature and seriousness of the disciplinary offence, the circumstances under which the disciplinary offence occurred, the degree of fault, the consequences of the disciplinary offence and the student's previous conduct.

7. A disciplinary measure takes the form of a decision containing (Section 94(7) of the Act):

- a) the operative part,
- b) the statement of reasons,
- c) information on the possibility of submitting a request for its review.

8. The decision imposing a disciplinary measure must be in writing and must be served on the student in the manner set out in Article 1(4) of these Disciplinary Rules (Section 95 of the Act).

9. Decision-making on a disciplinary offence is considered decision-making on the academic rights and obligations of the student; the documentation of such decision-making is retained for at least 25 years from the completion of studies (Section 18(1)(j) of the Act).

Article 7 Review of the Decision Imposing a Disciplinary Measure

1. A student on whom a disciplinary measure has been imposed may request in writing a review of the decision imposing the disciplinary measure (hereinafter the "Decision") within 8 days of the date of service of the Decision (Section 94(7) of the Act). The submission of a request for review of the Decision has suspensive effect. The student submits the request to the Rector as the body which issued the Decision.

2. The request for review of the Decision should make clear who is submitting it, which Decision it is directed against, what is being proposed, and in what respect the Decision or the disciplinary proceedings preceding it are in conflict with legal regulations or with the internal regulations of VŠTE in Prešov.

3. The Rector may grant the request himself or herself and amend or annul the Decision. If the Rector does not grant the request, he or she shall refer it to the Senate.

4. The Senate reviews whether the Rector's Decision is in conflict with the law or an internal regulation of VŠTE in Prešov and either confirms, amends or annuls the Rector's Decision.

5. The Senate issues a written decision no later than 30 days from the delivery of the request for review of the Rector's Decision; this decision is final and no appeal may be lodged against it.

6. The decision of the Senate must be served on the student in the manner set out in Article 1(4) of these Disciplinary Rules (Section 95 of the Act).

7. The decision on the request for review of the Decision becomes final on the date of its service on the student.

8. If the disciplinary measure of expulsion from studies has been imposed on a student, the date of termination of studies is the date on which the decision on expulsion from studies became final (Section 87(1)(d) and (2) of the Act). VŠTE in Prešov may refuse to admit to studies an applicant who has been expelled from studies for a disciplinary offence in the last five years (Section 69(2) of the Act).

9. The imposition of a disciplinary measure is recorded in the documentation kept on the student by VŠTE in Prešov. If a student on whom the disciplinary measure of a reprimand has been imposed has duly fulfilled his or her academic and civic obligations within one year of the decision becoming final, he or she is regarded as if no disciplinary measure had been imposed. On the proposal of the Disciplinary Committee, the Rector deletes the decision imposing this disciplinary measure from the student's documentation.

10. VŠTE in Prešov provides another higher education institution with information on a student's disciplinary offences and on disciplinary measures imposed with final effect, and receives such information from another higher education institution, under the conditions, to the extent and within the time limit laid down in

Section 140(7) of the Act (within 15 working days). The provision of the information is ensured by the Study Department.

Article 8 Related Regulations

1. Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Sections 8, 18(1)(j), 30, 31, 69(2), 87, 93, 94, 95, 101, 102, 108(6), 139 and 140(7); Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act; Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR); Act No. 18/2018 Coll. on Personal Data Protection, as amended; Act No. 395/2002 Coll. on Archives and Records, as amended.

2. Internal regulations of VŠTE in Prešov: Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Directive VŠTE No. 21/2026 Study Rules (Študijný poriadok); Directive VŠTE No. 5/2025 Code of Ethics (Etický kódex); Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff; Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu); Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica VŠTE č. 27/2026 o online skúškach a overovaní totožnosti); Directive VŠTE No. 4/2025 on the Requirements for Final Theses, their Bibliographic Registration, Originality Check, Preservation and Access (o náležitostiach záverečných prác, ich bibliografickej registrácii, kontrole originality, uchovávaní a sprístupňovaní); Directives VŠTE No. 24/2026 and No. 25/2026 on the Determination of Tuition Fees and Fees Associated with Studies (Určenie školného a poplatkov spojených so štúdiom); Directive VŠTE No. 17/2026 Library Rules (Knižničný poriadok); Directive VŠTE No. 18/2026 on the Admission Procedure (o prijímacom konaní); Scholarship Rules of VŠTE in Prešov (Štipendijný poriadok); Rules of Procedure of the Senate of VŠTE in Prešov (Rokovací poriadok senátu); Records Management Rules of VŠTE in Prešov (Registratúrny poriadok).

Article 9 Repealing Provisions

1. The Disciplinary Rules and Rules of Procedure of the Disciplinary Committee of the Vysoká škola medzinárodného podnikania ISM Slovakia v Prešove of 11 March 2011 are repealed.

Article 10 Final Provisions

1. Templates of documents in disciplinary proceedings (motion to commence disciplinary proceedings, summons, record of the meeting of the Disciplinary Committee, decision imposing a disciplinary measure) are published by VŠTE in Prešov on its website (www.vste.sk); they are updated together with these Disciplinary Rules.

2. The Senate of VŠTE in Prešov expressed a favourable opinion on this regulation on 17 April 2026.

3. This regulation was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

4. These Disciplinary Rules enter into force and effect on 20 April 2026.

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5. The Academic Senate of VŠTE in Prešov expressed its opinion on this version on 9 October 2026. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector after the prior opinion of the Academic Senate (Section 31(2)(c) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 09 October 2026

PhDr. ThLic. Ing. Jozef Polačko, PhD., MBA, University Associate Professor

Chair of the Senate of VŠTE in Prešov

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov