

The Republic of Serbia
THE ACADEMY OF
CRIMINALISTIC AND
POLICE STUDIES

No. 281/1 of February 21, 2007

15 No. 340/1 of April 24, 2008

B e l g r a d e

Pursuant to the authority given to the Academy Council at the session held on April 24, 2008, the Council establishes the following

RULEBOOK
ON DISCIPLINARY AND MATERIAL LIABILITY OF STUDENTS OF THE
ACADEMY OF CRIMINALISTIC AND POLICE STUDIES
(Consolidated text)

This consolidated text contains the provisions of the Rulebook on Disciplinary and Material Liability of Students of the Academy of Criminalistic and Police Studies (No. 281/1 of February 21, 2007) and the Rulebook on amendments to the Rulebook on Disciplinary and Material Liability of Students of the Academy of Criminalistic and Police Studies (15 No. 340/1 of April 24, 2008).

Article 1

This Rulebook shall establish minor and serious violations of students' obligations, disciplinary bodies and disciplinary procedures for establishing the liability of students of the Academy of Criminalistic and Police Studies (hereinafter: the Academy), as well as material liability of students.

Article 2

Disciplinary measure may be imposed on a student of the Academy only for violation of a obligation which at the time of its execution was provided for by this Rulebook.

Article 3

Student shall also be materially liable for the damage caused by intent or gross negligence and shall be obliged to compensate it in accordance with the law and this Rulebook.

If the damage is caused by more than one student, each of them shall be liable for a part of the damage he/she caused, or they shall be equally liable and shall compensate the damage in equal parts if the individual share in the caused damage cannot be determined.

The Dean of the Academy shall pass a decision, by which a committee for determining the amount of caused material damage shall be formed.

Article 4

A student against whom disciplinary procedure is being carried out cannot be subject to disciplinary measure for violation of a obligation before being heard, unless he/she unjustifiably does not respond to a duly served summons, or refuses to make a statement.

Article 5

For a minor violation of obligations, a disciplinary measure of warning or reprimand shall be imposed upon a student.

For a serious violation of obligations, disciplinary measures of severe reprimand, suspension for up to one year or expulsion from studies shall be imposed upon a student.

In addition to the disciplinary measures referred to in paragraphs 1 and 2 of this Article, a measure provided for in these rules may be imposed upon a student for the violation of the house rules.

Article 6

The procedure for establishing disciplinary liability shall be considered urgent and shall be carried out with the lowest possible costs, provided that the facts are fully and properly established.

Article 7

The procedure before the disciplinary authority shall be public.

The public may be excluded if the information and documents that represent an official, state or military secret are disclosed in the procedure.

In case of exclusion of the public, the student against whom the procedure for establishing disciplinary liability is being carried out can be defended only by an employee of the Academy.

1. Minor and Major Violations of Students' Obligations

Article 8

Minor violations of students' obligations shall include:

- 1) Disruption of classes and exams;
- 2) Non-compliance with the provisions on prescribed or otherwise determined safeguards during classes or stay in the work or accommodation premises of the Academy, if no harmful consequences have occurred;
- 3) Violation of the established order or work discipline at the place where the classes are held or in other facilities of the Academy or elsewhere;
- 4) Inappropriate behaviour towards teachers, associates, supervisors, other employees and students at the Academy;
- 5) Causing minor property damage by negligence;
- 6) Any other conduct contrary to the rules on studying and conduct at the Academy, which has caused or may have caused harmful consequences of minor importance.

Article 9

Major violations of students' obligations shall include:

- 1) Belittling, insulting or any other behaviour that damages the reputation or authority of teachers, associates, supervisors, other employees, students or other persons;
- 2) Alteration or misuse of a public document (transcript, certificate, diploma, etc.) or some other records issued or kept by the Academy;

- 3) Causing disorder in work and accommodation facilities or in a public place;
- 4) Performing jobs that are incompatible with the status of a student of the Academy;
- 5) Use of unauthorized technical and other means and devices during exams and other forms of knowledge testing;
- 6) Non-compliance with the provisions on prescribed or otherwise determined safeguards during classes or stays in the work or accommodation premises of the Academy, if harmful consequences have occurred;
- 7) Consumption of alcohol in the work and accommodation premises of the Academy, or during classes and extracurricular activities, as well as encouraging or facilitating other students of the Academy in alcohol consumption;
- 8) Use of narcotic drugs and other narcotics, as well as distribution, incitement or aiding others to use them;
- 9) Political and religious organizing and action, and strike;
- 10) Unauthorized giving of statements or other public appearance in connection with the studies at the Academy or the work of the internal affairs bodies;
- 11) Alteration, misuse or intentional damaging of the official emblem;
- 12) Loss due to gross negligence or damaging of weapons, functional parts of weapons, technical or other equipment, or means and objects used in the teaching process, caused by negligent behaviour;
- 13) Causing material damage to the assets and facilities of the Academy, intentionally or by gross negligence;
- 14) Refusing a prescribed medical examination;
- 15) Any act constituting a criminal offense committed during the course of studies;
- 16) Repetition of minor violations of obligations;
- 17) Inappropriate or indecent behaviour which damages the reputation of the Academy.

2. Disciplinary Bodies

Article 10

The disciplinary bodies shall be as follows: Head of the Division for Supervisory Work and Students' Standard, Vice-Dean for Teaching, Dean of the Academy, and the Disciplinary Committee.

The Disciplinary Committee shall consist of one teacher in the capacity of the chairman, and two members, of which one associate and one student.

The chairman and members of the Disciplinary Committee, as well as their deputies, shall be appointed by the Academy's Council for a term of two years.

Article 11

The Vice-Dean for Teaching shall conduct the procedure for establishing disciplinary liability for the minor violation of obligations and shall impose disciplinary measures.

The Dean of the Academy shall decide on objections to decisions on imposing sanctions for minor violations of obligations.

Article 12

The Dean of the Academy shall conduct the procedure for establishing disciplinary liability for the major violation of obligations and shall impose disciplinary measures.

The Disciplinary Committee shall decide on objections to decisions on imposing sanctions for major violations of obligations.

3. Procedure for Establishing the Disciplinary Liability

Article 13

The preliminary procedure for establishing disciplinary liability for a minor violation of obligations shall be conducted by the Head of the Division for Supervisory Work and Students' Standards, who shall hear the student, witnesses and collect other evidence on the basis of which the existence of a minor violation of obligations shall be established.

A disciplinary procedure for a minor violation of obligations shall be initiated by a proposal which the Head of the Division for Supervisory Work and Students' Standards, along with case files, submits to the Vice-Dean for Teaching.

The proposal referred to in paragraph 2 of this Article shall contain: information on the student, description of the violation with place, time and manner of its execution, legal qualification and explanation.

Upon receipt of the proposal, the Vice-Dean for Teaching shall decide either by rejecting the proposal as unfounded or by establishing the existence of liability and shall impose an appropriate disciplinary measure.

Article 14

The preliminary procedure for establishing disciplinary liability for a major violation of obligations shall be conducted by the Vice-Dean for Teaching, who shall hear the student, witnesses and collect other evidence on the basis of which the existence of a major violation of obligations shall be established.

A disciplinary procedure for a major violation of obligations shall be initiated by a proposal which the Vice-Dean for Teaching, along with case files, submits to the Dean of the Academy.

The proposal referred to in paragraph 2 of this Article shall contain: information on the student, description of the violation with place, time and manner of its execution, legal qualification and explanation.

Upon receipt of the proposal, the Dean of the Academy shall decide either by rejecting the proposal as unfounded or by passing a decision on initiating a disciplinary procedure.

Article 15

During the preliminary procedure, the Vice-Dean for Teaching shall schedule a hearing to which the student in question, witnesses and other persons who can give statements relevant to the resolution of the disciplinary matter shall be invited.

Minutes of the course of the preliminary procedure shall be taken, including all procedural actions conducted.

If procedural actions cannot be completed during one hearing, a decision shall be made to schedule a new hearing, of which the student in question shall be immediately notified.

Separate minutes of each hearing shall be taken, including the beginning of the hearing, as well as procedural actions conducted.

Article 16

The Minutes should contain the course and content of the performed action and the content of the depositions concerning the matter that is the subject of the procedure. Witnesses shall be heard orally on the record.

The student in question shall have the right to see the written depositions against him/her and to comment on them, as well as to ask a question to the witness and challenge his/her claims.

Before the conclusion of the hearing, the Minutes shall be read to the student in question and witnesses.

The student in question shall have the right to file objections to the Minutes and to request correction of the Minutes if he/she considers that his/her deposition or the witness's deposition was not recorded accurately.

Article 17

The Minutes shall be signed by the heard person.

If the Minutes consist of several sheets, the heard person shall sign each sheet.

The Minutes shall be at the end signed by the person who conducted the action and the minute taker. The amendments to the Minutes shall be also signed and certified by the aforementioned persons.

Once the Vice-Dean for Teaching completes the preliminary procedure, he/she shall be obliged to submit the documentation to the Dean of the Academy for further procedure.

Article 18

The Dean of the Academy may, if necessary, schedule a hearing to which the student against whom the disciplinary procedure has been instituted and witnesses shall be invited and undertake other measures relevant for establishment of the truth of the allegations in the proposal.

Upon establishing the relevant facts, the Dean of the Academy shall make a decision by which the procedure is suspended or the liability is established and the appropriate disciplinary measure is imposed upon the student.

Article 19

The decision on suspension of the procedure or establishment of liability and imposition of a measure, with explanation and advice on legal remedy, shall be delivered to the student in question, the Head of the Division for Supervisory Work and Students' Standard and the Head of the Division of Student Affairs.

If the decision referred to in paragraph 1 of this Article cannot be delivered to the student, it shall be deemed delivered on the day of its display on the bulletin board of the Academy.

Article 20

A party in the procedure may file their objection to the decision on imposed disciplinary measure for a minor violation of obligations or for a major violation of obligations to the Dean of the Academy or to the Disciplinary Committee, respectively, within eight days from the day of its delivery or display on the bulletin board of the

Academy.

The objection referred to in paragraph 1 of this Article may be rejected as untimely, rejected as unfounded and first-instance decision confirmed, or adopted and decision revised, or revoked and decision submitted for repeated consideration and decision, by the Dean of the Academy or the Disciplinary Committee.

The decision on the student's objection cannot impose a more severe disciplinary measure than the one already imposed.

The decision on the objection shall be final on the day of its delivery to the party in the procedure or, in the case when it cannot be delivered, on the day of its display on the Academy's bulletin board.

Article 21

Imposed measures for a minor or major violation of obligations of a student shall be entered into appropriate records of the Academy.

Article 22

For all matters not regulated by this Rulebook, the subsidiary application of regulations governing internal affairs shall apply.

Article 23

This Rulebook shall enter into force on the day following the day of its publication on the bulletin board of the Academy.

DEPUTY CHAIRMAN OF THE COUNCIL
Milorad Todorovic