



## **DISCIPLINARY REGULATIONS FOR STUDENTS**

Approved by the Board of Governors of Hasselt University on 14.12.2010 (doc. 101/10/07)  
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## Scope

**Article 1.** These disciplinary regulations are applicable to all students of Hasselt University and all tUL students with primary enrolment on Diepenbeek Campus or Hasselt Campus, including doctoral students.

**Article 2.** All students must show a responsible attitude towards the environment, others and themselves. Students who are preparing for their role in society are expected by the university already to show self-discipline and a sense of responsibility during their education. Students must therefore refrain from any action inconsistent with the principles on which the university is founded, as defined in the university's Mission Statement (available on the Hasselt University website), and must not jeopardise the orderly functioning of the university and its academic community.

**Article 3.** These disciplinary regulations are a tool for maintaining order and discipline in the university. They also provide information about any applicable procedures to everyone concerned.

**Article 4.** The Disciplinary Committee takes decisions regarding whether or not to take disciplinary action under powers delegated to it by the Board of Governors, pursuant to Article 13 § 2 of the decree of 11 June 2008 on the status of Hasselt University and the Supreme Council for Higher Education in Limburg, on the basis of an explicit delegation by the Board of Governors, approved on 14.12.2010.

## Offences that may give rise to disciplinary sanctions

**Article 5.** Any offence by a student, as defined in Article 2, that affects the performance of the university's societal mission or that prevents the orderly provision of education, may lead to the commencement of disciplinary proceedings and the possible imposition of a disciplinary sanction in accordance with the provisions of these regulations.

**Article 6.** If a student is charged with more than one offence, the Disciplinary Committee may decide that, in view of links between the actions, there is only cause to carry out one disciplinary procedure.

Without prejudice to the provisions of the first paragraph, the Disciplinary Committee may, if it considers that there is a link between alleged disciplinary offences committed by several students, decide to combine the disciplinary treatment all these offences in a common disciplinary procedure. Such a decision, of course, does not in any way imply that the students involved will receive the same sanction.

## Possible disciplinary actions

**Article 7.** The disciplinary authority may impose the following disciplinary actions:

- a. a reprimand;
- b. the withdrawal of the right to follow one or more programme components or specific learning and educational activities, or to make use of certain facilities;
- c. temporary suspension for a specified period within the current academic year;
- d. temporary suspension until the end of the current academic year;
- e. temporary suspension for several academic years;
- f. expulsion.

### **Preliminary investigation**

**Article 8.** The preliminary investigation of the student's offences shall be conducted by the vice rector for education or, in the event of his/her absence or unavailability, the vice rector for research. The vice rector may be assisted in this task.

**Article 9.** The preliminary investigation of the evidence by the vice rector should be carried out within the shortest possible time, and shall lead either to the dropping of the case or its referral to the Disciplinary Committee. If the vice rector refers the matter for consideration by the Disciplinary Committee, he/she shall inform the student concerned in writing, either by registered letter or with proof of receipt, indicating the nature of the offence with which he/she is charged. If the student is a minor, his/her legal representative shall also be informed.

**Article 10.** The vice rector who conducts the preliminary investigation may take a provisional order measure in consultation with the rector, in the interests of the university. The measure and its duration shall be justified.

If the order measure involves a preventive suspension, the student and his/her legal representatives is if he/she is a minor, shall attend a preliminary hearing on the matter after a written invitation has been sent to the student by registered letter at least seven calendar days prior to the hearing.

In the event that a preventive suspension must be imposed as a matter of urgency, the student may also attend a hearing on the matter after the imposition of the preventive suspension, but within five calendar days. The urgent nature of the measure shall be justified.

### **The Disciplinary Committee**

**Article 11.** The Disciplinary Committee shall consist of full members and/or alternate members. Each alternate member shall be appointed with reference to a full member. An alternate member may only replace the full member for the entire duration of a disciplinary investigation, and all associated sessions of the Disciplinary Committee. A full member may arrange in consultation with his/her alternate member which of the two will participate in a disciplinary investigation. They shall inform the chair accordingly. The Disciplinary Committee may also itself decide, at the start of a disciplinary case or during its handling, to replace a full member with an alternate member or vice versa, if this is considered necessary for the disciplinary investigation, or if it discovers any incompatibility or conflict of interest. The Disciplinary Committee shall justify its decision.

	Full	Alternate
Chair	Vice Rector who has NOT conducted the preliminary investigation.	The dean with the longest service record as an independent academic staff member.
Members	the deans	the vice deans
	director of education	director of rectorate
	two students	two students

If a dean takes up the position of chair, he/she may still be replaced as a member by the vice dean concerned.

The Disciplinary Committee's meeting and deliberations shall be valid if the (alternate) chair is present, as well as at least three (vice) deans, one director and two students. Members who have not attended any of the meetings or any of the hearings may not participate in the deliberations leading to the adoption of the final decision.

The students shall be designated every September by the Executive Board on a proposal from the Student Council.

Secretarial duties for the Disciplinary Committee shall be undertaken by a staff member at the rectorate, designated by the rector. He/she shall attend all meetings of the Disciplinary Committee as an observer.

**Article 12.** The members of the Disciplinary Committee shall be bound to maintain confidentiality regarding all matters brought to their knowledge in their capacity as members of the Disciplinary Committee.

### **Disciplinary investigation**

**Article 13.** Once the summoned student has been informed by the vice rector who conducted the preliminary investigation that his/her case has been referred to the Disciplinary Committee, he/she has the right to inspect the file. He/she may be assisted by a person of his/her choice.

**Article 14.** In the event of referral to the Disciplinary Committee, the student concerned shall be invited to a hearing by the chair of the Disciplinary Committee by registered letter. He/she shall also be informed where and at what times he/she may consult the disciplinary file; steps must be taken to ensure that he/she may do so at least 15 calendar days before the hearing. The registered letter shall also mention that the student may be assisted by a person of his/her choice, and shall indicate where, on what date and at what time the Disciplinary Committee will hear the student.

**Article 15.** The sessions of the Disciplinary Committee shall take place behind closed doors.

**Article 16.** The Disciplinary Committee may take any investigative measures it deems necessary, including the hearing of witnesses. Witnesses shall be heard in the presence of the student concerned. This shall occur, in principle, at the same time as or immediately after the hearing.

**Article 17.** After hearing the student concerned, and taking note of his/her defence where applicable, or after noting that the student has failed to attend despite being duly invited, the Disciplinary Committee shall decide whether or not to impose a disciplinary sanction as listed in Article 7 of these Regulations. This decision shall be taken by simple majority.

**Article 18.** The Disciplinary Committee may rule that its decision is immediately enforceable. Such a decision of immediate enforceability shall be separately justified.

**Article 19.** The outcome of the vote in the Disciplinary Committee shall not be made public.

**Article 20.** A copy of the reasoned decision shall be sent to the student by registered post or handed to him/her with proof of receipt.

**Article 21.** A copy of the decision shall also be sent to the rector. If a disciplinary sanction is imposed, the rector shall be responsible for its enforcement.

The rector may either impose or postpone the enforcement of the disciplinary measure partly in light of the student's willingness, as indicated by him/her in writing, to perform certain defined activities to repair all or part of the damage caused, and/or to become aware of the seriousness of his/her offence, under the supervision of a designated responsible person.

**Article 22.** If after the substantive charges have been considered the student concerned receives a temporary suspension, the duration of any preventive suspension as an order measure shall be deducted from the sanction.

**Article 23.** Any order measure shall automatically lapse if the case is dropped or a ruling is given by the Disciplinary Committee.

### **Appeal**

**Article 24.** The student concerned shall have a period of 14 calendar days commencing on the day after he/she has been informed of the decision of the Disciplinary Committee, to lodge an appeal with the Executive Board.

**Article 25.** The reasoned objection to the decision shall be sent by registered letter to the chair of the Executive Board.

**Article 26.** The student shall be heard by the Executive Board. He/she shall be invited to this hearing in the same manner as stipulated in these disciplinary regulations with regard to the investigation by the Disciplinary Committee.

**Article 27.** The meeting of the Executive Board at which the appeal is handled must be held at least 15 calendar days after the date of service of the invitation. The vice rector who has carried out the preliminary investigation and the chair of the Disciplinary Committee shall not be part of the Executive Board sitting as an appeal committee.

**Article 28.** After performing all investigative measures deemed necessary, the Executive Board shall decide by a simple majority vote. The appeal decision shall either consist of a reasoned rejection of the student's appeal, or overturn the decision of the Disciplinary Committee in a reasoned manner. No disciplinary action other than those mentioned in Article 7 may be imposed.

**Article 29.** The appeal decision shall be notified to the party concerned by registered letter or handed over subject to signature in confirmation of receipt within a period of 14 calendar days commencing the day after the decision of the Executive Board.

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