

CODE OF CONDUCT AND DISCIPLINARY REGULATIONS FOR STUDENTS

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This English translation is strictly for reference and cannot be used for legal purposes. In the event of discrepancies in interpretation, the Dutch text will be binding.

Scope of application

Article 1. This code of conduct and disciplinary regulations apply to all students of Hasselt University as well as all tUL students with main enrolment at the campus Diepenbeek or campus Hasselt. By enrolling, a student accepts that a disciplinary sanction from the University may be imposed, even if the person is no longer a student. This can apply to incidents occurring during the period of enrolment, provided that these incidents have not yet been the subject of disciplinary proceedings at UHasselt.

Transitional provision:

For doctoral fellows who do not fall within the scope of the Disciplinary Regulations for Academic Staff, this code of conduct and disciplinary regulations for students applies until the end of the academic year 2025-2026. If the Disciplinary Regulations for Academic Staff are amended to include doctoral fellows before the end of the academic year 2025-2026, the application of the Disciplinary Regulations for Academic Staff will take precedence.

Article 2. All students are expected to demonstrate responsibility towards their environment, others, and themselves. The University expects students, who are preparing for a role in society, to show self-discipline and a sense of responsibility during their education. Therefore, students must refrain from any conduct that conflicts with the principles underpinning the University, as defined in the University's Mission and Vision (available on the UHasselt website), and which could jeopardize the orderly functioning of the University and its academic community.

Article 3. This code of conduct and disciplinary regulation serves as an instrument to maintain university order and discipline. It also provides all parties involved with information about the applicable procedures.

Order measures

Article 4. In cases where the proper functioning of the university community is disrupted or at risk of being disrupted (this includes situations where health, order, or safety is compromised), the vice-rectors may, each individually, take provisional order measures in the interest of the University, depending on the circumstances at hand.

Article 5. If the vice-rector is considering an order measure, the student will be informed of this, as well as of the charges, via the UHasselt email address. The notification may include a summons for a hearing for the student and, if applicable, the legal representatives if the student is a minor. If documents are available, the student may review them during the hearing or other arrangements may be made for review with the vice-rector. The notification will be sent at least seven (7) calendar days before the hearing.

Article 6. If the vice-rector imposes an order measure in case of urgency, the student may be heard after the notification of the decision, within a period of seven (7) calendar days. The urgency of the decision will be justified in the relevant decision. The duration of the measure will also be justified and communicated to the student by registered letter and via the UHasselt email address.

Article 7. If the vice-rector imposes an order measure, the measure and its duration will be justified and communicated to the student by registered letter and via the UHasselt email address.

Disciplinary measures or sanctions

Article 8. Within the scope of Article 2, a student may be subject to disciplinary proceedings for, but not limited to, the following activities and actions:

- Disrupting academic, administrative, sports, social, or other activities of UHasselt;
- Threats, violence, or aggressive behavior towards people or animals;
- Violations of anti-discrimination legislation;
- Inciting or causing public nuisance through excessive alcohol consumption and/or possession and/or use of drugs;
- Theft of property owned by or under the management/custody of UHasselt and/or property of members of the UHasselt community;
- Dishonesty, deception, fraud, falsification of documents towards UHasselt or its community members;
- Breach of scientific integrity;
- Inappropriate or unacceptable behavior.

UHasselt may also consider incidents occurring in private life as disciplinary offenses if the incident could result in criminal sanctions and if it impacts UHasselt's functioning.

Article 9. If multiple charges are brought against a student, the vice-rector or the Disciplinary Committee may decide, due to the interconnectedness of the facts, that only one disciplinary procedure should be conducted.

Notwithstanding the first paragraph, the vice-rector or the Disciplinary Committee may decide to merge the disciplinary handling of related incidents committed by multiple students into a single joint disciplinary procedure. Such a decision does not imply that the students involved will receive the same sanction.

Preliminary investigation

Article 10. The preliminary investigation of the disciplinary file, conducted by the vice-rector, must be carried out within the shortest possible timeframe and may result in (1) dismissal of the case, (2) a disciplinary measure without referral, or (3) referral to the Disciplinary Committee.

Article 11. The preliminary investigation is conducted by the vice-rector for education or, in their absence or unavailability, by the vice-rector for research, based on the reported facts or on their own initiative. The vice-rector may seek assistance from a person of their choice for this investigation.

During the preliminary investigation, the vice-rector may hear the individuals involved. The student will be informed in writing of the charges and, if necessary, invited in writing for the hearing via the UHasselt email address. If documents are available, the student may review them during the hearing, or other arrangements for review may be made with the vice-rector. If the student is duly summoned but does not attend the hearing, the vice-rector may make a valid decision in the student's absence.

Article 12. If, at the end of the preliminary investigation, the vice-rector decides to impose a **disciplinary measure without referral**, the measure will be justified and communicated to the student by registered letter and via the UHasselt email address. If the student no longer has access to this email address, the notification will be sent by registered letter only.

Article 13. If the vice-rector imposes a disciplinary measure, they can decide on any disciplinary measures deemed necessary to protect UHasselt's interests in accordance

with Article 2. The vice-rector informs the rector of this decision. This may include, but is not limited to:

- (Temporary) denial of access to specific areas;
- Prohibition from participating in educational and research activities;
- Denial of access to certain facilities;
- Temporary suspension for a maximum duration of thirty (30) calendar days;
- An individually tailored restorative or behavior-corrective disciplinary measure.

Article 14. If an order measure has been imposed, it will automatically expire in the event of dismissal of the case or a disciplinary measure without referral.

Article 15. The student has a period of fourteen (14) calendar days, starting the day after the notification of the vice-rector's decision to impose a disciplinary measure, to appeal to the Board of Deans. The appeal procedure follows Article 30 and subsequent articles of this regulation.

Article 16. If, at the end of the preliminary investigation, the vice-rector decides to **refer the case to the Disciplinary Committee**, the student will be informed in writing of the referral and the charges. Notification is sent by registered letter and via the UHasselt email address. If the student no longer has access to this email address, the notification will be sent by registered letter only. If the student is a minor, the legal representative will also be informed. In the case of referral to the Disciplinary Committee, the procedure of the Disciplinary Committee, as described in Article 17 of this regulation, will be followed.

Disciplinary investigation by the Disciplinary Committee

Article 17. In the event of referral to the Disciplinary Committee, the chair of the Disciplinary Committee will summon the student to a hearing by registered letter and via the UHasselt email address. The student may be accompanied by a person of their choice. The student will also be informed of where and when they can review the disciplinary file, at least fifteen (15) calendar days before the hearing.

Article 18. The Disciplinary Committee consists of permanent members and/or deputies. The permanent members and deputies are appointed by the Senior Management Bureau for a term of 4 years, except for the students, who are appointed annually by the Senior Management Bureau. Each deputy is assigned to a specific permanent member. A deputy can only replace the permanent member for the entire duration of a disciplinary investigation and all related sessions of the Disciplinary Committee. A permanent member can agree with their deputy on who will participate in a disciplinary investigation and must inform the chair accordingly.

The Disciplinary Committee may also decide at the start or during the investigation to replace a permanent member with a deputy, or vice versa, if deemed necessary for the disciplinary investigation or if a conflict of interest or incompatibility is identified. The Disciplinary Committee must justify its decision. If a conflict of interest cannot be resolved by appointing a deputy, alternative members will be selected by the secretariat. The choice will be justified and communicated to all parties involved.

	Permanent Members	Deputy Members
Chair	Vice-rector who did NOT conduct the preliminary investigation	Dean with the longest seniority as ZAP member
Members	Five ZAP members	Five ZAP members
	Director of OBKZ	Director of OCSZ

	Permanent Members	Deputy Members
	Two students	Two students

The Disciplinary Committee is authorized to deliberate and decide if the (deputizing) chair is present, along with at least three ZAP members, one director, and two students. Members who did not attend all meetings or hearings cannot participate in the deliberation leading to the final decision.

ZAP members appointed by the Senior Management Bureau as permanent or deputy members must have a minimum employment of 50%. An exception to this minimum employment requirement can be requested from the Board of Deans, with justification.

Students are appointed annually in September by the Senior Management Bureau upon the recommendation of the Student Council.

The secretariat of the Disciplinary Committee is managed by a staff member of the central administrative departments. This staff member participates as an observer in all meetings of the Disciplinary Committee.

Article 19. The disciplinary procedure is confidential. Members of the Disciplinary Committee are bound by confidentiality.

Article 20. The sessions of the Disciplinary Committee are held behind closed doors.

Article 21. The Disciplinary Committee may take any investigative measures it deems necessary, including hearing witnesses and sending written questions to certain individuals or departments. Witnesses are heard in the presence of the student involved, usually concurrently with or immediately following the hearing. The student involved may propose specific investigative measures with justification. The Disciplinary Committee will decide whether these investigative measures are necessary and feasible.

Article 22. After hearing the student involved and, if applicable, considering the defense statement—or after determining that the student remains absent despite proper summons—the Disciplinary Committee will decide within a reasonable timeframe, by a simple majority vote, whether to impose a disciplinary sanction, which may include:

- A reprimand;
- Denial of the right to attend one or more course units or specific learning and educational activities, or to use certain facilities;
- An individually tailored restorative or behavior-corrective disciplinary sanction;
- Temporary expulsion for a specific duration;
- Permanent expulsion.

Article 23.

The Disciplinary Committee may decide that the ruling is immediately enforceable. This decision must be specifically justified.

Article 24.

The result of the voting within the Disciplinary Committee is not made public.

Article 25.

A copy of the reasoned decision is sent to the student by registered mail.

Article 26.

A copy of the decision is also sent to the rector. When imposing a disciplinary sanction, the rector is responsible for its enforcement.

The rector may either impose or postpone the enforcement of the disciplinary sanction depending on the student's written commitment to undertake specific activities to fully or partially repair the damage caused and/or to demonstrate remorse, under the supervision of a designated responsible person.

Article 27.

If, after substantive consideration, a temporary expulsion is imposed on the student, the duration of any preventive suspension as an order measure will be deducted from the sanction.

Article 28.

If an order measure was imposed, it automatically expires in case of dismissal of the case or a decision by the Disciplinary Committee.

Article 29.

The student has a period of fourteen (14) calendar days, starting the day after notification of the Disciplinary Committee's decision, to lodge an appeal with the Board of Deans.

Appeal before the Board of Deans

Article 30.

The reasoned and signed notice of appeal must be sent by registered mail to the Board of Deans. Failure to do so will result in inadmissibility of the appeal.

Article 31.

The student may be heard by the Board of Deans. The student will be invited in the same manner as specified in this code of conduct and disciplinary regulations concerning the investigation by the vice-rector or the Disciplinary Committee. In any case, the date of the hearing before the Board of Deans will be communicated to the student. The hearing will take place within twenty (20) calendar days of the appeal being lodged. The vice-rector who conducted the preliminary investigation and the chair of the Disciplinary Committee will not be part of the Board of Deans sitting as an appeal committee.

Article 32.

After conducting all necessary investigations, the Board of Deans will make a decision by a simple majority of votes within fourteen (14) calendar days. The decision on appeal will either involve a reasoned rejection of the student's appeal or a reasoned replacement of the decision of the vice-rector or the Disciplinary Committee. No disciplinary measure other than those mentioned in Articles 13 and 22 may be imposed.

Article 33.

The decision on appeal will be communicated to the student by registered mail and via the UHasselt email address. This decision will also include information on the possibility of further appeal against the decision of the Board of Deans before the Council of State.

Final provisions

Article 34.

The time limits mentioned in this regulation are calculated from the day following the event that triggers the time limit. They include all calendar days, including Saturdays, Sundays, and public holidays.

If the time limit expires on a Saturday, Sunday, or public holiday, it will be extended to the next working day. All deadlines stipulated in this regulation will be suspended during the collective closure period of UHasselt (including bridging days) and between 15 July and 15 August. The collective closure period of UHasselt can be consulted in the academic calendars available on the UHasselt website.