

## **STUDENT DISCIPLINARY AND COMPENSATION POLICY**

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following policy as an annex to its Organizational and Operational Rules.

### **Part I General Provisions**

#### **Policy scope and application**

**Section 1** (1) The scope of the Policy shall cover all persons with student legal status at the University regardless of the time when such legal status was established. The provisions of this Policy shall be suitably applied to:

- a) guest students studying at the University,
- b) persons without student legal status who intend to take final examinations,
- c) persons participating in the procedure for obtaining a doctoral degree,
- d) persons with terminated student legal status, in respect of offenses committed during the validity of legal status, and
- e) persons lodged in the University's dormitories (hereinafter jointly: students).

(2) The scope of this Policy extends to all activities performed outside the University area or outside of term time, insofar as such activity qualify as a disciplinary offense under the provisions of the Policy.

(3) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of the Policy.

(4) Within the framework defined in the Policy as well as in issues not regulated herein, the Faculties have the right to add complementary provisions to the Policy. The complementary provisions added by the Faculties may not be in conflict with the provisions of the Policy - unless expressly stated otherwise by the Policy - and shall apply solely to the students studying at the Faculty concerned and only in relation to the education provided by the given Faculty.

(5) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

#### **Bodies and persons acting in disciplinary matters**

##### *The Dean*

**Section 2** (1) The Dean of the Faculty or the Assistant Dean appointed by the Dean shall have sole competence to initiate disciplinary proceedings:

##### *Disciplinary Committee*

**Section 3** (1) The Disciplinary Committee is a permanent committee organized at each Faculty.

(2) The Disciplinary Committee shall have exclusive competence to conduct disciplinary proceedings in accordance with the provisions of this Policy.

(3) The Disciplinary Committee consists of six members. Its chair and three other members are elected by the Faculty Council for a period of three years, and two members are delegated by the Faculty Students' Union organization each academic year.

(4) The Disciplinary Committee shall form a quorum if at least four of its members are present. Decisions shall be made with simple majority votes. In the case of a tie, the chair's vote shall decide.

### **Competence**

**Section 4** (1) The Dean or the Disciplinary Committee of the Faculty responsible for organizing the training of the student subject to the proceedings shall be entitled to institute and conduct disciplinary proceedings.

(2) If the student the subject to the proceedings is studying at more than faculty, the faculty on whose grounds, against whose employee, or in connection with the name or activity of which the disciplinary offense has been committed shall have competence to conduct the proceedings.

(3) If the student the subject to the proceedings is studying at more than faculty and competence cannot be determined based on the rules laid out in this Section, the faculty whose Dean first became aware of the disciplinary offense shall have competence.

### **Conflicts of interest**

**Section 5** (1) The following persons may not participate in disciplinary proceedings:

- a) the person whose right or rightful interest is affected by the case, who gives evidence, or who proceeds as a representative or expert,
- b) relatives of the person subject to the disciplinary proceedings (direct relatives and their spouses, adopted, step, or foster children, foster, step, and adopted parents; siblings; spouses; domestic partners; direct relatives and siblings of spouses; and the spouses of siblings), and
- c) from whom an objective consideration of the matter cannot be expected.

(2) Any conflicts of interest shall be reported by the affected member of the Disciplinary Committee, who shall then abstain from participating in the case. In case of a conflict of interest on behalf of the Dean, an Assistant Dean shall decide on initiating the proceedings.

(3) The student subject to the proceedings may submit an objection for conflict of interest against a member of the Disciplinary Board, if such member has not reported the conflict of interest. The Dean of the competent Faculty shall decide on such conflict of interest.

(4) If the conflict of interest involves more than one member of the Disciplinary Committee, in the case of student members, the Faculty Students' Union organization, and, in the case of the members elected by the Faculty Council, the Dean of the competent Faculty shall delegate members to substitute those affected by the conflict of interest in the specific case.

### **Calculation of deadlines, communication, and notices**

**Section 6** (1) The provisions of the Education and Exam Policy shall apply to the calculation of deadlines.

(2) As regards the communication and notices, the provisions of the Education and Exam Policy shall apply, with the condition that notices on the initiation of disciplinary proceedings and at least the operative parts of decisions on disciplinary proceedings shall also be notified by way of the Neptun system.

### **Use of languages**

**Section 7** (1) Disciplinary proceedings shall be held in Hungarian.

(2) Students shall be authorized to use their native language during the course of the proceedings.

(3) If the use of the native language requested by the student cannot be provided for - or can only be provided for with disproportionate difficulty - the Disciplinary Committee shall be obligated to ensure that the student can use one of the languages of his/her training.

### **Representation**

**Section 8** (1) The student is entitled to act in person or by way of a legal representative or agent in disciplinary proceedings.

(2) The authorization for representation shall be valid solely in writing and if

- a) it contains the name of the person authorized to submit the application, the personal details of the authorized person suitable for identification, and their signatures,
- b) it indicates the procedural issues in which the authorized person is entitled to act,

- c) it is certified with the signature of two witnesses that the authorizing person has signed it in their presence or acknowledged the signature as his own.

## **Part II**

### **Disciplinary offenses**

**Section 9** (1) The student shall be considered to have committed a disciplinary offense if he/she is in gross violation - either intentionally or through negligence - of his/her obligations stemming from the student legal status. Disciplinary offenses can be the result of both active conduct and omission.

(2) Obligations stemming from the student legal status can be specified by:

- a) legislation,
- b) the regulations of the University and the competent Faculty,
- c) general instructions provided by the Rector or Dean,
- d) the house rules of the given dormitory or campus building,
- e) the study contract,
- f) the rules and regulations of the institution offering the practice period,
- g) the (education-related) instructions of the teacher or representative of the institution offering the practice period.

(3) Students - in line with their statuses as citizens of the University - shall

- a) always keep the applicable rules and regulations,
- b) strive to protect and promote the good reputation of the University,
- c) respect the traditions of the University,
- d) demonstrate appropriate respect and cooperation in their relations with the faculty, staff, and students of the University,
- e) respect the spirit of the University in their social relationships and conduct,
- f) respect the intellectual property of others and not abuse such,
- g) use and safeguard the assets of the University and the assets made available to them, in line with their intended purposes,
- h) participate in their respective classes and the University's official events, and refrain from disrupting the order of those,
- i) not misuse their positions at the University,
- j) not use unauthorized aids or methods during testing,
- k) appear at curricular activities and events on time and dressed appropriately for the occasion,
- l) respect the official channels during proceedings at the University.

(4) The following especially constitute disciplinary offenses:

- a) The student, in the context of a student relationship or in connection with such, commits a criminal offense or violation.
- b) The student violates the provisions of the house rules of the dormitory or campus or the rules or regulations of the institution offering the practice period.
- c) The student fails to adhere to fundamental Christian moral norms within the territory of the University (or in a manner outside of the University that threatens the University's reputation) or acts in a manner that is unworthy of a student of the University.
- d) The student consumes, sells, or causes others to consume drugs, or consumes an excessive amount of alcohol and is thereby responsible for disorderly conduct.
- e) The student represents the intellectual property of others as being his/her own, or plagiarizes the intellectual property of others without providing references.
- f) The student takes an exam or test instead of another student, or has another student do so in his/her stead.
- g) The student uses any technical means not allowed during a test or examination.
- h) The student disrupts the order of education, examinations, or any university event.

- i) The student behaves in a manner that is grossly disrespectful to the student's teacher, a University staff member or student, or in a manner that violates or threatens the health, physical integrity, or human dignity of such persons.
  - j) The student provides untrue information in an official document.
  - k) The student abuses any position at the University in any manner, or discloses any data or information acquired by such means to an unauthorized person.
  - l) The student unjustifiably maligns the reputation of the University or its Faculties in Hungary or abroad.
  - m) The student abuses the name of the University or the names of the Faculties in any manner.
  - n) The student represents that any events not organized by the University or its Faculties were in fact organized by the University or its Faculties.
  - o) The student conducts party policy activities within the University.
  - p) The student posts any bills or advertisements without authorization within the University.
- (5) A breach of an obligation for which PPCU Education and Exam Policy or the Doctoral Program and Degree Regulations lay down legal consequences shall not be considered as a disciplinary offense.
- (6) A disciplinary sanction may be imposed upon the student if he/she has started perpetration of a disciplinary offense, unless if the disciplinary offense is not considered committed after the student voluntarily ceases such activity.
- (7) University teachers, employees, and any students at the University filling official positions shall be obligated to report to the Dean of the competent Faculty any disciplinary offenses that come to their attention - unless such report would result in the accusation of the reporting party or his/her relative of a crime, criminal offense, or disciplinary offense. Failure to comply with the reporting obligation may lead to disciplinary proceedings against the student.

### **Part III**

#### **Disciplinary sanctions**

- Section 10** (1) Disciplinary sanctions may be taken against students who commit a disciplinary offense. Such sanctions shall be imposed on the basis of disciplinary proceedings, by way of a written decision.
- (2) Disciplinary sanctions may take the form of
- a) a reprimand,
  - b) a stern reprimand,
  - c) the reduction or withdrawal of the discounts and benefits provided under the Student Reimbursement and Benefit Policy, for no more than six months,
  - d) temporary prohibition from the continuation of studies, the period of which shall not exceed two semesters,
  - e) expulsion from the dormitory,
  - f) expulsion from the University.
- (3) If justified, more than one of the sanctions under paragraph (2) (a)-(e) may be imposed.
- (4) The punishment provided for in paragraph (2) (e) shall only be applicable in the case of disciplinary sanctions in connection with dormitory membership.
- (5) Disciplinary punishment may not involve the withdrawal of social support.
- (6) The execution of the disciplinary sanction under paragraph (2) (f) may be suspended for a maximum of one academic year as probation. If no further disciplinary offense is committed during the probation period, the sanction will not be executed.
- (7) In the case of students participating in more than one educational program at the same time, the disciplinary sanction under paragraph (2) (d) and (f) shall apply to all programs.
- (8) The selection and imposition of disciplinary sanctions shall not be influenced by the student's performance.
- (9) When applying the disciplinary sanction under paragraph (2) (e), the student may be admitted to a University dormitory one academic year after the last day of the academic year in which the penalty was imposed, at the earliest.

**Part IV**  
**Disciplinary proceedings**

**Initiating disciplinary proceedings**

- Section 11** (1) If a reasonable suspicion of a disciplinary offense exists, the Dean is entitled to initiate disciplinary proceedings.
- (2) The Dean may forego the initiation of disciplinary proceedings even in spite of such reasonable suspicion in if (s)he does not consider the proceedings to be justified in view of the gravity of the disciplinary offense.
- (3) Disciplinary proceedings shall not be initiated if more than one month has passed since the Dean's office authorized to launch disciplinary proceedings has become aware of the disciplinary offense, or more than five months have passed since the disciplinary offense was perpetrated.
- (4) If the Dean considers the suspicion of a disciplinary offense justified but, in light of the gravity of the offense, does not consider the proceedings to be justified, the student will be issued a written warning. No appeal can be filed separately against the written warning, though the student can initiate the launching of the disciplinary proceedings against himself. The time between the communication of the warning and the initiation of the disciplinary proceedings by the student is not included in the deadline for initiating the proceedings.
- (5) The Dean shall be obligated to launch the initiation of the proceedings if the student launches the proceedings against himself.
- (6) When considering whether to initiate disciplinary proceedings, the academic achievements or social status of the student shall not be considered.
- (7) Concurrently to initiating the disciplinary proceedings, the Dean informs the chair of the competent Disciplinary Committee by submitting all of the case documents. Students subject to disciplinary proceedings shall be informed of the initiation of proceedings by way of the Neptun system, which shall also indicate the disciplinary offense in question.
- (8) If the disciplinary offense also raises serious suspicion of a criminal offense, the Dean may also take action to file a police report at the same time as initiating the disciplinary proceedings.

**Administrative deadline**

- Section 12** (1) Disciplinary proceedings shall be completed within thirty days of their initiation.
- (2) If required by the statement of facts or the organization of the meeting, the chair of the Disciplinary Committee shall have the authority to extend the administrative deadline on one occasion by thirty days.
- (3) In light of the University's special order of operations, the period between July 15 and August 20 shall not be included in the administrative deadline.

**Suspension of proceedings**

- Section 13** (1) If making a substantive decision on a case depends on the prior evaluation of an issue which is the competence of any other person or body, or cannot be reasonably closed without a decision made in another case closely related to the given case, the Disciplinary Committee shall be entitled to suspend the proceedings. If the student is entitled to initiate a procedure at a different body, the student shall be notified of this possibility and the relevant deadline. If the student fails to comply with the above request, the Disciplinary Committee shall terminate the suspension and make a decision based on the available data.
- (2) If the student is unable to attend the disciplinary hearing for reasons not attributable to the student, the proceedings shall be suspended until the obstacle is removed.
- (3) The administrative time limit shall not include the duration of the procedure's suspension.

### **Clarifying the facts of the case**

**Section 14** (1) The Disciplinary Committee is obliged to clarify the facts of the case necessary for deciding the case. In case the available information is insufficient, the Committee shall conduct an evidence procedure.

(2) The facts which are officially known to the Disciplinary Committee and which are of common knowledge shall not be evidenced.

(3) Only evidence appropriate for enabling the clarification of the facts can be used in the procedure. Evidence shall, in particular, mean the student's statements, documents, witness statements, reports on the review, expert opinions, and physical evidence.

(4) The student may also make recommendations for proving any facts of the case.

(5) The Disciplinary Committee may freely determine the means of proof to be employed.

(6) The Disciplinary Committee shall assess each piece of evidence separately and on the aggregate and shall establish the facts according to its conviction based on this assessment.

(7) If justified by the complexity of the case, the Dean shall, at the initiation of the chair of the Disciplinary Committee, designate an investigator to uncover the facts.

**Section 15** (1) During the disciplinary proceedings, the Disciplinary Committee shall be obligated to hear the student at least once. The student is entitled to refuse to make a declaration, or to request - in writing - that the proceedings be held without an oral hearing. If the student fails to appear at the hearing despite proper notification, the Disciplinary Committee shall be entitled to make a decision based on the data available to it. The student is also entitled to ask the Committee to continue the proceeding without hearing the student via email.

(2) In order to clarify the facts, any student or employee of the University may be summoned by the Disciplinary Committee to a hearing or may be obliged to make a written declaration. In order to clarify the facts, the Disciplinary Committee is entitled to request information related to the case from any organizational unit of the University, or may call the student to present any available records or other documents.

(3) If the Disciplinary Committee considers it necessary, any other person may be heard as a witness, in case the person to be heard as witness is willing to participate in the proceeding. No person may be heard as a witness who cannot possibly be considered for a testimony relevant as evidence.

(4) The witness shall be identified at the beginning of the hearing. The witness shall state his/her relationship with the student, to clarify any presence of bias. Any facts establishing the ground for bias of the witness shall be recorded in the report. A witness not yet heard may not be present at the hearing of the client, another witness, or an expert. The Disciplinary Committee may permit the witness to make a written deposition after or instead of the hearing; in this case the testimony shall be drawn up in the form of a private document with full probative value.

(5) Considering reasonable private interests, the Disciplinary Committee may order treating the identification data and the address of the student heard as a witness or expert confidentially.

(6) The student subject to the proceedings is entitled to be present at the hearings and at other probative procedures conducted for the clarification of the facts; furthermore, the student is entitled to ask the heard persons questions and make comments to the Disciplinary Committee regarding evidence - except for the hearing of any person whose identification data and address have been ordered by the Disciplinary Committee to be treated confidentially.

### **Notices**

**Section 16** (1) Persons and students to be heard by the Disciplinary Committee shall be notified in writing beforehand of the hearing and of any procedural acts in which they are entitled to participate.

(2) The notice shall be sent to the student by mail or via the Neptune system in a manner that ensures that the student is informed of the hearing or other procedural act at least 5 days in advance.

(3) If a hearing is necessary, the Disciplinary Committee shall notify any student of the University via the Neptun system or in an e-mail message, while University employees shall be notified in the manner used locally.

(4) In the notice, the student shall be informed that he is not obligated to attend the procedural act and may exercise his/her rights by way of an authorized representative; however, the student's absence despite having been duly informed does not hinder the holding of the proceedings.

### **Sessions of the Disciplinary Committee**

**Section 17** (1) The Disciplinary Committee's sessions shall be opened and presided by the chair.

(2) At the beginning of the session, the chair shall confirm whether it has a quorum.

(3) At the beginning of the session, the chair of the Disciplinary Committee checks the identities of the persons present in addition to the members and, in case of authorized representatives, checks their authorization to provide representation. Authorized representatives unable to suitably prove their authorization shall not proceed in the case and - if the represented party is not present - the consequences of remaining absent despite having been given due notice shall be applied.

(4) Sessions of the Disciplinary Committee are closed and, in addition to the members of the Committee and the student subject to the proceedings, may be attended only by the witnesses and the experts to be heard, who shall be present only for the time of their respective testimonies.

(5) Audio recordings shall be made of Disciplinary Committee sessions, which can be used to draw up minutes in writing if

- a) the chair of the Disciplinary Committee so orders,
- b) required for the proceedings of second instance, based on an appeal submitted by the student subject to the proceedings.

### **Interim measures**

**Section 18** (1) At the same time as the initiation of the disciplinary proceedings, the competent Dean may, by instituting an interim measure, ban the student subject to the proceedings from continuing his/her studies until the disciplinary decision becomes final, if

- a) justified by the nature and gravity of the disciplinary offense subject to the proceedings, or
- b) it is probable that the participation of the student subject to the proceedings threatens the seamlessness of training or the success of the disciplinary proceedings.

(2) The interim measure may be imposed by the chair of the Disciplinary Committee after the initiation of the proceedings.

(3) No separate appeal for legal remedy can be filed against the imposition of interim measures.

(4) In case interim measures are instituted,

- a) the student's legal status as a student will be suspended in the given semester if the interim measures were ordered before October 15 or March 15 of the given semester, respectively,
- b) the student's legal status as a student will be not be affected in the given semester if the interim measures were ordered following October 15 or March 15 of the given semester, respectively.

(5) In justified cases, the Disciplinary Committee may decide, at any time during the proceedings, to terminate the interim measures.

(6) If the disciplinary proceedings result in other than expulsion or a ban from studies, the student shall be offered an opportunity to make up for the educational requirements missed due to the interim measure or, if such is not possible, the student shall be indemnified for the delays caused to his/her studies.

(7) If the interim measure results in a suspension of the student's studies, the duration of the interim measure shall be included in the term of the study ban.

### **The disciplinary decision**

**Section 19** (1) The Disciplinary Committee shall make its decisions at closed sessions attended by its members only.

(2) Decisions of the Disciplinary Committee may:

- a) institute a disciplinary sanction, or
- b) terminate the proceedings.

- (3) The procedure shall be terminated by the Disciplinary Committee if
  - a) it is proven that the committed act is not a disciplinary offense or was committed by other than the student subject to the proceedings,
  - b) it cannot be proven that the student subject to the proceedings committed a disciplinary offense,
  - c) the disciplinary proceedings should not have been initiated,
  - d) a final decision has already been passed regarding the disciplinary offense.
- (4) The Disciplinary Committee shall pass a decision instituting a disciplinary sanction if the proceedings prove that the student subject to the proceedings committed a disciplinary offense.
- (5) When establishing the disciplinary sanction, all circumstances of the act shall be taken into consideration, thus especially the sphere of the injured parties, the consequences, whether the action was repeated, and the gravity of the offense.
- (6) The operative part of the decision imposing the disciplinary sanction must include:
  - a) the name and Neptun code of the student found responsible for the disciplinary offense,
  - b) the name of the perpetrated disciplinary offense,
  - c) the imposed disciplinary sanction, and
  - d) information on the possibilities for remedy.
- (7) The justification of the decision imposing the disciplinary sanction must include:
  - a) the clarified statement of facts,
  - b) an indication and assessment of the evidence,
  - c) calls for evidence initiated by the student subject to the proceedings but foregone by the Disciplinary Committee, along with the reasons for foregoing those,
  - d) a summary of the disciplinary offense the student committed, based on the proven statement of facts, and the degree of liability,
  - e) the circumstances considered in the imposition of the punishment,
  - f) the applied provisions of applicable legislation and regulations.
- (8) Decisions of the Disciplinary Committee deciding a case shall be drawn up in writing. The decision shall be signed by the chair of the Committee. Students shall be informed of the contents of the operative part of the decision by way of the Neptun system.

#### **Correcting and supplementing decisions**

- Section 20** (1) In case the decision contains any clerical errors in names, numbers, or calculations, the Disciplinary Committee shall correct such errors - if necessary, following the hearing of the student - as long as it has no impact on the merits of the case.
- (2) The correction shall be made by the Committee
    - a) by making a note on the original copy of the decree and - if available - its issued copies,
    - b) withdrawing the incorrect decree and replacing it, or
    - c) by making a corrective decision.
  - (3) No appeal may be lodged against the correction.
  - (4) The correction shall be notified to those notified of the original decision.

**Section 21** (1) The Disciplinary Committee shall amend the decision if any statutory item is missing or if no decision was made on the substance of the case.

- (2) No amendment of the decision shall be allowed if
  - a) more than one month has passed since the decision has become final, or
  - b) such would infringe rights acquired and exercised in a *bona fide* manner.
- (3) The Disciplinary Committee shall make the supplementation by
  - a) issuing a separate addendum to the decree and - if possible - noting this fact on the original copy and its issues, or



- b) revoking the incomplete decision and replacing the decision with a decision in a unified format including the original decision and its replacement.
- (4) The supplemented decision is subject to the same remedy procedure as the original decision.
- (5) The supplement shall be notified to those notified of the original decision.

#### **Inspection of documents**

**Section 22** (1) At any phase of the procedure, the student or its representative is entitled to inspect the documents created during the procedure or considered in the decision-making process of the Disciplinary Committee, as well as to listen to the audio recordings of the Disciplinary Committee meetings - except for records or audio recordings of closed sessions held for the purposes of decision-making.

(2) The witness heard in the procedure is entitled to inspect the documents containing the witness testimony.

(3) The following may not be inspected:

- a) the decision draft,
- b) any document that may contain any reference to the identity of the person whose natural identification data and home address is considered confidential information by order of the Disciplinary Committee.

(4) The inspection of documents does not include the right to make copies of the documents or audio recordings, or the right to have such documents delivered.

(5) Access to the document may be requested within a period of half a year after the final completion of the procedure.

#### **Remedy**

**Section 23** An application for legal remedy may be lodged against disciplinary decisions in accordance with the general rules.

#### **Part V**

#### **Rules on reimbursing damages caused by students**

**Section 24** (1) The provisions of the Civil Code shall apply to the liability of students who unlawfully cause damages to the University or the practical training organizer.

(2) If the damages were caused through negligence in connection with the performance of the student's academic obligations, compensation shall not exceed fifty percent of the monthly amount of the mandatory lowest remuneration for work (minimum wage), as applicable on the day when the damage was caused.

(3) Students shall be fully liable for any loss or damage to any item received with a list attached or against a receipt, under an obligation to return it or give account of its use, provided that the item is kept permanently or used or operated exclusively by the student. Exemption from liability shall be granted in the case of damage or loss caused by occurrences beyond the control of the student.

**Section 25** (1) The student shall be obliged to promptly notify the Dean of the competent faculty in writing of any damages caused, including a description of the circumstances of the case.

(2) Students who gain knowledge of the activity of other students causing damages shall be obligated to notify the Dean of the competent faculty in writing.

(3) After learning of the damages having been caused, the Dean shall examine the available evidence and, if the claim for damages against the student is considered justified, calls upon the student in writing to provide reimbursement for such damages.

(4) If the student caused the damages by way of a disciplinary offense, the Dean shall decide on initiating disciplinary proceedings and shall call upon the student to provide reimbursement for the damages after the proceedings have been closed with a final decision.

(5) The Dean may decide - especially with regard to the student's possible voluntary confession and to the circumstances of the incident - to call upon the student to provide reimbursement for only part of

the damages, or to do so in instalments. In such case, the notice shall precisely indicate the total amount of damages caused as well as the amount payable by the student, as well as applicable instalments and payment deadlines.

(6) The student may seek legal remedy against the notice for the reimbursement of damages in line with the general rules, with the condition that the remedy cannot reduce the amount of reimbursement payable.

(7) The student shall pay the reimbursement ordered in a final decision electronically by bank card via the Neptun system.

## **Part VI Transitional and Final Provisions**

**Section 26** (1) This Policy shall enter into effect on the date of its promulgation, with the condition that the provisions of the previous Policy shall apply to disciplinary offenses committed and disciplinary proceedings initiated prior to its promulgation. Concurrently to the entry into effect of this Policy, the Pázmány Péter Catholic University's previous Disciplinary and Compensation Policy shall lapse, with the additional condition that its provisions shall be applicable in the cases defined in this paragraph until such proceedings are closed with a final decision.

(2) The provisions of this Policy shall enter into effect in regard to all students and persons subject to the scope of the Policy, regardless of the time they started their training programs.

**Section 27** (1) Simultaneously to the entry into effect of this Policy, Section 35 (2) of the Education and Exam Policy shall be amended as follows:

“The examiner or the chair of the board of examiners shall be responsible for the order, undisturbed implementation, and calm atmosphere of the exams. At the exam, prohibited devices and aids, or methods and means prohibited by the examiner shall result in a failing grade, if there is no suspicion of a disciplinary offense. In case of a suspicion of a disciplinary offense, the examiner or, in the case of a final examination, the chair of the board of examiners, may suspend the exam with the concurrent initiation of disciplinary proceedings and the taking of minutes. In such cases, the student's performance will not be evaluated and shall be considered as not having started the exam.”