

Pursuant to Article 17, in conjunction with Article 98, of the Statute of the International School for Social and Business Studies (ISSBS) (No. 11/2026, hereinafter: the Statute), the ISSBS Senate, at its 169th session on 1 July 2026, adopted the

RULES ON THE DISCIPLINARY RESPONSIBILITY OF ISSBS STUDENTS

I. General provisions

Article 1

These Rules govern the disciplinary liability of students of the International School for Social and Business Studies (hereinafter: ISSBS) and other participants in education at ISSBS, and the procedure for establishing students' disciplinary liability.

These Rules apply to all education participants holding ISSBS student status, to persons without student status who fulfil study requirements at ISSBS, and to candidates for enrolment at ISSBS (hereinafter: student), for the time during which they take part in activities organised by ISSBS, carry out activities directly related to activities organised by ISSBS, or act as representatives of ISSBS.

These Rules determine the bodies responsible for conducting disciplinary proceedings, the competences of the disciplinary bodies, define student violations, the time limits for conducting proceedings, disciplinary measures, and the legal remedies available against measures imposed.

Article 2

The provisions of the General Administrative Procedure Act (hereinafter: GAPA) shall apply, mutatis mutandis, to disciplinary proceedings under these Rules.

The personal data of students are collected, processed, and published for the purposes of disciplinary proceedings under these Rules in accordance with the principles and provisions of the legislation governing higher education and the protection of personal data. All persons involved in the disciplinary proceedings are required to act in accordance with the provisions of the aforementioned regulations.

Article 3

Terms used in these Rules in the masculine grammatical form apply equally to both sexes.

II. Violations of Duties and Failure to Fulfil Obligations, and Measures

Article 4 (violations)

Violations of duties and failure by a student to fulfil obligations, and the causing of material damage, under these Rules are, depending on the nature, consequences, and circumstances of the act, classified as minor, serious, or most serious violations.

Article 5 (minor violations)

Minor violations are:

- a) conduct or expression that is inconsistent with the general rules of academic communication and damages the reputation of ISSBS (e.g., inappropriate behaviour in lecture halls, the use of offensive language in written or oral form, disregard of the instructions of higher education teachers and other ISSBS staff); intentional or repeated acts that prevent other students from taking part normally in the study process (e.g., repeated disruption of the study process, talking during lectures, obstructing group work, diverting attention through unnecessary conduct);

- b) an inappropriate attitude towards students, teachers, and associates involved in the delivery of the study programme, and other ISSBS staff;
- c) violations of internal instructions or protocols (e.g., negligence in handling ISSBS equipment);
- d) any other conduct which, in the assessment of the higher education teacher, endangers the dignity, participation, or regular conduct of the study process, provided the consequences are not of a more serious nature.
- e)

Article 6 (serious violations)

Serious violations are:

1. A third and each subsequent repetition of a minor violation,
2. Any violation of examination rules or the knowledge-assessment procedure, in particular where it involves:
 - a) the use of unauthorised aids (applications) or collaboration with another person during an examination, colloquium, continuous assessment, or other form of knowledge assessment,
 - b) taking an examination or other form of knowledge assessment in place of another person, or enabling someone else to take an examination in the student's place,
 - c) unauthorised obtaining of examination papers and other materials intended for knowledge assessment, and their use or disclosure to third parties,
 - d) copying, or submitting work (including seminar papers, reports, and final theses) without proper citation of sources (plagiarism),
 - e) the use of generative artificial intelligence where this is not permitted or is not properly disclosed,
 - f) the multiple or repeated submission of the same or substantially identical written work for different learning units, without appropriate consent,
 - g) disrupting the conduct of a knowledge assessment in a manner not defined in the preceding points.
3. Violations posing a potential or actual danger to the integrity of the study environment, which include, in particular but not exclusively:
 - a) providing false information with the aim of obtaining an unjustified benefit for oneself or another,
 - b) the consumption of alcohol or prohibited substances on ISSBS premises,
 - c) intentionally or negligently causing damage to ISSBS property on the Faculty's premises or wherever the educational process is being carried out.

Article 7 (most serious violations)

The most serious violations:

- a) comprise all conduct that meets the statutory elements of a criminal offence under the Criminal Code of the RS and grossly violates the fundamental rules of academic and professional ethics and the safety of other persons, and requires immediate action.
- b) repetition of a serious violation,
- c) physical violence and threats,
- d) sexual or other harassment, bullying, or discrimination against students, staff, or external visitors of ISSBS,
- e) forgery or misuse of official ISSBS documents with the aim of obtaining a benefit,
- f) serious breaches of order and discipline in the educational process and on ISSBS premises,
- g) any act that may endanger the safety, life, or health of students, staff, or other persons at ISSBS,
- h) any other acts constituting a serious form of threat to the values of the higher education environment.

In assessing sexual or other harassment, bullying, and discrimination referred to in this Article, the meanings of these terms as defined by law shall apply.

Article 8
(disciplinary measures in the case of a minor violation)

Where a minor violation is established, the Dean shall issue the student a reprimand, which shall be served on the student.

The Dean shall confirm the disciplinary measure by an official record, which shall be submitted to the Faculty's Office of Study Affairs. Official notes or records shall be kept in the student's personal file and in the Faculty's Higher Education Information System.

Article 9
(disciplinary measures in the case of a serious violation)

Where a violation under points 2(a), (b), (c), and (g) of Article 6 of these Rules is established, the examination invigilator shall immediately:

- discontinue the assessment procedure — the student may not continue the examination or knowledge assessment,
- record the violation on the examination script and the list of registered candidates,
- notify the Office of Study Affairs and the learning-unit coordinator,
- the learning-unit coordinator shall, on the basis of the recorded violation, grade the work “fail (1)” or “not passed” and submit a proposal for the initiation of disciplinary proceedings.

Where a violation under points 2(d), (e), and (f) of Article 6 of these Rules is established, the higher education teacher or the learning-unit coordinator shall, following prior agreement with the Dean, have the right to apply additional forms of knowledge assessment, even if these are not provided for in the curriculum, or shall initiate proceedings in accordance with the provisions of the Rules on the Withdrawal of a Professional or Academic Title, and shall submit a proposal for the initiation of disciplinary proceedings.

Where a serious violation is established, the following disciplinary measures may be imposed:

1. a reprimand notice, which shall be served on the student,
2. in the case of a violation under point 3 of Article 6 of these Rules, expulsion from ISSBS may also be imposed for a period ranging from one examination period up to a maximum of one academic year, and an obligation to cover the damage caused or to return any benefit obtained may also be imposed.

The Dean shall confirm the disciplinary measure by an official record, which shall be submitted to the Faculty's Office of Study Affairs. Official notes or records shall be kept in the student's personal file and in the Faculty's Higher Education Information System.

Article 10
(disciplinary measures in the case of a most serious violation)

Where a most serious violation is established, the following disciplinary measures may be imposed: expulsion from the Faculty for a fixed period of between 1 and 5 academic years,

1. permanent expulsion from the Faculty, where the student has previously already been subject to a disciplinary measure of expulsion for a fixed period.
2. Permanent expulsion means a permanent ban on enrolment and participation in any study programme or study activity at ISSBS.

If, in considering serious violations, it is established that the conduct meets the statutory elements of one or more criminal offences prosecuted ex officio, the Dean must immediately inform the Director, with a view to reporting the matter to the competent law-enforcement authorities.

The Dean shall confirm the disciplinary measure by an official record, which shall be submitted to the Faculty's Office of Study Affairs. Official notes or records shall be kept in the student's personal file and in the Faculty's Higher Education Information System.

Article 11
(consideration of other acts and proportionality of measures)

In selecting a disciplinary measure, account shall be taken of the gravity and circumstances of the violation, any prior disciplinary liability of the student, and their willingness to cooperate in clarifying the circumstances.

Disciplinary measures must be proportionate to the violation and designed so that, in addition to sanctioning, they also allow for preventive action within the academic environment.

In considering violations under these Rules, the provisions of other internal Faculty acts shall also apply, in particular the Rules on the Assessment of Knowledge, the Rules on the Completion of First-Cycle Studies, the Rules on the Completion of Second-Cycle Studies, the Rules on Doctoral Studies, the Rules on the Protection of Personal Data, the Guidelines for the Use of Generative Artificial Intelligence, and the Rules on the Withdrawal of a Professional or Academic Title.

III. Initiation of Disciplinary Proceedings

Article 12
(procedure for establishing a student's disciplinary liability in the event of a violation)

The procedure for establishing a student's disciplinary liability begins with the filing of a written request for the initiation of proceedings, which may be submitted by a higher education teacher, a professional associate, another Faculty employee, or a student (hereinafter: the applicant) by way of a written request to the Dean of the Faculty, sent electronically to referat@mfdps.si or submitted in person to the Office for Study.

The request must be submitted in writing on the form “Form for Reporting an Alleged Student Disciplinary Violation”, which is annexed to these Rules, and must contain:

- the applicant's details,
- the details of the student against whom the initiation of proceedings is requested,
- a description of the alleged violation, stating the time and place of the alleged violation,
- any annexes/evidence (written, electronic, witness statements, etc.),
- the applicant's signature and statement.

The procedure is conducted by the Dean as the first-instance disciplinary body.

Upon receipt of the request, the Dean shall check its formal completeness; where the request is incomplete, the Dean may require the applicant to supplement it.

The student against whom the request has been filed must be notified in writing of the initiation of the proceedings.

The student also has the right to be informed of all actions taken in connection with the disciplinary proceedings against them, and has the right to:

- a written or oral defence,
- inspect all documents and evidence,
- a defence representative of their own choosing,
- propose evidence in their own favour.

The Dean shall conduct an investigative procedure, which may also include obtaining witness statements, obtaining and inspecting documentation, and consulting with the higher education teacher or the learning-unit coordinator and other relevant persons, all with the aim of establishing the facts relating to the request submitted.

After conducting the procedure, the Dean shall issue a written decision, which must include:

- the personal data of the student against whom the proceedings were conducted,
- a description of the violation alleged against the student,
- a statement of reasons comprising the findings of fact and the violation under Article 5, 6, or 7 of these Rules,
- the operative pronouncement of the disciplinary measure under Article 8, 9, or 10 of these Rules,
- instructions on the right to a legal remedy — an objection.

If, after conducting the investigative procedure, the Dean finds that the alleged conduct does not constitute a violation under Article 5, 6, or 7 of these Rules, they shall issue a decision discontinuing the disciplinary proceedings, and likewise in the other cases specified in Article 19 of these Rules.

If it is established in the proceedings that the report was filed with the manifest intent to abuse rights, or without the slightest degree of merit, the Dean shall dismiss it by an official note and shall inform the applicant accordingly. The Dean may also treat a false report as a minor disciplinary violation.

Article 13

Against a decision issued by the first-instance disciplinary body (the Dean), the student or the applicant has the right to lodge an objection within fifteen (15) days of service of the decision. The objection shall be lodged with the first-instance body (the Dean).

The objection is decided by the ISSBS Senate as the second-instance disciplinary body.

Article 14

The second-instance disciplinary body (the ISSBS Senate) shall decide by a decision, whereby it may:

- dismiss the objection as being out of time or lodged by an unauthorised person,
- reject the objection as unfounded and uphold the decision of the first-instance disciplinary body, or
- uphold the objection as well-founded and amend the decision of the first-instance disciplinary body, or set it aside and remit the matter to the first-instance disciplinary body for a new decision.

The second-instance disciplinary body shall decide no later than thirty days after receipt of the objection.

The decision of the second-instance disciplinary body is final.

Measures imposed shall be enforced within thirty (30) days of the decision becoming final.

Article 15

Against the final decision of the second-instance disciplinary body, the student may, within thirty days of receiving the written copy of the decision, initiate an administrative dispute before the competent court.

IV. Reopening of Proceedings

Article 16

Disciplinary proceedings may be reopened on the following grounds:

- if, owing to the improper conduct of the proceedings, the student was denied the opportunity to take part in the proceedings,
- if the disciplinary decision is based on a false statement by a participant and that statement affected the decision taken,
- if the disciplinary decision is based on a forged document, or on a document certifying untrue content, and this affected the decision taken,
- if a final decision has already been taken on the same violation,
- if the disciplinary decision is based on a final decision of a court or other authority, and that decision has since been finally set aside,
- if new facts become known, or the possibility of using new evidence is discovered or obtained, on the basis of which a different decision would have been issued in the disciplinary proceedings,
- if a person who should have been excluded took part in the issuance of the disciplinary decision.

Article 17

A proposal for the reopening of proceedings may be filed by the student against whom disciplinary proceedings were initiated, or by the applicant.

The proposal for reopening the proceedings must state the reasons for which the reopening is requested, as well as the evidence that proves, or that should be obtained to establish, the existing ground for reopening the proceedings.

Article 18

A proposal for the reopening of proceedings may be filed within thirty (30) days of the date on which the person entitled became aware of the ground on which the disciplinary proceedings may be reopened.

No proposal for the reopening of proceedings may be filed after one year has elapsed since the decision became final.

V. Discontinuation of proceedings

Article 19

Disciplinary proceedings may be discontinued in the following cases:

1. If the limitation period for initiating and conducting the proceedings expires,
2. If the applicant withdraws the request,
3. If the disciplinary body establishes that:
 - a measure has already been imposed on the student for the same violation of duty and failure to fulfil obligations, or
 - the student has been finally acquitted for the same violation of duty and failure to fulfil obligations, or
 - the student is not liable for the violation of duty and failure to fulfil obligations.

VI. Limitation of proceedings

Article 20

The initiation and conduct of proceedings become time-barred, for minor violations, after six (6) months; for serious violations, after twelve (12) months; and for the most serious violations, after twenty-four (24) months from the date the violation was established.

Where a violation has the characteristics of a criminal offence, the initiation of proceedings becomes time-barred at the same time as criminal prosecution becomes time-barred.

VII. Records of Disciplinary Proceedings and Documentation

Article 21

ISSBS is required to maintain a record of proceedings and documentation issued pursuant to the provisions of these Rules.

VIII. Transitional and Final Provisions

Article 22

These Rules shall enter into force on the date of their adoption by the Senate and shall be published in the Higher Education Information System (VIS).

Upon the entry into force of these Rules, Rules No. 13/2025-Pr.disc.odg., dated 18 June 2025, shall cease to apply. Proceedings relating to disciplinary violations already commenced but not yet concluded prior to the entry into force of these Rules shall be concluded in accordance with Rules No. 13/2025-Pr.disc.odg., dated 18 June 2025.

The annex to these Rules is the “Form for Reporting an Alleged Student Disciplinary Violation”.

Celje, 1 July 2026
Number: 21/2026-Pr. disc. odg.

Prof. Dr. Kristijan Breznik
ISSBS Dean

Forms and annexes:

- Pr. disc. odg_Obr-1: [Form for Reporting a Disciplinary Violation](#)