Disciplinary Rules for Students
of the Vrije Universiteit Brussel

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These disciplinary rules have various objectives.

On the one hand, they are an instrument for maintaining order and discipline both on campus and during educational activities. On the other hand, the disciplinary rules provide information about the procedures for those concerned and help prevent arbitrary sanctions. They also grant students rights, such as an appeals procedure and the right to be assisted.

Students who are part of the university community are expected to behave with a sense of responsibility, show respect for others and their environment, and demonstrate self-discipline. In that sense, the disciplinary rules should be regarded as a final instrument on which to fall back if all other means fail. At the same time, it should be emphasised that a student has the right at all times to critical free speech.

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Order and discipline during educational activities.

Article 1.
Lecturers are responsible for order and discipline during their classes. They have the right to impose appropriate measure on students, who treat them disrespectfully or who disrupt classes, for the purpose of restoring order (i. a. by ordering them to leave the room).

Acts which may give rise to disciplinary sanctions.

Article 2.
1. A student may be subject to disciplinary proceedings in, for example, the following cases:
   - commission of acts that qualify as offences;
   - use of violence against members of the university community or intentional damage to their property;
   - damage to university buildings or goods as a result of deliberate or gross negligence;
   - theft of tangible or intangible property of the University or unauthorised use thereof;
   - carrying out of any acts that compromise the dignity of persons or prevent the University from fulfilling its mission as laid down in the Organic Statute;
   - disruption of good order within the university community.
2. Only one disciplinary procedure may take place, even if a student is accused of more than one act.
3. If the disciplinary body decides that several cases are connected, it may decide to combine them.

Investigation.

Article 3.
1. The investigation of the disciplinary cases is led by the Vice-Rector for Education and Student Policy. He/she may be assisted in that task by the dean of the relevant faculty or by a member of the academic staff, who is not a party to the matter. Anonymous complaints or reports shall not be taken into account.
2. The student involved shall be informed in writing of the alleged facts. If the student is a minor, then the legal representative will also be informed.

Article 4.
1. The investigation of the disciplinary file shall take place within a reasonable period and give rise to the dismissal of the case or referral to the disciplinary committee.
2. The student involved shall be informed in writing of the aforementioned decision.

Disciplinary committee

Article 5.
1. The disciplinary committee shall be composed of the Rector, who acts as the chairperson of the disciplinary committee, three members of the academic staff and three students.

1 Should the Vice-Rector for Education and the Vice-Rector for Student Policy be two different positions, the tasks involved and referred to in these rules shall be assumed by the Vice-Rector for Student Policy.
2. The members of the academic staff, who form part of the disciplinary committee, shall be designated annually by the competent administrative body.
Where appropriate, the representative of the Rector will be appointed by the competent administrative body on the recommendation of the Rector.
The student members shall be appointed annually by the Student Council.
3. The members of the disciplinary committee shall in this capacity be bound by secrecy.
4. The Legal Service shall act as the secretariat of the disciplinary committee.

Procedure.

Article 6.
In the event of referral to the disciplinary committee, the person concerned shall be summoned by registered letter by the chairperson of the disciplinary committee at least 10 working days before the hearing.

Article 7.
A student subject to a disciplinary procedure shall always have the right:
- to consult the entire dossier;
- to be assisted by a person of his/her choice and, if desired, to request that a representative of the student council attend the hearing.

Article 8.
1. The hearing(s) of the disciplinary committee shall take place behind closed doors.
2. The disciplinary committee may take any investigative measures it deems necessary, including the hearing of witnesses.
3. After hearing the parties involved, the disciplinary committee shall take a decision by a simple majority of votes. Should there be a tied vote, this shall be interpreted as being in favour of the student.
4. A copy of the reasoned decision shall be sent to the parties concerned by registered letter.

Appeal.

Article 9.
1. The person concerned shall have a period of 10 working days from the written notification of the decision in accordance with Article 8 4. to appeal to the competent administrative body.
2. The reasoned notice of objection must be sent to the chairperson of the aforementioned body by registered letter.
3. In the reasoned notice of objection, the person concerned may request to be heard.
4. The appeal shall not suspend the enforcement out of the decision

Article 10.
1. The reasoned notice of objection shall be dealt with at the first following meeting of the competent administrative body.
2. Any member of the disciplinary committee, who also sits on the administrative body, must leave the meeting during the relevant agenda item.

Article 11.
1. After taking all the investigative measures deemed necessary, the competent administrative body shall take a decision by a simple majority of votes. Should there be a tied vote, this shall be interpreted as being in favour of the student.
2. The decision shall be notified to the person concerned by registered mail within 10 working days of its enforceability.

Sanctions.

Article 12.

1. The following disciplinary sanctions are possible:
   1. warning;
   2. termination of the student’s rental contract in VUB’s student accommodation;
   3. disciplinary suspension as regards the use of certain services and/or attendance at certain lectures;
   4. disciplinary suspension, including suspension as regards the exams;
   5. exclusion.

2. The disciplinary suspension as regards the use of certain services and/or the attendance at certain lectures, and the disciplinary suspension, including suspension as regards the exams, may be for a maximum period of one year.

3. Exclusion may be pronounced only for acts where intent has been demonstrated and results in the person involved immediately ceasing to be a student. The person concerned may be re-registered only after a period of at least 3 years and on the basis of a reasoned decision or after exceptionally motivated admission by the Vice-Rector for Education and Student Policy.

4. The expiry of the duration of the disciplinary sanction shall mean that the sanction in question may no longer be taken into account, except in cases of repeated infringement as regards the matter for which the sanction was imposed.