

STUDENT DISCIPLINE PROCEDURES WORKFLOW PROCESS

Work Flow Process	Responsible
<p>The evidence of the alleged offense committed by the student is submitted to the Faculty Dean's Office.</p>	Witness
<p>The disciplinary officer (Dean) assigns a lecturer (investigator) to conduct the investigation.</p>	Faculty
<p>The assigned lecturer conducts the investigation in accordance with Article 54 of the Law No. 2547.</p>	Investigator
<p>The investigator completes the investigation and submits it to the Dean's Office.</p>	Investigator
<p>If the penalty proposed by the investigation is "reprimand or suspension for a period of one week to one month," it is directly given by the Dean within 15 days. Other penalties are discussed in the Management Board, which serves as the Disciplinary Board.</p>	Faculty
<p>In disciplinary committees, the role of rapporteur is carried out by a member assigned by the chair. The rapporteur member completes the examination of the referred file within a maximum of five days.</p>	Rapporteur
<p>The report of the rapporteur is heard first in the Board. If deemed necessary, the investigators may also be heard. At the end of the discussions, a vote is held, and the decision is announced by the chairman.</p>	Disciplinary Board
<p>The result of the disciplinary investigation is communicated to the student subject to the investigation and, if applicable, to the victim.</p>	Faculty
<p>The completed disciplinary investigation file is forwarded to the Rectorate to be reported to the Directorate of Student Affairs.</p>	Faculty
<p>The Directorate of Student Affairs carries out the relevant procedures based on the result of the disciplinary</p>	Directorate of Student Affairs