

# Rules of procedure for the Disciplinary Committee

## I. Introduction

The Disciplinary Committee (DC) of the IYPT is committed to protecting fairness for all teams and team members as well as preventing misconduct. Such misconduct might include plagiarism and any similar unfair practice for example use of the Internet to gain an advantage during a fight. The DC adjudicates disciplinary matters under the authorisation of the Executive Committee (EC) of IYPT. The DC does not wish to be heavy-handed in any way but must exist to ensure fair play should any serious breaches of conduct occur.

## II. Composition

DC is composed of three members:

- one Executive Committee (EC) member as the Chair of the DC,
- two members of International Organising Committee (IOC) of IYPT

The two members are selected every 4 years. Each DC member shall be impartial and independent in handling of a disciplinary matter. Each DC member should notify the Chair of all factors that may be deemed to endanger his/her impartiality or independence. The DC has the right to declare a member disqualified if he/she is not able to handle the disciplinary matter as an impartial and independent judge. Under such circumstances, any member of the IOC can expect to be co-opted onto the DC.

## III. Disciplinary action process

The disciplinary action process includes preparation of formal complaint in writing, prehearing, hearing, committee decision and disclosure.

### *1. Preparation of formal complaint*

The DC expects efficiency and preciseness because of the short duration of IYPT. Formal complaints must be handed in in writing, including description of what has happened, why plaintiffs believe fairness has been broken and evidence for the complaint. All participants (team members, team leaders and jurors) have their responsibilities and right to report unfairness during the tournament. Written complaints should be reported to the Chair of the DC by team leaders or jurors. No hearing shall result from circumstances which are only communicated orally.

### *2. Prehearing*

The allegations must refer to the unfairness during the tournament. Before handing in the written complaint, persons must discuss with the Chair of the fight, if applicable. The Chair of the fight is the person authorized by the DC for the prehearing of the complaint. Complaints must be approved by the chairman of the fight. Complaints of a trivial nature should be dealt with by the Chair and without reference to the DC.

### *3. Hearing*

A closed hearing will normally be held within 24 hours of the time of referring. The committee expects the hearing to be directed by the Chair or a person authorized by the Chair. Before the hearing, written complaints will be provided to DC members, involved students or teams and the chairman of the fight, if applicable. In the hearing,

- a) If applicable, the Chair of the fight or a person authorized by the Chair introduces his/her impression of the event and his/her reasons why he/she believes the allegations need to be reported and discussed.
- b) The plaintiff and defendant parties are present at the hearing. Students are accompanied by their team leaders.
- c) The plaintiff side gives their oral report to explain their complaint in 10 minutes.
- d) The DC Chair confirms the defendant side understands the allegations against them. The defendants announce their denying or admission for the complaint.
- e) The defendants have 10 minutes to reply to the complaint.
- f) During report and reply to the complaint, DC members can ask questions to clear the details of the complaint. DC panels strive not to unduly disrupt the report and reply.

No persons may take part in the hearing except for the DC members, Chair of the fight (if applicable) and the two parties. No video or audio recording is allowed during the hearing.

### *4. Decisions and reasons*

The DC will make the decision immediately after the hearing, unless both parties agree otherwise during the hearing. All persons other than the DC members are required to leave and wait outside while the DC considers its decision. Written decisions and reasons will be issued to the two parties within 24 hours after the decision has been made.

## **IV. Appeal**

Every decision on a hearing motion is final and is not subject to appeal.

## **V. Disclosure**

After being issued, decisions and reasons are public to guarantee and improve fairness of the tournament.

## **VI. Penalty**

Penalties levied by the DC shall not extend beyond the tournament, other than the possibility of suspension from the same tournament in the future. Penalties include warning to individual students, teams or team leaders. For serious or repeated unfairness cases, score of the fight or further eligibility for participation might be limited.

## **VII. Decision-making of the Disciplinary Committee**

Each member shall have one vote at the decision step. The opinion supported by the majority of votes shall be the decision of the DC.

## **VIII. Confidentiality**

The discussion among the DC must remain completely confidential.