

House rules

21 May 2024

Statement of Values

These House Rules are guided by Modul University's stated values:

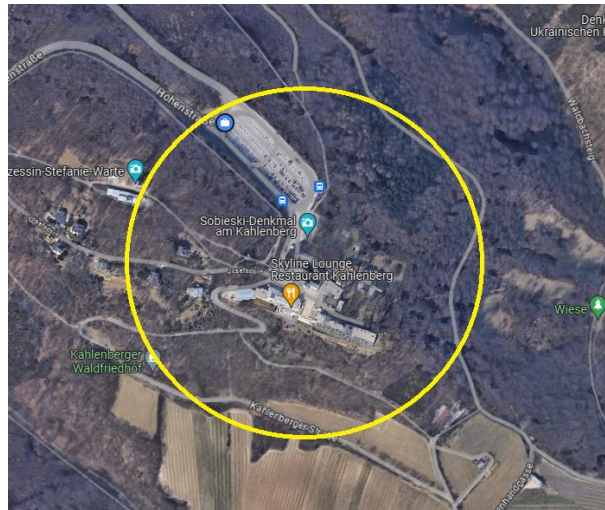
- Knowledge, Creativity, Innovation
- Personal Integrity
- Mutual Respect
- Responsibility and Stewardship

The university expects its students, employees, and guests to observe these values as members of the university community.

§1 Scope

(1) The house rules apply to students, employees, guests, and all other members of the university community who conduct business in the name of the university while on campus, off campus, or virtually.

(2) The university campus is defined as the surroundings of the university building up to a distance of 300 meters, the building itself, and all its facilities including the technical equipment.



(3) The purpose of these rules is to ensure safety, protect the university's data and resources, and ensure adherence to relevant laws and regulations. In principle, violations of Austrian law that take place on campus are considered a breach of the house rules.

§2 General Rules

- (1) Communication among students and employees of the university must always remain respectful, independent of time, location, and setting. Similarly, it is expected that all those subject to the House Rules conduct themselves in a manner that does not reflect poorly on the university or its public image.
- (2) All campus facilities defined in §1 (2) shall be handled with care. The university building and the area in front of the university shall be kept as clean as possible. Littering is prohibited. All individuals are required to dispose of their own trash, return dishes to bussing stations or kitchens, and generally leave all common spaces in a clean and orderly state.
- (3) Technical equipment shall be operated economically, and all facilities shall be used with consideration of environmental sustainability.
- (4) The university building is not a public building. Only students, employees and their guests, are allowed inside or to use the facilities of the university.
- (5) All doors of the building shall be locked after opening hours. The opening hours of the university are:
 - Monday-Friday from 8:15 to 20:30 throughout the academic year.
 - Monday-Friday from 09:00 to 15:00 outside of the academic year.MBA and MSc students have access to the university building on weekends when MBA and MSc classes are held on campus. All students must leave the building before closing unless they are accompanied by a faculty or staff member. At all times, faculty and staff members are entitled to ask unaccompanied visitors for a photo-ID and ask them to leave the building immediately if necessary.
- (6) Certain areas of the university are monitored with closed-circuit cameras for security purposes, which may occasionally imply the recording of university members.
- (7) Keys are only issued to staff and faculty of the university and to staff of companies hired by the university (cleaning staff, security staff, etc.). The loss of a key shall immediately be reported to the Head of Facilities. Upon termination of employment, keys must be returned.
- (8) IT equipment is only issued to staff and faculty of the university for official purposes. Loss of, or damage to, IT equipment shall immediately be reported to the IT department. Upon termination of employment, all IT equipment must be returned.
- (9) The kitchen on the lower level is for staff and faculty use only. The kitchen and the facilities including the stove and the microwave oven shall be cleaned after use. Pots and pans shall be cleaned, and dirty dishes shall be put into the dishwasher. Every person is responsible for the disposal of their own trash and of their own food.
- (10) Posters and announcements shall only be displayed in/on the spaces provided for this purpose (pin boards, show cases). Persons who put up posters on the walls are liable for damage caused when the posters are removed.

(11) It is not permitted to put up posters or other information or advertising material whose content conflicts with Austrian law. The university also reserves the right to remove posters and printed materials deemed to conflict with the university's values.

(12) The use of electronic smoking devices and smoking on the university premises is only permitted within designated smoking areas which are indicated by signs, floor markings, and ashtrays. All other outdoor and indoor space is to remain smoke-free.

(13) The consumption of alcoholic drinks is only allowed in moderation in the area of the cafeteria and terrace and is strictly forbidden in offices and classrooms. Exceptions can be made for official sanctioned events or at the discretion of the University Board.

(14) It is forbidden to make an open fire in the building or on the university premises. Fireworks, sparkler candles, and other incendiary devices, especially those that create smoke, are prohibited indoors.

(15) It is forbidden to bring any kind of weapon to the university.

(16) It is forbidden to bring animals into the building. Exceptions are made for guide dogs or at the discretion of the University Board.

(17) It is forbidden to use sports equipment such as roller skates, skateboards, bikes, scooters, etc. in the university building.

(18) The sale of goods and other business transactions are not permitted without prior permission from the university.

(19) The front desk shall be immediately informed of damage to facilities or potential hazards to health and safety.

(20) The front desk shall be informed about any lost and found items.

(21) Relocation of any university furniture must be managed or approved by the facilities department.

(22) In accordance with Austrian law, all persons are liable for damage they may cause to campus facilities.

(23) Car parking for students and staff is not permitted behind the church without permission or in front of the entrance to the university. The front of the university must always be kept clear for deliveries and in case of emergencies.

(24) Employees are responsible for their workspace. Windows should be closed; furniture put back in place; and lights, heating, and air conditioning should be switched off by the last person to leave their office at the end of the workday or classrooms at the end of each session.

(25) Although the university has dedicated resources for campus security and cleanliness, all members of the university community bear a responsibility for the safety and cleanliness of university common areas.

(26) All members of the university, including students, staff, and faculty, shall treat all persons equally, independent of sex, ethnicity, nationality, religion, or sexual orientation. If any person feels affected by discrimination, bullying, harassment, or sexual harassment, several resources are available:

Study Program Managers are available as a first resource for questions or referrals for students, staff, and faculty.

The Open Office is a resource dedicated to supporting students on a range of issues. More information is available on the university website.

The Inclusion and Diversity Committee invites all members of the MU community to approach the IDC for professional and confidential advice, suggestions, mediations on matters related to bullying, harassment, diversity, respect, etc. More information on the IDC and who to contact can be found on the university website.

(27) While activities dedicated to cultural exchange, inclusion, and understanding are encouraged and supported, activities that preach or profess religion, religious belief, or cult affiliation are prohibited. Similarly, the university follows the official holiday calendar of Austria and does not make special accommodations for personal or religious holidays.

(26) All members of the University as well as visitors and guests must follow the MU health and safety instructions as announced by the University Board.

§3 Opening and Contact Hours

(1) Core student-facing departments must maintain on-campus walk-in hours for students a minimum of Monday – Thursday from 9:00 – 15:00.

(2) The School Heads are responsible for ensuring that faculty establish sufficient weekly contact hours with students outside class. External lecturers must provide student appointments upon request.

§4 Behavior in Classrooms

(1) During a lecture or course:

- a) it is expected that students do not cause any kind of disruption and behave in accordance with the Examination Regulations and Student Code of Conduct, Fire Safety Regulations, or any other regulations as stipulated by the University Board of MU.
- b) lecturers have the right to prohibit the use of mobile phones.
- c) the use of laptops is exclusively meant for academic purposes. Lecturers are entitled to prohibit the use of laptops at their discretion.
- d) consumption of food is prohibited unless permitted by the instructor.

- e) it is prohibited to read books, newspapers, or other material not relevant to the course, unless permitted by the instructor.
- f) it is prohibited to bring children or guests, unless exceptionally permitted by the instructor.

(2) Students are not allowed to participate in lectures or courses in which they are not registered unless permitted by the instructor.

§5 Behavior in the Library and the Study Area next to the Library

- (1) In the above-mentioned areas:
- a) mobile phones and electronic devices should be placed in silent mode
 - b) it is forbidden to talk on a mobile phone
 - c) eating or drinking is prohibited
 - d) disruptions and noise should be kept to a minimum

§6 Consequences in Case of Violations

(1) Consequences in case of violations apply to students and guests. Behavior of MU employees must be handled in accordance with provisions outlined in Austrian labor law.

(2) Minor violations typically do not involve damage to university property, bodily injury, or criminal activity.

(3) Severe violations typically involve damage to university property, bodily injury, weapons, criminal activity, or any egregious breach of university behavioral standards.

(4) Applicable consequences

(A) Minor violations

- i. Verbal warnings
- ii. Written warning for the student file

(B) Repeated minor violations

- i. Written warning for the student file
- ii. Written warning for the student file and a fine ranging between 100 – 1,000 Euros

(C) Severe violations

- i. Written warning for the student file and a fine ranging between 100 – 1,000 Euros
- ii. Suspension for one or multiple semesters
- iii. Expulsion from the university

§7 Amendments

(1) Changes and amendments to these rules are decided by the University Board.