

House rules

10 October 2008

Revised on 2011-03-23, 2012-01-17, 2018-04-24, 2018-11-05, 2020-11-06, 2020-11-12, 2021-04-15, 2021-09-20, 2023-04-26

§1 General Rules

(1) The house rules apply to the surroundings of the university building, the university premises and the building and all its facilities including, the technical equipment.

(2) All facilities shall be handled with care.

(3) The university building and the area in front of the university shall be kept as clean as possible.

(4) Technical equipment shall be operated economically, and all facilities shall be used with consideration of environmental sustainability.

(5) The university building is not a public building. Only members of the university, including students, staff and faculty and their guests, are allowed to sojourn in the university building and use the facilities of the university.

(6) 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 and 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 during which MBA and MSc classes are held on campus. All students have to leave the building before closing unless they are accompanied by a faculty or staff member. After opening hours, faculty and staff members are entitled to ask visitors for a photo-id and ask them to leave the building immediately.

(7) Keys are only handed out to staff and faculty of the university and to staff of companies hired by the university (cleaning staff, security staff). The loss of a key shall immediately be reported to the administration office. Upon termination of employment the keys have to be returned to the administration office.

(8) 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 that will no longer be used.

(9) 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.

(10) It is not permitted to put up posters or other information or advertising material whose content is in conflict with Austrian law.

(11) Smoking on the university premises is only permitted inside designated smoking areas which are indicated by signs, floor markings and ashtrays. All other outdoor and indoor space is to remain smoke-free. This also applies to e-cigarettes. The consumption of alcoholic drinks is only allowed with disciplinary responsibility, in the area of the Cafeteria & terrace and strictly forbidden during the attendance of classes. Exceptions can be made at official announced Modul University Events.

(12) It is forbidden to make an open fire in the building and on the university premises.

(13) It is forbidden to bring any kind of weapons to the university.

(14) It is forbidden to bring animals into the building. Exceptions are made for guide dogs or by decisions of the University Board.

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

(16) The sale of goods and other business transactions are not permitted without prior written permission by the administrative office.

(17) The reception shall immediately be informed of any damage caused.

(18) The reception shall be informed about any lost and found items.

(19) It is forbidden to move any furniture outside the building, and vice versa.

(20) In accordance with Austrian law, every person is liable for any damage caused by them.

(21) Car parking for students and staff is not permitted behind the church or in front of the entrance to the university. The front of the university needs to be kept clear for deliveries and in the case of emergencies.

(22) Windows shall be closed before students and staff members leave the building. All terrace doors shall be closed by the last person who is leaving the terrace.

(23) 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 a person is affected by discrimination, they can refer to the diversity management representative for support.

(24) Communication among students and employees of the university shall always be done in a respectful manner.

(25) It is forbidden to execute any religious activities on the University premises.

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

§2 Opening and Contact Hours

(1) The University Board decides on the opening hours of the university, the library, the student service center.

(2) The School Heads decide on the consultation hours per week of each faculty member. Faculties with teaching obligations during a semester have to offer at least one consultation hour per week. External lecturers have to provide consultation opportunities upon request.

§3 Behavior in Classrooms

(1) During a lecture or course, it is forbidden to:

- a) use mobile phones or any other electronic devices, except of equipment that the lecturer has given permission to;
- b) Notebooks are allowed in lectures and courses, however, in classrooms, students are not allowed to use notebooks for anything other than tasks that are related to the class;
- c) eat and drink, except of soft drinks as long as bottles are properly trashed away, Exceptions can be made by the Facility Manager;
- d) read newspapers or other literature that is not relevant to the course;
- e) perform any other actions which disturb the class;
- f) bring children except those who require permanent personal care.

(2) Students are not allowed to participate in lectures or courses in which they are not registered unless the lecturer permits it.

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

(1) In the above-mentioned areas it is forbidden to:

- a) use mobile phones
- b) eat and drink
- c) make noise which disturbs other people in this area.

§5 Consequences in Case of Violations

(1) Infringement of a house rule shall result in the following measures:

- a) In the case of a minor transgression: admonition by the Dean, the Managing Director or the President.
- b) In the case of a repeated transgression or severe violation: expulsion from the University by the University Board.

§6 Amendments

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