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# Code of Conduct for International Exchange Students

## St. Pölten University of Applied Sciences

The status of '**International Exchange Student**' applies to students who are not Austrian residents and

1. study at a university which has a bilateral partnership agreement with the St. Pölten University of Applied Sciences and who have been selected by their home university to spend a study-abroad period of 1 semester or 1 academic year at the St. Pölten University of Applied Sciences; or
2. study at a university which has no exchange agreement with the St. Pölten University of Applied Sciences. They do so, on their own initiative but with the consent of their home university, they have successfully applied for studying at the St. Pölten University of Applied Sciences for a period of 1 semester or 1 academic year ('free movers').

International Exchange Students are often simply called '**Incoming Students**'.

As an International Exchange Student, you are entitled to expect that:

- Your home and host universities to provide you with information and administrative support.
- You receive comprehensive information, preferably in English,
  - on the studies offered at the St. Pölten University of Applied Sciences
  - on the admission requirements and the admissions process, and
  - on the local study and living conditions.
- The sending and receiving institutions provide you with a Learning Agreement before your departure. The learning agreement spells out the details of your planned activities abroad, including the credits to be achieved.
- You do not have to pay tuition fees at the St. Pölten University of Applied Sciences. (If your home university has a partnership agreement with the St. Pölten University of Applied Sciences).
- Assistance will be provided with regards to finding housing in St. Pölten.
- You will have full access to all facilities at the St. Pölten University of Applied Sciences, such as computer rooms, labs, the library, etc.
- You will be treated and served by the St. Pölten University of Applied Sciences in the same way as the regular students.
- Academic advice and guidance will be given by the International Co-ordinator assigned to you. The International Co-ordinator is a staff member who you will meet in person during the Orientation Week.
- You will have free membership in the International Student Network (ISN). This means that you can join in all of the cultural and social activities organised by the ISN, at subsidised student prices.
- You may be represented in the Austrian National Students' Union, 'Österreichische Hochschülerschaft'.
- Information will be provided about the applicable law relating to intellectual property rights. You will be advised at an early stage about the nature and consequences of plagiarism in scientific and artistic work. The university will ensure that intellectual property developed by students (research findings, artistic work) will be protected within the scope of the applicable law.

- You will be given a **Transcript of Records** at the end of your semester at the St. Pölten University of Applied Sciences, covering the studies/work carried out and signed by the St. Pölten University of Applied Sciences. The Transcript of Records lists your results with the grades and credits achieved.
- Full academic recognition from your home university for satisfactorily completed activities during the mobility period, in accordance with the Learning Agreement will be provided.
- Opportunities to maintain your contacts with alumni and with the St. Pölten University of Applied Sciences.
- Administrative and organisational support from the International Office staff is available.
- Academic and personal support is available, if needed. Do not hesitate to address the International Office staff with any questions or problems. They are your first port of call and will help you find ways of solving your problem or direct you to the right people.

As an International Exchange Student student, you are expected to:

- Respect the rules and regulations in place at the St. Pölten University of Applied Sciences. The rules and regulations (exam regulations including specific implementing rules, house rules etc., to be found in the Campus Information System CIS in its current version) are explained to you in the course of the Orientation Week at the beginning of the semester.
- Make yourself aware of all the university rules and regulations and your rights and responsibilities as a student.
- Spend the full study period as laid down in the Academic Calendar of the St. Pölten University of Applied Sciences, including undergoing the relevant examinations or other forms of assessment.
- Take full responsibility to obtain insurance for the time of your stay in Austria and for visa and residence procedures.
- Ensure that any changes to the Learning Agreement are agreed in writing with both the home and host institutions immediately when they occur.
- Fulfil the compulsory attendance as stated in the respective examination regulations (to be found in the Campus Information System, CIS).
- Submit to the same course requirements and assessment criteria as the regular students, without expecting preferential treatment. You may, if necessary, ask individual lecturers to grant you a different mode of examination (e.g. an oral rather than a written exam, using English in the exam instead of German). However, be aware that lecturers are not obliged to grant you this and it is entirely their decision.
- Be aware of all requirements set by the professors and lecturers, and raise any questions or concerns with the academic staff in a timely manner.
- Be considered to be an adult and to be responsible for your own actions or failure to act.
- Maintain proper standards of study and act in a responsible manner.
- Behave in an appropriate manner and refrain from any actions that might harm the reputation of the St. Pölten University of Applied Sciences or that of your home university.

- Refrain from academic dishonesty, plagiarism, cheating, or use of unauthorised material,
- Refrain from accessing or distributing confidential academic materials. Academic dishonesty is any conduct which involves dishonesty in academic work or which enables a student to obtain an unfair advantage in academic matters.
- Respect the rules and regulations in place at your student residence or rented accommodation. Refrain from causing noise, polluting your surroundings or damaging property.
- Be aware of cultural differences and treat fellow students and university staff respectfully.
- Give feedback on your study-abroad period upon your return if requested by your home university, the European Commission or the Erasmus National Agency.

By applying for studying at the St. Pölten University of Applied Sciences, I fully agree with the above-mentioned rules and conditions. I understand that if I fail to comply with the rules mentioned above, I may be dismissed from the St. Pölten University of Applied Sciences before the end of the semester and may receive an incomplete Transcript of Records.

The St. Pölten University of Applied Sciences is entitled to use photos and videos made of the students during the study for marketing purposes and for teaching and research.

Furthermore, the student grants the St. Pölten University of Applied Sciences a free-of-charge, temporally and locally unlimited permission, to use all works created by him / her during the course of studies (including bachelor and diploma theses). This applies to all works of art reserved for the author within the scope of teaching and research. The permission includes the right of use in online networks as well as on the internet as well as the granting of user licenses to third parties. The use of the work by the student is not limited thereby.