UNO-Innsbruck Student Rules and Regulations

NOTE: These rules and regulations supplement those stated in the Policy Manual for International Study Abroad Programs

PROGRAM ID CARDS
All participants on the International Summer School are required to have and possess at all times the International Summer School ID card. Failure to produce or surrender this ID card when requested by university or dormitory officials may result in disciplinary actions by university officials. Failure to report a lost or stolen card may result in disciplinary actions by university officials.

MEDICAL INSURANCE CARDS
All participants on the International Summer School are advised to carry the Study Abroad Insurance Plan card at all times to verify proof of coverage. Our agent, TW Lord, can be reached 24/7 by calling 770-427-2461.

GENERAL RULES
In keeping with the expectation of responsible citizenship by all participants in The International Summer School, the University does not permit:

- Drunkenness or disorderly conduct on any occasion, either in public or in the dormitory
- Dishonesty in any form (including cheating)
- Illegal use, sale or furnishing of drugs or possession of drug paraphernalia
- Possession of firearms or other weapons, ammunition, explosives or fireworks
- Failure to comply with the official regulations or orders of a duly designated authority
- Disregard for the physical well-being, rights and property of others
- Forgery, alteration or misuse of university documents, records or identification cards
- Arriving at the dormitory after 2:00am curfew on school nights
- Alcohol and drugs in the dormitory or on any program-sponsored excursions and events
- Smoking, flammables, candles, incense or any flames in the dormitory

CURFEW
The International Summer School will have a curfew on all class nights. Students will be required to surrender their ID card when returning to the dormitory between 2:00 am and 6:00 am. It is considered a curfew infraction if a student arrives in the dormitory after 2:00 am because of a late or delayed return from weekend travel. Students may not leave the dormitory for any reason between the hours of 2:00 am and 6:00 am, unless there is an emergency. Any curfew infraction(s) may result in a student’s expulsion from the program or other disciplinary procedures by university officials.

EXCUSED ABSENCE
A student who receives an “Excused Absence” for any class, from the program nurse or authorized medical person and approved by the Academic Director, shall be required to report to, sign in and remain within the student dormitory “The Rössl in der Au” not later than 10 PM the same day. The student is curfewed in the dormitory until 6 AM the following day. This rule is applicable to any day/date the student acquires an “Excused Absence” from the nurse or medical person in charge. A violation of the 10 PM – 6 AM curfew will result in a disciplinary action against the student.

ROOM DAMAGES & LOST ROOM KEYS
All participants in The International Summer School are held responsible for any damages caused to property in their rooms or on the premises of the Rössl. You will be held financially responsible for any damages attributable to you. The Rössl will provide each student with a key card for their room. If you lose your key card, you can request a new card but will be charged €8. Do not lose your key card or loan it out to others.

NO GUESTS IN DORM
Persons not part of the UNO-Innsbruck program are not allowed in the dormitory. The Rössl is the temporary residence for all students on our program and you may be asked to produce your ID card to verify your right to be here – especially in the late evening hours. Please cooperate when asked. For security reasons, you are not allowed to bring any non-program participants into the dormitory. Strangers will be arrested by local authorities and this may also result in your own expulsion from the program by university officials. Any visiting family and friends must remain in the lobby area of the dormitory and are not allowed in any other areas of the facility.

QUIET HOUR
‘Quiet Hour’ (Nachtruhe) after 10:00 p.m. (It’s the law!). By Austrian law, people must reduce noise levels throughout the city and residential areas after 10:00 p.m. (You will notice that live and electronic music is discontinued at this time except in private clubs, discos, and remote areas). You are subject to the observance of this law in the dorms as well as in other parts of the city. In addition, please refrain from any loud talk or parties in your rooms or in the halls of the dorms after 10:00 pm. You will learn quickly that while the dorms are beautiful facilities, the slightest noise echoes loudly down the hallways. Doors are to be kept closed at all times.
UNO Policy Manual for International Study Abroad Programs

As a guest in a foreign country, you are an ambassador of the United States. You should make a real effort to try to understand and adapt to the customs of your host country. In Austria, as well as in other European countries, there are laws and standards of behavior different from your own. Learning to recognize and appreciate these differences will enhance your experience abroad with The International Summer School as well with those who extend to you their hospitality and friendship.

In keeping with the spirit of international study programs offered by the Division of International Education at UNO, we expect all students to live up to the added responsibilities that come with life and travel in a foreign country. Our basic approach is to establish a self-regulating community abroad, insofar as that is possible. You will be expected to comply with and conduct yourself according to the University of New Orleans Code of Student Conduct, the Division of International Education’s Code of Student Conduct, and the laws of Innsbruck, Austria.

Academic Dishonesty

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the University. All faculty members and teaching assistants should encourage and maintain an atmosphere of academic honesty. They should explain to students the regulations defining academic honesty and the sanctions for violating these regulations.

Students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have a responsibility to bring the matter to the attention of the course instructor and/or academic unit head, or the Assistant Dean.

Academic dishonesty includes, but is not limited to, the following:

Cheating: The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include: copying or allowing someone else to copy from another student; unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or possession of specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism: The unacknowledged inclusion of someone else’s actual words or paraphrasing ideas or data as one’s own. This means sources of information whether published or unpublished, copyrighted or uncopied.

Academic Misconduct: The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples are: stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, “drop form,” or other university records of the University; unauthorized entry into a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Falsification/Fabrication: The intentional use of false information or the falsification of research, findings, personal or university documents with the intent to deceive. Examples include citation of information not taken from the course indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one’s own
any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

**Accessory To Acts of Academic Dishonesty:** The act of facilitating, supporting or conspiring with another student to commit or attempt to commit any form of academic dishonesty.

**Sexual Harassment**

The University of New Orleans Division of International Education does not tolerate sexual harassment among its employees or students. It is a violation of U.S. state and federal law. As on-site administrator, you have a responsibility to treat any report of sexual harassment as a serious matter and to investigate any report as thoroughly as possible.

**Alcohol Sale and Consumption Policy**

Laws concerning consumption of alcohol vary from country to country. In many cases, consumption laws are much more lenient in foreign countries and access to alcohol is easy. Cultural attitudes are also different from our own. Be sensitive to local laws and customs and be aware of the regulations regarding alcohol on this program: The possession, sale, distribution, or use of any alcohol in the UNO-Innsbruck dormitory is strictly prohibited. Any alcohol container discovered in a dormitory room is legally presumed to be owned and possessed by the students registered in that room regardless of who placed it in that room or how it was placed in there. Any conduct caused by alcohol such as disrespectful conduct, fighting, public or private intoxication in or outside of the Rössl and during program events is a violation of the Student Code of Conduct. The use of alcohol to solicit donations or entice anyone to non-school events violates the Student Code of Conduct.

**UNO Drug Free Campus Policy**

The University of New Orleans prohibits the possession and/or use of drugs. It is unlawful to possess, use, or distribute illicit drugs on UNO property or any University sponsored events, whether or not the event occurs on campus.

**Student Rights on International Study Programs**

Any student charged with violation of the Student Code of Conduct has the right:

1. To first participate in a resolution conference.
2. To be notified of the charges in writing by the program’s Academic Director or the Assistant to the Director for Student Conduct.
3. To have the case heard by the Faculty-Student Committee on Discipline.
4. To have the case heard quickly, normally within 2 working days after notification.
5. To appear alone or with any person to advise and to assist him or her before the committee.
6. To refuse to testify if the answer may tend to establish against him/her a violation of the rules or ‘Standards of Behavior.’
7. To be present during all phases of the hearing except during the committee’s deliberations; to be confronted with all evidence introduced against him/her; to have a reasonable number of witnesses testify in his/her behalf; and to have reasonable cross-examination of the witnesses appearing against him/her.
The Student Code of Conduct

Judicial action may be initiated by University of New Orleans’ personnel or by any member of the university community. Sanctions may be imposed upon any student found in violation of the code. Even the most severe sanction, including expulsion, can be imposed upon the first violation of any of the following rules and regulations.

1. **Academic dishonesty**, including, but not limited to, cheating and plagiarism.

2. **Physical, mental, or verbal abuse**, including assault and/or battery, by any person who poses a clear and present threat to the health, safety, or well-being of any person on the program.

3. **Admitting non-program participants** into the student housing facility and/or allowing them to sleep in the student’s room, or allowing them access to any other place or section in the dorm, or in the case of home stay programs, the family’s house.

4. **Sexual misconduct** of any person.

5. **Harassment** of any person based on race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law that poses a clear and present threat to the health and safety or well-being of any person on the study abroad program.

6. **Hazing**, defined as initiation rites involving physical abuse or mental anguish.

7. **Disrupting/endangering the safety** of the study abroad program community e.g., tampering with elevators, tampering with fire safety equipment, falsely reporting a bomb or fire, or engaging in behavior that creates a fire or safety hazard.

8. **Possession, use or threatened use of dangerous items** including, but not limited to, firearms, weapons, fireworks, any gas liquid, or any other substance or instrumentality which, in the manner used, is calculated or likely to produce death or great bodily harm.

9. **Participating in demonstrations that disrupt** the program operations or infringe on the rights of others including, but not limited to, rioting or inciting a riot.

10. **Vandalism, malicious destruction, damage, or misuse of** program property or private property, including, but not limited to, the housing facility.

11. **Failure to comply with rules and regulations** of any entity involved in the program, including institutions cooperating with the University of New Orleans in sponsoring the program, and other areas available to students.

12. **Manufacture, distribution, sale, possession or use** of illegal drugs and/or paraphernalia, or drug intoxication of any kind anywhere.

13. ** Forgery, alteration, or misuse** of official documents records, or program Identification Card.

14. **Theft, fraud, shoplifting, embezzlement, or possession of** stolen property.

15. **Failure to follow** any program policy or regulation.

16. **Littering or endangering** the environment.

17. **Lewd, indecent, obscene or disorderly conduct**, including but not limited to, conduct resulting from drug or alcohol use; undue noise or behavior that results in unreasonable annoyance; any obstruction or disruption of teaching, research, or administrative functions, judicial procedures, living and learning environment or other University activities, including public service functions or other authorized activities on University property or at University sponsored events.

18. **Storing anything flammable/combustible** inside a University building, including but not limited to, gas powered vehicles.

19. All students must maintain a reasonable cleanliness in the dorm room at all times.

20. **Gambling** in violation of law.
21. The possession, sale, distribution, or use of any alcohol beverage inside the dormitory and on class and program excursions is strictly prohibited. Any alcohol container discovered in a dormitory room is legally presumed to be owned and possessed by the students registered in that room, regardless of who placed it in that room or how it was placed there. Any conduct caused by alcohol such as disrespectful conduct, fighting, public or private intoxication in or outside of the Rössl and during program events is a violation of the Student Code of Conduct. The use of alcohol to solicit donations or entice anyone to non-school events violates the Student Code of Conduct.

22. Failure to comply with University policies, rules or regulations as pronounced by University officials acting in the performance of their official duties.

23. Unauthorized release of private and confidential information from student, faculty, or staff records, such as health, educational or financial information, unless permitted by law.

24. Tampering with an election of any officially recognized campus activity or organization.

25. Violation(s) of student organization rules, as stated in the group’s constitution, Student Organization Handbook, and/or UNO Student Policy Manual by any student organization or member of a student organization.

26. Abuse or blatant disregard of the Judicial system, including failure to comply with the terms of any University sanction, disrupting a judicial hearing or conference, harassment of any witness or providing false or inaccurate information at any judicial conference or judicial hearing.

27. Breaking and entering, trespassing and unauthorized entry.

28. Attempt to commit any violation of the judicial code or other University policy or regulation.

29. Attempt to commit or the commission of any local, state, or federal crime, or the violation of any ordinance or law in any country. It is not necessary that the student be charged or convicted of a crime or violation in order to file a complaint through the University judicial process.

**University Sanctions**

If a student is found to be in violation of the code, or any other rule or regulations, the following University sanctions may be imposed either singularly or in combination for any violation. If a student is suspended from housing or the University, refunds will not be issued.

**Warning:** The student is given written notice that their conduct is in violation of University policies, rules or regulations. Future violations of the code may result in the imposition of additional sanctions.

**Community Service:** The student may be required to complete a designated number of hours in the service of the University.

**Restitution:** The student is required to replace (replacement cost) or restore damaged, stolen or misappropriated property.

**Judicial Probation:** The student is placed on supervisory status for a specified period of time.

**Judicial Probation with the Loss of Some Privileges:** The student is placed on supervisory status for a specified period of time, along with the loss of one or more privileges such as participation in or sponsorship of University recognized activities, holding any student office or committee chair, or use of University facilities or services.

**Judicial Probation in University Housing:** The student or non-student resident, is placed on supervisory status for a specified period of time in university housing.

**University Wide Judicial Probation:** The student or student organization is placed on supervisory status for a specified period of time. The loss of some privileges, such as participation in or sponsorship of University recognized activities, holding any student office or committee chair, or use of University facilities or services may occur. This status will appear as a notation on the student’s transcript with the specified term of the probation.

**Suspension from University Housing:** The student is removed from University Housing and/or may lose University Housing visitation rights for a specified period of time

**Suspension:** The student’s status is temporarily terminated and all privileges, including access to the University and its resources, are removed for a specific period of time. For individual students, this sanction appears as a notation on the student’s transcript until graduation.
Suspension with Review: This sanction is the same as Suspension outlined above but, in addition, the student must meet with the Academic Director or the UNO Judicial Committee for approval prior to regaining full student or student organizational status or readmission to the University. A notation will appear on the student’s transcript until graduation.

Denial of Degree: The University may not award the student an academic degree. For example, a student may be denied an academic degree if found guilty of academic dishonesty. This is noted permanently on the student’s transcript.

Revocation of Degree: An academic degree previously awarded by the University may be revoked on proof that it was obtained by fraud or dishonesty or that a significant part of the work submitted in support of the degree was plagiarized. This is noted permanently on the student’s transcript.

Expulsion: The student is removed from the University, including access to the University and its resources, for a specific period of time. The student may request in writing, through the Assistant Vice Chancellor for International Education, for a review of the sanction of expulsion. The Chancellor may:

Deny the request for review altogether, or upon proof of exceptional and/or extenuating circumstances, may request that the UNO Judicial Committee recommend altering the student’s sanction, or may change the sanction. This is noted permanently on the student’s transcript.

Important Notice: All rules, regulations, and statements contained in this manual as well as the official rules and regulations of the University of New Orleans and its policies regarding students are applicable to international study programs offered by the Division of International Education. The Academic Director in consideration with the Program Administrator has the authority to institute these rules, regulations, and policies as he/she sees fit.

Disciplinary Procedures

Any student charged with violation of the rules listed above has the right to be required:

1. To first participate in a resolution conference.
2. To be notified of the charges in writing by the program’s Academic Director or the Assistant to the Director for Student Conduct.
3. To have the case heard by the Faculty-Student Committee on Discipline.
4. To have the case heard quickly, normally within 2 working days after notification.
5. To appear alone or with any person to advise and to assist him or her before the committee.
6. To refuse to testify if the answer may tend to establish against him/her a violation of the rules or ‘Standards of Behavior.’
7. To be present during all phases of the hearing except during the committee’s deliberations; to be confronted with all evidence introduced against him/her; to have a reasonable number of witnesses testify in his/her behalf; and to have reasonable cross-examination of the witnesses appearing against him/her.

Disciplinary Actions

The chancellor of the University of New Orleans has authorized the appointment of a Faculty-Student Committee on Discipline to serve on an ad hoc basis during summer study abroad programs.

A student who violates any of the ‘General Standards’ stipulated above, who brings discredit upon other students, whose behavior provokes suspicion of misconduct or whose behavior is contrary to the best interests of other students, and who jeopardizes his/her position in the program, may be summoned to appear before the Faculty-Student Committee on Discipline. If the student is found to be violating these standards, he/she will be subject to disciplinary action, which may result in any of the following:

1. Probation
2. Suspension from the dorm or housing facility without refund of room or board.
3. Suspension or termination of the student’s enrollment from the study abroad program without tuition refund. (Such suspension may automatically extend back to UNO or the home campus of guest students.)
4. Expulsion may involve permanent separation from the University of New Orleans as well as becoming part of the permanent file.
5. For non-UNO students, their home university will be notified of any disciplinary action taken against them and such information will be made part of their permanent file.
Conferences and Hearings

Any student accused of violating the judicial code must first participate in a resolution conference. If the matter is not resolved, then a judicial hearing will be held before the Discipline Committee.

Resolution Conference

The purpose of the resolution conference is to resolve alleged violations in an informal setting. Once a written complaint is lodged with the Academic Director or the Assistant to the Director for Student Conduct, the accused will be notified in writing of the complaint within a reasonable time. The resolution conference will consist only of the accused respondent and the Assistant to the Director for Student Conduct. If the respondent is a student of the Assistant to the Director for Student Conduct, the Academic Director will also participate in the resolution conference. At the resolution conference, the complainant or the Assistant to the Director for Student Conduct may make a statement, followed by the accused’s statement. Questions and answers may follow. If an agreement is reached on the violation(s), appropriate sanction(s) may be agreed upon. A written agreement including sanction(s), if any, will be prepared, and the accused and the Assistant to the Director for Student Conduct will sign. If no agreement is reached, the case must be referred to the Disciplinary Committee. Should the complainant not appear at the resolution conference, without having been excused by the Academic Director, the respondent is subject to further sanctions.

Judicial Hearing

The accused will be given written notice of the time and place of the judicial hearing. The Discipline Committee shall consist of at least four members: one must be a student. The notice will include the alleged violation(s). All written evidence discussed at the resolution conference will be presented to the Discipline Committee at the hearing. The hearing will take place as soon after the resolution conference as possible. The order of the judicial hearing is as follows:

1. The Discipline Committee will convene and review all written evidence. If the accused or complainant has written information to share with the Committee, it must be given to the Academic Director as soon as possible prior to the hearing. The accused and the complainant may get this information 24 hours before the hearing.
2. The Committee will conclude its executive session and admit both the accused and complainant into the room.
3. The complainant may make a short statement and present information to the Committee concerning the alleged violation(s).
4. The accused may make a short statement concerning the allegations.
5. The Discipline Committee may ask questions to any person present at the hearing throughout the process. Both the accused and the complainant may question each other and witnesses by direct questions through the chair if the chair deems the questions germane to the case.
6. After all the statements, questions, and supporting or refuting information has been submitted to the Committee, all non-Committee members will leave, and the Committee will go into executive session.
7. The chair shall prepare a written summary of the judicial hearing including the committee’s recommendation and rationale.
8. Should the accused request a copy of the written summary, it will be provided free of charge.
9. If possible, all proceedings of the committee should be officially recorded on tape, except for executive sessions.

Appeals Process

The accused may file a written appeal of the decision of the Academic Director or the Assistant to the Director for Student Conduct to the Assistant Vice Chancellor for International Education within two (2) working days from the date of the decision. The appeal is processed through the Division of International Education. The decision of granting an appeal will be based upon information presented in the written letter of appeal.

The sanctions will not take effect until after the appeal is heard, unless it is determined by University officials that the student’s presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the UNO community. Students may be put out of the program immediately and prior to any appeal.

The filing of a letter of appeal is a formal written request and must contain the student’s name, the date of the decision, the University’s action taken, the name of the student’s adviser, and a clear statement as to the basis for the appeal.
An appeal may be granted if one of more of the following applies:

1. Additional information is submitted which was unknown or unavailable at the time of the judicial hearing and would alter the facts of the case.
2. A substantial procedural error was committed.
3. A reasonable claim is made and supported that the sanction imposed was unjust.

If the Assistant Vice Chancellor for International Education grants the appeal, the following actions are available:

1. Uphold the decision, including the sanctions imposed.
2. Uphold the decision, but impose different sanctions.
3. Resubmit the case to the UNO Judicial Committee for a new judicial hearing or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
4. Reverse the decision.

The Assistant Vice Chancellor for International Education will, in writing, inform the parties involved of his/her decision within three (3) working days of receiving the appeal. The decision of the Assistant Vice Chancellor for International Education is binding and final. Only if the accused can show that the Academic Director or the Assistant to the Director for Student Conduct committed a clear and obvious error in discretionary authority in reaching the decision, may a written request be submitted to the Chancellor, through the Assistant Vice Chancellor for International Education, within three (3) working days of the Assistant Vice Chancellor’s decision. The request to the Chancellor shall explain the alleged error in discretionary authority. The Chancellor, after consideration of all written information, will inform all parties involved of his decision within twenty (20) working days. This written response terminates the student judicial process at the University.

**Procedures for Immediate Withdrawal or Temporary Suspension**

When a student is unable to effectively pursue academic work because his/her behavior is disruptive to the normal educational process of the university, s/he may voluntarily withdraw immediately or be temporarily suspended as set forth below. Circumstances leading to such action may include the following: drug/alcohol abuse, illegal activities, behavior or circumstances indicating severe mental, emotional or medical conditions when such conditions pose a significant threat of danger or harm to the student or other members of the University community; undue interference with the rights of other students, staff, faculty, or with any University exercise, activity or function. A student may be temporarily and immediately suspended prior to a hearing when the Academic Director, the Assistant to the Director for Student Conduct, and/or a Program Administrator has reasonable cause to believe that danger or harm will result to the student or others if the student is allowed to remain on campus pending a decision by the review board following a hearing.

If the student does not withdraw voluntarily, a review board may be convened at the request of the Academic Director and shall consist of at least four members, two must be faculty. The student may present any information to the board that he or she deems relevant. The board, after reviewing all pertinent information, will render a decision about the student’s ability to continue at the University and will notify the student in writing of its decision. The student may appeal the decision to the Division of International Education within three (3) working days of receipt. The decision of the review board becomes final and effective if a timely appeal is not filed.