

UNO-Innsbruck 2023 Student Rules and Regulations

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 and failure to report a lost or stolen card may result in disciplinary actions by university officials.

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, possession, sale or furnishing of drugs and 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 well-being, rights and property of others
- Forgery, alteration or misuse of university documents, records or identification cards
- Curfew violations
- Dormitory visitors who are non-program attendees
- Alcohol and drugs in the dormitory or on any program-sponsored excursions and events
- Sexual misconduct and harassment
- Smoking, flammables, candles, incense or any flames in the dormitory
- Behavior which poses a clear and present threat to anyone

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. Students will never be prevented from entering the dormitory. 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 disciplinary procedures by university officials.

ROOM DAMAGES & LOST KEY CARDS

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 caused by you. To avoid being charged for existing damages in your room, you must submit a [Room Damage Report](#) by the deadline. You will receive a key card that opens your room and the main dorm entrance. If you lose your key card, notify the front desk immediately. Do not loan your card to anyone.

NO GUESTS IN DORMITORY

For safety and liability reasons, 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 may be subject to arrest 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, refrain from any loud talk or music in your room or in the halls of the dorm after 10:00 pm. Doors are to be kept closed at all times.

CLASS ATTENDANCE POLICY

Class attendance is mandatory. Due to the very intense nature of this program and the ample free time scheduled on weekends, **NO unexcused absence is permitted**. An excused absence for medical or other legitimate reasons can be obtained from the program nurse or the program administration. Please see your class syllabi for further details.

EXCUSED ABSENCE

To request an excused absence for medical reasons, you have to see the nurse BEFORE the start of your class. 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” (Rössl) 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 disciplinary action against the student.

SANCTIONS

Sanctions for program-specific (dormitory or class attendance related) policy violations may include, but are not limited to: Warning, early curfew on weekdays, early curfew on weekends, notification of home institution, expulsion from the dormitory and the program.

UNO Rules, Regulations and Policies 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 as 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 Student Code of Conduct, the Division of International Education's program policies and rules, and the laws of Innsbruck, Austria.

In Innsbruck, as anywhere, it is good sense to take basic precautions to protect yourself especially since the language and culture are new for you; you should stay vigilant. In the unlikely event of an assault or criminal event, including anything that may require confidentiality, we strongly encourage you to notify any of the UNO-Innsbruck program administrators as soon as possible. Your safety and well-being are our top priorities.

Insurance Coverage: All students are covered by a comprehensive study abroad International Travel insurance plan through Zurich that is included in the cost of the program. During the course of our program, this policy provides benefits for pre-departure trip cancellation, post-departure trip interruption, travel delay, accident, medical expenses, emergency medical help and evacuation, repatriation of remains, remote mental health counseling, and family assistance coverage. Depending on the circumstance, the student may have to prepay and then file a claim for reimbursement. Extended coverage at additional cost is also available. All details, including the brochure, insurance card, and reimbursement claim form, are available on our [website](#). We recommend that each student register an account with Zurich Travel Assist using our Policy Number GPT 4851222. You may then download the TravelKit mobile app to your phone. All details are on our website link above, <https://www.uno.edu/studyabroad/insurance>

Should you find yourself in a situation where you need immediate assistance and we are not close by, you can contact the Zurich Travel Assist 24/7 Travel Assistance Services - World Travel Protection (WTP), included in your program health insurance policy.

The telephone number to call collect is+1 416-645-4682 or email at info@wtp.ca. This is your insurance lifeline and the following services are included in this program:

1. Referral to the nearest, most appropriate medical facility, and/or provider.
2. Receive a prescription or simply answer general medical concerns.
3. Urgent message relay between family, friends, personal physician, school, and insured.
4. Guarantee of payment to provider and assistance in coordinating insurance benefits.
5. Arranging and coordinating emergency medical evacuations and repatriations.
6. Emergency travel arrangements for disrupted travel as the consequence of a medical emergency.
7. Remote mental health counseling services
8. Making travel arrangements for family members when necessary in an emergency.

Theft and Other Crimes: The University of New Orleans and its staff are not liable for damage or loss of personal possessions, injury, illness, or death arising out of crimes during the period of the program.

Political Unrest: In cases of political unrest, an official representative of the University of New Orleans will take all practical measures for the protection of program participants. The University assumes no responsibility for damage to or loss of property, injury, or death arising out of political unrest.

Medical Responsibility: The University cannot assume responsibility for all or certain activities during traveling. Students must be aware of their personal medical needs while abroad. The "Report of Medical History" form must be completed prior to departure for a UNO study abroad program. Should changes in the student's medical history arise prior to or during the study abroad program, the program nurse or program administration must be informed.

1. Dormitory/University Housing Specific Policies Separate from the UNO Student Code of Conduct

Curfew

For the safety of our students and the integrity of our program, 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 Rössl in der Au dormitory between 2:00 am and 6:00 am; however, students can always enter the dorm with their key card. 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 disciplinary procedures by university officials.

Alcohol and Drugs

Alcohol and drugs or drug related paraphernalia are not allowed in the dormitory or on any program-sponsored excursions and events

Prohibited Items

Smoking, flammables, candles, incense, flames or exposed heating elements are strictly prohibited in the dormitory.

Room Damages

All program participants 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 caused by you. To avoid being charged for existing damages in your room, you must submit a [Room Damage Report](#) within a day after arrival.

Key Cards You will receive a key card that opens your room and the main dorm entrance. If you lose your key card, notify the front desk immediately. Do not loan your card to anyone.

Dormitory Guest/Visitor Policy

For safety and liability reasons, 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 may be subject to arrest 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 pm. By Austrian law, people must reduce noise levels throughout the city and residential areas after 10:00 pm. (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, refrain from any loud talking or music in your room or in the halls of the dorm after 10:00 pm. Doors are to be kept closed at all times.

Fire Equipment and Alarm

When a fire alarm sounds, you must leave the building immediately. The Innsbruck fire department will come to the dormitory and perform a check before giving the “all clear” to return to the building. If you are responsible for a false report of any emergency, damage or misuse of fire safety equipment, tampering with or removing fire equipment, or careless activity which could create a fire emergency, you will be subject to sanctions and held responsible for damages and financial penalties.

Sanctions

Infractions of the dormitory rules and regulations will be promptly addressed by the program administration on site. Failure to comply with sanctions will incur additional increased sanctions. Sanctions for dormitory/housing infractions include, but are not limited to: Warning, early curfew on weekdays, early curfew on weekends, notification of home institution, expulsion from the dormitory and the program.

2. Procedures for Suspension, Withdrawal or Expulsion

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 members of the onsite Program Administration have reasonable cause to believe that danger or harm will result to the student or others if the student is allowed to remain in the program pending a decision by the review board following a hearing.

If it is further determined by the university or program officials that the student’s presence in the study abroad location/site poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the program community abroad, the student(s) may be terminated from the program immediately.

If the student does not withdraw voluntarily, the Appeals Committee will be convened. The student may present any information to the Appeals Committee that s/he deems relevant. The Appeals Committee, after reviewing all pertinent information, will render a decision about the student’s ability to continue on the program and will notify the student in writing of its decision. The student may appeal the decision to the Assistant Provost for International Education within one (1) working day of receipt of the decision. The decision of the Appeals Committee becomes final and effective if an appeal is not filed within one (1) working day of receipt of the decision.

3. The UNO Student Code of Conduct

Please refer to the UNO Student Handbook for all applicable student policies and the UNO Student Code of Conduct <https://www.uno.edu/student-affairs/handbook>

The basic philosophy of the policies and procedures in this section is one of education. The focus is on growth and development of the individual student by encouraging self-discipline, by publishing clear behavioral guidelines (rules and regulations), and by fostering the rights and privileges of others.

There exists a fundamental difference between the nature of the Student Code of Conduct and that of criminal law. The Student Code of Conduct is not intended to resemble the policies or procedures of the criminal justice system. The rules of criminal law are neither required nor necessary to achieve the educational goals of the university Student Code of Conduct.

The University of New Orleans (UNO) is a multicultural community composed of diverse students, faculty, and staff. UNO will not tolerate discrimination or harassment of any person or group of persons based on race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, genetic information, retirement, veteran status, or gender identity. Each member of the university is held accountable to this standard which is strongly reflected in this code.

Code Authority

The authority to administer the day-to-day affairs of the university has been given to the President by the Board of Supervisors of the University of Louisiana System. The President, in turn, has delegated the authority to administer the Student Code of Conduct to the Office of Student Affairs.

Statement of Purpose

The university has the legal right and moral obligation to establish reasonable rules for academic and personal conduct, to sanction accordingly, and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The university reserves the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations.

Due Process- Substantive and Procedural

The purpose of this Code is to provide for the orderly administration of the student and student organization accountability process in view of the principle of due process. It is assumed that all persons involved in the accountability process will provide accurate and truthful information. There are two types of due process, substantive and procedural.

Substantive due process requires that all University regulations, rules, and policies governing student conduct and student accountability matters are fair and reasonable. The treatment of students accused of a violation shall be based on the general principle of fair and equal treatment, regardless of race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, genetic information, retirement, veteran status, or gender identity.

Procedural due process requires that adequate notice and an opportunity to be heard be provided when required by law.

Students have the right to request reasonable accommodations, including language translation or interpretation services to allow for participation in the process. The Director or designee must be notified of the request in advance.

Records generated by the Office of Student Accountability and Disability services become part of a student's educational record. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to your education records. Please refer here for additional information.

Faculty and Departmental Action

Faculty and staff complaints alleging student(s) and/or student organization(s) in violation of the Code or other policies should be handled at the lowest possible level. The faculty member, department personnel, or staff member should first attempt to resolve the conflict with the student directly.

In the case of a student's inappropriate behavior in or out of the classroom, a faculty or staff member may issue a verbal or written admonition, and/or ask the student to leave the classroom or location for that period. The faculty or staff member may not permanently ban the student from the class or location without due process.

If a student does not agree that a violation occurred or does not agree with the faculty or departmental action, the student may request to have the case heard through the student accountability process outlined in the code.

Alleged violation(s) that are considered more severe should be directly addressed through the Student Code of Conduct. Documentation of the alleged violations should be submitted to the Office of Student Accountability and Disability Services via the online incident reporting system within thirty (30) business days of the incident. The attending record will be maintained with all other procedural files in the Student Accountability and Disability Services' Office. Other operating units of the University, including, but not limited to, academic colleges, academic departments, University Housing, University Center, the Library, dining services, intramural and intercollegiate athletics, and fraternity or sorority governing structures also may have rules and policies that students and student organizations must follow, as long as they are consistent with the provisions of this code. If questions arise over a violation, a sanction or a policy, this Student Code of Conduct shall supersede.

Procedure for Reporting Academic Misconduct

Course instructors should be aware that all instances of academic misconduct must be reported to the Office of Student Accountability and Disability Services. Reports alleging a student's act of academic misconduct should be handled starting at the lowest possible level. If an instructor feels that academic misconduct has occurred, the instructor should, if feasible, first meet with the student (or students) involved to discuss this matter. Whether or not a meeting with the student(s) takes place, the following procedures govern the reporting of academic misconduct and any actions taken as a result of an incidence of academic misconduct:

1. The instructor should meet with the student to discuss the allegation of academic misconduct and complete the Academic Misconduct Report Form with the student.
2. File the Academic Misconduct Report Form with the Office of Student Accountability including supporting documentation.
3. Provide copies of the Academic Misconduct Report Form to the student, the Chair of the instructor's department, and to the Dean of the instructor's college.

The instructor may assign a penalty as appropriate (reduction in grade, reworking a paper, etc.) which will be noted on the Academic Misconduct Report Form.

The instructor may assign a grade of Zero or 'F' on the academic exercise (such as a test, paper, project, assignment, computer program, etc.) in question. This action is subject to the following provision: This grade cannot be dropped in the calculation of the final grade.

The alleged instance of academic misconduct shall continue to an Administrative Conference with the Director (or designee) and the instructor, and/or continue to a University Board of Review, if

- a. The student, in completing their part of the Academic Misconduct Report Form, requests that the case be heard through the student accountability process;
- b. The instructor requests that the act of academic misconduct in question receive further review/additional sanction or greater sanction than an 'F' on the academic exercise;
- c. Upon a second report or incident of academic misconduct for a student (if the student was found responsible for academic misconduct in the first case), the case will automatically be brought before a University Board of Review.

If an alleged academic misconduct case cannot be resolved prior to the issuance of the final grades, the instructor will assign/submit a final course grade. Should that grade need to be changed as part of the finding from a Board of Review, the instructor will submit a grade change in accord with policy.

All completed Academic Misconduct Report Forms and relevant documentation should be sent to the Office of Student Accountability and Disability Services in writing as soon as possible but preferably within 30 days of the alleged incident. Academic Misconduct reporting should be made at this link and all documents can be uploaded via this site, including the signed Academic Misconduct Reporting Form: <https://uno.guardianconduct.com/incident-reporting/new>

The record will be maintained with all other procedural files in the Student Accountability and Disability Services office.

Procedure for Reporting All Other Offenses

Any member of the University community can file a report about any student or student organization believed to be in violation of this code. All reports should be made to the Office of Student Accountability and Disability Services as soon as possible after the alleged violation occurs, but preferably no more than thirty (30) business days after the alleged violation(s) or knowledge of the alleged violations. There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Reports can be submitted using this link: <https://uno.guardianconduct.com/incident-reporting>

The report should include: the name of the person making the complaint; the full name of the student being accused (or the student organization's name) of a violation; the alleged violation(s); all information supporting the alleged violation or violations (i.e., exam papers, pictures, statement of reasons which support the complaint); date and time of the alleged violation; names of any witnesses (include information on how to contact witnesses); and a description of the alleged violation in a logical and clear manner.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint.

Violation of Law and the University of New Orleans Student Accountability Process

If a report is made about a student or student organization for an act that took place off campus that is a violation of federal, state, or local law, whether or not the conduct is a violation of the Student Code of Conduct, action may be taken and sanctions imposed.

Campus accountability proceedings may take place if the violation(s) of a law is also a violation of the code, without having to wait for civil or criminal adjudication. Proceedings under the code may be carried out prior to, simultaneously with or following civil/criminal proceedings off campus. The university will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for student violators.

Procedure: Interim Suspension

Interim Suspension: Exclusion from classes, or from other specified activities or areas of the campus, as set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in university activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on university property or at official university functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on Interim Suspension shall be given prompt notice of the charges, the duration of the Interim Suspension, and the opportunity for a prompt review on the Interim Suspension. A student may request a review of the interim suspension at any time. The review of the interim suspension must be scheduled within five (5) business days of request.

The university personnel conducting the review consist of the Director and at least two other representatives from offices such as, but not limited to, Counseling Services, Office of Disability Services, and members of the University Board of Review. The student may present any information to the board that he or she deems relevant, including name of witnesses provided by both the respondent and complainant. The Board, after meeting with the respondent, reviewing all pertinent information, and interviewing witnesses, will issue a decision and will notify the student in writing of its decision, which will be communicated to the student within three (3) business days. The student may appeal this decision to the Dean of Students in writing within five (5) business days of receipt.

Should the student not immediately request review of the interim suspension, but when the student may be ready to resume their education, the student must request, in writing, that the case be examined by the University Board of Review. Supporting documentation may be required to be submitted to the Board prior to the meeting.

Transcript Notations

With a finding of responsibility for severe or repeat incidents of Code of Conduct violations, a student may be sanctioned to a disciplinary suspension or expulsion. The following may be noted on a student's transcript:

"Student is ineligible to enroll." This will be noted when a student is permanently dismissed/expelled from the university for disciplinary reasons.

"Student is eligible to return (semester)(year)." This will be noted on a transcript when a student is suspended for disciplinary reasons for a specified period of time and indicates which semester the student will be eligible to return.

"Intra-institutional communication required by Louisiana statute." For any student who is the subject of a sexual misconduct incident report, the University may place a hold on the official transcript of the student and/or place this notation on the student's official transcript.

Important Notice: All rules, regulations, and statements contained herein 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 Administration has the authority to institute these rules, regulations, and policies as he/she sees fit.
