

FH JOANNEUM University of Applied Sciences

Code of Conduct for Incoming Exchange Students

This code of conduct applies to incoming exchange students, incoming trainees, free movers and holders of an Austrian grant (ERNST MACH, ERASMUS+ International Credit Mobility, Science without borders) – we usually refer to the whole group as „incomings“.

The status of „Exchange Student“ applies to students from outside Austria who are studying at a university which holds an exchange agreement with FH JOANNEUM University of Applied Sciences and who have been selected by their home university to spend a study abroad period of one semester or one academic year (in the case of a traineeship, usually shorter) at FH JOANNEUM University of Applied Sciences. If the students come on their own initiative without an agreement between home and host university, they are called free movers. Within these groups, there are usually **holders of an Austrian grant** (ERNST MACH, ERASMUS International Credit Mobility, Science Without Borders).

This code of conduct applies to all groups.

As an International Exchange Student, you can expect to be provided with the following services:

- Your home and host universities provide you with information and administrative as well as organizational support. **Major steps of the application, registration and arrival procedures will be done by yourself though.**
- To receive comprehensive information, usually in English language
 - on the studies offered at FH JOANNEUM University of Applied Sciences
 - on the application requirements and the application process
 - on the local study and living conditions.
- Before you leave your home university, both home and host institutions will sign your Learning Agreement, planning the details of your academic activities abroad, including the academic credits to be achieved and transferred.
- If your home university holds a bilateral exchange agreement with FH JOANNEUM, you will not pay tuition fees (fees for the membership of the Austrian Student Union, fees for voluntary classes, sports courses, books do still apply.)
- Assistance in finding a place to live in Graz/Kapfenberg/Bad Gleichenberg.
- Full access to all facilities at FH JOANNEUM University of Applied Sciences, such as computer rooms, labs, the library, etc.
- To be treated and served by FH JOANNEUM University of Applied Sciences in the same way as domestic students.
- Academic advice and guidance by the international academic co-ordinator assigned to you.
- Access to all services offered by the European Student Network (ESN). This means that you can join all of the cultural and social activities organised by ESN, at subsidised student prices.
- Representation in the Austrian National Student Union, 'Österreichische Hochschülerschaft'.

- To be given a Transcript of Records at the end of your semester, covering the studies/work carried out and signed by FH JOANNEUM 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 completed activities you agreed upon during the mobility period, in accordance with the Learning Agreement.
- Administrative and organisational support from the International Office.
- **IMPORTANT:** Assistance in emergencies and personal support if needed. We kindly ask you address the International Office with any emergencies or problems. We 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, you are expected to:

- Respect the rules and obligations in place at FH JOANNEUM University of Applied Sciences. The rules and obligations (exam regulations including specific implementing rules, house rules are to be found in the online administration system „actions“ in its current version).
- 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 FH JOANNEUM University of Applied Sciences, including undergoing the relevant examinations or other forms of assessment, unless agreed upon otherwise (if you attend the Global Business Program and your home country runs another academic calendar, you may leave earlier).
- 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 explained at the beginning of each class. Usually, an 80% attendance is required to be graded.
- 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, especially:
 - Reading e-mails from FH's academic institute you are enrolled in and from the International Relations office
 - Completing steps you are expected to complete yourself (i.e. registering/unregistering to/from classes and exams, following all steps which you need to do before your departure, etc.)
 - To be fully responsible for the consequences if you fail to do the tasks you are expected to do.

- You are expected to maintain proper standards of study and act in a responsible manner. You must behave in an appropriate manner or and must not behave in any manner that might harm the reputation of FH JOANNEUM University of Applied Sciences or that of your home university.
- **Holders of an Austrian grant** are expected to spend the entire duration of their grant studying at FH JOANNEUM University of Applied Sciences. If they fail to do so, the grant might be claimed back.
- Agree not to engage in academic dishonesty, plagiarism, cheating, or use of unauthorised material, and not to engage in 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, pollution or damage to the 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 studying at FH JOANNEUM 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 FH JOANNEUM University of Applied Sciences before the end of the semester and may receive an incomplete Transcript of Records.

Name (in block letters): _____

Home University: _____

Signature: _____

Date: _____