

2 STUDYING IN THE BACHELOR PROGRAM

2.1 Program structure of the Bachelor in Intercultural Business Administration

All currently offered programs at LBS are full time study programs - meaning classes may be scheduled between 8.00 and 21.00 during the week. In general it is neither possible and nor recommended to combine working and studying.

The published academic calendar is binding and includes important dates such as the start and the end of the academic year respectively of the semesters, holidays and breaks.

Be aware that the schedule (rescheduling of the classes) is always tentative and subject to change.

Pursuant to section 3 sub-section 2 § 1 of the Fachhochschule Studies Act (Fachhochschul-Studiengesetz, FHStG) as amended; an FH study program is to be designed in such a way that it can be completed in the prescribed time. Principally, attendance is obligatory for all courses unless this is precluded by the teaching method. For this reason, only one FH degree program can be attended at a time.

The curriculum is composed of several modules as listed below:

2.1.1 Business Administration Modules

The Business Administration modules, which are offered on a rolling basis, cover Introduction to Business Administration and Specialized Business Administration. They comprise 36% of the entire Bachelor's Degree Study Program.

2.1.2 Law Modules

The Law modules, which cover 5% of the entire Study Program, include Introduction to Law and Specialized Law.

2.1.3 Economics Modules

The Economics modules, which cover 5% of the entire Bachelor's Degree Study Program, cover Introduction to Economics and Specialised Economics.

2.1.4 IT Modules

The IT modules of Information Technology comprise 8% of the entire Bachelor's Degree Study Program, and span the Basics of IT to IT Specialised Applications.

2.1.5 Psychology & Philosophy Modules

The modules of Psychology/Philosophy for Business Administration, which cover 13% of the entire Bachelor's Degree Study Program, span Social & Cultural Psychology to Philosophy.

2.1.6 Language Modules

Language modules, such German, French, Hebrew, Russian, and Spanish, are taught consecutively in semester 1-5 and comprise 17% of the entire Study Program.

Although intercultural issues are implicitly part of all courses, the modules Psychology & Philosophy and Languages are explicitly designed to develop intercultural competences.

Note: Students are required to choose at least one language.

Language must be selected before the beginning of the first semester. Once selected, a language cannot be dropped or changed in the following semesters. All languages start in the first semester at beginner's level with the aim to reach advanced level (standards of European Reference Frame) by the end of the fifth semester.

A certain language (course) can only be offered if at least 12 students are enrolled.

English, being the language of instruction at LBS Business English will not be thought as foreign language. The course Business English aims at improving writing (e.g. academic writing style) and speaking proficiency on a higher level.

2.1.7 Professional Practical Training Module

Professional Practical Training, takes place in the last semester, covers 17% of the entire Bachelor's Degree Study Program. The main focus of the practical professional training lies on the learning experience of the student. During the internship the student is insured through Lauder Business school's casualty insurance which covers work accidents during the internship and/or on the way to/from the office.

2.1.8 Special Business Administration Modules

Important: At the end of the third semester, students have to choose either Special Business Administration A (SBA) Marketing, Procurement, Supply - or Special Business Administration B (SBB) - Banking, Finance Investment. Once the decision is taken, it is considered as final.

The courses offered in SBA - Marketing, Procurement, Supply are Sales Management, Product Management, Channel Management, Specialised Business Law and IT specialized. Applications in the fourth semester and in the fifth semester: Supply Chain Management, Customer Relationship Management, Specialised Economics, Specialised Business Law 2, IT specialised 2.

The courses offered in SBB - Banking, Finance Investment are Corporate Finance, Riskmanagement, Financial Institutions, Specialised Business Law and IT specialized Applications in the fourth semester and in the fifth semester: Corporate Finance 2, Financial Markets, Project Finance, Specialised Economics, Specialised Business Law 2, IT specialised 2.

ATTENTION: We strongly recommend not to select one specialisation just because of "nice lecturers, short reading or literature list, but according to your interest, talent and future career plans.

2.1.9 The ECDL (European Computer Driving Licence)

European Computer Driving Licence (ECDL), known as ICDL outside Europe, is a global standard in end-user computer skills, offering Candidates an internationally recognised certification that is supported by governments, computer societies, international organisations and commercial corporations globally.

ECDL / ICDL is the world's largest end-user computer skills certification program, with more than 7 million Candidates in 148 countries.

ECDL / ICDL raises the level of ICT and computer skills and also improves job prospects by providing an internationally recognised qualification. With a superior syllabus - uniquely validated to ensure that it is always relevant, up-to-date and meaningful - Candidates can be confident that ECDL / ICDL offers a certification of unrivalled quality.

ECDL / ICDL is a test of practical skills and competencies and consists of seven separate modules covering computer theory and practice. To achieve an ECDL / ICDL certification, the Candidate must successfully pass a test in all seven modules.

Students of the Bachelor program must either provide the ECDL or pass all ECDL Modules by the end of the 1st semester.

Be aware that the ECDL Exams and the respective skills card - being prerequisite of an international certificate - must be paid by students each. However, LBS administration organizes in house exams at special conditions and prices for LBS registered students.

More and detailed information in English at www.ecdl.org, and in German at www.ecdl.at

2.2 APPLICATION & ADMISSION PROCESS

Begin of the Application Process: November (Fall Term)

End of the Application Process: June/July (Spring Term)

2.2.1 Admission requirements

The general matriculation standard (cf. section 4, sub-section 3 FHStG, as amended) is to be documented by one of the following certificates:

- Austrian school-leaving certificate (Maturazeugnis, Reifeprüfungszeugnis); another type of Austrian certificate documenting the candidate's right to attend the relevant FH degree program. This includes a university entrance certificate and a certificate documenting a completed vocational education;
- A foreign certificate equivalent to one of these Austrian certificates, based on an agreement under international law; a recognized decision made by the head of the domestic FH degree program on a case-by-case basis;
- A certificate documenting the successful completion of at least three years of study at a recognized domestic or foreign post-secondary educational institution. This must be an educational institution offering programs that last at least six semesters, requiring the general matriculation standard pursuant to this federal statute for admission, and known as a post-secondary educational institution pursuant to the legislation of the country where it is located.

The Application Form as well as the Checklist on the required application documents can be downloaded directly from the LBS website, under Academic Programs, Bachelor.

2.2.2 Steps of the Application & Admission Process:

- Applicants may register their willingness to study at LBS through the website contact form
- Applicants may download from the LBS website (www.lbs.ac.at) the Application Form as well as the Checklist of the required application documents
- The Application Package should then be submitted to Mag. (FH) Rokselä Miha (roksela.miha@lbs.ac.at) either per post, via e-mail or fax
- Once the Application Package has been received, the Admission Process takes place
- Substantial part of the Admission Process is the Admission Interview. All Bachelor Applicants may either attend a personal Admission Interview at the Lauder Business School in Vienna, or a Telephone Admission Interview (for all who can not make it to Vienna either due to visa problems or economical reasons). All Applicants who are willing to participate in a Telephone Admission Interview should consider the fact that the presence of a supervisor (Rabbi, Teacher) is compulsory. However, the personal interview should always be the aim.

- All Applicants will be informed via e-mail regarding the outcome of their Admission Interview. In case the Applicant is approved as a student of the LBS, there are steps from this moment to the day in which the Academic Year starts.
- Important Note: All accepted students who need a visa to come to Austria should start the visa application process as soon as they receive the Official Enrollment Letter from the LBS. Please bear in mind that the visa application process takes one to two months. The Checklist of the required visa application documents can be downloaded individually by all applicants from the LBS website

The Academic Administration of the Lauder Business School as well as the Admission Office will individually guide and give any necessary support to all potential applicants of the Bachelor Study Program in Intercultural Business Administration.

2.2.3 Entry and Visa formalities/Residence Permits

All International Students should always carry a valid passport/ID card during their stay in Austria.

Formalities applicable to EU citizens:

- EU citizens do not need a visa to travel and stay in Austria
- They must register at the Municipal Authority of the respective district where they are accommodated in Vienna (Meldezettel)
- Additionally the registration must be done at the Magistrat within the first 3 months of their stay and they receive a confirmation of registration
- Documents required for this registration:
 - Valid identification card or passport
 - Proof of health insurance
 - Confirmation of studies at the LBS
 - Signed registration form (Meldezettel)

Please note that in the case you ignore these regulations, a severe fine may be imposed to any of you!!!

Formalities applicable to non EU citizens:

- The non EU citizens need to apply and be granted a residence & travel visa D+C for Austria
- Application for this type of visa must be done at the Austrian Embassy in their home country once they have been granted the approval to study at LBS
- The granting of this visa may take 1-2 months
- It is highly recommended to apply as soon as you are approved as a student of the LBS
- Documents required for the visa application:
 - Fully completed and signed application form for a residence permit for study purposes (available from the Austrian diplomatic authorities and the embassy)
 - A passport photo
 - A copy of a valid passport
 - Birth certificate - certified translation
 - Notification of admission from the University of Applied Sciences (enrolment letter)
 - Proof of financial means to finance one's stay or proof of the granting of a scholarship
 - Proof of accommodation in Austria
 - Police record certificate of good conduct - certified translation, not older than 3 months
 - Proof of health insurance

All documents must be submitted in original and photocopy. Documents have to be submitted together with a certified German or English translation.

Once the student is accepted, he/she will receive a Checklist on the visa application documents per e-mail that are provided from LBS and the ones from him/her individually.

Important Note: None of the non EU students can travel to Austria without a visa

2.3 Registration

2.3.1 Important points

- All students must pay the tuition fee (363,36€ per semester, 726,72€ per Academic Year) within the deadline set by the LBS
- All information regarding check in and registration in the LBS Dormitory will be given by Mrs. Dagmar Kreuzer (dagmar.kreuzer@lbs.ac.at), Office of the Jewish Heritage Center

- Students may contact the Academic Administration Office for:
 - Granting the Official Enrolment Confirmation of Studies (with this confirmation you can open a bank account in Austria, get a public transportation ticket, register for health insurance, register in Austria, etc.)
 - Information regarding the schedule, books, Health Insurance Application, Application for the visa, different announcements, rules & regulations of LBS

2.3.2 Student ID card

Every student will receive the Student ID card at the beginning of the Academic Year. Individual pictures are needed for the card and shall be provided by the students.

This Student ID card must be presented when going in for the exams, for access to the library, to borrow books, get discounts in different museums, discounts on transportation tickets, etc.

2.3.3 Statistic Austria

It is a legal requirement for all new students to register for the Statistics Austria. This registration is done via Internet, and it is organized by the Academic Administration in co-operation with the students. A date will be scheduled during the 3rd week of October in which the registration for the Statistic Austria will take place and will be announced to all the students. Once this registration is successfully completed, all students may receive their Educational Training Contract as well as their personal Student ID card.

2.4 Examinations

Regulations for all Exams are stated in the Exam Regulations which you can find in the following chapter.

Students have to complete all subjects of the respective semester with positive grades in order to be transferred to the next (higher) semester.

Exams must be taken when scheduled - all major exams must be scheduled in cooperation with the academic administration. A retake is the exemption, not the rule.

The commission exam is one last chance - students should not challenge their luck too often!

The Dean and all members of the faculty of LBS strictly enforce an academic code of conduct - thus no form of cheating will be tolerated.

The attempt to cheat, even the suspicion of having cheated, leads to strict measures (first measure is a Warning - which is entered into the students file and communicated to the faculty, the warning is usually in effect until the end of the respective semester. If a student breaches the code of

conduct and/or the educational contract once more during the period of the warning, the educational contract will be terminated.).

In order to participate in the exam, students must have with them in the examination room/seminar room the followings: an ID, a pen/a pencil, beverage (in plastic bottle), and an eraser if necessary.

Absolutely no cellular phones, I-pods, palm pilots, lap tops, etc.!

The suspect of cheating is enough to take away the exam paper and ask the respective student to leave the examination room.

2.5 Examination regulations

for FH Bachelor degree programs

2.5.1 Merit Assessment, Testing Procedures

The Lauder Business School's assessment of merit in the FH-Bachelor "Intercultural Business Administration," and FH-Master "Intercultural Management and Leadership" degree programs is structured so that all exams take place within the prescribed framework of the respective courses. In this manner the degree conferral is ensured within the prescribed timeframe.

The Spectrum of Merit Assessment ranges from courses with comprehensive final exams to courses with an inherent exam character (merit assessment comprises a combination of partial requirements, e.g. presentations, projects, homework, etc). The type of merit assessment is to be set in the syllabus of the respective course, which should lay out not only objectives for, but also the pedagogical and didactic features of the course. With the exception of the diploma examination, all exams are individual testing.

Students will be informed about examination regulations, time limits, and dates by means of posted announcements, publication in the Campus Handbook, and via the Internet (e-mail).

2.5.2 The Determination of Success in Studies

follows the examination guidelines as stated on the syllabus of the respective course, as determined by the instructor responsible for the course. Individual examination achievement is assessed with grades, as prescribed by the Austrian grading system:

1 / Excellent	100-91% of possible points for course
2 / Good	<91-81% of possible points for course
3 / Satisfactory	<81-71% of possible points for course
4 / Passing	<71-60% of possible points for course
5 / Not passing	less than 60% of possible points for course

An exam is considered "passed" when a grade of "passing" or higher given. A course with inherent exam character is considered "passed" when the combined total of all partial requirements (as stated in the syllabus) exceeds 60% of the possible points for all combined total requirements of the course. Should a course be taught by multiple instructors (multiple components, substantively differentiated), the comprehensive grade comprises the individual grades from the respective components (distribution pursuant to the course syllabus). The course is considered "passed" when each component receives a grade of "passed".

The curriculum may also contain courses for which grade-based assessment is neither required nor possible (e.g. courses on character-building), but which can be allotted ECTS credits. Such courses will be graded with "credit/no credit".

If participation in the course is not possible at the scheduled time, the course must be made up at a later date, or the course instructor must verify that the student made up the content of the course in question on an individual basis outside of the class.

The successful completion of the internship (FH Diploma and FH Bachelor degree programs) is based on the achievement of all mandatory and specified partial requirements. In exceptional cases the Dean may give written permission for extensions of deadlines. Repeating internships due to a not passing grade is not possible, and the guidelines regarding repeat and commission examinations are not applicable in this case. The student may submit a written petition to repeat the entire academic year (in which the internship was to be completed), and such a request may be granted, based on perceived potential for successful completion of the program.

2.5.3 Deadlines for Scoring Exams

Results of written examinations and grade assessment in courses with inherent exam character are to be disclosed in writing to the school administration no later than two weeks after the exam was held or, respectively, after the course in question has ended. Students will be notified of their grades by the administration.

The result of oral examinations is to be given to the students by the end of the day of the exam.

Unexcused failure to appear for an exam on a predetermined examination date will be graded as “not passing.”

Once the grades are announced, at least one date will be provided for all students to review the written exam. The instructor’s presence is required at the time of the exam review.

In the case of a “not passing” grade, the date for exam inspection must be at least *two weeks before the retake examination*.

Should the student fail to follow the attendance regulations (attendance regulations are specified in the respective Syllabus at the beginning of the respective academic year), and course merit thus not be ascertainable, the course is to be graded as “not passing.”

Successful completion of all courses for which a student is registered in an academic term will be confirmed in writing (Grade Report) with the student once the term ends.

2.5.4 Retake Examinations

A missed or not passed course final examination may be retaken twice (once as a retake and once as a commission exam). The examiner for a retake examination is the instructor of the respective course. Should the course instructor be unable to conduct the examination, the Dean (or the Chair of the Examination Commission) will appoint an expert substitute.

The first retake examination follows the examination guidelines (i.e. either written or oral) outlined in the syllabus. The results of written examinations must be submitted to the school administration no later than one week after the exam takes place.

The second retake examination, the commission exam covers the content of the whole semester, comprises an oral and a written part. The examination committee is made up of one Chair and two committee members, whereby all members of the examination committee are required to be present for the entire duration of the oral exam.

A maximum of three days may separate the written part from the oral part of the commission retake examination.

The commission retake examination is considered “passed” when the sum of the grades from both parts consists of at least 60%. The final, overall grade is determined by the average (mean) percentage of the two parts. The student must be informed of the grade following the exam, and he/she has the right to view the examination protocol.

The first retake examination in a course with inherent exam character is also to be given in the form of a written exam. Should the first retake examination not be passed, a second retake examination in the form of a commission examination will be held as explained above.

Should an assigned written project, paper, or report in a course be given a grade of “not passing,” the student shall be granted a reasonable extension in which to resubmit the required assignment. A second grade of “not passing” of an assignment leads automatically to a commission exam, in which the written component is comprised of the assigned project and the oral part which covers the course’s theoretical material.

As a rule, retake exams (both first and commission retake exams) in foreign languages contain oral and written components.

Should a student fail to pass the second retake examination, he/she will not be allowed to continue his/her studies.

Should a commission retake examination be “not passing,” the student may submit a written petition to the Dean to repeat the entire academic year. Such requests may be granted at the Deans’ discretion and are based on perceived potential for successful completion of the program.

Dates and Deadlines for Retake Examinations

will be published to the students at least two weeks before the exam date. The following rules apply:

- The first retake examination is to be taken within the first weeks of the following semester.
- If necessary, the commission examination is to be scheduled within four weeks following the first retake exam.

Exceptions to this policy may be made in exceptional cases at the discretion of the Dean.

The length of time between a final semester exam and a first retake exam or between a first retake exam and a commission exam must be at least two weeks. Retake exams generally must take place in the beginning of the following semester.

In the case when the exams are taken in the semester immediately preceding the internship and graded as “not passing,” the retake examinations can be held at the beginning or in the course of the internship semester in adherence to the prescribed regulations, should the student request such a retake and based on the examiner’s availability. In other cases, retake examinations automatically take place at the beginning of the semester immediately following the internship semester.

Formal Guidelines

The proceedings of oral retake exams are to be recorded in writing. The form can be obtained in the Administration office.

The protocol must contain the following details:

- Date, time, and length of exam
- Examiner name or member of exam committee
- All exam questions (including supplementary questions)
- Grade basis/grounds for assessment of merit.

Oral examinations are open for public attendance to those who show interest. The number of auditors is limited to the available audience space.

Examination Protocols

The Chair of the Examination Commission must keep a written record of the exam. The protocol should contain:

- Examination subject
- Names of all members of the Examination Commission
- Student’s name
- All exam questions, and the grade
- Grade basis/grounds for assessment

The exam protocol has to be signed by the examiner or by the chair of the Examination Commission and will be archived along with all examination materials for at least one year following the release of the exam results.

2.5.5 Grade Reports

At the end of each semester a grade report containing all individual course grades for the previous semester will be issued. The formal specifications for a grade report are as follows:

- Name and identification number of the degree program
- Semester for which the transcript is being issued
- Students’ first and last name
- Students’ identification number and date of birth
- Course title and code
- Grade and ECTS credits for the course
- Date, institutional seal, and Dean’s signature

Original grade reports will be distributed to the students, and copies of the reports will be retained in students' files.

In addition, grades for individual courses, examination dates, and ECTS credits will be recorded in transcripts, which will be distributed to each student either upon successful completion of or upon termination of studies. Grade reports are strictly issued in the language of instruction of the University, and the official copy is granted only once.

2.5.6 Validity and Invalidity of Examinations

Examinations and research papers can be announced as invalid if proof is provided that a student used unauthorized assistance during an exam or if the student is proven not to have followed the course instructor's prescribed guidelines.

In both cases, the student may immediately be expelled from the exam.

The validity/invalidity of examinations is decided by the instructor in consultation with the Dean. A grade of "n.b./n.c." on the grade sheet stands for "nicht beurteilt/no credit," the grade equals to "not passing". The guidelines for exam retakes and for failed exams apply to invalid exams.

2.5.7 Legal Guidelines for Examinations

Appeals against the results of an examination may not be made.

If the exam was not conducted according to prescribed guidelines (e.g. time limits were not adhered to), the student may submit a petition for grade cancellation (plausibly documenting the breach of guidelines) to the Dean within two weeks from the release of the results.

Supporting documentation for merit assessment (e.g. corrected/scored versions of written exams, written exams, and reports) must be archived for at least six months following the publishing of the grades. Examination protocols are to be archived for at least one year following the publishing of the grades.

Amendment to the Examination Regulation of the Lauder Business School for the FH Bachelor Program 'Intercultural Business Administration' and the FH Master Program 'Intercultural Management and Leadership'

Timeframe and Deadlines

In case the unbound copy of the bachelor work/master thesis has not been submitted within the announced deadline (min. 60 days prior to the first day of the commission examination) without a written statement of the candidate about the reasons for not submitting it, the same regulation is applicable as a non-approval of a bachelor work/master thesis.

If the candidate did not submit the unbound copy within the deadline, but explained in writing the causes for not handing in the work to the coach or the dean, he/she shall be granted the possibility to hand in the unbound copy within the respective deadlines of the successive 12 month (winter and summer semester).

If the candidate did not submit the bound copy within the deadline, he/she shall be granted the possibility to hand in the bound copy of the bachelor work/master thesis within the respective deadlines of the successive 12 months (winter and summer semester). In case the work has not been handed in at either of these two deadlines the candidate will be ex-matriculated.

2.6 Lecture feedback

Standardized and regular feedback about the lectures is an important instrument to design and improve the curriculum and the respective lectures. Therefore students are asked to participate once a semester to give structured feedback about the lectures. An invitation to participate with the respective link to the electronic survey tool will be sent via e-mail. To grant anonymity of the participants and highest data protection possible, students need to draw random numbers like in a lottery - this drawing will be organized by the respective class representatives. These random numbers function as the passwords for the feedback. After analysis of the data, the results will be discussed between the Dean and the respective lecturer in person to derive results from this feedback process. Any other lecture feedback is highly welcome and should be brought forward to the lecturer or Dean through the class representative.

2.7 Bachelor Theses

The Bachelor of “Intercultural Business Administration” degree program comprises two Bachelor theses.

These papers should be relevant to the students’ degree program and should demonstrate the students’ ability to independently treat a topic relevant to his/her career or education while adhering to academic standards and methods (as published in the manual “Requirements and Academic Standards for Scientific Papers” for LBS students). The papers should be substantive (20-25 pages each) and completed in a timely manner (deadlines to be announced).

2.7.1 First Bachelor thesis

The first Bachelor thesis must be written in the fifth semester on an elective topic (from Module SBA or Module SBB) within the business administration field of specialization. Additionally, the student must draw on supplementary course content from one of the following Modules: IT Specialized Applications (ITS), Specialized Economics (SEC) or Specialized Business LAW (SBL). The instructors of the relevant courses in business administration are responsible for advising and grading the papers.

The following general timeframe is to be adhered to (the exact dates will be announced to students either via bulletin-board posting or in the relevant courses at the beginning of the semester in question).

By the end of the second week of November, the student has to inform the course instructor of the topic and to submit an abstract. The completed paper is to be submitted to the course instructor at latest by the end of the second week of January.

The deadline for scoring papers is two weeks; in all cases, the grading process should be completed by the last day of the semester.

2.7.2 Second Bachelor thesis

The second Bachelor thesis is to be conceived as an insightful, theoretical practical paper or project.

The topic of this paper/project should reflect on one hand the area of specialization (Specialized Business Administration A/SBA or Specialized Business Administration B/SBB - but should be conceived independently of the first Bachelor’s thesis); on the other hand, it should also focus on the chosen field of the internship (under guidance of the advisor for the internship semester; Course = Repetitorium, Collateral Revision Course).

The instructors of the relevant courses in Business Administration or the internship semester advisor are responsible for advising and grading the papers/projects.

The following general timeframe is to be adhered to (the exact dates will be announced to students either via bulletin-board posting or in the relevant courses at the beginning of the semester in question):

By the end of the second week of March, the student must inform the course instructor of the topic and to submit an abstract. The completed paper has to be submitted four weeks before the date of the commission Bachelor examination at the latest. The deadline for scoring papers is two weeks.

The rules for courses according to the Examination Regulations also apply here to grading guidelines and the possibility of repeating the assignment.

2.7.3 Commission Bachelor Examination

The Bachelor examination is a commission exam in front of an expert examination committee comprised of:

- the Dean
- one course instructor from each business administration specialization area (2)
- one course instructor from an intercultural course
- the student's advisor (teaching or research personnel) for the internship semester

The prerequisites for taking the final degree-conferring Bachelor examination are

- approval of both bachelor's theses
- passing grades in all fifth-semester courses
- Successful completion of the internship semester

The Chair of the examination committee must keep a protocol of the exam.

Evaluation of the Bachelor Examination

adheres to the following criteria for merit assessment:

Failed	not passing exam (or exam component/s)
Passed	minimum passing grade in all exam components
Passed with honors	average grade ≤ 1.4
Passed with high honors	average grade ≤ 1.2

A "failed" or "no credit" commission Bachelor examination may be retaken twice.

Failing to appear at the scheduled time for an exam - without acknowledged written grounds before the beginning of the exam - will be treated as a "failed" examination.

The decision on the suitability of grounds for failing to appear relies solely on the Dean's discretion.

The student must be informed regarding the criteria for assessment and the results of the Bachelor exam following completion of the exam.

Students from international partner universities are subject to the valid examination regulations in currently published form.

2.7.4 GRADUATION

The graduation ceremony is one of the most attended events of the students' years. It is a joyful and unforgettable day not only for all the graduates, but as well as for their relatives, professors, members of this educational institution and guests of honour.

This academic ceremony takes place at the LBS Auditorium accompanied by presentations, speeches, student videos, and most of all by the happy atmosphere created by all the participants.

All students attending LBS are very welcome to contribute to organizing this event; their ideas and collaboration are highly appreciated and expected. Please contact your class representatives or Ms. Seebohm at the Administrative Office.

2.8 Definitions of Important Terms and Phrases

Accreditation

of a course is the granting of credit for the course, corresponding to the credits (ECTS) earned for that course, generally at another institute of higher education.

The students who are willing to apply for accreditation on a respective course are kindly asked to -- fill in the Accreditation Application Form

- add the respective proof that the credits have already be earned for the subject at an other academic institute of higher education,
- discuss the issue with the respective lecturer (based on the respective papers)
- provide the agreement of the respective lecturer (signature on the paper)
- finally hand in all documents at the Academic Administration Office prior to the deadline of Accreditation (which will be announced at the beginning of the semester).

In case of not meeting those (see above) formal requirements - the accreditation application will not be processed and the consequence is no accreditation.

The status on the individual accreditation will be given in writing within two weeks from the accreditation application date.

ATTENTION:

- o Accreditation can only be granted if the number of grade points (ECTS) of the respective course is not higher than the number of points accumulated by previous learning.
- o Accreditation can only be granted for a course if its language of instruction has been English
- o Courses that have been passed, respectively credit points that have been earned longer than five years ago (Bachelor) cannot be accredited.
- o Be aware that the programs offered at LBS are designed in a consecutive manner, so one course may provide special knowledge - a basis on which the successive course in the next semester will be built on - please consider before you request accreditation.
- o Accreditation of language is based on a mandatory entrance examination in the selected language. Notice that all offered languages start on beginner level - students may not select a language when having a higher proficiency in the respective language than a beginner, thus accreditation in a language usually will only be granted in the first semester.
- o Courses of the higher semesters cannot be subject to accreditation!

Commission Examinations

are exams held in front of an examination committee. In case of failure, students may not continue their studies any further; but they may reapply for the upcoming Academic Year.

Comprehensive Examinations

are exams that assess merit in more than one subject area

Course Examinations

are exams that assess knowledge and skills imparted in a particular course

Courses with Inherent Examination Character

are courses in which merit assessment does not rest on a single examination. Instead, multiple written and/or oral components (presentations, projects, homework etc.) form the grade basis.

ECTS Credit Points

are awarded according to the European Credit Transfer System. They serve as inter-nationally comparable standards to evaluate the work of students at post-secondary educational institutions.

Modules/Core Courses/Specializations

are core areas of study in the degree program, to which courses are assigned as outlined in the curriculum guidelines.

Elective Required Courses (Language)

Have to be selected according to regulations outlined in the curriculum. Following selection, the courses become compulsory and are treated as required courses.

Examination Assignments

are theoretical, and/or experimental, and/or practically-oriented written exercises that must be completed during an examination.

Individual Examinations

are conducted on a one-on-one basis.

Internship/Practical Semester

is carrying out vocational training/employment in the professional field, as outlined by the applicable degree program and curriculum. Among other things, the internship semester challenges students to practically apply the theoretical knowledge and skills they have acquired, to further develop key competencies, and to assess their own intellectual and vocational skill sets.

Oral Examinations

are exams during which questions are answered orally

Required Courses

are compulsory courses for the degree program and curriculum

Subjects

are areas of study in which concepts and methods are imparted through multiple, related courses.

Subject Examinations

are exams that assess merit in a particular subject. Subject exams are major exams when the exam grade comprises 50% or more of the course's final grade.

Written Examinations

are exams in which questions are answered in writing

Educational Training Contract

All accepted Bachelor Students will receive the Educational Training Contract together with the Official LBS Enrollment Documents. This Contract legally binds two parties, meaning the Lauder Business School, University of Applied Sciences, and the respective student. If the student violates the terms of this contract, he/she will be faced with the consequence of leaving this Educational Institution. All students will receive the signed copy of the Educational Training Contract from the Dean and the Managing Director once they have completed the registration for the Statistic Austria.

ÖH Beitrag

Compulsory membership to the Austrian National Students Union (ÖH) - Pick up the payment slip at the Administration Office at the beginning of every semester or ask Ms. Seebohm for further details.

2.9 Important Rules and Regulations

This is a very comprehensive summary of the applicable rules and regulations when studying at a University of Applied Sciences, respectively at Lauder Business School

Admission procedure

LBS can only offer 60 study places (BA Program) per each academic year, so all applicants have to take part in an admission interview, the best candidates will be accepted.

Attendance

in classes is mandatory (by law). Students can miss a certain percentage (please check the Syllabus of the respective course) of the weekly amount of hours indicated in the study program. Block seminars must be attended 100%. A course is considered a block seminar when it has more than four hours a day.

Violation of the rule of attendance leads to an incomplete in grading which is equal to “not passed”.

Consecutive program

all courses of each semester must be passed positively in order to continue with the next upcoming semester

Code of conduct

Students must act according to the educational contract. Students shall behave in a way that does not harm the reputation and interests of LBS. Professional - according to business standards - communication is required, at all times: personally, on the phone and in writing.

Dress code

students are required to dress accordingly, meaning no short pants, no tank tops, no beach or clubbing attire, no jogging outfits, no pajamas and slippers (yes, it happened!). No shirts with religious or political slogans that may be insulting to others.

No food or drinks

in classrooms but beverages in plastic bottles. NO ALCOHOL!

NO SMOKING IN BUILDINGS

Only in designated areas - outside where ashtrays are placed. Please remember: An ashtray is an ashtray (not a garbage can!)

No littering

on premises. Once you leave a classroom, any public area (inside or outside), take all papers and empty bottles with you and/or to the next garbage can.

Punctuality

We at LBS are on time! It is a matter of politeness to be on time. If students are late to class it may result in missing one hour, depending on when the lecturer takes attendance!

No leaving class

except during the break as announced by the lecturer. Whatever you have to do - checking e-mails, taking a phone call, writing an SMS, having a coffee, going to restrooms, ... do it before the classes, during breaks and after classes.

No cellular phones

in classes. Turn off your cellular phones.

Lap tops

may only be used in classes when required. Follow the instructions of your lecturer.

No damage of property

(e.g. disposing your chewing gum under the table is considered damage).

Visitors on campus

students can invite guests to show the campus, but in order to make these visits legal, the visitors must register at the administration. Remember: each person is fully responsible for his/her guest.

Parking

Students are not allowed to park their cars on the premises (sorry, but we simply do not have enough space). Parking lot is reserved for staff and faculty.

E-mail

Every student is assigned an e-mail account, and should check it as often as possible. Empty your mail box when full (or better before). The Administration often imparts vital information to the student body via email and each student is held responsible for keeping him/herself informed.

ID

In case you failed a commission exam or are expelled from LBS due to other reasons you must return your ID.

Participation

Students are encouraged to actively participate in classes, and should help to build and improve our academic community. Suggestions for improvement are always welcome.

LBS Logo, Stationary

can only be used by authorized persons. Students are not allowed to use the logo, or stationary or any official papers of LBS. If the logo should be applied to projects or presentations, authorization by the Dean is required.

2.10 Internet and Network Usage Policy

This document constitutes a FH-wide policy for the appropriate use of all LBS computing and network resources. It is intended to provide effective protection for individual users, as well as equitable access and proper management of those resources. These guidelines should be interpreted broadly and are intended to supplement, not replace, all existing laws, regulations, agreements and contracts, which currently apply to those resources.

Access to the LBS networks and computer systems is a privilege and not a right. Access is granted subject to FH policies and local, state and federal laws. The contents of all storage media owned or stored on FH computing facilities are the property of the FH. Appropriate use should always be legal and ethical, reflect academic honesty, conform to Community Life Standards and the mission of the institution as stated in the FH catalogue, and show restraint in the consumption of shared resources. Users should demonstrate respect for intellectual property rights; ownership of data; system security mechanisms; and individuals' rights to privacy, freedom of speech and freedom from intimidation, harassment and annoyance.

The FH is not responsible for the illegal, unacceptable or unethical use of the information technology environment including computer and computer networks or electronic communication systems.

2.10.1 Authorized Use

Authorized use of LBS-owned computing and network resources is that which is consistent with the education, research and service mission of the FH and with this policy.

The FH's networks and computer systems are maintained for use by users in connection with FH-related matters. Authorized users are any currently enrolled students, active or adjunct faculty members, and full-time or part-time employees. Each user will be authenticated periodically to verify these requirements. While the FH will attempt to respect academic freedom in the use of its information technology environment to achieve academic objectives, any user may be denied access to these resources for any reason. No denial of access shall be interpreted as any attempt to control academic freedom.

It is the user's responsibility to be aware of the potential for any possible effects of manipulating information and to continuously verify the integrity and completeness of information. Users are responsible for the security and integrity of FH information stored on FH-owned equipment.

2.10.2 FH Access and Disclosure

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the FH. While the FH will treat information stored on its equipment as confidential, the FH cannot guarantee confidentiality of stored data. Users should be aware that use of data networks such as the Internet and electronic mail and messages will not necessarily remain confidential from third parties outside the FH in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions. However, there is no expectation of privacy or confidentiality for documents and messages stored on FH-owned equipment. Additionally, e-mail and data stored on LBS's network of computers may be accessed by the FH for the following purposes:

- Creating backup copies of media
- Troubleshooting unauthorized access and system misuse
- Retrieving business-related information
- Investigating reports of violation of this policy or local, state or federal law
- Complying with legal requests for information
- Rerouting or disposing of undeliverable mail

Users of electronic mail systems should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is vulnerable to unauthorized access and modification by third parties. The FH retains the right to monitor and restrict users for any reason that degrades performance of the information technology environment. Because of the open nature of the Internet, the FH cannot be held responsible for what content the user might encounter. The FH reserves the right to inspect electronic mail usage by any person at any time without prior notice as deemed necessary to protect business-related concerns of the FH to the full extent not expressly prohibited by applicable statutes.

2.10.3 Examples of Improper Use

Though not exhaustive, the following list is provided to emphasize that these activities are NOT allowed on the LBS networks or computer systems: hacking; unauthorized use of facilities, account access codes, privileges or information; using the Internet for purposes outside of academic, administrative and research activities; any activity that violates the laws, regulations and rules, whether federal, state, local or FH; wilful destruction or damage to computers or data; unauthorized monitoring of communications equipment; violation of network security or attempts to break password restrictions; use of network or computer environment for private enterprise; any use for any private commercial enterprise, monetary gain or business outside of the FH; use of another user's password or any access code; use of electronic mail for the distribution of unsolicited information or advertising; violations of any software licenses or any copyright; violation of any person's or entry's right of privacy creation or forwarding of chain letters; sending universal or spammed mail; defamation or any conduct that is offensive or threatening to any individual or group; accessing obscene pornographic or hate-based material or web sites; accessing hacker or cracker material or sites; posting, sending or acquiring sexually explicit or sexually oriented material, hate-based material and hacker-related material; creating, installing or spreading computer viruses of any type; attempting system crashes; sharing a user account with another; and unauthorized access to private information or any information belonging to another.

2.10.4 Improper Use Penalties

The FH retains the right to unilaterally limit access to the information technology environment for improper use or for any other reason. All procedures, hearings, evaluations and investigations are at the discretion of the FH and need not be provided in any particular situation. Neither the following subsections nor this policy grant users any right to access LBS computers and network systems under its control or any right to a review by hearing or investigation when the FH denies access to its information technology environment.

- Any violation of these policies should be reported to the Network Administrator. If the Administrator is not available, report the violation to one of the following: Academic Office or the Administration Office.
- In the situation of a student violation, the Student Affairs Office will be contacted for possible disciplinary action under these guidelines.
- LBS recognizes the occasional use of network and computer systems for personal matters; however, this should be limited to not more than 10 percent of business usage per IRS rules and regulations. In the situation of employee violations, the Human Resources Office will be contacted.
- Any employee who violates these policies may be subject to discipline, up to and including termination.
- Wilful attempts to bypass security will bring immediate and indefinite termination of access to the information technology environment.
- Any user whose use of LBS computers and network resources has been limited or terminated or who has been denied use and desires to have such action reviewed should make such a request in writing to the chief information officer of the FH.

2.10.5 Limitation of Liability

Although the FH tries to provide a stable and accurate computing environment, from time to time hardware and/or software errors or errors of other types may arise. The FH does not warrant the accuracy of its computers, hardware, software, network, communication systems or any part of it, including documentation, advice or consultation. The FH does not guarantee access to the information technology environment. The FH shall not be liable for any incidental, consequential or actual damages, even if advised of the possibility thereof. In no event shall the FH, or any employee or department, be liable for the failure to provide access to the information technology environment.