

Students Handbook

4. ACADEMIC CODE OF CONDUCT

Lauder Business School's Code of Conduct applies to the entire business school community including the student body, faculty, organizations, and all employees. Members of the Lauder Business School community are expected to behave in a manner that is harmonious with and supportive of the activities and functions of the institution.

Students agree to abide by the highest standards of academic honesty in study as well as preparation for and presentation of examinations, term papers, and research reports. Infringement of academic integrity and dishonesty are considered violations of Lauder Business School's Code of Conduct.

Achieving one's full potential and academic excellence requires an atmosphere of trust and mutual respect.

LBS community members have a responsibility for integrating these principles into all areas of their personal and professional behaviour. Therefore, students, faculty, and staff will respect the following principles:

- Honesty and integrity in dealing with all members of the LBS community
- Responsibility and accountability for personal behaviour
- Respect for the property, personal rights, and dignity of others
- Upholding the Code of Conduct by reporting all violations

The following types of behaviour are considered violations of Lauder Business School's Code of Conduct and will result in disciplinary and/or legal action:

- Academic misconduct and violations of academic integrity in any form, including but not limited to cheating, academic dishonesty, fabrication, misrepresentation, and plagiarism
- Conduct which interferes with and obstructs business school functions
- Disorderly or abusive conduct in the classroom or on business school premises
- Refusal to follow or failure to comply with the directives of Lauder Business School officials acting in performance of their duties
- Knowingly furnishing or reporting false information to any Lauder Business School representative, faculty member, or office
- Unauthorized use of business school equipment, property, offices, and premises
- Participation in, furtherance of, or intent to engage in any illegal activity on Lauder Business School's premises
- Actions which may harm students, faculty, and/or staff of Lauder Business School including any conduct which endangers the health, welfare, mental wellbeing, or safety of any individual
- Forgery, falsification, or unauthorized use of any Lauder Business School identification, document, record, electronic device, or key
- Abuse of computing facilities or telephone system, including but not limited to unauthorized use of a terminal, password, or account; transfer of a file or unauthorized entry into a file to copy, use, read, or change its contents, unauthorized use of another individual's identification or password; or misappropriation of copyrighted materials, intellectual property, or licensed software

Students Handbook

- Theft, misappropriation, or destruction of, or damage to any Lauder Business School records and property or of property of others; possession of any misappropriated goods
- Commission of any crime or offence prohibited by federal laws and regulations
- Dress code – All LBS students are asked to dress in a professional manner. This means no short pants, no tank tops, no beach or disco attire, no jogging outfit, no pyjama and slippers (yes, it happened!). No shirts with religious or political slogans that may be insulting for others.

Individuals who violate any of the above regulations are subject to disciplinary and/or legal action at the discretion of Lauder Business School. Any attempt to commit or conceal acts of misconduct prohibited by Lauder Business School's Code of Conduct is subject to sanctions to the same extent as the completed acts.

Students who fail to abide by these standards are subject to disciplinary actions, which may include:

- (a) The grade of F in the course
- (b) Suspension from attending classes for a definite period
- (c) Dismissal from Lauder Business School
- (d) Other sanctions which are deemed appropriate by the Dean of Lauder Business School.

Lauder Business School is committed to safeguarding the rights of all students. Students are entitled to be treated with equity, fairness, and respect by fellow-students, administration, faculty, and staff.

E-mail Etiquette and Communication

Politeness and respect in all forms of communication, being that oral or written is required. All students are kindly asked to constantly check their LBS e-mail account as well as the board next to the Academic Administration Office. Communication via e-mail is mainly used as the most common way of communication between the Academic Administration and the students.

You are highly recommended to use professionalism and efficiency in any type of your daily correspondence.

Address persons correctly according to their responsibilities.

Keep in mind that the words "Please" and "Thank you" are always welcome!!!

Deans' List

On the Deans List you will find names of very special students regardless in which program they are enrolled.

Special means outstanding in various ways, however, an excellent grade point average is not sufficient to be nominated: Social and personal skills are as much important as knowledge and qualification, all members of this exclusive club contributed more than expected to wellbeing of the academic community at Lauder Business School.

For their support and cooperation, for their attitude and moral stance, for courage and engagement, for understanding and patience, for caring and helping, the Dean expresses her thankfulness and appreciation to the respective selected student.

5. The premises of Lauder Business School

- **LBS campus**

Students Handbook

- There is a clear differentiation between the academic facilities and the LBS dormitory & dining hall ("mensa")
 - **The Entrance to the Dormitory is clearly defined – DO NOT WALK THROUGH THE CLASSROOM IN ORDER TO REACH YOUR ROOM IN THE DORMITORY**
 - Entrance from the back office is not allowed, unless permission is granted
 - NO kosher food is prohibited in the campus
 - No food or beverages (except bottled – no glass bottles - water or soft drink) in classrooms. Take your empty bottles and waste paper to the garbage can.

 - Smoking is strictly prohibited in all buildings of LBS. The prohibition of smoking extends to all interior rooms and spaces, including hallways. Smoking is allowed near the outdoor ashtrays ONLY. Faculty and staff are authorized to enforce this policy.
 - Garbage in garbage cans, cigarette ends in ash trays (and not the other way round). The park must be kept clean and nice - as it is considered a biotope.
 - Please respect all "weather warnings" published all over the campus and the academic facilities
- **Parking** – due to limited parking spaces, students are not allowed to park neither at parking lot which can be entered from Hofzeile, nor on the parking space at Pyrker gasse.
 - **Other Equipment: AV Shuttle, Beamer, Overhead** - The use of other LBS equipment is reserved for class room instruction only. The use by students outside of class is not permitted unless it was specifically planned and permitted by the Dean or instructor. Equipment and keys to equipment may only be given to instructors and must be returned by the instructor to the office after use.
 - **Copying, Printing and Scanning Services** - The copy machine is available for students and faculty to make copies or print using their code obtained from the IT staff. Books may be taken to the copy room from the library, must be handled carefully when copying, and be returned immediately to the library and re-shelved in their proper place. (see also section Library). If there are any problems with the copy machine, the office should be informed immediately. It is prohibited to refill paper or remove paper jams.
 - **Library** - The LBS library supports academic instruction by making available materials recommended by faculty members specifically for their classes. In addition, administration assists LBS students to connect with library services available at other institutions in Vienna.

Books are organized according to the modules/subjects in which they are used, and within each section the books are organised alphabetically by author.
Each book, as well as other materials, can also be looked up in the *Library Database*.

Required as well as recommended readings will be purchased for the library, and students will be informed of textbooks required prior to the beginning of the semester. **Students are responsible for purchasing required class texts.**

Several copies of required textbooks will be available at the Library. Please be aware of the fact that textbooks are for the use of all students, and should never be taken just for individual purposes. Do not forget – you are not the only one who needs the respective book.

Library Rules – please refer to the rules as published in this booklet and on the board next to the Academic Administration Office.
 - **Computer Lab** - The computer lab is available for class instruction in Information Technology, preparation of class-related assignments, use of on-line and internet resources and use of the LBS email system for communication among students, faculty and staff. Access to computing and networking resources is only for Lauder

Students Handbook

Business School students and for approved purposes only. Any violation of rules and laws leads to consequences.

- **Intranet** – All LBS students may get access to the LBS Intranet through their personal username and password. Through Intranet they can be informed regarding their schedule, grades, and syllabus of the respective courses. Students will get access only to information related to their specific semester and individual grades.

6. Events

All events that will be organized by the Lauder Business School, being presentations, graduation ceremonies, invitation of guest speakers, and others, will be published first of all on intranet. All students are very welcome to be involved in the organizing of these events.

7. Dissemination of Information

All students have to get used to check their LBS e-mail account as often as possible, and empty it when needed. This way of communication is considered as a primary one. Email notices are sent to the Student Mail Service address of students, who are responsible for checking their mails. Any notice sent to the last reported address or email address of a user is deemed to have been duly sent. Users are responsible for informing the Academic Administration of every change of address or email address at home or at work, whether permanent or temporary.

Besides the e-mails, students are kindly asked to check their pigeon wholes as well as the board next to the Academic Administration Office. All information sent via e-mail or published on the board from the Academic Administration Office is official.

8. Academic Calendar/Schedule

The Academic Calendar will be published on the LBS website well before the beginning of the new Academic Year.

Oriented into building a European Unique Academic Jewish Institution, the LBS respects all Jewish Holidays. For this reason, taking into consideration all the holidays, the Schedule is very tight.

This schedule will be published on the board as well as on Intranet. Please check the schedule constantly, as it can always be subject to change.

9. Office Hours

Deans' Office – by appointment

Academic Administrations' Office Hours

- Monday & Wednesday – 08:00 - 11:00
- Tuesday & Thursday – 14:00 – 16:00
- Friday – NO office hours

10. Emergency Telephone Numbers

- Police 133
- Fire department 122
- Ambulance 144
- Euro emergency call 112

11. Useful sites and addresses

Students Handbook

- Austrian Train Service www.oebb.at
- Austria National Tourist Office www.austria.info
- Vienna International Airport www.viennaairport.com
- Vienna Transportation (Tram & Urban) www.wienerlinien.at
- Information on Vienna www.wien.gv.at
- Registration Health Insurance Heiligenstätter str. 31, 1190 Vienna
- Registration at the Municipality (Meldezettel) Gatterburggasse 14, 1190 Vienna
- Registration at the MA35 Dresdner str. 91, Block C, 1200 Vienna

12. How to reach the Lauder Business School

Address:

Lauder Business School
Hofzeile 18-20, A-1190 Vienna
Tel: + 43 1 369 18 18
Fax: + 43 1 369 18 17

BY CAR:

In order to make it easier for you to reach the Lauder Business School by car, please find attached a few maps and a short route description.

Soon after leaving the highway, follow the way direction center, "Zentrum". Follow this direction until you are almost leaving Vienna again. After take the direction to "Döbling" (the district where it is located LBS), then cross the Danube Canal using the following streets as Gunoldstrasse, Barawitzkagasse, Ruthgasse.

Follow Ruthgasse till the end, and then turn left to the Silbergasse. Once you are in Silbergasse, you will find Hofzeile as the second street to the left, which is a short one-way street, starting from Silbergasse (please see map CA2V016B).

FROM THE AIRPORT:

Once you arrive at the Vienna Airport, you can take a bus or train to the U-Bahn Station "Landstrasse Wien Mitte".

There is a direct City Air Terminal shuttle from the Airport to the "Landstrasse Wien Mitte". It leaves every 6 to 36 minutes, seven days a week. The first train leaves at 6:06am, while the last one leaves at 23:36.

Another way is taking the Shuttle buss Nr. 1185 (direction City Air Terminal to Landstrasse Wien Mitte) or the train "S7" direction Wien Nord.

Once you are in Landstrasse Wien Mitte, take the "U4" direction Heiligenstadt. Gett off at Heiligenstadt and take the Bus Nr. 39A direction Sievering, or the Bus Nr. 10A direction Niederhofstrasse, and get off at Silbergasse Station.

From there it is only 3-5 minutes walk to the LBS campus.
Cross the street Silbergasse, and follow the Hofzeile Street, till Nr. 18-20, where LBS is located.