



student's duties towards mci.

The quality of courses is guaranteed in particular through the teaching provided by faculty and the opportunities provided for the exchange of experience between lecturers and students. For this reason, the student in particular undertakes

- to attend **punctually** and **in person** all classes, excursions and other events; in the individual case, with consideration for the minimum attendance regulations, students with a valid reason can make an application, the application to include the reason involved, for a waiver from the attendance requirement for classes or events on individual days;
- to **submit all documents** in original form or certified copy – those of which are requested by the course-providing body during the application process or in order to assess the required student qualifications and other facts – within the time-limit stipulated by the course-providing body;
- to **co-operate in all measures** taken in support of the attendance requirement, such as signing attendance sheets, random sample lists, etc.;
- to take an **active part in evaluation** procedures;
- to take an active part in the **further development** of the program in terms of organization and content;
- to play an **active** and **positive role** in the course;
- to play an **active part in marketing and public relations** measures in support of the standing of the program, the course-providing body and the Austrian FH sector;
- to display a **neat appearance**, attire and behaviour during his/her studies, in particular, at official events, during an exam in front of an exam committee and so on;
- to **observe the rules and guidelines** communicated to students by the course-providing body in the framework of the course, in particular with reference to coursework, project and seminar papers;
- to **grant all rights required by the course-providing body to publish the student's written work** (coursework, project and seminar papers) in digital or printed form, especially for use by public libraries and/or publication in journals and/or other media;

- to **ensure effective communication** in and outside of the place of study, i.e. to make available, to service and make regular use of the necessary means or channels of communication as instructed by the course-providing body and to regularly call up the information thus communicated; in particular the student shall
 - maintain and regularly service an e-mail account or similar communications facility as defined by the course-providing body for the receipt and processing of digital information;
 - make use of a personal computer or similar data-processing device in keeping with the standards defined by the course-providing body;
 - regularly collect information from the notice board, the website, the student's own e-mail account, the student's individual pigeon hole at the course-providing body or similar facility; information provided in such a way shall be considered to have been duly served pursuant to Austrian postal legislation and the Law on the Service of Documents;
 - provide and continuously update personal data insofar as such data are required by the course-providing body for the management of the course; the student hereby gives explicit consent for his/her data to be processed by the course-providing body and/or transmitted to third parties where necessary for the management of the course, for the students' union at MCI or pursuant to legal requirements;
 - provide the course-providing body with a current postal address where service can be effected. Regardless of any other means and channels of communication available to the course-providing body, communications from the latter shall be considered to have been duly served if sent to the last postal address provided by the student. In particular, the course-providing body is entitled to send payment invoices via electronic channels;

- to **observe all schedules for examinations** and the **submission of coursework and papers**.

By reading this agreement the student confirms that

- his/her data may be subjected to electronic data processing by the course-providing body and confirms that he/she has read and accepts the house rules, the course-providing body's terms and conditions, and the rules for the use of the IT infrastructure (<https://mci.edu/en/university/terms-and-conditions-of-business>).
- that he/she participates in the Summer Program and events related to it (e.g. excursions) at his/her own risk. MCI or any of its representatives cannot be held liable for any personal injuries or material damages before, during, or after the Summer Program.
- he/she has a comprehensive health, accident and liability insurance valid in Austria for the whole duration of the Summer Program. The health insurance should cover at least EUR 30,000.

Innsbruck, 18 January 2017