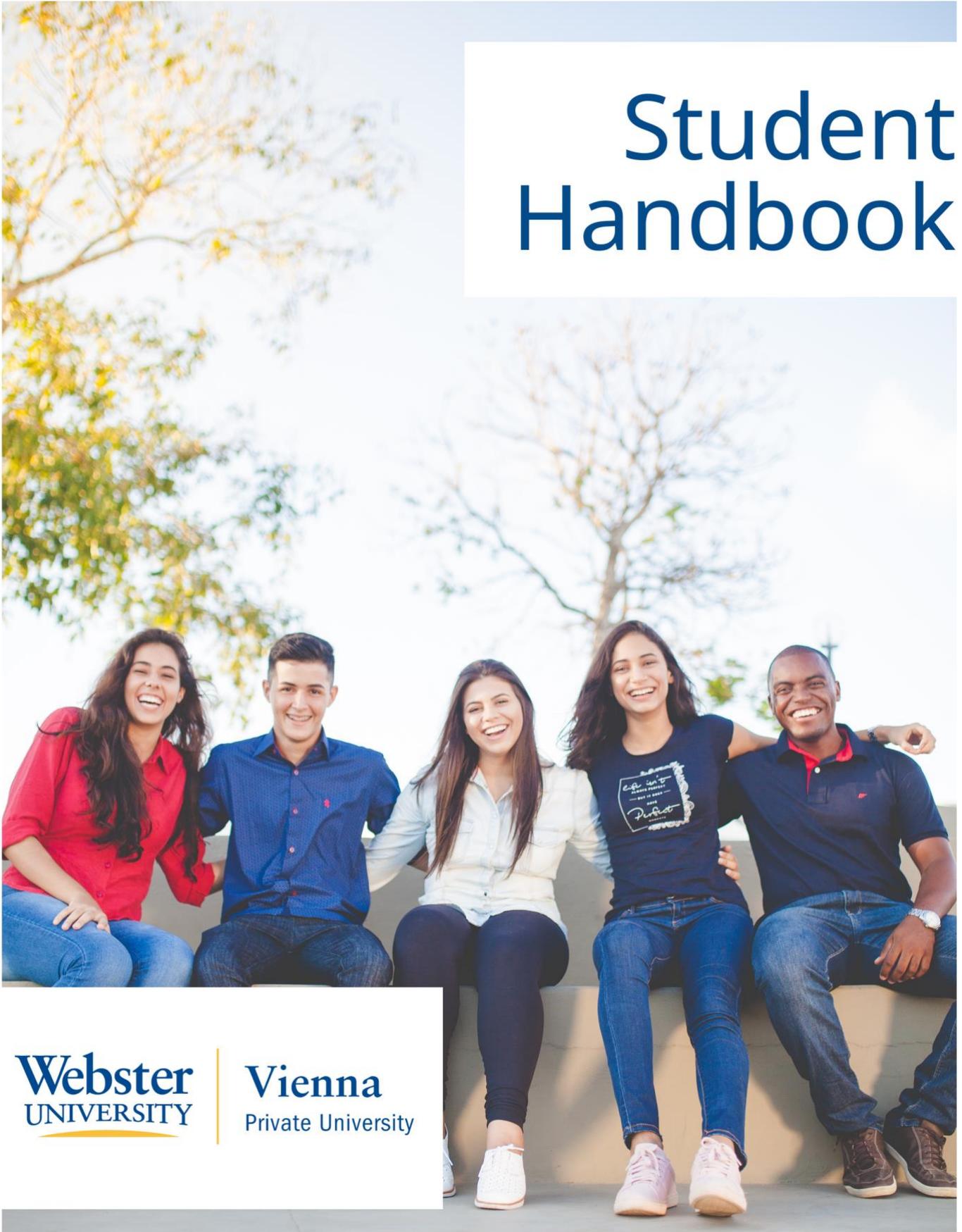# Student
Handbook

Webster UNIVERSITY | **Vienna**
Private University

STUDENT HANDBOOK

WEBSTER VIENNA PRIVATE UNIVERSITY

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1. Introduction

Dear student,

Welcome to Webster Vienna Private University (WVPU)!

As members of our university community your deeds reflect upon its reputation. Therefore, we have compiled this Student Handbook to serve as your guide to the principles, policies and procedures that apply to all students enrolled at WVPU. It begins with the two most important sets of policies of which you need to know and adhere. These are the WVPU Code of Conduct and Academic Policies. It then lays out important policies regarding privacy and safety and concludes with a section on frequently asked questions (FAQs).
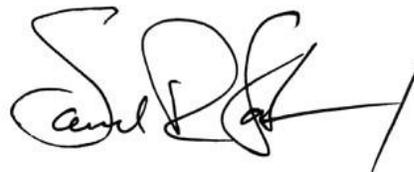
Given the modern digital age in which we live, the WVPU Student Handbook is compiled as an electronic document with embedded links to the website or to Connections, the university's intranet. Where meaningful, we include abstracts and introductory texts to key linked documents. Please make sure that you follow those links and fully understand policies and procedures found within them. WVPU reviews and updates its policies on a regular, usually annual basis. You will find, therefore, the most up-to-date policies online in the links provided within this document. Please make sure to refer to the current website and Intranet for the most current information.

Finally, please note that this WVPU Student Handbook references policy documents pertaining specifically to students of WVPU, i.e. those enrolled in WVPU degree programs or visiting on campus, as well as a broader set of policies pertaining to students of Webster University worldwide. Importantly, WVPU specific policies have statutory authority in Austria. Thus, we expect students to follow all Webster University policies, regardless of their origin, but to recognize that were differences exist, those of WVPU take precedence.

On behalf of the entire Webster university community, we welcome you and wish you success in your studies.
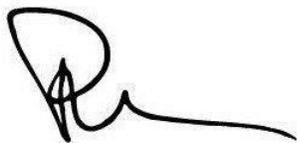
Prof. Dr. Johannes Pollak, Rector   Dr. Samuel R. Schubert, Associate Director

2. Academic Policies

Academic Policies at WVPU can be found at the link
https://webster.ac.at/academics/academicpolicies.php

Academic policies are designed to provide the highest quality education and service to students. Our policies are based on both the American and Austrian education systems. WVPU policies may be found in the Webster Vienna Private University (WVPU) Constitution, the Study and Examination Guidelines of Webster Vienna Private University, and Thesis Guidelines for Students at WVPU. These policies are supplemental to general baseline policies which may be found in Webster's Student Handbook and the undergraduate and graduate catalogs. Importantly, in accordance with local laws and accreditation requirements, WVPU specific policies have statutory authority and thus take preference.

Important topics:

Absence: Students that plan to withdraw completely from WVPU or take a leave of absence lasting more than one semester must complete the Leave of Absence & Withdrawal Form. Students must also inform their advisors, ensure that all outstanding fees are paid, and all library books are returned. A failure to do so could result in WVPU withholding transcripts and other official documents.

Academic honesty: See the WVPU Code of Conduct as well as the Academic Honesty section of the Extended Campus Code of Conduct in the Webster University Student Handbook.

Academic Load Status (full vs. part-time): Specific rules may apply in Austria with regard to student visas and their extension. See the Academic Load and Student Classification sections of the undergraduate catalog or the Course Load Guidelines section of the graduate catalog.

Academic Overloads: Students can take a maximum number of ECTS in any given semester or term. If they wish to exceed this limit, they need to seek permission for the academic overload from the Office of the Director. Please see the WVPU Policy on ECTS overloads.

Academic progress: Students are expected to maintain a minimum GPA. Graduate students, see WVPU Policy on academic probation and dismissal for graduate students. Undergraduate students, see WVPU Policy on academic probation and dismissal for undergraduate students.

Add, drop, and withdrawal policy: See WVPU's page on course Add, Drop, and Withdrawal. See the Attendance policy below for WVPU-specific information on automatic drops. According to the WVPU Add, Drop, and Withdrawal policy, course withdrawals are allowed up to and including week six of term courses and week nine of semester courses. In the case of documented extenuating circumstances, students may request a late withdrawal, by submitting the Late Withdrawal Request Form to the Academic Services Officer (ASO), Ms. Maida Kojic-McAndrew maida.kojic-

mcandrew@webster.ac.at. Decisions are to be made by the respective department head and communicated to the ASO for record-keeping.

Archival/retention of student work: See sections 4.7 and 4.8 of the [Study and Examination Guidelines](#) of Webster Vienna Private University.

Attendance: The instructor sets attendance requirements and students are expected to actively participate in all of their scheduled courses. See the respective attendance sections of the undergraduate and graduate [catalogs](#). Students who do not attend the first session of any course and do not communicate their absence to the instructor prior to the first session will be automatically dropped from the course to free up space for those desiring to register for that course.

Degree Revocation: To preserve the integrity of its academic standards and degrees, Webster Vienna Private University (WVPU) reserves the right to revoke a conferred degree earned through academic misconduct or fraud, or in case the degree was conferred erroneously due to administrative error. See the [Degree Revocation Policy](#) for more information.

Email communication: Students are requested to communicate with faculty and staff via the respective faculty or staff members' official email address, of which two official domains (webster.edu and webster.ac.at) are valid. See Candidate/Connections/Email Accounts sections of the [undergraduate](#) and [graduate](#) catalogs for setting up official student accounts.

Exams (rescheduling and make-up exams): The rescheduling of exams is the responsibility of the respective academic department head. See sections 5.3 and 5.4 of the [Study and Examination Guidelines](#) of Webster Vienna Private University.

Grading:

- **Grading appeals**: See section 3, Course assessment appeals, of the [Study and Examination Guidelines](#) of Webster Vienna Private University.
- If a solution cannot be found in consultation with the instructor or, subsequently, the respective department head within a three month period, students may submit a formal appeal to the Examination Committee at academic.appeals[at]webster.ac.at. The student is expected to provide all the necessary materials (graded work, term papers, etc.) as well as the reasons for the appeal in writing to the committee. After receiving this material, the committee will render a decision and inform the student within a matter of four weeks.
- **Grading standards**: See section 6, Grading standards of Webster University and their Austrian equivalents, of the [Study and Examination Guidelines](#) of Webster Vienna Private University.
- **Incomplete (I) grades and late work:** Incomplete grades negatively affect your academic progress, course sequencing, retention, and graduation plans and should be avoided. Incompletes are only applied when you have completed most of the required coursework and have agreed to deliver the remaining components in a short and manageable timeline.

Under no circumstances may the deadline exceed two terms. After two terms, any remaining I grades will be converted to a failing degree (ZF).

As a matter of fairness and equality, all students are required to turn in all missing work no later than the last week of the term. Instructors will not award Incompletes in lieu of earning failing grades. If you have not provided enough coursework to pass the course by the grading deadline, instructors will assign a grade of F and not an Incomplete. If you have delivered only partial work, you will be given the grade that you earned so far according to the same scale as all other students in the class.

Policy on the auditing of classes: WVPU offers the possibility to alumni, corporate partners, and current students to audit selected undergraduate and graduate courses. Please see WVPU Policy on the auditing of classes.

Research methods coursework: All undergraduates, regardless of major, are required to successfully complete the Methods Roadmap.

Student conduct: The WVPU Code of Conduct provides guidance and sets the baseline for the standards of ethical behavior of all WVPU community members. Rooted in the notions of honesty, integrity and respect, it covers matters of academic performance, interpersonal communication, behavioral and professional integrity and responsibility, and conflicts of interest.

Thesis: All students, regardless of degree, are required to successfully complete a thesis, which is the culminating project of their university studies. Detailed information for those who are planning, researching, or writing their theses can be found in Connections. Please see our WVPU Thesis Guidelines.

Tuition Payment: For all information related to tuition payments, see Financial Information.

* Please note that this section contains the most up-to-date policies applicable to WVPU students and is periodically reviewed and updated (last update: May 2021). Because WVPU academic policies are subject to change, one should refer to the current website for the most current information.

** In accordance with local accreditation laws and requirements, all WVPU specific policies have statutory authority.

3. Code of Conduct & related procedures

The WVPU Code of Conduct provides guidance and sets the baseline for the standards of ethical behavior of WVPU community members. Rooted in the notions of honesty, integrity and respect, it covers matters of academic performance, interpersonal communication, behavioral and professional integrity and responsibility, and conflicts of interest.

The WVPU Code of Conduct applies to all university employees, students, and third parties with a contractual relationship whose conduct should be in accordance with university regulations and applicable laws. It is the responsibility of every member of the community to familiarize one's self with relevant policies and guidelines. Noncompliance with this Code may result in sanctions.

WVPU's Conduct and Grievance Procedures serve to support the university's commitment to ethical behavior, rooted in honesty, integrity, and respect. They provide fair processes to evaluate and pursue possible breaches of the Code of Conduct and associated policies. The Conduct and Grievance Procedures cover three principal types of procedures: academic integrity, grievances, and student conduct. Academic integrity procedures serve to uphold the university's high standards of academic integrity and are used in suspected cases of both faculty and student academic misconduct. The grievance procedures, including both formal and informal procedures for employees and students, provide a channel for resolving grievances as well as enabling employees and students to request an impartial review of actions taken that they consider unfair or as an impediment to the successful attainment of working, living, and learning at Webster Vienna Private University. The student conduct procedures enable the university to address student misconduct fairly and constructively to foster a safe, respectful and inclusive campus.

4. WVPU Study and Examination Guidelines

The WVPU Study and Examination Guidelines provide a summary of the key assessment rules and procedures applicable to all study programs and course types offered by Webster Vienna Private University (WVPU). The guidelines particularize the regulations identified in Chapter 7.2 of the WVPU Constitution. The document contains the universal standards used by WVPU in the grading of courses, the assessment, scheduling and oversight of exams, including the respective makeup and appeals processes for students as well as a general description of the grading standards of Webster University and their Austrian equivalents. It is the sole responsibility of students to read and adhere to these and any additional guidelines pertaining to individual courses as stipulated in the respective syllabi.

5. WVPU Thesis Guidelines

The WVPU Thesis Guidelines present, in sequence, universal rules pertaining to the registration, preparation and assessment of bachelor and master theses and those respectively specific to first and second cycle degrees. For specific guidelines and procedures, including length, organization and style matters, students should refer to WVPU's Thesis Process, Content and Minimum Standards.

6. Computer Technologies Authorized Use Policy

The authorized use policy for computer technologies at the WVPU campus clearly defines the access and use of the university's computer system, defines civility and liberty, property and adjudication.

7. WVPU Privacy, Cookie, and GDPR information

Your privacy is important to us and we take the General Data Protection Regulation (GDPR) and other relevant privacy regulations seriously. It is our goal to be sensitive and respectful of your personal information and to adhere to all facets of the GDPR regulation. Please be aware that all personal data you provide are subject to our Privacy Notices.

We have created Privacy Notices for our main constituents that reflect our commitment to transparency and best practice when it comes to handling your personal data. In the Notices, we outline how we collect your data, why we collect your data, when we share your data, and inform you of your rights with regard to access, deletion and the ability to update that data.

On our website, the following privacy notices are available:

- Website Privacy Statement

- Cookies

- Student Privacy Notice

- Alumni and Friends Privacy Notice

- Employee, Adjunct Faculty, and Employee Applicant Privacy Notice

- Webster Vienna Facebook Privacy Notice

If you have questions about our privacy notices, our cookie policy, privacy practices, or any other aspect of your privacy and the security of your personal information, please contact our Privacy Manager by email gdpr@webster.ac.at.

8. Student Access Policy

WVPU has a sophisticated locking / access system which provides the necessary access - depending on the nature of the "user"- to rooms and areas on our campus. This is relevant for access within the building but also regulates the access to the building. Therefore the building (all rooms, areas) as well as the various constituencies (students, adjuncts, employees) are sorted into groups. Each group has defined accessibility to specific areas at defined times. The student access policy provides you with a quick overview of the necessary information on accessibility. This info is the basis on which IT configures the access cards.

9. Student Locker Policy

There are lockers available for students on almost every floor in the building for temporary use by students at maximum for the duration of one semester. The student locker policy defines the proper use of these lockers and its related keys.

10. Alcohol Policy

The alcohol policy is designed to secure the safety and well-being of students, staff, faculty and guests by setting reasonable limits to amounts offered and assigning responsibility in its distribution.

11. Smoking Policy

The campus of WVPU is designated as smoke-free area. Further information is provided in the smoking policy.

12. Violence and Weapons Policy

WVPU seeks to provide for the safety of students, faculty, staff and visitors and our campus by eliminating or reducing threats of violence in our Webster learning, living and working environment. The university is committed to maintaining this environment free from dangerous weapons, violence and/or threats of violence. This worldwide policy includes all Webster university campuses and applies to all full-time and part-time students and employees of the University, all contract workers on University premises, and to all visitors to University locations.

13. Services for students

At Webster Vienna, we're committed to delivering high-quality, transformative learning experiences, which is why we have offices and departments dedicated to providing personal and academic services to our students. Finding the information you need, when you need it, can smooth the path from application to graduation and improve your whole university experience.

WVPU provides the following services for our students:

1) [Student Counseling Service](#)
2) [Student Resource Center](#)
3) [Career Services](#)
4) [Academic support services](#), such as learning support service, faculty advising, Language Center, Quant Center and library service.

14. FAQs

WVPU provides an extensive set of [frequently asked questions](#) on Connections, Webster's intranet, about academics, advising, student life, financial matters and IT. These questions are regularly updated.