

# General Terms and Conditions

This document states the General Terms and Conditions of OEAD STUDENT HOUSING, a non-profit organization registered in Vienna, Austria, delivering the “Green.Building.Solutions.” and “Alternative and Economic and Monetary Systems” programs. The Terms and Conditions as outlined below supersede any other published policies pertaining to these programs and will remain valid until publication of any new version.

YOUR USE OF ANY OF OEAD STUDENT HOUSING’S SERVICES (including the use of the PROGRAM website) CONSTITUTES YOUR AGREEMENT TO ALL TERMS, CONDITIONS, AND NOTICES CONTAINED HEREIN AND ON THE OFFICIAL PROGRAM WEBSITE ([www.summer-university.net](http://www.summer-university.net)) AND ON THE WEBSITE OF THE ORGANIZER THE OEAD STUDENT HOUSING ([www.oeadstudenthousing.at](http://www.oeadstudenthousing.at)).

## 1. General Policies

### 1.1. Admission

OEAD STUDENT HOUSING works with Sending Institutions in relation to the collection of applications and enrolling students onto OEAD STUDENT HOUSING programs. The Sending Institution has the right to rank the applications according to their academic standards. The OEAD STUDENT HOUSING Program Manager selects successful student applicants by carefully evaluating their application’s credentials and admission standards. Selection for OEAD STUDENT HOUSING summer programs is made after the relevant application deadline or within a predetermined time span following the submission of an application. The selection process used is set out in the relevant application details section of the website [www.summeruniversity.net](http://www.summeruniversity.net).

OEAD STUDENT HOUSING reserves the right to reject an applicant for any reason. OEAD STUDENT HOUSING encourages students to apply as early as possible to ensure a place on their desired program, and in order to have enough time to prepare for the trip (including finding a suitable flight to the program location and applying for a visa in the home country). In cases where OEAD STUDENT HOUSING receives qualified applications in excess of capacity, OEAD STUDENT HOUSING will create a waitlist of applicants and propose participation in another upcoming program. Incomplete applications will usually not be considered. In waitlist situations, OEAD STUDENT HOUSING favors applicants from OEAD STUDENT HOUSING partner institutions who have submitted an outstanding personal essay, grade report, and supportive evaluations.

OEAD STUDENT HOUSING does not discriminate on the basis of race, sex, sexual orientation, religion, age, marital status, nationality and ethnic origin, or disability. After selection OEAD STUDENT HOUSING informs all applicants whether they have been accepted for a program or not. Successful applicants will receive notice in writing (normally as an email, printed letters are generally not sent out) stating that he/she has been nominated. Notices are usually sent out by the OEAD STUDENT HOUSING Program Manager within two weeks of the program’s application deadline, or within one week of submission of an individual application, depending on the process used in the specific program.

The OEAD STUDENT HOUSING Withdrawal or Deferral Refund Policy (see below) applies from the moment of submitting the Online Application. If, for any reason, an online application is NOT submitted by the student, OEAD STUDENT HOUSING Withdrawal or Deferral Refund Policy applies from the moment of submission of any other form of application documents (e.g. handing in printed documents at the international office of the home institution, emailing application documents to OEAD STUDENT HOUSING, etc.). If a student has been selected for their stated program preference but is unable to attend, a written deferral request (preferably per email) must be received by the OEAD STUDENT HOUSING Program Manager at least 30 days before the beginning of the program onto which the students has been accepted. The student can then communicate a second program preference for which the OEAD STUDENT HOUSING Program Manager will try to accommodate. If the student cannot be placed in an OEAD STUDENT HOUSING program, the student must withdraw from the program. In this case the OEAD STUDENT HOUSING Withdrawal or Deferral Refund Policy applies. After withdrawal from a program, there is no guarantee that the applicant will be selected the following year.

### **1.2. Late Arrival to a Program**

Students are expected to be present from the first day of the program. The start and end dates of a program can be viewed in the program-related section at the program website ([www.summer-university.net](http://www.summer-university.net)). In extremely rare cases, there may be valid reasons for a student to arrive late. Permission for such arrangements can only be granted by the OEAD STUDENT HOUSING Program Manager, or only upon receipt of a written request from the appropriate officer at the student's home institution. Under no circumstances can such arrangements be authorized by any other parties.

### **1.3. Early Departure**

All students are required to remain at the program location until the final program date (published on the program website [www.summer-university.net](http://www.summer-university.net)), and must complete and turn in all academic work, including examinations and papers, prior to departure. Any student who leaves prior to the end of the program, or who fails to complete and turn in all required academic work, risks being awarded a 'fail' in all of his/her courses. The OEAD STUDENT HOUSING Program Manager will only consider a student's petition for early departure if it is based on a serious medical emergency involving the student him/herself, or an emergency involving one or more close family members. Program Managers can only very rarely grant exceptions to this policy, and then only for truly extraordinary reasons.

### **1.4. Program Cancellation**

If an emergency requires a program to be cancelled after its start date but prior to the originally scheduled end date of the program, OEAD STUDENT HOUSING will make every reasonable effort to make alternative arrangements in order to allow students to complete their academic work. If alternative arrangements cannot be made, OEAD STUDENT HOUSING will make every reasonable effort to collect documentation of student work completed to date. OEAD STUDENT HOUSING will share this information with the home institutions of students enrolled in the program to enable them to decide whether to grant their students full or partial credit for work completed.

### **1.5. Exceptions**

During the program, any student who feels there is a justification to request an exception to any OEAD STUDENT HOUSING policies should submit a request in writing to the Program Manager(s). Individual instructors/professors are not authorized to grant exceptions to academic policies. The Program Manager may recommend that an exception be granted, in which case the Heads of Program/Steering Committee will make the final decision.

### **1.6. Drugs and Alcohol Violations**

Use of illegal drugs can result in expulsion from the program, as well as possible criminal prosecution. Remember that students traveling abroad are subject to the laws of the country they are visiting – their own country's laws do not protect them. Home governments can only seek to ensure that their citizens are not discriminated against, that is, that they will receive the same treatment as citizens of the country in which they are arrested, who are charged with the same offense.

### **1.7. Alcohol Policy**

Students are subject to both the laws of the host country and any policies and regulations of the host university. OEAD STUDENT HOUSING views alcohol abuse by students as a serious violation of the terms of participation and will treat it as such. The definition of alcohol abuse under this policy is as follows:

Consumption of alcohol that causes a student to miss class or be unable to participate fully in a classroom activity is considered alcohol abuse. At first instance, a warning will follow. If there is a second instance, the student's home institution and parents may be notified, and counselling may be required. Repeated instances may result in suspension or expulsion from the program, or a recommendation of reduced or no credit. Consumption of alcoholic beverages that results in loud, disruptive, or offensive behaviour according to local norms is more serious. Any infraction may result in a warning and notification of the home institution.

A second instance may, at the discretion of the Program Manager, result in immediate expulsion from the program. Consumption of alcoholic beverages which results in any of the following will be considered the most serious:

- Loss of consciousness or vomiting
- Destruction of property or abusive behaviour
- Endangerment of self or of others
- Admission to hospital or the emergency room
- Treatment for alcohol poisoning
- Incarceration

Any instance of these circumstances or other circumstances of equivalent severity may, at the discretion of the Executive Program Manager, result in immediate expulsion from the program.

## **1.8. Dismissal from the Program**

Participants are expected to comply with regulations established by OEAD STUDENT HOUSING and the host institution. Resident staff may establish additional requirements that are essential to the students' achievement of their educational goals, or to the continuance of good relations with the Host University or community. Resident staff may dismiss from the program any student who does not comply with the relevant regulations and requirements. The Program Manager will issue warnings to participants whose behaviour does not comply with program regulations. Participants are expected to take responsibility for changing their behaviour, or risk early dismissal and consequent loss of time, money, and academic credit. OEAD STUDENT HOUSING will not grant participation fee refunds to students who are dismissed from their programs.

## **2. ACADEMIC POLICIES**

Program participants are governed by three sets of policies:

- Policies set by OEAD STUDENT HOUSING for summer programs.
- Policies set by the host institution.
- Policies set by the student's home institution (if the participant is sent by his/ her home university)

If a conflict arises among two or more policies, the more stringent policy shall always be applied, except where otherwise stated in the materials that follow. In most cases, the home institution grants students credit following the successful completion of coursework abroad. OEAD STUDENT HOUSING is generally responsible for the selection of student participants. It is the sole responsibility of the student to familiarise themselves with all policies, particularly with policies imposed by his/her home institution which may be stricter than those set by the other parties. It is also the sole responsibility of the student to obtain complete information concerning the home institution's assessment of academic work completed overseas, including how academic credit are applied to the student's degree program.

### **2.1. Course Loads, Credits, Equivalencies, and Grades**

Students on OEAD STUDENT HOUSING academic programs are required to take a full course load as offered by each program. Responsibility for the published credit equivalency rests with OEAD STUDENT HOUSING and the heads of the program. Final authority for awarding credit to an individual student rests with the appropriate authority at the student's home institution. In general, a block of fifteen 45-minute sessions is equivalent to one semester hour of credit. ECTS credit points take into account the total required time for completion of the course (also described as work load). Usually, 2 to 4 ECTS points are equivalent to the course load of a two-semester hour course undertaken at an OEAD STUDENT HOUSING program, but this is dependant on the specific course offered and completed by a student. The student must negotiate credit for internship activities and independent study projects with his/her home institution. Grades are awarded for student performance using the Austrian system of numeric grades (1= very good; 5=unsatisfactory). OEAD STUDENT HOUSING or the host institution provides a suggested U.S. letter grade if requested by a participant. Determination of a final grade based on the documentation provided by OEAD STUDENT HOUSING is at the discretion of the student's home

institution. The student's home institution may or may not post grades earned overseas to the student's transcript.

## **2.2. Grade Transcripts for Academic Courses**

All students of OEAD STUDENT HOUSING academic programs receive an official grade certificate from the host university upon completion of the course. Grade certificates and other supporting documents from the host institution (if available) are provided at the end of the program, either given directly to the student or sent to OEAD STUDENT HOUSING in Austria, to be forwarded to the participant. The grade certificate will list the student's name, program name and dates attended, each module studied, final grade and a grade conversion chart. Normally the transcripts also provide additional information to allow for easier accreditation of the courses at the student's home university.

If the OEAD STUDENT HOUSING academic program takes place in cooperation with the University of Natural Resources and Life Sciences, Vienna (BOKU), all students get a regular BOKU certificate (Zeugnis). Students from other Austrian universities may enrol as a "Mitbeleger" at BOKU and can therefore receive an official BOKU certificate. Foreign students can also enrol at the BOKU as irregular students in order to get an official BOKU certificate and a transcript of records. For the enrolment the BOKU may charge a fee. The student will be responsible for obtaining all information related to the enrolment process and fees. He or she must bear all costs for enrolment at BOKU. OEAD STUDENT HOUSING will not refund any of these costs. Enrolled students typically receive grade transcripts from OEAD STUDENT HOUSING approximately four to ten weeks after the program end date.

Grade transcripts are not released when participants have outstanding financial obligations to OEAD STUDENT HOUSING or to the program site, or have not fulfilled all program requirements. If a participant requires a copy of their grade report, a request must be made in writing to the OEAD STUDENT HOUSING Program Manager. The OEAD STUDENT HOUSING Program Managers are solely authorized to release students' final grades.

## **2.3. Course Work**

All course work **MUST** be turned in directly to the lecturer unless the student has received other explicit documented instructions to the contrary. Students are required to keep hard copies of all of their assignments (every major paper or take home examination) until they have received their grade certificate – electronic copies can only be used to supplement the hard copy versions of the work. Individual professors do not have the final authority to extend deadlines, make special arrangements for students, or otherwise modify the given policies. Any special arrangements put forward by professors must be submitted to the Program Manager on site for review and final approval. It is each student's responsibility to understand all local regulations governing completion of work and departure from the program site. If you are not sure...ASK! The OEAD STUDENT HOUSING Program Manager is the only person authorized to approve exceptions to these policies.

## **2.4. Attendance**

Class attendance is required throughout the program. Students may not arrive late to, or leave early from, the academic program. Students may be excused from class only with the permission of the Program Manager. Students who miss class for medical reasons must inform the Program Manager. Students who do not attend classes regularly will receive a warning. Continued absence may lead to dismissal from the program. Students are not permitted to travel away from the program site while classes are in session. Weekend travel or travel on days without academic classes is permitted but must be agreed with the Program Manager.

## **2.5. Withdrawal from a Course**

Students can withdraw from courses without penalty. In this case either no grade, or a negative/failed grade, is given to the student and no credits will be issued. No refunds will be given for non-attended courses.

## **2.6. Academic Honesty**

OEAD STUDENT HOUSING requires that students exhibit the highest standards regarding academic honesty. Two important principles are considered when defining and demanding academic honesty. These are both related to the fundamental tenet that one should not present the work of another person as one's own. The first principle is that final examinations, quizzes and other tests must be done without assistance from another person, without looking at or otherwise consulting the work of another person, and without access to notes, textbooks, or other pertinent information (unless the professor has explicitly stated that a particular test is to be taken on an "open book" basis). The second principle is that any use of the work of another person must be documented in any written papers, oral presentations, or other assignments carried out in connection with a course. You do not need to document facts that can be considered general knowledge. The general rule is that if you have to look something up, or if you learned it recently either by reading or hearing something, you must document it. A third principle that applies specifically to course work is that the same written paper may not be submitted in two classes. Nor may a paper, for which you have already received credit from a home university, be submitted to satisfy a paper requirement while studying overseas.

## **2.7. Appeals**

During the program, any student appeal related to OEAD STUDENT HOUSING program policies should be addressed to the Program Manager. Any appeal of a policy or decision taken by the student's home institution must be addressed directly to authorities at the home institution. An appeal arising after the conclusion of the program should be addressed to the OEAD STUDENT HOUSING Program Manager. The Program Manager adjudicates appeals and approves the appeal decision. The Program Manager may, at his/her sole discretion, convene an appeal board to consider a particular case. If a student believes the grade reported for a specific course is either in error or unfair, the student must initiate an inquiry or appeal by sending an email to the Program Manager. Participants have six months from when grades are forwarded to them to file an appeal.

### **3. Participation Fees and Payment Policies**

#### **3.1. Participation fees**

OEAD STUDENT HOUSING publishes participation fees for each program in the program section of the Program Website ([www.summer-university.net](http://www.summer-university.net)). Participation fees are published as soon as they are available, which is usually at least two months before the end of the application period.

#### **3.2. Payment of Participation Fees**

Once OEAD STUDENT HOUSING has selected the applicants for the OEAD STUDENT HOUSING program of his/her preference, selection notifications are sent directly to the students' email address (as indicated via registration on the Program Website ([www.summer-university.net](http://www.summer-university.net))). The selected students are requested to confirm their participation under the given conditions. After confirmation, OEAD STUDENT HOUSING sends an invoice for the amount to be paid. The entire participation fee is due from the date the invoice is issued. The OEAD STUDENT HOUSING Withdrawal or Deferral Refund Policy (outlined in paragraph 7 below) applies. When transferring the amount due, the student will be liable for any bank charges that may apply (or otherwise subsequently pay these to OEAD STUDENT HOUSING staff on site).

#### **3.3. Due Dates**

Participants are responsible for maintaining their own accounts. If a parent or other designated party will be managing payment of fees on behalf of the participant, it is the participant's responsibility to ensure that all invoices and other billing information are forwarded as appropriate. The participation fee must be paid in full within one week of receiving the invoice, and confirmation of payment must be submitted to the Program Manager. After a participant has been selected, further information will be collected regarding the student's personal details to accommodate her/his needs during the program.

#### **3.4. Exclusion from Participation**

Any participant who fails to pay in full before 30 days prior to the advertised arrival date may be subject to exclusion from participation at the discretion of OEAD STUDENT HOUSING. Notification of exclusion for non-payment may also be delivered at any time during the program, but students will receive a late payment notification before any action to exclude is taken.

#### **3.5. Late Fees and Interest**

Any participant who fails to transfer the full participation fee to OEAD STUDENT HOUSING before 30 days prior to the start of the relevant program will be charged a €100 late fee and required to immediately submit payment for all remaining fees. Grades will not be transmitted for any student for whom an unpaid balance remains. Returned transfers and declined credit card payments will be considered as failure to make the payment.

### **3.6. Withdrawal or Deferral Refund Policy**

#### **Withdrawal before the advertised program starting date**

Generally the Withdrawal or Deferral Refund Policy does not depend on or change due to the reasons for the request. If written notification of withdrawal or deferral of an applicant is received by OEAD STUDENT HOUSING prior to the participant being selected for a program, no fees will have to be paid by the applicant. If the participant is NOT selected by OEAD STUDENT HOUSING, the participant can withdraw his/her application free of charge. If the participant is selected and pays the fee to OEAD STUDENT HOUSING, he/she can withdraw his/her application but will be subject to the terms stated below (withdrawal after selection). If OEAD STUDENT HOUSING receives written notification of a participant's withdrawal or deferral more than two weeks before the program start date, 80% of the participation fee will be refunded. The participant will still be liable for any banking charges. The remaining 20% of the fee will not be refunded. If OEAD STUDENT HOUSING receives written notification of a participant's withdrawal or deferral less than two weeks before the program start date, only 50% of the fee will be refunded. Again, the participant will be liable for any bank fees, and the remaining 50% of the participation fee will not be refunded. Withdrawals must always be submitted in writing to the Program Manager.

Where a participant withdraws and payment has not yet been made, 20% of the participation fee must be paid to OEAD STUDENT HOUSING before the advertised starting date of the program at the latest. This applies in any case where the student has been selected for the course, even if the student has submitted an application (online or by handing in application documents) and does not show up for the program or fails to hand in further documents. Requests for program deferral to a different program are only accepted more than 30 days prior to the advertised start of the program. If a selected participant applies for a deferral (if request is received after the application deadline or after selection by OEAD STUDENT HOUSING), 20% of the participation fee must be paid for that term, but may be applied towards future participation on this or another OEAD STUDENT HOUSING academic program within the next 12 months.

#### **Withdrawal on or after the advertised program starting date**

If OEAD STUDENT HOUSING receives written notification of withdrawal from a selected participant on or after the advertised program starting date, no refunds will be given and the full amount will be due. This policy applies even if the student attends the first days of the program.

#### **Program Types**

The Withdrawal or Deferral Refund Policy applies for all types of OEAD STUDENT HOUSING programs.

#### **Program Cancellation**

OEAD STUDENT HOUSING reserves the right to cancel an OEAD STUDENT HOUSING program due to insufficient enrolment or other factors beyond its control. In case of program cancellation, participants are provided with alternative program options, or are given the option to defer participation to another term. If the student does not opt for an alternative program or a deferral, OEAD STUDENT HOUSING will refund the full participation fee paid by the student so far. OEAD STUDENT HOUSING will not refund any additional fees (e.g. for bank transfers or late fees) or other costs such as insurance, flights or any other objects/services).



**Notes:**

1. Cancellations and deferrals are effective from the date OEAD STUDENT HOUSING receives written notification. Students must also notify their home institution directly if they plan to cancel, withdraw, or defer. Questions regarding home institution policies should be directed to the home institution, not to OEAD STUDENT HOUSING. Home institutions' payment policies are separate from OEAD STUDENT HOUSING'S payment policies, and students will be held to both sets of policies.
2. The program starting date is the advertised arrival date, which usually coincides with the first day of orientation for each term.
3. OEAD STUDENT HOUSING withholds final grades in the case where participants have outstanding financial obligations to OEAD STUDENT HOUSING or the program site. Please direct all questions regarding participant accounts to the Program Manager via email.