

STATUTE OF THE LAUDER BUSINESS SCHOOL

Version 4.0, State 27 June 2024

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Preamble

This statute of the Lauder Business School (LBS) applies to all study programs offered at LBS as well as to all Continuing Higher Education Programs pursuant to § 9 FHG, as amended and completed.

Council of the Lauder Business School

Election Regulations

The meaning of the term “Council” in this document corresponds with the term “Board” appearing in the Federal Act on University of Applied Sciences Study Programs (University of Applied Sciences Act – FHG) as amended and completed. The term “Council”, contained in the FHG as amended and completed, is not applicable to any of the regulations in this statute for the Lauder Business School.

According to § 10 (3) no. 10 FHG as amended and completed, the statute for the election of the University of Applied Sciences council at the Lauder Business School (LBS council) is formulated as follows:

Applicability

§ 1 This statute (election regulations) is applicable to the election of the LBS council as well as to the chairperson of the Council and deputy chairperson of the Council.

Composition of the LBS Council

Directors of Established Study Programs

§ 2 To date, the Lauder Business School offers three University of Applied Sciences study programs, (International Business Administration, International Management and Leadership and Strategic Finance and Business Analytics) as well as two Continuing Higher Education programs leading to a master’s degree (Online MBA and Online Executive MBA). The directors of study programs are members of the council and are not nominated or elected nor are they available for any other position within the council. If fewer than six directors of study programs are available, they shall be supplemented with representatives of the teaching- and research staff and refers to § 3 of these election regulations. When preparing the election proposals for the representatives to be elected, regard shall be given, if possible, to a balanced representation of the genders in each group.

Representatives of the Teaching- and Research Staff

§ 3 The six respective additional¹ (§ 2) representatives of the teaching- and research staff on the council are elected by all members of the teaching and research staff (people with a contractually agreed position and/or research assignment) who are active at the Lauder Business School in the respective academic year. All members of the group as defined in § 3 are eligible for election.

For every nominated candidate the following information is required: Last name; First name;

After the deadline for nominations, a list of all candidates is issued. The candidates will be listed in alphabetical order by last name. A majority vote on the nominated candidates (see § 10 (2) FHG, as amended and completed) is carried out. In a confidential vote, every eligible voter elects at least 6¹ members for the council (at least 6 names have to be ticked off on the ballot). There is no option for preferential voting. If fewer than the 6¹ required names on a ballot are ticked, the ballot is still valid and the ticked names are taken into account. If the election should result in a tie, a run-off election is conducted.

¹ If there are two directors of study programs, 10 representatives of the teaching- and research staff must be elected

According to § 10 (2) FHG, as amended and completed, directors of Continuing Higher Education programs are not automatically appointed to the council but have the right to stand for election as members of the group of persons defined in § 3, provided that they are part of the teaching- and research staff of the Lauder Business School.

Four Student Representatives of Established Study Programs

§ 4 (1) The four student representatives, who are elected according to the student representatives voting regulations, are delegated to the council.

Proclamation of the Election Results

§ 5 The tally of votes is performed shortly after the election period has ended and the election results are issued to the eligible voters by E-Mail and posted on the LBS Intranet (Community) as soon as possible.

Election and Appointment of the Chairperson of the Council and Deputy Chairperson of the Council

§ 6 (1) The election of the chairperson of the council as well as the deputy chairperson takes place on the basis of a proposal of three candidates made by the provider. Subject to approval by the council, this proposal can be reduced to two persons. The persons proposed shall be internal faculty members. When preparing the election proposals for the representatives to be elected, regard shall be given, if possible, to a balanced representation of the genders in each group (see § 10 (2) FHG, as amended and completed). The election is effected by a show of hands and the vote is exercised personally and directly. The candidate with the most votes is elected as chairperson of the council. The candidate who received the second most votes is elected as deputy chairperson of the council. In the event of a tie, a run-off election is carried out.

(2) If the council's chairperson or deputy chairperson in office expresses her/his interest in serving in this function for another term, a re-appointment without advertising the post shall be permissible if the provider accepts and the LBS council agrees with a two-thirds majority. Consecutive reappointments shall be permissible.

(3) The chairperson of the council shall be designated as "Academic Head" or "Head".

(4) The elected candidate has to declare immediately after the election whether he or she accepts the results of the election.

(5) It will be possible to make applications addressed to the provider concerning the recall of the chairperson of the council or the deputy chairperson of the council or submitting an opinion on such an intention on the part of the provider in case these bodies have grossly violated or neglected their duties or are no longer able to fulfil their duties.

(6) The addition of new or the discontinuation of existing University of Applied Sciences study programs does not end the term of office of the incumbent LBS council and does not trigger new elections.

Election period

§ 7 The council is elected for a period of five years.

Entry into force

§ 8 These election rules enter into force as of 27 June 2024 and replace every election rule for the council of the Lauder Business School dated earlier.

Rules of procedure of the Lauder Business School

Applicability

§ 1 These rules of procedure are applicable to the council of the Lauder Business School (LBS council).

Chairperson, Deputy Chairperson and Members of the LBS Council

§ 2 (1) The LBS council, the chairperson and the deputy chairperson are autonomous in their functions according to FHG and represent the highest authority in this area.

(2) The chairperson of the council as well as his/her deputy can retire from their position at any time without giving a reason. The chairperson of the council must declare the withdrawal to his/her deputy. The deputy of the council has to declare the withdrawal to the chairperson of the council, both of which require an immediate new election (see § 2 (7) FHG, as amended and completed) for the vacant position. The chairperson of the council resp. the deputy chairperson will remain in post until the new election has concluded.

(3) Every member of the council can retire his/her function. If a member leaves the council, the group of people who formerly convened for his/her election, have to appoint a new member by election.

(4) The chairperson of the council resp. the deputy chairperson may be recalled upon request of one third of the council. The decision of dismissal requires a majority of two third of votes cast. It will be possible to make applications addressed to the provider concerning the recall of the chairperson or the deputy chairperson or submitting an opinion on such an intention on the part of the provider in case these bodies have grossly violated or neglected their duties or are no longer able to fulfil their duties.

(5) If the chairperson of the council and/or his or her deputy are permanently prevented from carrying out their duties or have left office, the oldest member of the council must immediately arrange for the election of a chairperson of the council and/or his or her deputy.

Calling of Meetings

§ 3 (1) The chairperson of the council may call a council meeting at any time, but a meeting must be held once per semester (according to twice a year) at the minimum.

(2) The chairperson of the council has to call a council meeting if it is requested by at least four members of the council. The members must specify the reasons and purposes.

(3) The members of the council have to be invited to the meeting in written format, providing the preliminary agenda, at least one week in advance (see § 7(1)).

(4) The meetings of the council are not open to the public.

Participation in Council Meetings

§ 4 All members of the council have the right and obligation to participate in the council meetings.

Representation in Case of Illness

§ 5 (1) The voting right must be exercised personally.

(2) Absences must be communicated to the chairperson of the council at least 24 hours in advance to the meeting. The impeded member of the council may transfer his/her right in written form to another member of the council, who belongs to the same group of people.

(3) The chairperson of the council is represented by a deputy in case of temporary absence. In case the deputy is not available, the oldest member in terms of age among the members of the council must take the chair.

Agenda

§ 6 (1) The agenda must be provided by the chairperson of the council. Written demands provided with statements/justifications, have to be included in the agenda if the request was sent at least seven work days prior to the meeting. This period shall be extended due to Jewish holidays. Demands can be sent by any member of the council. Before the meeting the corresponding documents must be made available resp. sent by E-Mail by the chairperson of the council to the members of the council for inspection.

(2) The agenda must be communicated to the members of the council seven days prior to the meeting. Further additions to the agenda can be made in the course of the meeting by simple majority.

Written Demands and Notifications

§ 7 (1) As far as written format is required for agenda points and requests in these procedural rules, they may be provided according to the available technical possibilities by Telefax, computerized transfer of data, or any other technically available method. This is analogously applicable to transmissions to the members of the council.

(2) In case a personal or original signature is missing and the chairperson of the council doubts that a request originates from the person named in this request, the chairperson of the council may obtain a confirmation in format of a written request within a period of two work days including such a personal or original signature from the named requestor. If this period expires without result, this item is not to be discussed further.

Head of the meeting

§ 8 (1) The chairperson of the council starts, chairs and closes the meeting. She/he is responsible for following these rules of procedure and holding the meeting in accordance.

(2) At the beginning of the meeting the attendance and quorum must be ascertained; the representatives of prevented members of the council as well as the transfer(s) of voting rights must be made known. A secretary of the meeting must be appointed.

(3) The chairperson of the council lets the requestor of each point of the agenda as well as the invited respondents speak. Then she/he introduces the debate and puts matters to the vote. As soon as one speaker has finished, the chairperson of the council gives the word to any participant who wants to call attention to the course, which is contrary to the rules of procedure ("to the rules of procedure!"), who wants to ask a clarifying question ("for clarification!"), who wants to correct a factual statement ("for correction!"), who wants to reply to a question asked by the former speaker ("for reply!"), or who wants to submit a procedural motion ("submission of a procedural motion!"). In case there are further such requests to speak, the chairperson of the council gives the word in the order mentioned above.

(4) The chairperson of the council may forbid a speaker to speak after unsuccessfully warning him/her three times with "keep it brief!" or "come to the point!"

(5) The chairperson of the council may suspend the meeting for no longer than half an hour. This period may be extended with the agreement of the members of the council.

(6) The chairperson of the council has to postpone the meeting in case an orderly continuation appears impossible to him/her.

Applications

§ 9 (1) Every member of the council has the right to submit applications to a respective item of the agenda.

(2) The chairperson of the council may demand a written format of such an application.

Special Decision Requirements

§ 10 (1) As far as not ruled by any law or in another paragraph/section of these procedural rules, the attendance of at least half of the votes +1 vote is required to make a decision.

(2) As far as not ruled by any law or in another paragraph/section of these procedural rules, a decision is made when the number of pro-votes is higher than half of the number of the attending people entitled to vote plus people who have received a transferred right to vote (simple majority).

Conduct of the Vote

§ 11 (1) Prior to the vote the chairperson of the council repeats the submitted applications. The chairperson of the council must explain the voting procedure and the order of the vote. Decisions are put to the vote by a show of hands.

(2) Secret votes are conducted in case:

1. of matters of personal concern to a member of the council;
2. the chairperson of the council demands a secret vote;
3. the council decides to cast in a secret ballot.

(3) The chairperson of the council must announce the result of the vote without delay.

(4) The chairperson of the council has to repeat the vote if uncertainties in the determination of votes occurred which could influence the result.

(5) Every member of the council may demand a repeat of the vote directly after the announcement of a voting result, if he/she claims a substantial error in the voting procedure. The vote must be repeated if this is decided by the council.

(6) Apart from the cases of the resolutions passed (§ 11 (4) and (5)), resolutions in the same meeting may only be amended if renewed treatment is requested and approved by a two-thirds majority.

Vote by Circular Resolution

§ 12 (1) In urgent cases the chairperson of the council may request a vote by circular resolution.

(2) The chairperson of the council must send such a request to the latest known address, fax number or E-Mail address of the members of the council after setting a deadline by which the reply must be received. The timeframe must not be less than one week.

(3) The request for a circular resolution must at least contain one shortly explained reason. The vote must be exercised by "Yes", "No" or "Discussion required".

(4) The circular resolution is deemed accepted if the required majority of the council members, depending on the item, vote "Yes" within the set deadline. A resolution is not valid if at least one member asks for a discussion by replying with "Discussion required".

(5) If a circular resolution is not valid, the item must be put on the agenda of the next council meeting.

(6) The result of a circular resolution must be announced in the next council meeting.

Protocol – Minutes

§ 13 (1) Minutes must be taken in each council meeting. The secretary is determined at the beginning of each council meeting.

(2) The protocol must contain at least:

1. location, date, beginning and end of the council meeting;
2. list of names of all participants;
3. agenda items requested by any member to be recorded in the protocol; with exception of messages, which the spokesman explicitly declares beforehand;
4. all applications with voting results.

(3) Further documents can be attached to the protocol as supplements.

(4) The protocol must be completed and sent to the council members within 10 work days after the meeting. The respective minutes must also be submitted to the management within this period.

(5) Objections to the protocol are to be lodged to the chairperson of the council within 5 work days after its transmission. All council meeting participants have the right to file an objection. The decision about an objection is to be taken by the council members in the course of the subsequent council meeting. In case there are no objections, the protocol is considered approved.

(6) The admissibility of audio or video recordings of a council meeting as well as admissibility of protocolling based on such recordings is to be decided by the council members.

(7) The chairperson of the council must ensure the archiving of the protocols.

Final Provisions

§ 14 (1) All members of the council and other recipients of information regarding the council are bound to confidentiality.

(2) No member of the council may be placed at a disadvantage by exercising his or her rights in the council.

Entry into Force

§ 15 This part of the statute (procedural rules of the council of Lauder Business School) enters into force as of 27 June 2024 and replaces all procedural rules of the council of Lauder Business School dated earlier.

Establishing and Terminating Study Programs and Continuing Higher Education Programs

Applicability

These rules are applicable to the establishing or terminating of all study programs offered at LBS pursuant to § 10 (3) no. 10 FHG, as amended and completed as well as to all Continuing Higher Education programs with more than 60 ECTS credits at LBS.

The establishing and terminating of study programs and Continuing Higher Education programs are the decision-making authority of the council in consultation with the provider of the Lauder Business School (see § 10 (3) no. 4 FHG as amended and completed) and therefore require a decision by the council and the consent of the provider of the Lauder Business School.

Establishing of Study Programs and Continuing Higher Education Programs

§ 1 (1) The provider of the Lauder Business School is responsible for offering study programs at university level, providing a scientifically rigorous professional education. "The main objectives are, in accordance with § 3. (1) FHG as amended and completed

- I. *Ensuring a practice-oriented education at university level;*
- II. *Imparting the ability to solve problems in the respective profession according to the state of the art and the current and future practical requirements;*
- III. *Promoting the permeability of the educational system and the professional flexibility of the graduates."*

(2) According to § 9 (1) FHG, as amended and completed, the Lauder Business School is "[...] entitled to establish Continuing Higher Education programs in those fields for which they offer accredited University of Applied Sciences degree programs. These shall be integrated into the internal quality assurance and quality enhancement processes."

(3) The establishing of University of Applied Sciences study programs can be initiated by decision of the council in consultation with the provider and addressed to the Agency for Quality Assurance and Accreditation Austria.

(4) The funding of a new study program can be provided by the ministry in charge through adding study places in the course of an invitation to tender, by grants, by internal reallocation of study places, by the provider of the Lauder Business School himself or by legal entities outside the higher education area.

(5) Continuing Higher Education programs are not subject to accreditation but if they have more than 60 ECTS credits, the Continuing Higher Education programs are subject to the same regulations that have been developed by the Lauder Business School for its University of Applied Sciences study programs.

§ 2 (1) Development teams are formed for every University of Applied Sciences study program and every Continuing Higher Education program that has at least 60 ECTS credits.

(2) For the development of University of Applied Science study programs being subject to accreditation, development teams are formed comprising a group of people according to § 8 (4) FHG, as amended and completed.

(3) The development teams are entrusted together with the director of studies with the professional development of Continuing Higher Education programs with at least 60 ECTS credits resp. University of Applied Sciences study programs.

§ 3 (1) An application for accreditation of a University of Applied Sciences study program shall be addressed to the Agency for Quality Assurance and Accreditation Austria (see § 8 (1) FHG, as amended and completed.

(2) Accreditation from the Agency for Quality Assurance and Accreditation Austria is not required for Continuing Higher Education programs (see § 18 (3) HS-QSG, as amended and completed). According to § 26a (1) HS-QSG, as amended and completed, the Agency for Quality Assurance and Accreditation Austria must [...] in case of reasonable doubts with regard to the quality of conduct and contents of the programme, undergo an external program related review. These doubts may relate, in particular, to the qualification of the staff, the inclusion in the higher education quality management system, the curriculum and the required infrastructure for the conduct of the program and shall be submitted by way of persons or institutions concerned with the program.

(3) A development plan and the statute of the Lauder Business School must be addressed to the Agency for Quality Assurance and Accreditation Austria in the course of applying for accreditation of a new University of Applied Sciences study program (see § 8 (2) no. 1 and 2 FHG, as amended and completed).

(4) The Agency for Quality Assurance and Accreditation Austria awards an accreditation of a University of Applied Sciences study program for an unlimited period according to § 23 of the HS-QSG, as amended and completed, by official notification.

§ 4 (1) LBS maintains an internal quality management system (see § 2 (3) and § 9 (1) FHG, as amended and completed).

(2) University of Applied Sciences study programs and Continuing Higher Education programs comprising at least 60 ECTS credits are subjected to the internal quality management system. In order to continuously improve the quality of teaching, particularly with regard to pedagogy and didactics at Lauder Business School, all courses for which ECTS credits can be earned, are regularly evaluated by the students (see § 3 (2) no. 9 FHG, as amended and completed).

§ 5 Current samples of the educational contracts and the curricula for the offered University of Applied Sciences study programs and Continuing Higher Education programs with at least 60 ECTS credits are published and easily accessible on the LBS website.

§ 6 The establishing, revision or further development as well as the discontinuation of existing University of Applied Sciences study programs and Continuing Higher Education programs with at least 60 ECTS credits are regulated by a documented process.

Bachelor Programs

§ 7 (1) University of Applied Sciences Bachelor Programs at the Lauder Business School will be newly established with 180 ECTS credits only in conjunction with at least one University of Applied Sciences Master's program at the Lauder Business School.

(2) The students of the University of Applied Sciences Bachelor programs at the Lauder Business School belong to the Austrian Student Union (ÖH) (see § 4 (10) FHG, as amended and completed).

Master's Programs

§ 8 (1) University of Applied Sciences Master's programs at the Lauder Business School will be established with 120 ECTS credits.

(2) The students of the University of Applied Sciences Master's programs at the Lauder Business School belong to the Austrian Student Union (ÖH) (see § 4 (10) FHG, as amended and completed).

Continuing Higher Education Programs with Master's Degree (MBA and EMBA)

§ 9 (1) Continuing Higher Education Programs with at Master's Degree level (MBA and EMBA) at the Lauder Business School will be established with 120 ECTS credits.

(2) The students of the Continuing Higher Education programs at the Lauder Business School belong to the Austrian Student Union (ÖH) (see § 4 (10) FHG, as amended and completed).

Tuition- and Program Fees

§ 10 Tuition fees are charged to students of Bachelor and Master's programs at the Lauder Business School, while students of Continuing Higher Education programs are required to pay a program fee taking into account the actual costs of tuition. The amount of the respective fees varies according to § 2 (2) and § 9 (5) FHG, as amended and completed, depending on the country of origin of the students and on the study program (Bachelor- or Master's program or Continuing Higher Education program).

Terminating of Study Programs (Bachelor and Master)

§ 11 (1) A terminating of a University of Applied Sciences study program can be initiated by decision of the council in agreement with the provider or by revocation of accreditation by the Agency for Quality Assurance and Accreditation Austria.

(2) Study program students have the possibility to complete their studies within a reasonable period, which comprises at least the duration of the studies plus one year (see § 26 (3) HS-QSG, as amended and completed).

(3) The provider of the Lauder Business School makes financial provisions for the financing of study programs that are to be discontinued.

(4) The provider and the council of the Lauder Business School inform the Agency for Quality Assurance and Accreditation Austria about the planned terminating of a study program unless the termination was originally initiated by a revocation of accreditation. The notification leads to the revocation of the accreditation of the study program by the Agency for Quality Assurance and Accreditation Austria.

(5) The granting of a permit to terminate a study program from the Agency for Quality Assurance and Accreditation Austria may be subject to conditions.

(6) Transitional provisions of expiring study programs are brought to the regular students' attention.

Terminating of Continuing Higher Education Programs

§ 12 (1) The termination of a Continuing Higher Education program can be initiated by decision of the council in agreement with the provider or by prohibition of the implementation by the Agency for Quality Assurance and Accreditation Austria following a relating evaluation (see § 26 a (1-6) HS-QSG, as amended and completed).

(2) Continuing education students have the possibility of completing their studies within a reasonable period, which comprises at least the duration of the studies plus one year (see § 26 a (7) HS-QSG, as amended and completed). The provider makes financial provisions to finance expiring Continuing Higher Education programs.

(3) Transitional provisions of expiring Continuing Higher Education programs are brought to the Continuing education students' attention.

Entry into force

§ 13 This part of the statute (Establishing and Terminating of Study Programs and Continuing Higher Education Programs) enters into force as of 27 June 2024 and replaces all procedural rules of the council of Lauder Business School dated earlier.

Awarding of the Title Professor (FH)

Legal basis

§ 1 (1) The legal basis for the awarding and using the title of Professor (FH), abbreviated Prof. (FH) or Prof. (FH), is cf. § 10 (3) FHG as amended: *"The task of the University of Applied Sciences Council shall be [...] awarding academic degrees and revoking them, deciding on the nostrification of foreign degrees as well as awarding academic honours common in the university system in consultation with the provider"*.

(2) Further legal basis for awarding and using the title Professor (FH), abbreviated Prof. (FH) or Prof. (FH), is cf. § 10 (8) FHG, as amended: „The provider shall be authorised, according to the regulations laid down in the statutes and in consultation with the Board, to allow persons employed at the university of applied sciences to use the corresponding designations as customary in the university system under the Universities Act (UG) in an appropriate manner. The use of these designations shall only be admissible with the addendum "FH", "(FH)" or "Fachhochschul-...".

Criteria and conditions

§ 2 (1) At the time of the awarding the title Professor (FH) there must be an employment relationship between the bearer of the designation and the Lauder Business School.

(2) Another general requirement for being awarded with the academic title Professor (FH) is the successful completion of a university degree (at least a Diploma or Master's program).

(3) Candidates for the awarding of the academic title „Professor (FH) teach at a higher education institution on a level continuously above average and have documented teaching contents in the format of text books, scripts, presentation material or online-courses.

- Full-time faculty: at least eight weekly hours per semester at LBS
- Part-time faculty: at least five years at LBS

The scope, professional and didactical quality of the teaching have to be assessed.

Additionally, a research output consisting of at least 15 pages must be submitted to the Research Department of the Lauder Business School as contribution to the research activities no longer than five years prior to the awarding of the academic designation Professor (FH).

(4) The quality criteria for the awarding of the academic title “Professor (FH) are listed below:

- a. Employment relationship between the bearer of the designation and the Lauder Business School
- b. No fewer than 10 years of relevant practical experience within or outside of the higher education institution or alternatively a particular ability or talent for independent academic work. A promotion reduces the duration of relevant practical experience to 5 years after the doctoral program
- c. Without the evidence of a doctoral degree, the scientific competence can be proven by holding a graduation certificate of a Master's or Diploma program in combination with at least one of the following criteria:
 - a. Publication of at least 3 scientific papers in peer-reviewed journals of the relevant field(s)
 - b. Execution of a third-party funded research project respectively acquisition of third-party funds from competitive funding programs for the realisation of a research project
- d. Special achievements, or special merits in the building and further developing of the Lauder Business School.

Right of proposals

§ 3 Proposals for awarding the title Professor (FH) may be submitted by the council of Lauder Business School - following a decision in the meaning of the current rules of procedure - and the executive management.

Transfer of Academic Titles

§ 4 If a person had been awarded with the academic title Professor (FH) by another Austria University of Applied Sciences in the course of his/her full-time employment immediately before transitioning to the Lauder Business School as full-time lecturer (without interruption of more than six months), the academic title Professor (FH) will be continued without any further request or application review until further notice. Three years after the transitioning to the Lauder Business School an application review following the LBS rules may be conducted by the council in collaboration with the executive management. A recall of the academic title or an awarding for the duration of the LBS employment shall be executed.

Assessment of the Submission and Prerequisites

§ 5 (1) The examination of the requirements is carried out by the executive management in collaboration with the chairperson of the council of the Lauder Business School.

(2) The decision about the proposal for the award is taken by the executive management in collaboration of the academic head respectively the chairperson of the council.

(3) A rejection of the submission must contain the reason and the date of the next possible opportunity for proposing the candidate for the awarding of Professor (FH).

Awarding

§ 6 (1) There is no legal claim to the award of designations from the university system in the meaning of § 10 FHG as amended and completed.

(2) The awarding takes place based on the decision taken by the council by two-thirds majority and in agreement with the executive management.

(3) No legal remedies are permitted against the decision about the awarding of the designation Professor (FH).

Suspension and Revocation

§ 7 (1) The right to bear the title Professor (FH) may be suspended by the Lauder Business School if there is no permanent employment relationship between the person and the Lauder Business School. With the resumption of the permanent employment relationship the right to bear the title will be resurrected if the interruption did not exceed a duration of five years.

(2) The bearing of the title is linked to a permanent employment relationship with LBS. If a person who was awarded with the title, retires, he/she shall be entitled to continue the bearing of the title provided with the suffix "i.R." (in Ruhe).

(3) If a person who was awarded with the title leaves LBS for other reasons than the retirement, he/she may be prohibited from continuing to bear the title Professor (FH) upon decision of the council. If such a decision is taken, the chairperson of the council respectively the academic head shall inform the person in writing.

Entry into force

§ 8 This subsection of the statute (academic titles) enters into force as of 27 June 2024 and replaces all former versions of this subsection.

Study Law and Examination Regulations of Lauder Business School

General

§ 1 (1) These provisions of study law contain both, the corresponding provisions of the University of Applied Sciences Act (Fachhochschulgesetz) – FHG (see §§ 11 – 21 FHG, as amended and completed) as well as the amendments resolved by the LBS council (see § 10 (3) no. 10 FHG, as amended and completed).

(2) Students from international partner universities are subject to these exam regulations in the currently valid version.

(3) The Lauder Business School shall store and processes data exclusively in accordance with the provisions of the General Data Protection Regulation of the European Union, as amended (GDPR).

Admission Requirements

§ 2

Undergraduate (Bachelor) program International Business Administration

(1) The admission requirements for undergraduate applicants (Bachelor program) are either to possess a general university entrance qualification or have acquired relevant professional experience (see, § 4 (4) FHG, as amended). The general university entrance qualification is to be proven by providing following certificates (see § 4 (5) FHG, as amended):

1. Austrian secondary school leaving certificate, including a certificate of the TVE Diploma Examination,
2. any other Austrian certificate testifying the right to study a certain group of studies at a university, a university college of teacher education, or a university of Applied Sciences,
3. a foreign certificate which, in the individual case, is equivalent to one of these Austrian certificates on the basis of an agreement under international law or a nostrification or a decision taken by the director of studies of the Austrian University of Applied Sciences study program,
4. a university entrance qualification examination (see § 64a para 2 UG, as amended) provided that a study program is eligible,
5. a document certifying the completion of studies of at least three years at a recognised domestic or foreign post-secondary educational institution

In case the equivalence of foreign certificates is not given in regard of contents and requirements of an Austrian high school certificate, the director of studies has to demand supplementary tests from the applicant to achieve such equivalence with a national high school certificate prior to the admission.

Eligible university entrance examination for the Bachelor program at Lauder Business School are those containing the following combination of examination subjects (see § 4 (5) Z 2 FHG, as amended):

1. Essay about a general topic
2. Mathematics 3 (M3 or higher)
3. Modern foreign language (English)
4. Optional subject

The relevant working experience and qualifications are ruled by apprenticeship or higher vocational school in the study regulations of the relating study program.

The applicants have to prove additional examinations (see § 4 (7) FHG, as amended) according to the content and scope of the obligatory courses of the mentioned eligible university entrance exam.

The additional examinations must be completed prior to the start of the studies; in justified individual cases the deadline for specific exams may be postponed in consultation with the director of studies to a date which appears before the start of the second academic year at the latest (see § 4 (8) FHG, as amended).

The required English language skills may have to be proven by providing an according certificate (Cambridge certificate, IELTS, TOEFL) as per decision of the director of studies / the recruitment team. Following points must be achieved:

- TOEFL: at least 68 points (reading: at least 15 points, listening: at least 15 points, speaking: at least 18 points, writing: at least 20 points)
- IELTS: beginning from Band 6, 6.5, 7, 7.5, 8, 8.5, 9
- Cambridge Certificate: B1/B2/B2+

The director of studies takes the decision (see § 4 (4) FHG, as amended) about a proper fulfilment of the admissions requirements individually.

Master Study Programs International Management and Leadership and Strategic Finance and Business Analytics

(2) Master's degree programs are based on already completed Bachelor programs and are meant to deepen and specialise or extend some of the focal points of the qualifications acquired.

Subject-specific entry requirements for a FH Master's program are a completed subject-relevant FH Bachelor program or the completion of an equivalent study in a recognized domestic or foreign post-secondary educational institution (see § 4 (4) FHG, as amended and completed). In case that equivalence has been established basically and only certain supplementary qualifications are required for full equivalence, the director of the Master's program shall be entitled to tie the determination of equivalence to examinations to be taken during the Master's program.

The required English proficiency results may have to be proven by providing an according certificate (Cambridge certificate, IELTS, TOEFL) as requested by the head of studies / the recruitment teams. Following points must be achieved:

- TOEFL: at least 94 points (reading: at least 22 points, listening: at least 22 points, speaking: at least 26 points, writing: at least 24 points)
- IELTS: beginning from Band 7, 7.5, 8, 8.5, 9
- Cambridge Certificate: C1/C2 – CAE (Grade "C"), FCE (Grade "A") BEC Vantage (Grade "A"), BEC Higher (Grade "C")

The director of studies takes the decision (see § 4 (4) Z 2 FHG, as amended) about a proper fulfilment of the admissions requirements individually.

Continuing Higher Education Program with a Master's Degree MBA

(3) The Continuing Higher Education program MBA is an online-Continuing Higher Education program (Online MBA) with a Master's degree (MBA) and builds on a subject-relevant Bachelor's degree (see § 9 (7) FHG as amended and completed).

The academic admission requirements for the Online MBA include English language skills at C1 level, which must be proven by a corresponding certificate (Cambridge Certificate, IELTS, TOEFL). The following evidence must be provided:

- Transcript of records of previous academic achievements
- TOEFL: at least 94 points (reading: at least 22 points, listening: at least 22 points, speaking: at least 26 points, writing: at least 24 points)
- IELTS: beginning from Band 7, 7.5, 8, 8.5, 9
- Cambridge Certificate: C1/C2 – CAE (Grade “C”), FCE (Grade “A”) BEC Vantage (Grade “A”), BEC Higher (Grade “C”)
- or equivalent

The director of the Continuing Higher Education program takes the decision about a proper fulfilment of the admissions requirements individually.

Continuing Higher Education Program with a Master's Degree Executive MBA (EMBA)

(4) The continuing Higher Education Program EMBA is an online-Continuing Higher Education Program (Online EMBA) with a Master's degree and builds on at least three years of professional experience in a management- or leadership position. A Bachelor's degree is not a necessary prerequisite.

- TOEFL: at least 94 points (reading: at least 22 points, listening: at least 22 points, speaking: at least 26 points, writing: at least 24 points)
- IELTS: beginning from Band 7, 7.5, 8, 8.5, 9
- Cambridge Certificate: C1/C2 – CAE (Grade “C”), FCE (Grade “A”) BEC Vantage (Grade “A”), BEC Higher (Grade “C”)
- or equivalent

The director of the Continuing Higher Education program takes the decision about a proper fulfilment of the admissions requirements individually.

Admission Procedure

An initial registration of the applicants takes place without exception via the homepage of the Lauder Business School. The following deadlines must be met for the initial registration:

- NON-EU-applicants: not later than 30st June
- EU-applicants and applicants with visa-free entry to Austria: not later than 30st August

(2) The applicants fill in the online application presented on the LBS website form within the admission period prescribed in § 3 (1). Additionally, the following documents must be submitted:

Bachelor Program:

1. Curriculum vitae
2. Copy of the birth certificate
3. Copy of the passport
4. Copy of the school-leaving qualifications (if not available: promissory note containing the graduation date)
5. When required: certificate of English proficiency results (see § 1 (1) FHG, as amended) – may be filed later, if necessary)
6. 2 letters of recommendation, both signed by an expert

Master's Program:

1. Curriculum vitae
2. Copy of the birth certificate
3. Copy of the passport
4. Completion of a subject-relevant FH Bachelor's degree program (at least 180 ECTS) or an equivalent study at a recognized domestic or foreign post-secondary educational institution (Bachelor's degree in original + translation (English or German))
5. Collective certificate of all previous academic achievements
6. certificate of English proficiency results (see § 1 (1) FHG, as amended) – may be filed later, if necessary)
7. 2 letters of recommendation written by
 - Lecturer of a course
 - Supervisor of an academic thesis
 - Educational institution, in which the course(s) was (were) taken
 - Educational institution, in which the academic thesis was written

Instead of items number 4-7 a GMAT with a result of 575 or better may be filed for the Master's programs.

Continuing Higher Education Program MBA

1. CV
2. Copy of birth certificate
3. Copy of passport
4. Proof of completion of a
 - a. subject-relevant UAS Bachelor program (at least 180 ECTS – UAS Bachelor diploma in original + translation (English or German)) or
 - b. an equivalent degree from a recognized domestic or foreign post-secondary educational institution (Bachelor diploma in original + translation (English or German)) or
 - c. a Master's degree from a recognized domestic or foreign post-secondary educational institution (Master's diploma in original + translation (English or German))
5. Transcript of records of previous academic achievements
6. Certificate of English language proficiency

Continuing Higher Education Program EMBA

1. CV
2. Copy of birth certificate
3. Copy of passport
4. Certificate of English language proficiency

In addition, the following documents must be certified, translated into English or German and submitted electronically by applicants with three years of professional experience in a management- or leadership position outside Austria:

- Birth certificate

Applicants holding a certificate and/or degree from a foreign (higher education) institution have to additionally provide a certified version and translation of following documents in electronic format:

- birth certificate
- school certificate resp. degree certificate of a higher education institution

(3) The provision of personal data is required to complete the application process. If these are not or not completely submitted or if their cancellation is requested, the Lauder Business School cannot accept the application.

(4) In view of positive examination of all filed documents, the applicant is to receive an E-Mail from the admission office containing a short essay-question (Bachelor program), which has to be answered and returned within three work days or a case study (Master's program and Continuing Higher Education program) which has to be answered within two work days. In case of a negative initial examination respectively the absence of the answered essay-question resp. case study, the applicant is not admitted to the interview.

(5) The answered essay-question resp. case study as well as all available documents are transferred to the director of studies and the applicant is invited to an interview (in person or online by e.g. Zoom). Not later than two weeks after holding the interview, the applicant gets informed by E-Mail about a positive or negative waiting list notice.

(6) In case of a positive notice, the applicant receives a payment request for the tuition fees (including the appropriate deadlines) for Bachelor and Master's programs as well as program fees (including the appropriate deadlines) for Continuing Higher Education programs. Upon receipt of the amount on the Lauder Business School's account, the applicant receives all required documents (information relating the entry to Austria, admission confirmation, educational training contract, the preliminary student registration and, if applicable, information on entry requirements) from the admission office.

(7) For the admission procedure the applicants do not have to pay any fees.

(8) The documents relating the admission procedure are stored for at least three years.

(9) The applicants are permitted to have inspection of the assessment and evaluation documents, provided that they make such a request within three months of the announcement of the result (see § 11 (3) FHG, as amended and completed). Questions regarding the personal aptitude shall be excluded from the right to inspection.

Examination regulation

The examination regulation is documented in a separate document named "Statute Part Exam Regulation" which, however, is inseparably linked and connected to this statute of the Lauder Business School.

Entry into force

These study regulations and the examination regulations of the Lauder Business School enter into force as of 27 June 2024 and replace every study regulations and examination regulations of the Lauder Business School, that are dated earlier.

Academic Degrees and Designations

§ 1 Upon completion of the studies and examinations required by the University of Applied Sciences study programs, an academic degree shall be awarded by the chairperson of the council.

§ 2 The following academic degrees and designations are provided for the University of Applied Sciences study programs and Continuing Higher Education programs at the Lauder Business School:

- (1) Bachelor program in International Business Administration: Bachelor of Arts (BA)
- (2) Master's program in International Management and Leadership: Master of Arts (MA)
- (3) Master's program in Strategic Finance and Business Analytics: Master of Arts (MA)
- (4) Continuing Higher Education program MBA: Master of Business Administration (MBA)
- (5) Continuing Higher Education program EMBA: Executive Master of Business Administration (EMBA)

Entry into Force

§ 3 These academic degree and designation regulations of the Lauder Business School enter into force as of 27 June 2024 and replace every academic degree and designation regulations of the Lauder Business School, that are dated earlier.

Integrity in Scientific Studies, Teaching and Research

§ 1 The Lauder Business School is committed to responsible teaching and research with high ethical standards and follows the basic principles of academic integrity, honesty and transparency. In order to meet the quality standards beyond the boundaries of the Lauder Business School, every student, teacher, researcher, employee and graduate is required to independently adhere to the requirements documented in the relevant policies, guidelines and templates within the framework of their academic work.

§ 2 The Lauder Business School sets guidelines to ensure the integrity of academic studies, teaching and research with regard to legal and ethical standards and the current state of knowledge. These guidelines are continuously expanded, adapted and modernized by the directors of studies with the support of the council and the research department of the Lauder Business School and always follow the latest scientific and ethical standards for teaching and research and also take new technological challenges into account.

§ 3 The guidelines on integrity in academic studies and teaching are documented accordingly (policies, guidelines, etc. on the topics of scientific standards and scientific malpractice) and made available to the respective groups of interest. They include topics on correct referencing of literature, the use of artificial intelligence (AI) in the course of preparing written work and theses, the handling and falsification of data, results and sources, cheating, (self-)plagiarism, ghost-writing, and other such forms of malpractice. Any relevant change to these legal and/or ethical guidelines is documented promptly and communicated to the groups of interest accordingly.

§ 4 Academic malpractice by students or failure to comply with good scientific practice and/or the current state of knowledge and/or violation of legal and/or ethical guidelines as well as the resulting consequences are documented in policies, guidelines, and other such formal documents and communicated to the groups of interest. These consequences can include measures such as warnings, suspensions or withdrawal of the academic degree.

§ 5 Students, teaching and research staff are supported by Lauder Business School in complying with legal and ethical standards with the help of tools (e.g. plagiarism software with AI writing recognition), templates, training and/or conferences as well as other measures tailored to requirements (e.g. four-eye review procedures for written work and theses).

§ 6 Scientific and/or ethical misconduct by teaching and research staff will not be tolerated by the Lauder Business School and will result in appropriate consequences such as termination of the contract with the respective lecturer or researcher, revocation of an awarded title "Professor (FH)" (see also Section 7 (3) Suspension and Revocation) or similar.

§ 7 In relating courses, students are taught good scientific practice by teachers specially trained for this subject, going beyond the standards documented in policies, templates or guidelines. The topics of these courses include various qualitative and quantitative research methods and designs of (empirical) research, the selection of suitable measurement methods, data collection and the scientifically and ethically correct handling of data, the identification and use of sources, scientific literature searches and correct referencing, the reproducibility of results, critical thinking and the application of other scientific standards of the Lauder Business School.

§ 8 Supervisors of scientific written work or theses or research projects are required to impart to young scientists not only methodological skills but also a basic ethical attitude towards scientific work, responsible handling of results and collaboration with other scientists.

§ 9 The teaching and research staff are informed through regular training courses, meetings and/or conferences about current, amended and/or new regulations, guidelines, policies, processes, technological tools and/or measures on the subject of integrity in the fields of scientific studies, teaching and research.

Entry into Force

§ 10 These regulations of the Lauder Business School enter into force as of 27 June 2024 and replace every relating regulation of the Lauder Business School, that are dated earlier

Diversity Management, Equal Opportunity and Gender Equality

Basis

§ 1 As part of its obligations the Lauder Business School plays an active and transparent role in granting equal opportunities for (potential) students and (potential) staff of any societal groups regardless of any characteristics of diversities.

Aims and measures

§ 2 (1) The LBS plays an active role in shaping a working and learning environment that appreciates and supports diversity.

(2) The LBS endeavours to ensure a balanced representation of men and women in the composition of staff, works actively towards gender equality as required in the General Equal Act (GIBG) and in § 2 (5) FHG as amended, as well as towards promotion of women as part of its obligations and commits to:

1. actively promote gender equality at all levels and fields of the institution
2. strengthen the diversity competence of every employee and student
3. communicate in general terms or gender neutrally
4. verify and align all processes, decisions, developments – where possible – in regard of orientation towards equality objectives and derive promoting actions in the development of human resources and organisation.

Entry into force

§ 3 This part of the statute (diversity management, equal opportunity and gender equality) of the Lauder Business School enters into force as of 04 October 2021 and replaces all former versions of this part of the statute.

Attachments

LBS Exam Regulation

Further Applicable Documents

Policy Scientific Standards

Policy Academic Malpractice

Policy Academic Malpractice Report

Policy Integrity in scientific studies, teaching and research

Guide Overview Referencing

Prozess Studiengang überarbeiten

This document is a convenience translation of the „Satzung der Lauder Business School“. Any and all disputes arising from or in connection with the statute will resort to the „Satzung der Lauder Business School“ in the last valid version as amended and completed, in German language.