

house rules.

Information and rules for making life pleasant for all at the Management Center Innsbruck

At all its locations, Management Center Innsbruck has outstanding state-of-the-art facilities. The latest equipment, select materials and the generous provision of communication space combine to produce an ideal environment for work and study. In order to maintain the quality of this environment, it is necessary to have a few rules and regulations, which you are kindly asked to observe.

- **Smoking:** Please note that smoking is not permitted anywhere on MCI premises, including the communication spaces.
- **Furniture:** The furniture is made of best quality materials; all surfaces have been carefully treated and / or sealed. Nevertheless permanent damage can be caused by flipchart and whiteboard markers, felt pens and similar writing utensils as well as pointed objects and adhesives. Please ensure that you use such utensils only on flipcharts, whiteboards and similar dedicated media. Should damage nevertheless be caused, you can solve the problem by immediately removing the marks with a damp handkerchief or rag or by contacting our cleaners. You can also avoid wear and tear to the floors as well as to our tables and chairs by lifting them slightly when moving them instead of simply pushing them across the floor. If you move any chairs in a classroom, please return them to their original positions before leaving the room.
- **Food and drink:** Out of consideration and respect for your teachers and fellow students, please do not consume food and drink during classes. That should be done outside of the classrooms and computer rooms and library facilities during the breaks.
- **Drink and snack vending machines:** There are vending machines for a quick snack, tea or coffee and other drinks on the premises of the MCI. Please be sure to place all litter in the bins provided.
- **Liability for coats and other items:** Please note that we can accept no responsibility for coats or any other items, even when placed in lockers or left in locked rooms.
- **Appearance & behavior:** Our students are expected to display a neat appearance and appropriate behavior (respectful conduct, attire, appearance, language, etc.) throughout the course of their studies and, moreover, at official events etc.
- **CCTV:** Our facilities are often open until late at night. For reasons of security, the entrance areas, communication spaces and study areas / libraries are equipped with CCTV. We hope this meets with your understanding.
- **Study areas / libraries:** A choice of newspapers and books are available for you to read in the study areas / libraries. They are non-lending copies and are only for use in the study areas / libraries. They may not be borrowed nor taken to other rooms.
- **Staff computers:** Staff computers are not available for general use. Please use the workstations provided in the communication spaces or study areas / libraries.
- **Mobile phones:** Please be sure to switch off your mobile phone before the start of a class.
- **Individual responsibility:** A good community is dependent on personal consideration and individual responsibility. It is often best to speak directly to persons misbehaving, but please contact any member of staff if necessary.

Thank you for your support!