



INSTITUT FÜR OFFIZIERSAUSBILDUNG

INSTITUTE FOR BASIC OFFICERS TRAINING

FACHHOCHSCHUL-BACHERLORSTUDIENGANG

MILITÄRISCHE FÜHRUNG

FACHHOCHSCHUL-BACHELOR PROGRAMME MILITARY LEADERSHIP

**Internationale Kooperationen:
Regelung Nr. 25
Regelung zur Hausordnung für
internationale Studierende**

**International Cooperation:
Regulation No. 25
Regulations for the Rules of the House for
International Students**

English Version



Remarks

The Theresan Military Academy has a high reputation as a training and education facility of the Austrian Armed Forces (AAF). Officer Cadets and students alike are responsible for this – hence they have to avoid anything that might damage the reputation of this traditional institution. The Theresan Military Academy provides the infrastructure for various personnel. Not only civilian and military students of the Bachelor Programme in Military Leadership are accommodated at the Academy – but also Officers and NCO's participating military courses and exercises. Therefore we have to take care of military personnel as well as of civilian students. The following rules of the house shall help to establish a good atmosphere and learning environment for everybody.

Drafter: WO Christian HADEK, MSc

Revised by:

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2. General Statements

2.1. Scope

The rules of the house have to be followed by everybody, military as well as civilian students.

2.2. Gender Mainstreaming

All terms shall be considered for females and males alike.

3. Detailed regulations

3.1. Quarters

3.1.1. General

Quarters are free of charge for soldiers. The quarters are also used for self-study activities and for homework. Civilian students can apply for quarters. Quarters may be granted if they are available and after a security check of the applicant has been performed.

Every student is responsible for his or her belongings. The Ministry of Defence (MOD) is not responsible in case of theft. In case of an alert the TMA may dislodge students without announcement.

It is not allowed to take other people, non-military or non-students, to the quarters.

Accommodation for international students is to be organised by the International Office in advance. Whenever possible, international students are to be integrated into the student's classes.

3.1.2. Tidiness of quarters

The Cadets' Battalion is in charge of ensuring the tidiness of the quarters. The regulations can be found in the rooms.

It is to be stressed that everybody is responsible for the tidiness in the rooms; especially the duty cadet of the room bears responsibility for this. Any violation of the regulations has to be reported to the class commander.

3.1.2.1. Duties

- The tidiness of the rooms has to be established by 0730 hrs each day.
- Rooms have to be aired after reveille.
- The beds have to be made according to annex 1.
- Military equipment and personal items have to be locked (not valid for items that have to be dried like shorts or socks).
- Boots and clotheshorses have to be placed in the vestibule.
- Waste and garbage has to be separated and brought to the wastebaskets (nearby the Southern entrance gate).
- The floors have to be cleaned with a broom every day and swept up once a week (preferably on Fridays).
- The doors and window sills have to be cleaned once a week.
- The desks have to be cleaned before leaving the rooms.
- Before leaving the rooms the windows have to be closed and the lockers have to be locked. All electronic devices are to be switched off.
- When going for a shower a bathrobe and slippers have to be worn.
- Perishable food has to be stored in refrigerators only. Refrigerators have to be cleaned once a week. Drinks have to be stored in bottles that can be closed properly.

3.1.2.2. Strictly Forbidden

- Preparing of hot food in quarters or on the balcony.
- Setting up of training devices like cycling machines, pull up bars or other items.
- Posting of pictures on the walls or on the lockers.
- Storing of private weapons or ammunition.
- Storing of military ammunition.
- Drinking alcohol during duty time.

3.1.3. Electronic devices

All electronic devices have to meet the Austrian Community of Electricity (ÖVE) regulations. Before setting up electronic devices, permission has to be filled in (2 copies) and it has to be handed over the respective class-office. One copy is to be kept at the responsible commander and the other one has to be attached to the electronic device.

Forbidden are: private heaters, stoves, toasters, satellite devices and the setting up of private cables.

3.1.4. Tidiness of lockers

The tidiness of lockers is regulated by the cadet's battalion (Annex 2). This regulation also can be found in each room.

3.2. Room for boot washing and cleaning

Boots have to be washed and cleaned in the room for boot washing. This particular room has to be entered via the exterior door nearby the southern gate. The key to this room is at the guardhouse. The duty cadets are responsible for opening and locking the room.

3.3. Lecture room regulations

3.3.1. General

When leaving the lecture room the students are responsible for checking the equipment, they have to ensure that everything is in place, if the whiteboard or blackboard is clean and wiped, all windows are closed, the garbage has been removed, all electronic devices are to be switched off. Minor problems are to be solved immediately so that the lecture can begin without any delay. After the lesson everything has to be re-arranged and put back into place, the boards have to be cleaned, the lights and computers have to be switched off.

The duty cadets are responsible for the co-operation and co-ordination of the media assistants. This ensures that all electronic devices and media are checked before start of the lecture.

3.3.2. Keys

The keys are issued at the Media Office. After the final lecture of the day the keys are to be returned to the office or are to be put into the mailbox in front of the office.

3.3.3. Media Assistants

Media Assistants are responsible Officer Cadets of each class and are to be introduced to their tasks and duties at the beginning of the semester.

Every platoon is to be issued with a media case at the beginning of the semester. This case is to be brought along to each and every lesson by the responsible Officer Cadet. Items of this case that are not longer functioning have to be replaced.

Media Assistants support the Duty Cadet in: cleaning all the boards, switching off of all electronic devices.

Every platoon has to nominate a Technical Assistant who helps the lecturers in operating all electronic devices. The Technical Assistants support the Duty Cadet in: cleaning all the boards, setting up all devices, switching off all electronic devices.

3.3.4. International Students/ Disciplinary matters

International students are to be treated according to “ESDC/SC/Decision SC/2010/1-Adopting the Framework regarding the European initiative on the exchange of young officers, modelled on Erasmus and adopting the MECTS Users ‘Guide.

3.4. Computer Rooms Regulations

There are 3 computer rooms at the Theresan Military Academy (TMA). 2 are for the open net (25 and 10 workstations) and one is for the 3. VE (encrypted LAN for military use only) with 15 workstations. It is forbidden to take food or drinks into the computer rooms. The computer rooms for the open net are open 24/7. They are checked by a video camera. In both rooms printers are available. In the computer room II a pre-paid multi-functional device (printer + copy-machine) is available.

3.5. Regulations for computers and network devices

3.5.1. Open Net

Every student is issued with an account and a password for the open net. The open net consists of the Internet itself and the Intranet (the net of the TMA proper). In order to ensure net-security checks are performed. Details will be handed over when being issued with an account.

3.5.2. WLAN

WLAN is also available at the premises. An account has to be requested from the computer section. The regulations for the WLAN are the same as for the open net. They can also be found at the start page of the intranet.

3.6. Sports facilities

- Tennis Court
- Sports Field
- Sports Hall
- Gym
- Riding Stable

When using sport facilities various regulations are to be followed. Special attention is paid to proper shoes when using the sports halls. In case of violation entrance to the halls can be denied. When moving to and from the training facilities proper clothes have to be worn.

3.7. Dress Code

3.7.1. General

Austrian soldiers have to follow dress code regulations. Other students have to wear proper clothes. The dress code depends on the lecture (indoor or outdoor). Military students will receive the dress code for the following day one day in advance.

3.7.2. Mess Hall, Officer Cadets 'Club, Cafeteria and Restaurant

In the mess hall, the Officers Cadets 'Club, the Cafeteria and the Restaurant the Battle Dress Uniform (BDU) or service dress uniform has to be worn. Exception: if the first lesson of the day is Physical Training (PT), the PT dress long might be worn. Long trousers and T-shirt! No shorts! After duty proper civilian clothes can be worn.

3.8. Parking regulation

3.8.1. Parking ticket

Parking at the TMA is only allowed with a valid parking ticket. One card per car is issued. If you own more than one car only one car is allowed to be parked on the premises. If issued with a parking ticket – also a card for passing the entrance-barrier is issued.

3.8.2. Assignment of parking places

The assignment of parking places is according to Annex 3. The different parking areas are in different colours. For example: You are only allowed to park in the GREEN ZONE if you have a ticket for the GREEN ZONE. Private vehicles are to be parked at the assigned parking places.

3.8.3. Parking regulations

The parking card has to be placed visible behind the windscreen. This does not apply for motorcycles. Parking in others than the assigned zones is forbidden. Special attention has to be paid to fire exits, to the entrances of the BODENSTEINSAAL and to the KINSKY AVENUE. In case of losing the parking card a new one has to be requested at the section for military matters/daily routines.

3.8.4. Special regulations

Entering the courtyard of the castle with private or military trucks is forbidden. The loading and unloading has to be conducted at Maria Theresa's Square – without blocking the Eastern Gate of the castle.

3.9. Recreational Facilities

3.9.1. Officer Cadets Club

The Officer Cadets Club is a recreational facility for relaxing, eating and drinking. Opening hours are visible in front of the door. The dress code for the Club is: Uniform or civilian clothes. No shorts, no PT dress!

In case of damaging or dirtying the equipment the person responsible for it has to pay for it resp. clean it up. During official celebrations an officer cadet has to be put in charge.

The so called "throwing corner" may only be used on special occasions (weddings, anniversaries, etc.) after the spokesperson has toasted to the occasion. The glasses have to be paid immediately.

People who are not Officer Cadets might be taken along to the casino. The person inviting the guests is responsible for the proper conduct. The guest must not be taken to the quarters/rooms.

At the closing hour all persons have to leave the Officer Cadets 'Club. The closing hour cannot be prolonged!

3.9.2. Restaurant

The Restaurant is a recreational facility for relaxing, eating and drinking for all members of the TMA. Please have a look to the opening hours.

The dress code for the Restaurant is: Uniform or civilian clothes. No shorts, no PT dress!

People who are not TMA-members might be taken along to the Restaurant. The person inviting the guests is responsible for the proper conduct. The guest must not be taken to the quarters/rooms.

3.9.3. Cafeteria

The Cafeteria is a recreational facility for relaxing, eating and drinking for all members of the Institute 2. If there is a lecture in Institute 2 Officer Cadets are also allowed to use this facility.

The dress code for the Cafeteria is: Uniform or civilian clothes. No shorts, no PT dress!

People who are not TMA-members might be taken along to the Cafeteria of Institute 2. The person inviting the guests is responsible for the proper conduct. The guest must not be taken to the quarters/rooms.

3.10. Violations of the rules of the house

Officer Cadets are under the norms and regulations for soldiers. Repeated violations lead to an expel of the Basic Officer Education Programme.

Violations of the parking regulations result in a confiscation of the parking ticket.

Vehicles without a valid licence plate have to be removed from TMA-area within one week.

Annex 1



Annex 2

