

Code of Conduct (CoC)

Code of Conduct for the University of Applied Sciences (FH) Kufstein Tirol

1. Introduction – For Responsible and Respectful Interaction

The Management Boards and University Management of FH Kufstein Tirol hereby enact this Code of Conduct (CoC) for all affiliated entities (FH Kufstein Tirol Bildungs GmbH, FH Errichtungs- und Betriebs GmbH, and FH Kufstein Tirol International Business School GmbH). The purpose of this Code is to formally define the values and principles practiced within our institution in interactions among colleagues as well as with external cooperation partners. It aims to ensure transparent, constructive, and trust-based collaboration among all involved parties and to establish a foundation for a shared, responsible academic culture.

This CoC is intended to serve as a guideline and decision-making framework for appropriate conduct in specific situations. Compliance with this CoC is mandatory for all persons associated with FH Kufstein Tirol at all levels. In addition, all formally established regulations—such as the Academic Study and Examination Regulations (ASPO), house rules, training contracts, data protection regulations, etc.—apply without restriction. Further guiding documents that complement this CoC include the Equality Strategy¹, Chapter 5 of the Statutes on Equal Opportunities², and the University's Mission Statement³.

2. Scope of Application

The behavioral guidelines set out in this document apply to all employees of FH Kufstein Tirol, as well as to adjunct teaching and research staff. As this CoC applies to multiple legal entities simultaneously, only those provisions relevant to the respective duties of individual employees shall apply.

Furthermore, this CoC applies to all external relations of FH Kufstein Tirol, including applicants, the general public, business partners, and all persons who are in any form of relationship with FH Kufstein Tirol.

University-specific legal provisions (e.g., the Austrian Universities of Applied Sciences Act, FHG) and regulations (such as specific employment laws including the Austrian Labor Constitution Act, the Austrian Salaried Employees Act, works agreements, or provisions in employment contracts) remain unaffected by this CoC and continue to apply independently to all employees and adjunct teaching and research staff of FH Kufstein Tirol.

3. Our Values and Principles

a. Knowledge and Education

Knowledge and education are our highest values. The integration of theory and practice is central to our mission. As a higher education institution, we are aware of our responsibility and role-model function, and promote curiosity and a spirit of inquiry at all levels. Knowledge transfer is based on the latest academic and scientific insights.

b. Commitment to Equal Opportunities and Diversity

Equal treatment of individuals from different social groups is regarded as self-evident at FH Kufstein Tirol and represents a fundamental pillar of our work as an educational institution. Internationality and cultural diversity are defined as strategic objectives and are embedded in the University's Mission Statement.

¹ See Equality Strategy, October 29, 2025

² See Statutes, Chapter 5, in effect since October 08, 2025

³ See [The University | Profile & Organization](#)

FH Kufstein Tirol recognizes the diversity and individuality of all persons associated with the institution with regard to gender, age, sexual orientation, religion, skin color, physical and mental abilities/disabilities, and ethnic origin as particular strengths.

The principles of equality and diversity are of the highest importance, in line with the international orientation of FH Kufstein Tirol, and they reinforce the University's credibility. Gender equality, equal opportunities for all, appreciation and recognition of diversity and social inclusion, non-discriminatory behavior, accessibility, and family-friendliness are ensured through actively practiced gender mainstreaming and diversity management. This commitment is reflected in the appointment of designated officers for diversity, inclusion, and family-friendliness.

c. Health, Safety, and Work–Life Integration as Fundamental Conditions for Studying and Working

The health and safety of all persons associated with FH Kufstein Tirol are our highest priorities. FH Kufstein Tirol strives to create and maintain structural conditions that support work–life integration and ensure safety in all areas, thereby enabling healthy study and work environments for all.

The concept of a "family-friendly university" is highly valued at FH Kufstein Tirol. The objective is to create favorable conditions for employees and students that facilitate the compatibility of studies, professional responsibilities, and family life.

4. Conflicts of Interest

Employees of FH Kufstein Tirol are required to take all necessary measures to avoid conflicts of interest arising from close personal relationships (bias), for example, in appointment or recruitment procedures, evaluations, grading of academic performance, allocation of teaching assignments, service contracts, etc. Should such conflicts of interest arise, employees are obliged to disclose any personal bias in advance. A transparent and fair solution for all parties involved shall then be sought jointly with the respective supervisor.

5. Acceptance of Gifts

In the performance of their duties, employees of FH Kufstein Tirol are to be regarded as public officials for the purposes of Austrian criminal law and are therefore subject to criminal law provisions on corruption pursuant to Section 74 (1) no. 4a of the Austrian Criminal Code (StGB)1 no. 4a of the Austrian Criminal Code (StGB) and the relevant provisions applicable to the public sector (Sections 302 et seq. StGB).

Universities of Applied Sciences and their functionaries (the entire faculty and academic staff) exercise official functions with the Austrian Universities of Applied Sciences Act (FHG), including the awarding and revocation of academic degrees, the recognition of foreign academic degrees, and the conferral of academic honors.

For these reasons, employees of FH Kufstein Tirol may not accept financial benefits or gifts of value from third parties, in particular from students.

Symbolic gifts (e.g., flowers, chocolates) that are not intended to influence business or academic relationships and are of minor value may be accepted. In cases of uncertainty regarding the acceptance of symbolic gifts, the Management Board must be informed, and transparency ensured.

6. Interaction with Service Providers and Suppliers

Suppliers and other business partners shall be selected exclusively on the basis of objective criteria, including price, quality, performance, reliability, and suitability of the products or services offered. Official positions must not be used to obtain personal advantages through the awarding of contracts. To avoid conflicts of interest, employees may not use business relationships and the associated conditions for private purposes.

7. Use of Institutional Property

All employees, adjunct lecturers, and students are obligated to treat the property of FH Kufstein Tirol with due care.

8. Handling of Data and Information

Internal data protection regulations are comprehensively defined in the organizational and data protection policies, compliance with which is mandatory.

9. External Communication

When using social media (posting content and comments on various social media platforms), employees must ensure that the positive image of FH Kufstein Tirol is maintained and strengthened and that no internal information is disclosed. Any direct inquiries from journalists must be reported to the Management Board, University Management, or the responsible Communications Department before any information is provided.

10. Interaction with Stakeholders

Stakeholders include applicants, students, graduates, adjunct lecturers, business partners, shareholders, sponsors, suppliers, authorities, the media, and the general public.

The following principles must be observed:

- Appropriate communication (polite and respectful treatment)
- Disclosure of conflicts of interest due to close relationships between students or applicants and employees
- Applicants must be assessed according to objective criteria that are documented in a transparent and comprehensible manner
- Careful handling when commissioning external parties (compliance with legal and internal regulations)
- Concerns of stakeholders shall always be addressed correctly, respectfully, and within an appropriate timeframe

Mandatory Commitments

The following principles are non-negotiable:

- Intolerant, discriminatory, or offensive behavior toward stakeholders or employees, as well as unjustified preferential treatment or disadvantage, is prohibited.
- Any form of sexual harassment or bullying is strictly rejected by FH Kufstein Tirol and will result in employment law consequences. Such behavior may also entail criminal liability. All such incidents must be reported (see Section 12 "Reporting Violations").

11. Conduct in Academic Practice

FH Kufstein Tirol is committed to maintaining the highest possible academic standards in teaching, research, and scholarship. This is ensured through respectful, appreciative, and constructive cooperation among all persons involved at the institution (students, lecturers, and staff). Transparent and effective collaboration with funding bodies is a prerequisite for achieving this goal.

Academic activities must be carried out in accordance with applicable legal provisions, ethical standards, and the current state of scientific knowledge.

Binding principles for employees include:

- Academic results must be documented
- Academic results must be critically examined
- Contributions by other individuals must be clearly identified (plagiarism regulations pursuant to the ASPO)

Examples of academic misconduct include:

- Fabrication or falsification of data
- Violation of intellectual property rights
- Obstruction of the research activities of others
- Shared responsibility for the misconduct of others

12. Reporting Violations

All persons associated with FH Kufstein Tirol have both the right and the obligation to report conduct or circumstances that may indicate a violation of this CoC to the designated contact persons. The designated contact persons are representatives of the Management Board, University Management, and the Human Resources Department.

Reports are forwarded by the contact persons to the accused parties, granting them the opportunity to submit a statement. In all cases, the Management Board or University Management must be informed. If necessary, an internal CoC Commission shall be convened. The composition of the CoC Commission is determined on a case-by-case basis and must ensure the absence of conflicts of interest. The CoC Commission consists of up to four members and should, where possible, be gender-balanced. The Chair of the CoC Commission shall always be a representative of the University Management or the Management Board. If students are involved, student representatives shall be included in the CoC Commission.

Based on the hearings of both parties and in consideration of Austrian criminal and labor law requirements, the Management Board, University Management, or the CoC Commission shall prepare a written statement of facts and provide recommendations for further action. In addition to this CoC, applicable anti-discrimination laws established in the Austrian Equal Treatment Act (GIBG) shall be taken into account. The implementation of the proposed corrective measures lies with the CoC Commission, in coordination with the supervisor of the accused person.

The written statement of facts shall be submitted for information to the Board of Trustees of the FH Kufstein Tirol Private Foundation.

At the request of the reporting person, a request for a statement may be submitted to the accused person in anonymized form. If further steps become necessary, anonymity can no longer be guaranteed.

13. Compliance with the Code of Conduct (CoC)

All persons associated with FH Kufstein Tirol, in particular those in leadership positions, are responsible for compliance with the rules set out in this CoC as well as other internally established agreements within their respective areas of responsibility. Violations shall result in employment law consequences regardless of hierarchical position.

By signing below, I confirm that I have read and acknowledged this Code of Conduct.