

Department Petroleum Engineering

Version 1.4.3 (January 25<sup>th</sup> 2017)

# DPE Code of Conduct

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Department Petroleum Engineering  
Parkstraße 27  
8700 Leoben  
Austria

<http://dpe.unileoben.ac.at/>

Phone +43 3842 402 3051

Fax +43 3842 402 3052

Email [patrizia.haberl@unileoben.ac.at](mailto:patrizia.haberl@unileoben.ac.at)

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Univ.-Prof. Dipl.-Ing. Dr.mont.  
Gerhard Thonhauser

Head of Department Petroleum  
Engineering and Chair of Drilling  
and Completion Engineering

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Univ.-Prof. Dipl.-Ing. Dr.mont.  
Herbert Hofstätter

Head of Chair of Petroleum and  
Geothermal Energy Recovery

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Univ.-Prof. Dipl.-Phys. Dr.rer.nat.  
Holger Ott

Head of Chair of Reservoir  
Engineering



# Course Work Guidelines

These guidelines should help our students to follow course work and to understand the way the Department Petroleum Engineering (DPE) is teaching and educating.

The way you are taught at DPE may be very different to what you have experienced before.

- You will be given greater academic and personal freedom than you have experienced before, and this can be confusing at first. Freedom comes at the price of being responsible and to be self-organized!
- You will have to learn how to organise your own time so that you get the most from your education.
- You may be taught in smaller groups than you are used to, your individual contribution and active participation will be valued much higher.
- You may be expected to follow complicated teaching material at a pace you may find high. Preparation is key!

Courses at DPE are rated with semester weekly hours (SWS) and ECTS credits. The SWS represent the average contact time per week with your lecturers in class or in the lab. A semester usually has between 14 to 15 regular weeks of lecturing. Thus, 2 SWS correspond to about 30 hours of contact time. ECTS credits are a scale (1/25<sup>th</sup>) of the average workload of each individual student. Thus, a course with 3 ECTS requires a student to invest  $3 \times 25 = 75$  hours of total time to complete the course. Hence, you will have to consider spending the difference between contact time (SWS) and ECTS with studies at home, homework, group work, projects, etc.

Our goal is to treat you as an equal partner based on the assumption that you are interested in the topic and ready to put in the required effort to deliver an outstanding result. You will be expected to behave as a responsible person representing the required attitude. Your behaviour in lectures and interaction with your fellow student colleagues, professors, tutors and administrative support team will be your trade mark. Your behaviour will be reflected in the way you will be treated as in any professional relationship.

However, there are still certain rules that have to be obeyed and which we translated to guidelines, which should help you finding your way through student life at DPE.

- Professors at DPE expect you to attend lectures and you can contribute to their success by following the guidelines below:
- Arrive in time. Late arrivals disrupt the rest of the class. You should arrive early enough to take your seat before the lecture or practical is commencing. If, for any reason, you are unable to arrive on time you should enter as quietly as possible, by the rear entrance.
- Sign up the attendance list only by yourself for yourself. Do not sign for any of your colleague(s).

- Concentrate on the material that is being presented, discussed and/or practiced. Actively participate during classes and raise questions when appropriate.
- Do not talk when the lecturer is talking; only conversations and discussions expressly permitted by the lecturer are allowed. Talking in a lecture is distracting for the lecturer and for other students. Simply don't do it.
- If you have a question for the lecturer, please attract his/her attention by raising your hand.
- If study material has been provided in advance, it is expected that you have read it carefully prior to attending the course. It is very important to do this for your understanding and to benefit from the course work.
- Practical work is often performed in groups and the work should be shared between group members. However, all write-ups, including the preparation of graphs and analysis of data must be carried out independently by each member of the group.
- Homework, if not explicitly stated otherwise, is not a group work and has to be done individually. No homework will be accepted after the deadline.
- Only use your tablet or laptop for viewing and making notes during the lecture or when requested by the lecturer during practical sessions.
- Use of mobile phones, music players, or similar devices in lectures, workshops, or practical classes is not permitted. It is distracting to others, including the lecturer, and shows that you are not interested showing disrespect to colleagues and professors.
- Recording of lectures is allowed only with the explicit permission of the lecturer concerned. You must obtain such permission to record in advance. Any recording is for personal use only and must not be distributed or circulated in any way. All recordings must be destroyed at the end of a module. Recordings should be audio only unless there is good reason for a video recording and this is agreed with the lecturer. Any offense of these guidelines will be treated as a disciplinary matter.
- Do not eat in class as it might insult your lecturers or colleagues. Eating is not allowed in lecture rooms, laboratories, or other teaching rooms.
- Only bottled water and beverages are allowed in the lecture rooms.
- Consumption, possession, distribution, or selling of illegal drugs and/or alcoholic beverages on campus is prohibited. Intoxicated students will not be permitted into lectures.

Disruptive behaviour destroys learning and will not be tolerated by lecturers. If they are disturbed by disruptive or interfering behaviour, teachers have a right to ask offending students to leave the lecture room and record their name.

For the specific regulations during examinations, please refer to the current version of the *DPE Examination Guidelines*.

It is in the interest of the whole class that these guidelines are followed. Please encourage others to know and follow them.

# Laboratory Guidelines

Work in laboratories is an important part of your education. It will present you with practical aspects of the topics taught and it will deepen your knowledge. However, work in laboratories is connected with some hazards and thus *additional* guidelines apply:

- *Immediately* report any near-misses, injuries, or accidents to the instructor on duty.
- Know the locations of safety-shower, eye-wash, fire extinguishers, first-aid kits, and other safety devices.
- Never start experiments or run equipment without the explicit consent of the instructor on duty.
- Make sure your work space is clean and clear. Clean-up any spills *immediately*.
- Never attempt to fix or repair any equipment. Report broken equipment to the instructor.
- Follow/observe the University directives in case of fire.
- Eating and drinking are *both* forbidden in laboratories.
- Pregnant ladies are not allowed in laboratories where chemicals are, or were, present. If you are pregnant, inform your lecturer or one of our secretaries at the front office to find an alternative solution.

Be aware of specific apparel/clothing regulations for laboratories:

- Wear a laboratory coat and goggles at all time.
- Use protective gloves while performing experiments.
- Dress clothes protecting most of the body as much as possible. Shorts, short skirts, sleeveless shirts/tops, halter tops and tank tops are not permitted.
- Wear shoes protecting your feet all the time. Sandals, thongs (flip flops), slippers, open-toes or similar footwear is not permitted.
- Loose-fitting clothes, dangling accessories (earrings, watches, and jewelleryes) and unrestrained hair is not permitted.

Be warned that laboratory guidelines will be *strictly monitored* by instructors. If you do not comply, teachers will have to ask you to leave the laboratory and to enquire your name.