



Organisation of the University of Vienna under the Universities Act 2002

October 13, 2006

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Preamble to the Organisation Plan, March 2004

It shall be the aim of the Rectorate's (*Rektorat*) endeavours to improve the outline conditions for the University of Vienna as one of the leading universities in Europe. Thereby, the Rectorate (in accordance with the provisions of the Universities Act 2002) is of the opinion that, in a logical chronological order, the Organisation Plan (*Organisationsplan*) has to be drawn up before the development plan and therefore before the negotiations about target agreements: the development planning in research and teaching can only be successful if there is a dialogue with strategically competent organisational units (*Organisationseinheit*).

On the basis of international comparisons and developments, on the basis of the experiences gained from the University Organisation Act 1993 (*Bundesgesetz über die Organisation der Universitäten – UOG 1993*) as well as of a detailed knowledge about the University of Vienna, a paper on the “Basic Parameters (*Eckpunkte*) of the Organisation and Development Plan” was published in July 2003 in order to provide a basis for the discussion about the steps to be taken.

Among the most important aims (“Basic Parameters”) are the stronger emphasis on an orientation towards research and therefore an enhancement of university teaching, a better organisation of the studies, a more international orientation of the studies, the development of the University of Vienna as an attractive centre for young researchers, as well as an improvement of the general administrative conditions for researchers and students.

In August 2003, five project groups were invited to work out proposals for a structuring of the scientific field on the basis of the “Basic Parameters” by involving international experts. In October 2003, there were numerous talks and information events with university staff. Thereupon, the Rectorate drew up the now available draft of the organisation plan.

When dividing the University of Vienna into scientific organisational units the Rectorate was guided by the following principles:

- formation of meaningful subject units with scientifically immanent references (orientation towards research), a balance between innovation and continuity with a pooling of subjects and/or a bundling of subjects as organisational units
- international orientation of the studies offered, an improved organisation of the studies
- institutionalisation of a professional management (strategic and innovative abilities)
- improvement of the administrative basic conditions for students and researchers

After having taken into account all available criteria and after many internal talks within the University, as well as after having considered the recommendations of the University Board, the Rectorate proposes a structuring of the University of Vienna into 15 faculties and two centres; a third centre (Centre for Molecular Biology) shall be created as soon as an agreement with the Medical University of Vienna has been entered into that is concerned with a co-operation in the fields of Biochemistry and Molecular Cell Biology as well as Microbiology and Genetics along the lines of the Schatz/Nasmyth expert's report “The Future of the Vienna Biocenter” dated October 2003.

Thereby, the aim has been to create a clear number of organisational units and to implement a two-level structure (in accordance with the Universities Act 2002). It is only with an organisational scheme of this kind that the prerequisites can be created to ensure a functioning “culture of target agreements”, in which the achievements of individual researchers and/or task groups can be considered by a performance-related (as opposed to hierarchical) allocation of resources. In particular, the promotion of the advancement of young researchers and the adherence to the guidelines of Gender Mainstreaming and the Equality of Opportunity have been taken into account.

An external evaluation of the organisation of the University of Vienna is envisaged for 2009.

Organisation Plan of the University of Vienna

Prepared by the Rectorate,

Unanimously adopted by the Senate of the University of Vienna on 5th of October, 2006,

Unanimously approved by the University Board of the University of Vienna on 13th of October, 2006.

1st chapter Scope of validity

§ 1. The Organisation Plan of the University of Vienna shall regulate the organisational units of the University of Vienna as well as the scope of duties of its functional institutions.

2nd chapter Scientific organisational units

§ 2. Scientific organisational units of the University of Vienna shall be the faculties and centres.

Faculties

§ 3. Faculties shall be organisational units of the University with research and teaching duties.

Centres

§ 4. Centres shall be organisational units of the University which, besides research and teaching duties, shall perform special tasks for the University of Vienna or shall either focus predominantly on teaching or to research.

Governance of a faculty or of a centre

§ 5. (1) A university professor, or an associate professor (§ 122, subsection 3 Universities Act 2002) having leadership qualities, especially in the field of human resources management, shall be appointed (§ 20, subsection 5 Universities Act 2002) Head of the faculty or of the centre by the Rectorate upon the university professors' majority proposal. Any such proposal shall contain the names of at least three qualified persons and can be rejected by the Rectorate in well founded reasons. A proposal containing less than three names shall only be admissible for reasons justified by the facts.

(2) In each faculty and in each centre, one or two qualified deputies of the Head shall be designated by the Rectorate upon the Head's proposal and after having consulted the Faculty Conference (*Fakultätskonferenz*) (§ 7). In exceptional cases, because of the size of the faculty or its variety of subjects, also three qualified deputies can be appointed. Only members of the scientific university staff can be appointed as deputies. At the faculties, the deputies have to be in possession of the authorisation to teach (*venia docendi*). When appointing the deputies, a balance of the subjects and the groups of people represented at the faculty have to be considered. The Rectorate can reject the proposal for justified reasons.

(3) The Head and the deputy shall be appointed for a period of two years, and the period of office of the deputy shall terminate when a new Head takes office. If the Head resigns from his or her office during the period of office, the successor and the deputy of the successor shall be appointed for the remaining time of the period of office. Re-appointments shall be admissible.

(4) The Head or the deputy can be removed from office for a gross dereliction of duty, for a criminal conviction, or for the absence of physical or mental qualification or for well-founded confidence violation.

(5) The Head of the faculty shall have the title “Dean of ...”; his or her deputy shall have the title “Vice Dean of ...”.

(6) The Head shall be exonerated from his or her duties in research and teaching to an extent to be defined in the target agreement in consideration of the size of the faculty or centre and the duties involved therewith, as a rule by 50 percent.

(7) The Head and his or her deputies have to inform one another comprehensively without delay about any decision taken.

(8) At any event, decisions in economic matters which are not part of the ordinary course of business have to be made jointly by the Head of the faculty and a deputy. Further regulations shall be laid down in the guidelines of the Rectorate.

Responsibilities of the Head of a faculty or a centre

§ 6. (1) The Head of a faculty or a centre shall in particular have the following responsibilities:

1. strategic planning in accordance with the Development Plan of the University and in accordance with the recommendations of a possible scientific advisory board;
2. entering into a target agreement with the Rectorate;
3. dealing with the day-to-day business;
4. entering into legal transactions in the name of the University pursuant to § 27 Universities Act;
5. organisational governance and coordination of research work of the faculty or centre as well as the coordination of the teaching activity in cooperation with the Director of the Studies Programme;
6. allocation of resources, according to performance;
7. exercising the role of direct superior for the university staff working for the faculty or centre;
8. entering into target agreements with the members of the scientific staff working for this faculty or this centre;
9. participation in the measures of quality assurance;
10. giving an account, in the form of a report, of about the performances of the faculty or the centre, in particular referring to the areas laid down in § 13, subsection 2 number 1 Universities Act 2002;
11. information of the staff members of the faculty or centre as well as of the Faculty Conference about important decisions taken;
12. determination of the size of the Faculty Conference.

(2) The Head of the faculty or centre shall perform his or her duties according to subsection 1, number 8, in person. Any delegation of these duties concerning the university staff with authorisation to teach (*venia docendi*) to any person other than the deputy Head shall be inadmissible.

(3) The Head shall present a forecast about planned activities to the Faculty Conference or the Centre Conference at least once in each semester and shall present a report on the past semester (“Statement of Account” – *Rechenschaftsbericht*). At least once each year, the Head shall present a finance plan for the current year and a finance plan for the past year.

Faculty Conferences

§ 7. (1) At each faculty, a Faculty Conference has to be set up as an advisory body. Such Faculty Conference shall have the following responsibilities:

1. advice and opinion regarding the set-up and amendment of the internal structure;

2. advice and opinion regarding the set-up of intra- und inter-faculty research platforms;
3. advice and opinion regarding the draft Development Plan presented by the Dean;
4. advice and opinion regarding the appointment of the members of the Scientific Advisory Board (*Wissenschaftlicher Beirat*) of the faculty by the Rectorate;
5. advice and opinion regarding the appointment of the Director of the Studies Programme;
6. advice regarding international activities of the faculty;
7. preparation of a proposal about the size of the Study Conferences (8, 12, 16 or 20 members), addressed to the Director of the Studies Programme;
8. consulting before the appointment of the deputy Head of the faculty or centre (§ 5 subsection 2).

(2) The size of the Faculty Conference shall be specified by the Dean in consideration of the size and the internal structure of the faculty. The Faculty Conference shall consist of at least nine persons and shall be composed of:

1. Representatives of the university professors;
2. Representatives of the associate professors as well as of the other scientific staff in teaching or research half as many as the number of university professors;
3. Students' representatives half as many as the number of university professors;
4. One representative of the general university staff.

(3) One member of the equal opportunities working party shall have the right to attend meetings of the Faculty Conference in an advisory capacity.

(4) The students' representatives shall be delegated according to the stipulations of the HSG 1998 (*Hochschülerinnen- und Hochschülerschaftsgesetz 1998*). The representatives of the university professors, the representatives of the associate professors as well as of the other scientific staff members working in research or teaching, as well as the members of the general university staff shall be elected. Hereby, the election regulations of the University of Vienna (elections into the Senate), Official Gazette UG 2002, number 5, dated Nov. 13th, 2003, shall be applicable with the following specification:

1. The Dean shall take the place of the chairperson of the Senate.
2. Notwithstanding § 8 subsection 2 and § 10 subsection 7 and 8 of the election regulations, when making election proposals, a reasonable representation of young researchers as well as "external" teaching staff shall be taken into account.
3. A reasonable representation of sub-units of the faculty shall be taken into account.

(5) The Dean shall immediately after his or her appointment, with the exception of an appointment according to § 5, subsection 3, second sentence, determine the size of the Faculty Conference and advertise the election for the Faculty Conference. The term of office of the Faculty Conference shall end when the newly elected Faculty Conference is constituted.

(6) The Faculty Conference shall decide by a simple majority of the votes cast.

(7) The Dean as well as his or her deputy shall be a member of the Faculty Conference as permanent informant without exercising a voting right. The Dean, in case of being prevented, his or her deputy, shall chair the Faculty Conference.

(8) In each centre, a Centre Conference shall be established. The provisions regarding Faculty Conferences, with the exception of the provision regarding the minimum size, shall apply accordingly for the Centre Conferences.

Internal structure

§ 8. (1) As a rule, faculties shall be subdivided into sub-units (departments, working areas, working groups etc.). These shall constitute the internal structure of the faculty and shall be the units of quality assurance for scientific performance. The establishment as well as any possible amendment of the internal structure of a faculty shall be effected within the frame of the target agreements between the Dean and the Rectorate.

(2) The Dean, by taking into account existing evaluation results, proposals made by the scientists of the faculty as well as the existing internal structure, shall draw up a proposal for the internal structure and for the Development Plan of the faculty. The Faculty Conference as well as the Scientific Advisory Board (*Wissenschaftlicher Beirat*) shall, if established, express their opinion on the proposal. All proposals made by the scientists as well as the opinions expressed by the Faculty Conference and by the Scientific Advisory Board shall be communicated to the Rectorate. Such proposals and opinions shall then be the topic of the negotiations for the target agreements between the Dean and the Rectorate.

(3) The Dean, acting in agreement with his or her deputy and with regard to the performances achieved in research and teaching, shall appoint qualified scientists as Heads of the sub-units defined within the frame of the target agreement. The scientific university staff affected by this shall be heard.

(4) The Dean can authorize the Head of the sub-unit to perform duties in the field of personnel management and in the field of resources issues of the sub-unit in his or her name.

(5) The Head of the sub-unit shall ensure adequate information and participation of all members of the university staff, in particular of those with authorisation to teach (*venia docendi*), within the sub-unit.

3rd chapter

Measures to strengthen the scientific profile of the University of Vienna

Establishment of research platforms

§ 9. (1) The Head of a faculty or a centre shall have the right to establish joint research platforms by entering into agreements with other faculties or centres. The Rectorate can promote the advancement of these research platforms within the frame of the target agreements with the faculties or the centres.

(2) With a view to promoting task groups with a new activity in new, innovative and at the University of Vienna hitherto not yet established areas of research with high potential for development, the Rector can, upon their application, in terms of a promotion of the advancement of young researchers, and after a positive evaluation, release in particular young, highly-qualified researchers from their duties in teaching and administration for a period of time of up to three years and entrust them exclusively with research tasks. The organisational and financial outline conditions for their innovative research have to be made available for them. To compensate the shortage of workforce of researchers that have been released from their duties in teaching and research, resources needed have to be made available for the faculty concerned.

Scientific Advisory Board (Wissenschaftlicher Beirat) of the faculty or the centre

§ 10. (1) Each faculty and each centre can be advised by a Scientific Advisory Board which supports the faculty or centre in its development planning and in fulfilling the target agreement. The establishment of a Scientific Advisory Board shall be stipulated in the target agreement between the Rectorate and the Head of the faculty or centre.

(2) The Scientific Advisory Board shall consist of at least three and, at the most, five independent, internationally renowned researchers who in particular stand out for their ability of a strategic further development of the research areas of the faculty or centre.

(3) Each member of the scientific university staff with authorisation to teach (*venia docendi*) as well as members of the Scientific Advisory Board shall have the right to propose members for the Scientific Advisory Board. After having heard the Head and the deputy and after an opinion delivered by the Faculty Conference, the Rectorate shall select the members

of the Scientific Advisory Board from among such proposals and shall appoint them for a term of office of four years. When appointing them, a subject-related balance within the Scientific Advisory Board has to be considered. A re-appointment shall be admissible once.

(4) When a Scientific Advisory Board is established for the first time with three members, notwithstanding subsection 3, one of its members shall be appointed for a period of office of two years. When a Scientific Advisory Board is established for the first time with four or five members, two of these members, notwithstanding subsection 3, shall be appointed for a period of two years.

(5) The members of the Scientific Advisory Board can be removed from office by the Rectorate with the Head of the faculty or centre's consent, for a gross dereliction of duty, for a criminal conviction, or for the absence of physical or mental qualification or for well-founded confidence violation.

(6) The Scientific Advisory Board shall be heard before the conclusion of the target agreement between the Head of the faculty or centre and the Rectorate, and shall deliver its opinion concerning the fulfilment of the target agreement by the faculty or centre.

Scientific Advisory Board (*Wissenschaftlicher Beirat*) of the University

§ 11. (1) For its counselling, the Rectorate can establish a Scientific Advisory Board. Such Board shall analyse and observe the University of Vienna within the context of the international academic landscape.

(2) The Scientific Advisory Board shall consist of seven independent and internationally renowned researchers who stand out for their knowledge about the subjects represented at the University of Vienna.

(3) The Senate and the University Board (*Universitätsrat*) shall each select two persons out of the Rectorate's proposal, which has to consist of at least 14 persons. These four members shall then propose three further persons to the Rectorate to be appointed.

(4) The office period of the Scientific Advisory Board shall terminate upon the termination of the office period of the Rectorate.

4th chapter Director of the Studies Programme

Appointment and function

§ 12. (1) The Heads of those faculties or centres carrying out teaching tasks within the studies to be attended to by the Director of the Studies Programme shall propose persons qualified for the role of the Director of the Studies Programme to the Rectorate. These have to be qualified accordingly in research and teaching and have to possess organisational abilities and social competence. If the Rectorate has already appointed Heads for a future term of office, it is incumbent on these appointed Heads to propose qualified persons. In well-founded cases, the Rectorate can reject the proposal. The appointment of the Director of the Studies Programme shall be made by the Rectorate after having heard the Senate, the students' representatives of the study programmes concerned as well as the Faculty Conferences concerned.

(2) Upon the Director of the Studies Programme's proposal, and after having heard the Studies Conference (*Studienkonferenz*), the Rectorate shall appoint a qualified deputy or two qualified deputies for the Director of the Studies Programme. In exceptional cases, because of a large number of students to be attended to or the variety of subjects, also three qualified deputies can be appointed. In well-founded cases, the Rectorate can reject the proposal.

(3) In the event that the appointment is not made within due time pursuant to subsection 1 or subsection 2, the Rectorate can appoint a member of the scientific university staff with his or her consent, as provisional Director of the Studies Programme or as deputy. The provisional function shall terminate with the appointment of a Director of the Studies Programme pursuant to subsection 1 or of a deputy pursuant to subsection 2. Before such provisional appointment of a Director of the Studies Programme, the students' representatives of the subjects concerned, the Faculty Conference concerned or the Faculty Conferences concerned as well as the Heads of the faculties or centres concerned (subsection 1) shall, if possible, be heard.

(4) The office period of the Director of the Studies Programme and of the deputy shall be two years. The period of office of the deputy shall terminate when a new Director of the Studies Programme takes office. If the deputy resigns from his or her office during the period of office, the successor shall be appointed for the remaining time of the period of office. Re-appointments shall be admissible.

(5) Upon his or her application, the Director of the Studies Programme can be released from his or her office by the Rectorate within the faculty or centre to which he or she is assigned to an extent to be determined by the Rectorate, as a rule 50 percent. The Director of the Studies Programme shall in this function be subject to the Rectorate's expert supervision.

(6) The function of the Director of the Studies Programme as well as the function of the deputy Director of the Studies Programme shall be incompatible with that of the Dean or with that of the Head of the centre as well as with that of their deputy.

Responsibilities

§ 13. (1) In accordance with the university rules, the Director of the Studies Programme shall have organisational and legal duties referring to the studies. Within the scope of the admission to university studies (in particular Master or PhD studies), the Director of the Studies Programme can give an expert opinion.

(2) The organisational duties referring to the studies shall be in particular:

1. demand-oriented planning and organisation of the courses offer and of the exams of one or several studies (curriculum) with regard to the number of students and the students' needs;
2. realisation of measures for quality assurance;
3. information and consultancy (jointly with the Austrian Students' Union (*Österreichische Hochschülerinnen- und Hochschülerschaft*) and advisory bodies of the University of Vienna);
4. determination of the size of the Studies Conference (*Studienkonferenz*).

(3) The Director of the Studies Programme can, with the consent given by the Rectorate's member responsible for teaching issues, make use of the administrative facilities of the faculties or centres when fulfilling his or her duties referring to the organisation of the studies.

(4) The Director of the Studies Programme shall supervise as an expert the general university staff working for him or her for the fulfilment of his or her duties.

(5) The Director of the Studies Programme shall give a forecast about the activities planned and present a report about the preceding semester ("Statement of Account" = "*Rechenschaftsbericht*") to the Faculty Conferences as well as to the Studies Conference at least once per semester.

Studies Conferences (*Studienkonferenzen*)

§ 14. (1) With a view to continually monitoring and optimizing the organisation of the studies or of the study attended to by the Director of the Studies Programme a Studies

Conference (*Studienkonferenz*) shall be established as an advisory body, to which students and teaching staff shall belong in equal parts.

(2) The Studies Conference shall have the following responsibilities:

1. recommendation and rendering of an opinion on the demand-oriented planning of the courses offered;
2. recommendation and rendering of an opinion on the proposal by the Director of the Studies Programme addressed to the Dean regarding the programme of courses offered (professional/scientific expert opinion);
3. consultancy regarding matters of organisation of studies;
4. suggestions addressed to the Director of the Studies Programme with a view to improving the conditions of studies.

(3) The Studies Conference shall consist of 8, 12, 16 or 20 members. Its size shall be determined by the Director of the Studies Programme.

(4) The representatives of the students shall be unanimously sent by the respective students' representatives pursuant to the stipulations of the HSG 1998 (*Hochschülerinnen- und Hochschülerschaftsgesetz 1998*). The representatives of the scientific university staff in the respective Faculty Conferences (§ 12 subsection 1) shall appoint the teaching staff's representatives; hereby, a representation oriented towards the actual teaching performance of the different staff groups has to be taken into consideration. Unless otherwise provided in an agreement between the representatives of the university professors on the one hand and the representatives of the associate professors and of the other scientific university staff working in research or teaching on the other hand, the appointment shall be made separately and at equal parts.

(5) The office period of the Study Conference shall be two years.

(6) The Director of the Studies Programme (*Studienprogrammleiterin oder Studienprogrammleiter*) as well as the deputies shall be members of the Study Conference as permanent advisors and shall not have a voting right.

(7) The Director of the Studies Programme or, in case of being prevented, his or her deputy shall chair the Study Conference.

5th chapter

Offices (service units, special support units and independent units)

§ 15. (1) Service units shall be organisational units of the University, supporting the University, its organisational bodies and organs as well as its staff members in fulfilling their tasks. In general, such institutions shall not have any research or teaching duties, however, they can be entrusted with task-specific scientific duties and with observing educational functions.

(2) Special support units shall be facilities of the University which support the management of the University in making decisions and in realising decisions.

(3) Independent units shall be institutions of the University, being subordinated to an independent, internationally tied expert direction.

(4) The Rectorate shall appoint the Head as well as the deputy Head of a service unit. The Head shall act as direct superior for the university staff assigned to such service unit.

(5) Any separation of the service unit into sub-areas as well as the appointment of a Head of such sub-areas shall be made by the Head of the service unit acting in agreement with the Rectorate.

6th chapter

Terms and provisions regarding equality of opportunities

§ 16. The composition of governance functions and the appointment of members of the Faculty Conferences, Studies Conference and Scientific Advisory Boards shall, with regard to the equality of men and women as well as to the equality of opportunity (§ 3, number 9, Universities Act 2002 – *Universitätsgesetz 2002*) aim at an equal relation of men and women. The pertinent measures shall be stipulated in the target agreements.

7th chapter

Structure of the University of Vienna

§ 17. (1) At the University of Vienna, there shall be the following scientific organisational units:

1. Faculty of Catholic Theology;
2. Faculty of Protestant Theology;
3. Faculty of Law;
4. Faculty of Business, Economics and Statistics;
5. Faculty of Computer Science;
6. Faculty of Historical and Cultural Studies;
7. Faculty of Philological and Cultural Studies;
8. Faculty of Philosophy and Education;
9. Faculty of Psychology;
10. Faculty of Social Sciences;
11. Faculty of Mathematics;
12. Faculty of Physics;
13. Faculty of Chemistry;
14. Faculty of Earth Sciences, Geography and Astronomy;
15. Faculty of Life Sciences;
16. Centre for Translation Studies;
17. Centre for Sport Science and University Sports;
18. Centre for Molecular Biology.

(2) The University Sport Institute (§ 40, Universities Act 2002) shall be an organisational sub-unit of the Centre for Sport Science and University Sports.

Directors of the Studies Programme

§ 18. The number of and the respective scope of duties of the Directors of the Studies Programme shall be determined by the Rectorate after having heard the Senate. Thereby, the number of students for the individual studies and the connections between individual studies shall be taken into account.

Offices (service units, special support units and independent units)

§ 19. (1) At the University of Vienna, there shall be the following service units:

1. Vienna University Library and Archive Services;
2. Accounting and Finance;
3. Research Services and International Relations;
4. Public Relations and Event Management;
5. Human Resources and Gender Equality;
6. Facility and Resources Management;
7. Educational Affairs;
8. Vienna University Computer Center.

(2) At the University of Vienna, there shall be the following special support units:

1. Office of the University Board;

2. Office of the Senate;
3. Office of the Rectorate;
4. Administration Coordination and Legal Affairs.

(3) At the University of Vienna, there shall be an independent unit for quality assurance. This unit shall have duties of quality inspections and evaluation of research, teaching and administration. A Scientific Evaluation Board, consisting of three independent, internationally renowned researchers shall plan the evaluation processes in cooperation with the university direction and shall support the process of its realisation. The appointment of the members of the Scientific Evaluation Board shall be made by the Senate and the University Board upon the Rectorate's recommendation. The Senate and the University Board shall each select one person out of a proposal consisting of four persons. These two members shall then propose to the Rectorate a further person to be appointed. The office period of the Scientific Evaluation Board shall be three years. Upon the Scientific Evaluation Board's proposal, the Rectorate shall appoint an independent professional as Head of the independent unit for quality assurance.

(4) The service unit specified under subsection 1, number 5 shall also perform duties of personnel development as well as the coordination of the tasks of non-discrimination and equality of opportunity. The service unit specified under subsection 1, number 7 shall also carry out the coordination of the task of gender studies, the coordination of the studies with teaching qualification as well as measures for the compatibility of job/studies and child care. Within each service unit, a separate organisational sub-unit has to be established for these tasks, and the required resources have to be made available to such sub-unit.

(5) The service unit specified under subsection 1, number 5, shall also perform duties of the University Office of the University of Vienna (§ 125, Universities Act 2002).

(6) At the University of Vienna, there shall be the following legal institutions with a special scope of duties:

1. Equal Opportunities Working Parties (§ 42 Universities Act 2002);
2. Arbitration Commission (§ 43 Universities Act 2002).

8th chapter

Closing paragraphs and transitional provisions

Evaluation

§ 20. In winter 2005/06, the Rectorate shall submit the organisation of the University of Vienna to an external evaluation, and shall, if applicable, work towards an adaptation of the Organisation Plan by taking into account the results of such evaluation.

Entry into force and expiration, transitional provisions

§ 21. (1) This Organisation Plan shall enter into force on the day subsequent to its publication in the Official Gazette (*Mitteilungsblatt*). The provisional Organisation Plan shall be applicable until the Organisation Plan has entered into full effect (subsection 3).

(2) For the steps to be taken for the implementation, the Rectorate shall stipulate an appropriate time limit by advertising the same in the Official Gazette. If such stipulated time limit passes without results, and after an appropriate grace period, the Rectorate shall be entitled to a substituted performance.

(3) The Organisation Plan shall enter into full effect on October 1, 2004. With the full effect of this Organisation Plan, the provisional organisation plan shall expire.

(4) § 5 subsection 3, § 6 subsection 3, § 11 subsection 1, § 12 subsection 1, 3 and 4, § 13 subsection 1, § 14 subsection 4, § 17 subsection 1 and the heading of § 21 as of Official Gazette number 21, dated November 9, 2006, shall enter into force on January 1, 2007.

(5) The appointment of the Head, the deputies, and the establishment of the Centre Conference of the Centre for Molecular Biology (§ 17, subsection 1, number 18) are admissible already before January 1, 2007. The period of office of the first Head shall expire on September 30, 2008.

Supplement: Explanatory Notes on the Organisation Plan

Fundamentals and History

After a discussion on the “Basic Parameters of the Organisation and Development Plan” with the Deans pursuant to the University Organisation Act 1993 (*Bundesgesetz über die Organisation der Universitäten – UOG 1993*), with the Constituent Convention (*Gründungskonvent*), with the Senate pursuant to the Universities Act 2002 (*Universitätsgesetz 2002*) and with the University Board (*Universitätsrat*), five project groups were established by the Rectorate in July 2003 who, by involving international experts, were invited to prepare proposals for an organisational structure of the scientific fields of the University. Upon the request of the Senate pursuant to the Universities Act 2002, in each project group, at least one member of the Senate pursuant to the Universities Act 2002 was represented, among them also student representatives.

In the beginning of October 2003, the results of the project groups were presented. Proposals on a re-organisation of the University of Vienna, on new managerial organs, on the internal structure of the future organisational units for research and teaching, on questions of the organisation of the studies as well as on the establishment of “Research Centres” and “Science Boards” were developed by the project groups.

In numerous talks and within the frame of information events, the Rectorate discussed the proposals made by the project groups with the staff members of the University of Vienna. Moreover, an Internet discussion forum was instituted, where questions concerning the future structure of the organisational units and concerning the organisation of teaching at the University of Vienna were discussed.

On the basis of this preparatory work and by taking the experiences made under the University Organisation Act 1993 (*Bundesgesetz über die Organisation der Universitäten – UOG 1993*) into account, the Rectorate prepared this proposal for the Organisation Plan of the University of Vienna. In accordance with the basic assumptions of the “Basic Parameters”-paper, with a number of proposals made by the project groups as well as with the opinions expressed by members of the staff of the University of Vienna in numerous discussions, this Organisation Plan contains a manageable number of organisational units. There is a strong commitment to a two-level structure, in which the control of performance and costs can be managed best, and there are also proposals for the “internal structure” (*Binnenstruktur*). According to the Rectorate’s opinion, with such an organisational model, the prerequisites which ensure the functioning of an “agreement culture” (*Vereinbarungskultur*) in the future can be established, in which the achievements of individual scientists and/or of individual working groups are taken into account and which also strengthens the University of Vienna as an institution with a distinguishable profile in global competition.

October 2006 Amendment to the Organisation Plan: Establishment of the Centre for Molecular Biology

Subsequent to the establishment of the Medical University of Vienna as of January 1, 2004, the University of Vienna and the Medical University of Vienna jointly endeavoured to foster their co-operation in the field of molecular life sciences. Founded in March 2005, the Max F. Perutz Laboratories (MFPL), a joint venture of the two universities, form the organisational link.

Already in 2004, the Medical University of Vienna formed a distinct organisational unit for the groups situated in the Dr.-Bohr-Gasse Campus Vienna Biocenter. In summer 2006, agreement was reached with the Deans of the Faculties of Life Sciences and of Chemistry as well as with representatives of the University of Vienna’s scientists working at Campus Vienna Biocenter to establish a Center for Molecular Biology as a distinct organisational unit of the University of Vienna. After the Senate of the University of Vienna, in October 2006, unanimously adopted the corresponding amendments to the organisation plan proposed by

the Rectorate, the University Board unanimously approved these amendments on October 13, 2006. As of January 1, 2007, the Center for Molecular Biology of the University of Vienna in Dr.-Bohr-Gasse was established.

The Center for Molecular Biology enables the groups of the University of Vienna that work at Campus Vienna Biocenter in the field of molecular biology to share a common organisational unit. Establishing a distinct organisational unit within the University of Vienna is the logical step in the continued efforts to create an innovative framework for inter-university co-operation and the definition of focuses with the Medical University of Vienna. Through the two organisational units, the Department of Medical Biochemistry (Medical University of Vienna) and the Centre for Molecular Biology (University of Vienna), connected via MFPL, co-operation with the other research institutions present at Campus Vienna Biocenter can be facilitated and improved. These structural reforms will be complemented by the establishment of a number of young research groups in the upcoming years.

This strengthening is important in order to improve the general conditions for participation in current research policy activities such as the new funding schemes of the European Research Council (ERC), and the “Excellence Initiatives” of the Austrian Science Fund (FWF) and of the Austrian Research Promotion Agency (FFG).

Denomination of the Organisational Units

The choice for the name “*Fakultät*” (Faculty) for the organisational units (*Organisationseinheiten*) is linked to the long history of the University of Vienna. This name is internationally established and accepted.

After taking all available criteria into consideration and after numerous university-internal talks, as well as after taking the recommendations by the University Board (*Universitätsrat*) into consideration, the existing Organisation Plan provides for a division of the University of Vienna into 15 Faculties and three Centres:

1. Faculty of Catholic Theology
 2. Faculty of Protestant Theology
 3. Faculty of Law
 4. Faculty of Business, Economics and Statistics
 5. Faculty of Computer Science
 6. Faculty of Historical and Cultural Studies
 7. Faculty of Philological and Cultural Studies
 8. Faculty of Philosophy and Education
 9. Faculty of Psychology
 10. Faculty of Social Sciences
 11. Faculty of Mathematics
 12. Faculty of Physics
 13. Faculty of Chemistry
 14. Faculty of Earth Sciences, Geography and Astronomy
 15. Faculty of Life Sciences
1. Centre for Translation Studies
 2. Centre for Sport Science and University Sports
 3. Centre for Molecular Biology

Management of the Organisational Units

For the structure and the management of the organisational units, the law provides certain regulations that have to be reflected in the Organisation Plan:

- Pursuant to § 20, section 5 Universities Act 2002 (*Universitätsgesetz 2002*), only a University Professor or Associate Professor can be the Head.
- The Head is appointed by the Rectorate pursuant to § 22, section 1, subsection 5 Universities Act 2002.

The existing Organisation Plan is based on the provisions of § 22 section 1, subsection 6 of the Universities Act 2002 as well as on the notions, based on these provisions, of individual project groups concerning a definite two-level structure. As a rule, the Faculties are divided into sub-units (institutes, working groups, etc.). These form the internal structure of the Faculty.

In doing so, the aim of an optimum transparency and unambiguousness in the field of the management's tasks and responsibilities is pursued. Hereby, strategic and operational decision structures are not separated.

The rules for the appointment mode laid down by law leads to a double evidence of authority by the Rectorate and the university professors of the Faculty or Centre. For the appointment mode of the deputies, the double evidence of authority is ensured by hearing the Faculty Conference (*Fakultätskonferenz*).

On the one hand, a crucial task of the Head lies in the conclusion of a target agreement with the Rectorate (pursuant to § 22, section 1, subsection 6 Universities Act 2002), on the other hand in the conclusion of target agreements resulting thereof (pursuant to § 20, section 5 Universities Act 2002) with the scientific staff. In the context of talks on the target agreements, the allocation of resources within the organisational unit can be agreed upon in an outcome- and performance-oriented way. The quality of the decisions shall be assured by fixing the scope of action, by making the criteria for the decisions transparent and by informing the staff members directly.

The Head shall – for well-founded reasons and as provided for in the target agreements – have the possibility to delegate scopes of duties to the sub-units within the frame of the internal structure. However, the ultimate responsibility shall always be with the Head of the Faculty.

As has been discussed in the project groups, the heads of the organisational units shall, depending on the size of the organisational unit, be released from some of their obligations in research and teaching.

Scientific Advisory Boards

The decision for the establishment of Faculties as organisational units also involves a strategic orientation on this level of the organisation. Opinions and perspectives of external scientists not being members of the organisational unit shall therefore complement the strategic notions of the members of the organisational unit.

For this reason, the proposal of the project group Zeilinger for the establishment of “Science Boards” has been included as an essential element in the Organisation Plan.

The Scientific Advisory Board (*Wissenschaftlicher Beirat*) shall ensure an external perspective for the work of a Faculty and shall ensure an international networking, also for the future – a demand expressed implicitly or explicitly by all project groups.

Structuring of Organisational Units

It shall be presumed that there are no “absolute”, “timeless” criteria for the structuring of the organisation of the University. A decision as to which areas are combined is always a decision based on current, (medium term) exigencies and also has only middle-term validity. For this reason, the form of the organisation should not at all be rigid in the future, but new interconnections and developments as well as criteria for the performance shall always find their way into the continuous planning of the organisation.

Constitutive elements for the structuring of the University of Vienna are defined in the Preamble and are based on the outcomes of the project groups as well as on discussions within the University.

According to the criteria specified in the Preamble, individual subjects or combined subjects (*Fächerbündel*), in which basic and applied research and teaching are merging, have been combined to form Faculties.

Internal Structure

For the fulfilment of their tasks, the organisational units (Faculties) shall have an internal structuring that corresponds to the requirements of the pertinent scientific discipline. The internal structure shall mirror the form of the scientific work (e.g. research in working groups vs. research by individual researchers) and correspond as closely as possible to the actually existing working groups and/or areas of research.

In particular, provision § 8 section 2 of the Organisation Plan ensures a participation of researchers in the design of the internal structure. When creating the internal structure, it shall be particularly important for the Rectorate to ensure the highest possible autonomy of the Faculties, to integrate proposals by researchers regarding the internal structuring and to consider existing evaluation results and the current structure.

The sub-units (institutes, working groups etc.) are the primary units for research and thus are the basic units for performance evaluation and quality assurance.

Measures to strengthen the Scientific Profile of the University of Vienna

Within the University, there were demands for the establishment of Centres for Innovation and Research. The Rectorate takes account of these demands by making research platforms possible.

The formation of inter-faculty research platforms (corresponding to the project group Weigelin-Schwiedrzik) shall be possible with § 9 section 1.

Directors of the Studies Programme

Research and teaching are the core tasks of the University of Vienna. The Organisation Plan shall therefore ensure the corresponding outline conditions for a best possible fulfilment of these tasks.

Thereby, the Faculties and the Centres shall in principle be responsible for research and teaching contents; the Directors of the Studies Programme (*Studienprogrammleiterinnen und Studienprogrammleiter*) with the respective administrative support shall take over tasks in the fields of the organisational and legal aspects of the studies. With the consent of the Vice-Rector for Teaching, the Director of the Studies Programme can delegate matters in the field of organisational aspects of the studies to the organisational units.

At the time when the organisation plan was drafted, there were various problem areas at the University of Vienna within the organisation of the studies, mostly due to the organisational structure imposed by the then-existing legal framework, which had to be improved: insufficient co-ordination of the studies and courses offered, in part inefficient and also isolated solutions of debatable quality using a lot of resources within the organisation of the studies, incoherent adjudication in the Studies Law (*Studienrecht*) and only limited predictability of legal decisions for the students.

Due to the abolition of the hitherto legally determined organs for Studies Law (*Studienrecht*) and for the organisation of the studies, there was a necessity to (re-)regulate these areas in the Organisation Plan.

The Directors of the Studies Programme shall be members of the scientific university staff, and upon their own application, they shall in part be released from the obligations (research and teaching) within the organisational unit to which they belong, and shall be

independent in their function as Director of the Studies Programme from the organisational unit to which they belong. The term of two years with an optional renewal shall also apply for the Director of the Studies Programme.

The Directors of the Studies Programme shall have a double evidence of authority in analogy with the appointment procedures for the heads of the organisational units. The heads of the organisational units and/or the organisational unit, who have teaching duties within the frame of the studies attended to, shall propose qualified persons; the appointment of the Director of the Studies Programme shall be made by the Rectorate after having heard the Senate, the students' representatives concerned, as well as the Faculty Conferences concerned.

For a continuing monitoring and optimization of the study organisation within the studies or the study of which the Director of the Studies Programme is in charge, a Studies Conference shall be established.

Such Studies Conference shall have the task to give opinions and make recommendations regarding the requirements planning as well as regarding the proposal of the teaching programme for an academic year. Apart from that, the Studies Conference may demand an evaluation of the management of the studies programme and of the studies. The Studies Conference shall advise the management of the studies programme in all matters of the organisation of the studies (like for instance the design of the enrolment for courses, the design of counselling and information for students, etc.) and shall be requested to make suggestions for an improvement of the conditions of the studies.

The Director of the Studies Programme and his or her staff members shall be the central contact point for students in all administrative matters of the studies and shall therefore be located in an area close to the students. When fulfilling his or her duties within the field of the administration of teaching and exams, the Director of the Studies Programme initially, if possible, made use of existing structures. By now, special Service Centers and Service Points have been established.

The question of bringing about an offer of courses for one semester and/or academic year has been of very special concern during the discussions preceding the approval of the organisation plan. As a result of a number of debates, the following approach is now proposed: the Director of the Studies Programme shall, after the Rectorate has established with him or her the demand for teaching in the studies or the study to be realised (curricula or curriculum), agree on the teaching programme for each semester or academic year with the organisational units. Hereby, the Director of the Studies Programme shall, as a first step, assume the organisational planning oriented at the demand (number of courses, parallel courses etc., by taking the students' needs into account). As a second step, the Director of the Studies Programme shall prepare a proposal for meeting the demand (qualified teaching staff in the examination courses, ...). These efforts shall be made in cooperation with the Studies Conference. Proposals made by the teaching staff shall be drawn into consideration.

The proposal can be rejected by the Dean for justified reasons. After the Director of the Studies Programme and the heads of organisational units have agreed on the teaching programme, the Dean shall consign and/or commission the university teachers of their organisational units to hold specified courses.

The coordination of the Directors of the Studies Programme for the University as a whole shall be effected by the Rectorate by means of a permanent "Conference of the Directors of the Studies Programme".

Commentaries on individual terms of the Organisation Plan

Commentary on § 5 section 3:

Already before their term of office begins, the heads have a limited number of duties that relate to the appointment of deputies and Directors of the Studies Programme as well as to the establishment of Faculty Conferences and Centre Conferences:

- determining the size of the Faculty Conference or Centre Conference
- holding elections to the Faculty Conference or Centre Conference
- proposing persons to serve as Deputy Head
- proposing persons to serve as Directors of the Studies Programme
- hearing the Faculty Conference or Centre Conference on the proposed Directors of the Studies Programme

Commentary on § 5 section 7:

This concerns primarily decisions in staff and resources matters.

Commentary on § 5 section 8:

This concerns primarily the acquisition of large machines.

Commentary on § 6 section 7:

Even if the Head of a Faculty or a Centre delegates the function of the direct superior for the university staff assigned to the Faculty or Centre, he or she shall keep his or her full responsibility. Such delegation may be revoked at any time.

Commentary on § 7 (Faculty Conferences):

The heads of the sub-units can take part as informants within the Faculty Conferences.

Commentary on § 7 section 1:

The application for an evaluation in research, teaching and administration within the Faculty by the Faculty Conference shall be laid down in the part of the statute dealing with quality assurance.

Commentary on § 7 section 1 subsection 3:

The draft development plan of a Faculty shall be prepared by the Dean together with the sub-units by taking the standards for the University as a whole, as defined by the Rectorate, into account; after an opinion delivered by the Faculty Conference, such draft shall then be discussed with the Scientific Advisory Board and shall be communicated to the Rectorate as a contribution to the development plan for the University as a whole.

Commentary on § 7 section 1 subsection 6:

The Scientific Advisory Board shall also have the same task.

Commentary on § 7 section 8:

The minimum size of the Centre Conference shall be 5 members.

Commentary on § 8 section 1:

The denomination for the sub-units (e.g. institute, working group, department) may be chosen in accordance with the denomination used internationally. The visibility for a scientific field pursued within the international scientific landscape shall thus be guaranteed. The Faculty shall depict its spectre of disciplines with its sub-units.

A sub-unit shall be characterized by its relatedness to the subject or shall pursue joint scientific aims. It shall at all events fulfil the following functions:

- **Quality assurance:** the sub-units of the Faculties shall form the units of quality assurance for the scientific performance.
- **Staff:** members of the scientific university staff shall be attributed to sub-units. For justified reasons, they can be attributed to several sub-units; in this event, the share of the attribution shall be defined. The technical-administrative staff can be attributed to sub-units or to administrative service units of the Faculty.

- **Resources:** the Dean shall ensure that the sub-units are workable on the basis of the evaluation results, the target agreements and the development planning of the University as well as of the Faculty. This can also be effected by a servicing on the part of the Faculty. A cost-centre within the Faculty shall be attributed to the sub-unit. The University shall offer the supporting tools referring to the calculation of cost and performance for the first level of sub-units.
- **Performance of management tasks:** each sub-unit has a head (a deputy may be appointed according to the same procedure). To such head of the sub-unit, the Dean shall delegate tasks under his or her responsibility (e.g. the function of a direct superior).

Commentary on § 8 section 5:

The concrete form of information and participation shall in particular be defined on the basis of the tasks delegated to the sub-unit and the size of the sub-unit.

Commentary on § 10 section 2:

As the members of the Scientific Advisory Board of the Faculty or of the Centre have to be independent, members of the University of Vienna shall be excluded from membership therein.

Commentary on § 11 section 2:

As the members of the Scientific Advisory Board of the University have to be independent, members of the University of Vienna shall be excluded from membership therein.

Commentary on § 11 section 3:

The three additional members do not have to be included in the Rectorate's original proposal.

Commentary on § 13 section 1:

The realisation of tasks delegated by the officer responsible for the implementation of the study law (*Studienpräses*) in accordance with the statute shall in particular be part of the tasks related to the legal aspects of the studies.

Commentary on § 14 section 2:

The application for an evaluation of the Studies Programme or of studies by the Studies Conference shall be laid down in the part of the statute dealing with quality assurance.

Commentary on § 14 section 4:

It is recommended that a person working in the field of study organisation and administration shall be called in the Studies Conference in a consultative role.

Commentary on § 16 (provisions on equal opportunities):

The management functions referred to here are the Heads of the Faculties, the sub-units, the Centres and the service units as well as their deputies, and the Directors of the Studies Programme and their deputies.

Commentary on § 17 section 1 (Scientific Organisational Units):

The specification of subjects merely serves to outline the sphere of action of a Scientific Organisational Unit (along the lines of the names of the institutes that existed pursuant to UOG 1993) and shall not be a precedent for a possible internal structure. The internal structure can be arranged in a flexible way according to the target agreement made by the Head of the Scientific Organisational Unit and the Rectorate and after hearing the Faculty Conference (§ 8 section 1).

Cross-section areas like for instance Gender Studies, Specialized Teaching Methodology, Cultural Studies etc. are not explicitly mentioned in the list below, because they shall be specified in the course of the target agreement and shall be realised at the Faculties and research platforms concerned.

It is an aim to establish the area Ethics and Law in Medicine together with the Medical University Vienna in form of an inter-university co-operation.

Commentary on § 17 section 1 subsection 1 (Faculty of Catholic Theology):

This Faculty shall comprise all subjects represented at the Faculty of Catholic Theology according to UOG 1993.

Commentary on § 17 section 1 subsection 2 (Faculty of Protestant Theology):

This Faculty shall comprise all subjects represented at the Faculty of Protestant Theology according to UOG 1993.

Commentary on § 17 section 1 subsection 3 (Faculty of Law):

This Faculty shall comprise all subjects represented at the Faculty of Law according to UOG 1993.

Commentary on § 17 section 1 subsection 4 (Faculty of Business, Economics and Statistics):

This Faculty shall comprise all subjects of Business Studies and Economics, as well as the subjects of Business Law and Industrial Sociology and Statistics with exception of the working group Data Analysis and Computing.

Commentary on § 17 section 1 subsection 5 (Faculty of Computer Science):

This Faculty shall comprise Informatics including Software Science and the working group Data Analysis and Computing.

Commentary on § 17 section 1 subsection 6 (Faculty of Historical and Cultural Studies):

This Faculty shall comprise the subjects History, in particular Prehistoric and Mediaeval Archaeology, Ancient History, Epigraphy, Archaeology (classical and inter-disciplinary approaches), Numismatics, Monetary History, East European History, Contemporary History, Economic History, Social History, History of Art, Egyptology, Jewish Studies, European Ethnology, Byzantine Studies and Modern Greek Studies.

Commentary on § 17 section 1 subsection 7 (Faculty of Philological and Cultural Studies):

This Faculty shall comprise the subjects Musicology, Linguistics, Comparative Literature, Classical Philology, Mediaeval and Neolatin Studies, German Studies, Dutch Studies, Scandinavian Studies, English, Romance Studies, Slavonic Studies, Finno-Ugric Studies, African Studies, Near Eastern Studies, South Asian Studies, Tibetan Studies, Buddhist Studies, East Asian Studies, Intercultural Communication, Theatre Studies, Film Studies and Media Studies.

Commentary on § 17 section 1 subsection 8 (Faculty of Philosophy and Education):

This Faculty shall comprise the subjects Philosophy, Philosophy of Science and Education; moreover, the tasks of teaching practice shall also be integrated into this Faculty.

Commentary on § 17 section 1 subsection 9 (Faculty of Psychology):

This Faculty shall comprise the subject of Psychology.

Commentary on § 17 section 1 subsection 10 (Faculty of Social Sciences):

This Faculty shall comprise the subjects of Political Science, Government (without Business Sociology), Sociology, Cultural Anthropology and Social Anthropology, Study of (Techno) Science and Society, Journalism Studies and Communication Studies.

Commentary on § 17 section 1 subsection 11 (Faculty of Mathematics):

This Faculty shall comprise all fields of Mathematics as well as the subject of Formal Logic.

Commentary on § 17 section 1 subsection 12 (Faculty of Physics):

This Faculty shall comprise the subjects of Experimental Physics, Materials Physics, Theoretical Physics, Isotope Research and Nuclear Physics.

Commentary on § 17 section 1 subsection 13 (Faculty of Chemistry):

This Faculty shall comprise the subjects of Organic Chemistry, Analytical Chemistry, Physical Chemistry, Inorganic Chemistry, Theoretical Chemistry, Molecular and Structural Biology and Food Chemistry.

Commentary on § 17 section 1 subsection 14 (Faculty of Earth Sciences, Geography and Astronomy):

This Faculty shall comprise the subjects of Astronomy, Meteorology, Geophysics, Mineralogy, Crystallography, Geological Sciences, Palaeontology, Geography, Regional Research and Risk Research. The subject of Geography shall in its entirety, with a view to keep the unity of the field, be included into the Faculty of Earth Sciences, Geography and Astronomy.

Commentary on § 17 section 1 subsection 15 (Faculty of Life Sciences):

This Faculty shall comprise the subjects Botany, Ecology and Conservation Biology, Zoology, Anthropology, Nutritional Sciences, Pharmaceutical Chemistry, Pharmacognosy, Pharmacology, Toxicology, Pharmaceutical Technology and Biopharmaceutics.

Commentary on § 17 section 1 subsection 16 (Centre for Translation Studies):

This Centre shall comprise the fields of Translation Studies, Interpreting Studies and Terminology Studies.

Commentary on § 17 section 1 subsection 17 and § 17 section 2 (Centre for Sport Science and University Sports):

This Centre shall comprise the field Sport Science. Following the model of the University of Salzburg, the University Sports Institute shall form an organisational sub-unit of the Centre for Sport Science and University Sports.

Commentary on § 17 section 1 subsection 18 (Centre for Molecular Biology):

This Centre shall comprise the subjects Biochemistry and Molecular Cell Biology as well as Microbiology and Genetics. See the information given above ("October 2006 Amendment to the Organisation Plan: Establishment of the Centre for Molecular Biology").

Commentary on § 19 section 1 subsection 1 (Vienna University Library and Archive Services):

This office shall comprise the field of the University Library including the Specialised Libraries and the Central Library for Physics as well as the Archive issues.

Commentary on § 19 section 1 subsection 2 (Accounting and Finance):

This office shall comprise the fields of Finance and Controlling issues.

Commentary on § 19 section 1 subsection 3 (Research Services and International Relations):

This office shall comprise the fields of consulting service of researchers regarding organisation and handling of projects funded by third parties, funding and patent issues, pertinently including the respective legal issues, as well as International Relations.

Commentary on § 19 section 1 subsection 4 (Public Relations and Event Management):

This office shall comprise the areas Public Relations, Event Management and graduation celebrations.

Commentary on § 19 section 1 subsection 5 (Human Resources and Gender Equality):

This office shall comprise the areas of Human Resources Planning, Human Resources Administration, the Law of Personnel Management, Human Resources Development, advancement of women and equal opportunities including the supply of infrastructure for the realisation of European programmes for women in science and research that are realised by such office.

Commentary on § 19 section 1 subsection 6 (Facility and Resources Management):

This office shall comprise the areas asset cost allocation and internal cost allocation, maintenance issues, management of the buying department, building management, technical issues and security issues, room planning and development, pertinently including the respective legal issues.

Commentary on § 19 section 1 subsection 7 (Educational Affairs):

This office shall comprise the areas of the administrative support of the studies issues, teaching and examination issues, organisational support of studies with special coordination efforts (like Gender Studies, studies with teaching qualification), admission to the studies, study law, student counselling, services for students, projects in the field of an advancement of teaching (like New Media, European Academic Environment) as well as the administrative support of the officer responsible for the implementation of the study law (*Studienpräses*).

Commentary on § 19 section 1 subsection 8 (Vienna University Computer Center):

This office shall comprise the areas of telecommunication infrastructure of the University as well as IT services for research, teaching and administration.

Commentary on § 19 section 2 subsection 1 (Office of the University Board):

This unit shall comprise the area of support for the University Board.

Commentary on § 19 section 2 subsection 2 (Office of the Senate):

This unit shall comprise the area of the support for the Senate and the collegial bodies instituted by the Senate (§ 25 section 7 and 8 of the Universities Act 2002).

Commentary on § 19 section 2 subsection 3 (Office of the Rectorate):

This unit shall comprise the area of support for the Rectorate within the tasks to be fulfilled by the Rectorate, in particular issues of development planning and of the strategic advancement of the University of Vienna.

Commentary on § 19 section 2 subsection 4 (Administrative Coordination and Legal Affairs):

This unit shall comprise the areas of the co-ordination of the business processes of the administration that concern more than one organisational unit, of the co-ordination of the documentation of operative data for the reporting, of the co-ordination of the IT support of the administration as well as general legal counselling.

Commentary on § 19 section 3 (Quality Assurance):

As the members of the Scientific Evaluation Board are to be independent, staff members of the University of Vienna shall be excluded from the membership.

The appointment of a member of the Scientific Evaluation Board as head of the specialized institution for quality assurance shall be admissible.