

Organisation Plan of the University of Vienna

Upon the Proposal of the Rectorate,
Following Consent by the Senate of the University of Vienna on 11 October 2012,
Approved by the University Board of the University of Vienna on 9 November 2012.

Amendment to section 5, para. 4a, section 9, para. 1 and para. 2, section 17, para. 3 and section 20, para. 6

Upon the Proposal of the Rectorate,
Following Consent by the Senate of the University of Vienna on 26 November 2015,
Approved by the University Board of the University of Vienna on 18 December 2015.

Amendment to section 9, section 17, para. 1, and section 20, para. 7 and para. 8

Upon the Proposal of the Rectorate,
Following Consent by the Senate of the University of Vienna on 24 January 2019,
Approved by the University Board of the University of Vienna on 25 January 2019.

Amendment to section 7, para. 5 and para. 6, section 17, para. 1, line 20, section 20, para. 9 and para. 10, and appendix 1

Upon the Proposal of the Rectorate,
Following Consent by the Senate of the University of Vienna on 25 March 2021,
Approved by the University Board of the University of Vienna on 9 April 2021.

1st chapter

Scope

§ 1. The *Organisation Plan* of the University of Vienna regulates the organisational units of the University of Vienna as well as the scope of responsibilities of its office-holders.

2nd chapter

Academic organisational units

§ 2. Academic organisational units of the University of Vienna are the faculties and centres.

Faculties

§ 3. Faculties are organisational units of the University with research and teaching responsibilities.

Centres

§ 4. Centres are organisational units of the University which, besides research and teaching responsibilities, perform special responsibilities for the University of Vienna or either focus predominantly on teaching or on research.

Management of a faculty or of a centre

§ 5. (1) A university professor, an associate professor (section 122, para. 3 of the *2002 Universities Act*) or an associated professor (section 27, para. 5 of the Collective Bargaining Agreement for University Staff as amended) having leadership qualities, especially in the field of human resources management, is appointed head of the faculty or centre (section 20, para. 5 of the *2002 Universities Act*) by the Rectorate upon the university professors' majority proposal. Any such proposal has to contain the names of at least three qualified persons and can be rejected by the Rectorate for justified reasons. A proposal containing less than three names is only admissible for objective reasons.

(2) In each faculty and in each centre, one deputy or two deputies to the head are appointed by the Rectorate upon the head's proposal and after hearing the faculty conference (section 7). In exceptional cases, due to the size of the faculty or its variety of subjects, three deputies can be appointed. Only members of the academic university staff that meet the qualification profile as defined in section 5, para. 1 may be appointed as deputies. When appointing the deputies, a balanced ratio of the subjects and the groups of people represented at the faculty must be considered. The Rectorate can reject the proposal for justified reasons.

(3) When submitting proposals for his or her deputies, the head of a faculty or centre has to indicate which member of the management team in question will be responsible for teaching affairs (section 6a). As part of the process of appointing deputies, this proposal is subject to the approval of the Rectorate.

(4) The head and the deputies are appointed for a period of two years. If any assigned special responsibilities pursuant to section 4 warrant it, the head of a centre may be appointed for a period of four years. The term of office of the deputies terminates when a new head takes office. He or she may resign before the end of the term of office only for important reasons. This resignation is subject to approval from the Rectorate. If the head resigns from his or her office during the term of office, the successor and the deputies to the successor are appointed for the remaining time of the term of office. Reappointments are admissible.

(4a) After hearing the university professors, the Rectorate may extend the term of office of the head of a centre once by up to one year.

(5) The Rectorate can remove the head or the deputy from office for a serious breach of duty, for a criminal conviction, for mental incapacity or health impairment or for justified loss of trust.

(6) The head of a faculty has the title "Dean of ..."; his or her deputy has the title "Vice-Dean of ...".

(7) The head is relieved from his or her responsibilities in research and teaching by the Rector to an extent to be defined in the target agreement in consideration of the size of the faculty or centre and the responsibilities involved therewith, as a rule by 50 per cent.

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

(9) At any event, decisions in economic matters which are not part of the day-to-day business have to be made jointly by the head of the faculty or the centre and a deputy. Further regulations are laid down in the guidelines of the Rectorate.

Responsibilities of the head of a faculty or a centre

§ 6. (1) The responsibilities of the head of a faculty or a centre include the following:

1. strategic planning in accordance with the *Development Plan* of the University and taking into consideration the recommendations of the scientific advisory board, if established;
2. concluding a target agreement with the Rectorate;
3. dealing with the day-to-day business;
4. concluding legal transactions in the name of the University pursuant to section 27 of the *2002 Universities Act*;
5. organisational governance and coordination of the faculty's or centre's research work;
6. allocating resources, according to performance;
7. exercising the role of direct superior for the university staff assigned to the faculty or centre;
8. concluding target agreements with the members of the academic staff assigned to the faculty or centre;
9. participating in measures of quality assurance;
10. drafting opinions regarding proposals for appointments of professors from the faculty or centre;
11. giving an account, in the form of a report, of the performance of the faculty or centre, in particular referring to the areas laid down in section 13, para. 2, number 1 of the *2002 Universities Act*;
12. information of the staff members of the faculty or centre, especially the heads of subunits as well as of the faculty conference about important decisions taken by the management body that affect the faculty or centre and/or the relevant subunits;
13. specifying the size of the faculty conference.

(2) The head of the faculty or centre concludes target agreements pursuant to para. 1, number 8 with university professors, associate professors (section 122, para. 3 of the *2002 Universities Act*) and associated professors (section 27, para. 5 of the Collective Bargaining Agreement for University Staff as amended). He or she may only delegate this responsibility to his or her deputies. In all other cases, this responsibility may also be delegated to other qualified members of the faculty or centre.

(3) At least at the beginning of every semester, the head has to give a forecast about the planned activities to the faculty conference or the centre conference. This forecast also includes a consultancy and information plan. This plan includes all information and communication activities scheduled for the period in question on the faculty and subunit levels in accordance with the current situation (date of target agreements, *Development Plan*, current teaching development and teaching planning, planned structural changes). At the end of the academic year, he or she informs the faculty conference about the implementation of said plan by providing a statement of accounts. At least once a year, the head of the faculty or centre has to present a financial plan for the current year as well as a financial report for the previous year. The head of the faculty or centre notifies the faculty conference of the result of the target agreement with the Rectorate as well as the key points regarding resource allocation within the faculty.

(4) In individual cases, the head of the faculty or centre may be entitled to assume the responsibilities listed under section 6a himself or herself.

Responsibilities of the management team member at the faculty or centre in charge of teaching affairs

§ 6a. The responsibilities of the member of the management team in charge of the faculty's or centre's teaching affairs include, in particular:

1. assigning teaching responsibilities to academic staff members upon the proposal by the director of studies. If the member of the management team in charge of teaching affairs is

also the director of studies, the head of the faculty or centre decides about assigning teaching responsibilities.

2. coordinating the activities of the directors of studies at the faculty or centre, especially in view of the preparatory work for the target agreements of the faculty or centre and the directors of studies with the Rectorate regarding teaching affairs;
3. supervising general university staff in those subunits of the faculty or centre that fulfil responsibilities related to the organisation of studies (StudiesServiceCenter/StudiesServiceUnit);
4. preparing the strategy for developing the degree programmes at the faculty or centre, especially as related to development planning;
5. informing the faculty conference about activities in the area of teaching.

Faculty conferences

§ 7. (1) At each faculty, a faculty conference has to be set up as an advisory body. The faculty conference has the following responsibilities:

1. giving advice and opinion regarding the establishment and change of the internal structure;
2. giving advice and opinion regarding the establishment of research platforms and research centres;
3. giving advice and opinion regarding the draft *Development Plan* presented by the dean;
4. giving advice and opinion regarding planned decisions by the dean in important matters, especially major personnel structure changes or the allocation of resources within the faculty. The dean informs the faculty conference about these matters in advance;
5. making a proposal concerning the appointment of the members of the scientific advisory board of the faculty by the Rectorate;
6. giving advice and hearing regarding the appointment of the directors of studies;
7. giving advice regarding the faculty's international activities;
8. making a proposal concerning the size of the studies conferences (8, 12, 16 or 20 members), addressed to the director of studies;
9. hearing before the appointment of the deputies to the head of the faculty or centre (section 5, para. 2).

(2) When making his or her decision, the dean takes the opinion of the faculty conference into account. If his or her decision differs from the faculty conference's opinion, the dean notifies the faculty conference of this fact and, upon request, provides reasons for deviating from the faculty conference's opinion. The opinions listed under para. 1, numbers 1 to 3 are communicated to the Rectorate in writing (including information about the pertinent discussion).

(3) The size of the faculty conference is specified by the dean in consideration of the size and the internal structure of the faculty. The faculty conference consists of at least nine persons and is composed of:

1. representatives of the university professors;
2. representatives of the associate professors as well as of the other academic staff working in research or teaching, half as many as the number of representatives of university professors;
3. students representatives half as many as the number of representatives of university professors;
4. one representative of the general university staff.

(4) One member of the Equal Opportunities Working Party has the right to attend meetings of the faculty conference in an advisory capacity.

(5) The students' representatives are delegated according to the stipulations of the union of students act (*Hochschülerinnen- und Hochschülerschaftsgesetz*, HSG 2014). The representatives of the university professors, the representatives of the associate professors as well as of the other academic staff members working in research or teaching, as well as the representatives of the members of the general university staff are elected. When making election proposals, a reasonable representation of early stage researchers as well as university lecturers has to be taken into account. A reasonable representation of the faculty's subunits has to be taken into account.

(5a) The electoral regulations of the University of Vienna (elections into the Senate), *University Gazette UG 2002*, number 5, 13 November 2003, apply with the following specification:

1. The dean takes the place of the chairperson of the Senate.
2. Section 8, para. 2 and section 10, para. 7 and para. 8 of the electoral regulations of the University of Vienna do not apply.
3. If exceptional circumstances, in particular a pandemic, make it significantly more difficult to hold the election on site, the dean may cancel the election before the (first) election day. The election has to be advertised again; the new advertisement may be published in accordance with para. 5b instead of para. 5a.

(5b) The election may alternatively be held in accordance with the electoral regulations for online elections of faculty and centre conferences pursuant to appendix 1.

(6) The dean specifies the size of the faculty conference and advertises the election for the faculty conference immediately after his or her appointment, with the exception of an appointment according to section 5, para. 4, line 5. In the election advertisement, the dean has to specify whether the election is held in accordance with para. 5a or para. 5b. The term of office of the faculty conference ends when the newly elected faculty conference is constituted.

(7) The faculty conference decides by a simple majority of the votes cast.

(8) The dean as well as his or her deputies are members of the faculty conference as permanent persons providing information without exercising the right to vote. The dean chairs the faculty conference. If he or she is unable to attend, his or her deputy chairs the faculty conference.

(9) If at least one third of the faculty conference's voting members reasonably request to convene a meeting, the dean convenes a meeting, in addition to the regularly scheduled meetings, within two weeks.

(10) At every meeting, the faculty conference members nominate a secretary from their midst for the meeting at hand. This secretary takes the minutes of the meeting in consultation with the dean.

(11) At every faculty conference meeting, an item on the agenda must be reserved for questions and suggestions from the members. The agenda item has to provide adequate room for addressing questions and suggestions.

(12) A centre conference is established at each centre. The provisions regarding faculty conferences, with the exception of the provision regarding the minimum size, apply accordingly to the centre conferences.

Internal structure

§ 8. (1) As a rule, faculties are subdivided into subunits (departments, working areas, working groups, etc.). These constitute the internal structure of the faculty and are the units of quality assurance regarding academic performance. The establishment as well as any possible change of the internal structure of a faculty is effected within the framework of the target agreements between the dean and the Rectorate. These target agreements also include procedures for the

interaction between the faculty and its subunits, especially regarding information and communication processes.

(2) The dean makes a proposal for the internal structure and for the *Development Plan* of the faculty by taking into account existing evaluation results, proposals made by the academics of the faculty as well as the existing internal structure. The faculty conference as well as the scientific advisory board, if established, express their opinion on the proposal. All proposals made by the academics as well as the opinions expressed by the faculty conference and by the scientific advisory board are communicated to the Rectorate. These proposals and opinions are then 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 deputies and taking into account all achievements in the areas of research and teaching, appoints qualified academics who hold a doctoral degree as heads of the subunits with research and/or teaching responsibilities. For other subunits, a qualified university staff member is appointed as head of the subunit. The university staff affected by this have to be heard.

(4) The dean can authorise the head of the subunit to assume responsibilities in the field of personnel or resource management of the subunit on his or her behalf.

(5) The head of the subunit ensures adequate information and participation of all members of the university staff, in particular of those holding an authorisation to teach (*venia docendi*) and associated professors (section 27, para. 5 of the Collective Bargaining Agreement for University Staff as amended) within the subunit.

3rd chapter

Measures to strengthen the academic profile of the University of Vienna

Establishment of research platforms, as well as research networks and/or teaching networks

§ 9. (1) Research platforms are available as a tool designed to advance the University of Vienna's interdisciplinary profile. These platforms typically bring together researchers from at least two faculties or centres for the purpose of joint research. Following a public advertisement and an international evaluation of submissions, these platforms are established and provided with financial resources as decided by the Rectorate. The heads of involved faculties or centres must be heard before such platforms are established. Research platforms are established for a limited period of time, with the option of an extension following a positive evaluation. In addition to the provision of financial resources by the Rectorate, academics participating in the research platform also work for the platform as part of their research. For this purpose and subject to the approval from the dean/head of the centre and the involved employees, they may use faculty/centre resources (employees, materials), provided that these are available to them at the faculty/centre. These employees, equipment and other materials are still assigned to the faculty/centre. Only employees or materials paid with the research platform's own resources (funding provided by the Rectorate, acquired third-party funds) are assigned to the research platform.

(2) To address special responsibilities, the Rectorate may establish inter-faculty research and/or teaching networks for a limited period of time, after having consulted the heads of the faculties and centres involved and in appropriate consideration of their opinions. The allocation of personnel and/or materials is possible. However, the allocation of resources of a faculty or centre is subject to an agreement with the head of the faculty or centre. This also applies to any future

overheads acquired by persons partially allocated to the research network. The established research networks including their impact on the faculties and centres involved are evaluated every four years.

Scientific advisory board of the faculty or 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 is stipulated in the target agreement between the Rectorate and the head of the faculty or centre.

(2) The scientific advisory board consists of at least three and no more than five independent, internationally renowned academics who in particular stand out due to their ability to develop the research areas of the faculty or centre strategically.

(3) Each member of the academic university staff having an authorisation to teach (*venia docendi*), associated professors (section 27, para. 5 of the Collective Bargaining Agreement for University Staff as amended) as well as members of the scientific advisory board have the right to propose qualified members for the scientific advisory board to the faculty conference. After having heard the head and the deputies, the Rectorate selects the members of the scientific advisory board from the proposals received from the faculty conference and appoints them for a term of office of four years. In justified cases, the Rectorate can reject the proposal. When appointing the members, a balanced ratio of subjects within the scientific advisory board has to be considered. A reappointment is admissible once.

(4) When a scientific advisory board is established for the first time with three members, one of its members, notwithstanding para. 3, is appointed for a term 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 para. 3, are appointed for a term 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 serious breach of duty, for a criminal conviction, for mental incapacity or health impairment or for justified loss of trust.

(6) The scientific advisory board has to be heard before the conclusion of the target agreement between the head of the faculty or centre and the Rectorate, and expresses its opinion concerning the fulfilment of the target agreement by the faculty or centre.

Scientific Advisory Board of the University

§ 11. (1) To obtain advice about the development of the University of Vienna, the Rectorate can establish a Scientific Advisory Board. This Scientific Advisory Board analyses and observes the University of Vienna as part of the international academic landscape.

(2) The Scientific Advisory Board consists of nine independent and internationally renowned academics who especially stand out due to their knowledge of the subjects represented at the University of Vienna. At least two of these members have, in addition to their academic competence, proven experience of the creation and implementation of evaluation procedures and/or management experience.

(3) The Senate and the University Board each select three persons from the Rectorate's proposal, which has to consist of at least 14 persons. The Rectorate selects three further persons out of the remaining persons.

(4) The Scientific Advisory Board's term of office ends upon the termination of the Rectorate's term of office.

4th chapter Directors of studies

Appointment and function

§ 12. (1) The heads of those faculties or centres assuming teaching responsibilities within the degree programmes to which the director of studies attends propose persons qualified for the role of the director of studies to the Rectorate. These have to be qualified accordingly in research and teaching and have to demonstrate organisational abilities and social competence. If the Rectorate has already appointed heads for a future term of office according to section 5, para. 1, these appointed heads propose qualified persons. In justified cases, the Rectorate can reject the proposal. The Rectorate appoints the director of studies after having heard the Senate, the students' representatives of the degree programmes concerned as well as the faculty conferences concerned.

(2) Upon the proposal of the director of studies, and after having heard the studies conference, the Rectorate appoints a qualified deputy or two qualified deputies to the director of studies. In exceptional cases, due to a large number of students to be attended to or the variety of subjects, three qualified deputies can be appointed as well. In justified cases, the Rectorate can reject the proposal.

(3) In the event that the appointment is not made within due time pursuant to para. 1 or para. 2, the Rectorate provisionally appoints a member of the academic university staff as director of studies or as deputy with his or her consent. The provisional function terminates when a director of studies pursuant to para. 1 or a deputy pursuant to para. 2 is appointed for the remaining time of the ongoing term of office. Before the provisional appointment of a director of studies, the Senate, the students' representatives of the subject or subjects concerned, the faculty conference concerned or the faculty conferences concerned as well as the heads of the faculties or centres concerned (para. 1) have to be heard, if possible.

(4) The term of office of the director of studies and of the deputies is two years. The term of office of the deputies terminates when a new director of studies takes office. He or she may resign before the end of his/her term of office only for important reasons. This resignation is subject to approval from the Rectorate. If the director of studies resigns from office during his/her term of office, the successor and his or her deputies are appointed for the remaining time of the term of office. Reappointments are admissible.

(5) Upon his or her request, the director of studies can be relieved from his or her responsibilities within the faculty or centre to which he or she is assigned by the Rector to an extent to be determined by the Rectorate, as a rule 50 per cent. The director of studies is in this function subject to the Rectorate's expert supervision.

(6) The function of the director of studies as well as the function of the deputy to the director of studies is incompatible with that of the dean or with that of the head of the centre.

Responsibilities

§ 13. (1) In accordance with the university rules, the director of studies is responsible for matters relating to the organisation of studies as well as relevant legal questions. Within the scope

of admission to degree programmes (in particular to master's programmes and doctoral programmes), the director of studies can provide an expert opinion to the Rectorate.

(2) The responsibilities of the director of studies include the following, in particular:

1. demand-oriented planning and organisation of the courses offered and of the examinations of one or several degree programmes (curriculum) or distinct areas of one or several degree programmes, with regard to the number of students and the students' needs;
2. making proposals for entrusting members of the academic university staff with courses for degree programmes and areas listed under number 1 and proposals for teaching assignments to be submitted to the member of the faculty's or centre's management team in charge of teaching affairs (section 6a, number 1);
3. realising measures for quality assurance;
4. information and consultancy (in cooperation with the Austrian National Union of Students and advisory bodies of the University of Vienna);
5. specifying the size of the studies conference.

(3) To fulfil his or her responsibilities, the director of studies relies on the administrative facilities of the respective faculties and centres as well as the service units.

(4) The director of studies provides expert supervision for general university staff working for him or her for the fulfilment of his or her responsibilities.

(5) The director of studies gives a forecast about the activities planned and presents a report on the preceding semester (statement of accounts) to the faculty conferences of the faculties concerned as well as to the studies conference at least once per semester. The director of studies informs the studies conference about the target agreement concluded with the Rectorate.

Studies conferences

§ 14. (1) With a view to continuous monitoring and optimising the organisation of the degree programmes or of the areas attended to by the director of studies, a studies conference is established as an advisory body, which consists of students and teaching staff in equal parts.

(2) The studies conference has the following responsibilities:

1. giving recommendations and opinion regarding the demand-oriented planning of the courses offered;
2. giving recommendations and opinion regarding the implementation and quality assurance of courses offered;
3. giving recommendations and opinion regarding the proposal by the director of studies for the range of courses offered;
4. consultancy regarding matters of organisation of studies;
5. making suggestions addressed to the director of studies with a view to improving the study conditions.

(3) The studies conference consists of 8, 12, 16 or 20 members. Its size is specified by the director of studies.

(4) The student representatives are unanimously appointed by the respective students' representatives pursuant to the stipulations of the union of students act (*Hochschülerinnen- und Hochschülerschaftsgesetz*, HSG 1998). The representatives of the academic university staff in the respective faculty conferences (section 12, para. 1) appoint the teaching staff's representatives; hereby, a representation oriented towards the actual teaching performance of the different groups of persons has to be taken into consideration. Unless otherwise agreed between the

representatives of the university professors on the one hand and the representatives of the associate professors and of the other academic university staff working in research or teaching on the other hand, the appointment is made separately and in equal parts.

(5) The studies conference's term of office is two years.

(6) The director of studies as well as the deputies are members of the studies conference as permanent persons providing information without exercising the right to vote.

(7) The director of studies or, if he or she is unable to attend, his or her deputy chairs the studies conference.

(8) The member of the faculty's or centre's management team in charge of teaching affairs is entitled to attend the meetings of the studies conference, but does not have a right to vote.

(9) If the director of studies' decision differs from the studies conference's opinion, he or she notifies the studies conference of this fact and, upon request, provides reasons for deviating from the studies conference's opinion.

5th chapter

Service units and central support units

§ 15. (1) Service units are organisational units of the University that support the University, its organisational bodies and institutions as well as its staff members in fulfilling their responsibilities. Service units do not have any research or teaching responsibilities. However, they can be entrusted with task-specific academic responsibilities and with performing educational functions.

(2) Central support units are establishments of the University that support the management of the University in making decisions and in realising decisions.

(3) The Rectorate appoints the head as well as the deputy head of a service unit. The head acts as direct superior for the university staff assigned to the service unit.

(4) The responsibilities of the head of a service unit include, in particular, concluding target agreements with the Rectorate as well as providing adequate information to the employees of the service unit.

(5) Any division of the service unit into subdivisions as well as the appointment of a head of any subdivision is made by the head of the service unit, in agreement with the Rectorate.

6th chapter

Terms and provisions regarding equal opportunities

§ 16. When filling management positions and appointing members of faculty conferences, studies conferences and scientific advisory boards, the aim is to have a balanced representation of men and women with regard to equal opportunities for men and women as well as the advancement of women (section 3, number 9 of the 2002 Universities Act). The relevant measures have to be stipulated in the target agreements.

7th chapter

Structure of the University of Vienna

Academic organisational units

§ 17. (1) The University of Vienna has the following academic 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
19. Centre for Microbiology and Environmental Systems Science
20. Centre for Teacher Education.

(2) The University Sport Institute (section 40 of the *2002 Universities Act*) is an organisational subunit of the Centre for Sport Science and University Sports.

(3) The Institute of Austrian Historical Research, founded in 1854, whose tasks are defined in particular in section 40a, para. 2 of the *2002 Universities Act*, is an organisational unit pursuant to section 40a of the *2002 Universities Act* and part of the Faculty of Historical and Cultural Studies. The Director of the Institute of Austrian Historical Research is appointed by the Rectorate after having heard the Dean of the Faculty of Historical and Cultural Studies (section 40a, para. 3 of the *2002 Universities Act*). The tasks of the Director of the Institute of Austrian Historical Research include, in particular, coordinating publication activities with international visibility pursuant to section 40a, para. 2 of the *2002 Universities Act* subject to available resources. A special chapter of the target agreement concluded between the Rectorate and the Dean of the Faculty of Historical and Cultural Studies is dedicated to the Institute of Austrian Historical Research. This chapter is negotiated and signed by the Rectorate, the Dean of the Faculty of Historical and Cultural Studies and the Director of the Institute of Austrian Historical Research. Changes to the personnel allocation of existing employees within the Faculty of Historical and Cultural Studies may, insofar as they affect the Institute of Austrian Historical Research, be made by the Dean of the Faculty of Historical and Cultural Studies only with the Rectorate's consent.

Directors of studies

§ 18. The number of and the respective scope of responsibilities of the directors of studies is specified by the Rectorate after having heard the Senate. The number of students in the individual

degree programmes and the connections between individual degree programmes have to be taken into account.

Service units and central support units

§ 19. (1) The University of Vienna has the following service units:

1. Vienna University Library and Archive Services
2. Accounting and Finance
3. Research Services and Career Development
4. International Office
5. Corporate Communications
6. Human Resources and Gender Equality
7. Postgraduate Center
8. Facility and Resources Management
9. Teaching Affairs and Student Services
10. Conference and Event Management
11. Vienna University Computer Center.

(2) The University of Vienna has the following central support units:

1. Office of the University Board
2. Office of the Senate
3. Office of the Rectorate
4. Professors' Appointment Consulting Service
5. Internal Audit.

(3) The University of Vienna has a Unit for Quality Assurance. It consults with the Scientific Advisory Board of the University of Vienna regarding strategic questions related to quality assurance.

(4) The service unit specified under para. 1, number 6 is also responsible for the coordination of the responsibilities of equal opportunities and the advancement of women. The service unit specified under para. 1, number 9 also carries out the coordination of the responsibility of gender studies as well as measures for the reconciliation of family duties and career/studies. Within the service unit, a separate organisational subunit has to be established for these tasks, and the required resources have to be made available to the subunit.

(5) The service unit specified under para. 1, number 6 also performs responsibilities of the University Office of the University of Vienna.

(6) The Rectorate may entrust the central support unit mentioned in para. 2, number 3 with the coordination of service units as well as the University's shareholdings.

(7) The monocratic body as defined in section 19, para. 2, number 2 of the *2002 Universities Act* has an office at its disposal.

(8) At the University of Vienna, there are the following legal institutions with special responsibilities:

1. Equal Opportunities Working Party (section 42 of the *2002 Universities Act*)
2. Arbitration Committee (section 43 of the *2002 Universities Act*).

8th chapter

Final and transitional provisions

Entry into force and expiration, transitional provisions

§ 20. (1) Chapters 1 to 7 of this *Organisation Plan* enter into force on 1 January 2013. At the same time, the *Organisation Plan* of the University of Vienna, *University Gazette*, 12 March 2004 as amended in the *University Gazette*, 9 November 2006 and in the *University Gazette*, 4 April 2012, cease to be effective.

(2) In view of the steps required to appoint office-holders and to set up bodies pursuant to this *Organisation Plan*, the Rectorate may stipulate an appropriate period by advertising the same in the *University Gazette*. If the stipulated period ends without results, and after an appropriate extension period, the Rectorate is entitled to a substituted performance.

(3) All standard terms of office begin on 1 October of even calendar years. Notwithstanding this rule, new office-holders may only be appointed for the remaining time of the ongoing term of office. The term of office also expires for the deputies to these persons and to the studies conferences. In an effort to harmonise all terms of office, the function of directors of studies whose ongoing term of office began after 1 October 2012 ends prematurely on 30 September 2014. All necessary steps for the new appointment of office-holders have to be taken before the end of these terms of office. Reappointments are admissible.

(4) In case no university professors have been assigned to the Centre for Teacher Education yet, the Rectorate may, notwithstanding section 5, para. 1, appoint a member of the academic university staff who meets the qualification profile pursuant to section 5, para. 1, as Head of the Centre for Teacher Education. The term of office pursuant to section 5, para. 4 starts at the earliest on the day stated in para. 1 and ends as defined in para. 3. The centre conference is established at the Centre for Teacher Education on 1 October 2013.

(5) At the time this *Organisation Plan* enters into force, the heads of all faculties and centres inform the Rectorate about the member of the existing management team in charge of teaching affairs. This proposal is subject to approval from the Rectorate.

(6) Section 5, para. 4a, section 9, para. 1 and para. 2, and section 17, para. 3 as amended in the *University Gazette* of 22 December 2015 enter into force on 1 January 2016.

(7) Section 9 including the heading, as well as section 17, para. 1 as amended in the *University Gazette* of 7 February 2019 enter into force on the first day of the month following its announcement in the *University Gazette*.

(8) In case no university professors have been assigned to the Centre for Microbiology and Environmental Systems Science yet, the Rectorate may, notwithstanding section 5, para. 1, appoint a member of the academic university staff who meets the qualification profile pursuant to section 5, para. 1, as Head of the Centre for Microbiology and Environmental Systems Science. The term of office pursuant to section 5, para. 4 starts at the earliest on the first day of the month stated in para. 7 and ends as defined in para. 3.

(9) Section 7, para. 5, para. 5b and para. 6, section 17, para. 1, line 20 as well as appendix 1 as amended in the *University Gazette* of 21 April 2021 enter into force on 1 May 2021.

(10) Section 7, para. 5, para. 5a, para. 5b and para. 6 as well as appendix 1 as amended in the *University Gazette* of 21 April 2021 cease to be effective after 30 September 2022. Section 7, para. 5 and para. 6 as amended in the *University Gazette* of 14 November 2012 enter into force again on 1 October 2022.

Electoral regulations for online elections of faculty and centre conferences

Contents of the regulations

§ 1. These electoral regulations apply to elections in faculty and centre conferences.

Scope

§ 2. The provisions of these electoral regulations apply to the election of representatives of the following groups of persons in faculty and centre conferences at the University of Vienna:

1. university professors (section 97 of the *2002 Universities Act*);
2. associate professors and other academic research and teaching staff (section 94, para. 2, line 2 of the *2002 Universities Act*) and
3. general university staff (section 94, para. 3, lines 1 to 3 of the *2002 Universities Act*).

Electoral principles

§ 3. Unless specified otherwise in the following, the representatives of the groups of persons pursuant to section 2 are elected based on the principles of equal, direct, personal and secret voting and proportional representation.

Active and passive electoral rights

§ 4. (1) All persons who are members of the group of university professors (section 97 of the *2002 Universities Act*) on the reference date are eligible to vote and be elected in the election of representatives of this group of persons.

(2) All persons who are members of the group of associate professors and other academic research and teaching staff (section 94, para. 2, line 2 of the *2002 Universities Act*) on the reference date are eligible to vote and be elected in the election of representatives of this group of persons in accordance with section 13.

(3) All persons who are members of the group of general university staff (section 94, para. 3, lines 1 to 3 of the *2002 Universities Act*) on the reference date are eligible to vote and be elected in the election of representatives of this group of persons in accordance with section 13.

(4) All persons who are on a leave of absence on the reference date are not eligible to vote; they are eligible to be elected unless they are on a leave of absence at the beginning of the term of office for which the election is held.

(5) The reference date is the day on which the elections are announced in the *University Gazette*.

Organisation of elections

§ 5. The dean/head of the centre is in charge of preparing and conducting the elections. Three working days after the election announcement (section 7) at the latest, the dean/head of the centre has to arrange the compilation of a list of persons who are eligible to vote on the reference date. The list of persons who are eligible to vote is on display for one week so it can be inspected on site or (within the realms of possibility) by telephone by those who are eligible to vote. Any objections to the list may be raised in writing during the display period. The dean/head of the centre decides on this matter within two working days following the end of the display period. The decision by the dean/head of the centre is final.

Start of the election, end of the election, electoral system

§ 6. The dean/head of the centre decides on the date and time of the start and end of the election. The election is carried out by means of the online voting system recommended by the Rectorate for this purpose. In the recommendation of the online voting system, the Rectorate has to consider that the system sufficiently guarantees compliance with the electoral principles and data protection regulations. If the Rectorate recommends several online voting systems for this purpose, the dean/head of the centre decides which system is used to carry out the election.

Election announcement

§ 7. The dean/head of the centre has to announce the elections in the *University Gazette* of the University of Vienna two weeks prior to the elections at the latest. The election announcement includes:

1. date and time of the start and end of the elections;
2. date and time of the start and end of a possible repeat election;
3. name of the online voting system (see section 6);
4. the number of representatives who are to be elected;
5. the request to submit election proposals in writing to the dean/head of the centre one week prior to the election day at the latest, otherwise they cannot be considered;
6. the provision that every election proposal must include not more candidates than four times the number of representatives to be elected;
7. information about where and when the accepted election proposals will be on display for all those who are eligible to vote;
8. the provision that valid votes can only be cast for accepted election proposals;
9. the note that the right to vote expires if the right is not exercised in accordance with section 13, para. 2, lit. b.

Election proposals

§ 8. (1) Each and every person who is eligible to vote may submit election proposals to the dean/head of the centre no later than one week prior to the election day. An election proposal may not include more election candidates than four times the number of representatives to be elected. Should the election proposal contain more candidates, those exceeding four times the number of mandates to be awarded are not deemed as listed.

(2) *(not applicable)*

(3) The dean/head of the centre examines the submitted election proposals and informs the representative of the election proposal immediately about any existing doubts. Representatives of

the election proposal are the election candidates in the order mentioned in the election proposal. Election candidates who are not eligible for election are removed from the election proposal. Any proposals which are submitted too late and any proposals which do not contain a single eligible election candidate are not accepted. The accepted election proposals are announced no later than three days before the election day. The persons who are eligible to vote have to be informed by e-mail about the accepted election proposals, if possible. Errors in the distribution or delivery of this e-mail do not affect the validity of the election.

(4) Each and every person who is eligible to be elected may only stand as a candidate on one election proposal. The election candidates need to confirm their candidature on the election proposal with their handwritten (if necessary, scanned) signature. If the signature is missing at the time the election proposal is announced by the dean/head of the centre, the election candidate is removed from the election proposal.

(5) The dean/head of the centre initiates, without delay after the end of the display period of the list of persons who are eligible to vote (and after the decision on any objections to the list) and after the accepted election proposals have been confirmed, the technical preparations for the elections by means of the online voting system and concludes the preparation work in due time before the beginning of the election. The online ballot paper has to contain all accepted election proposals in the order in which they were received.

Conduct of the election

§ 9. (1) The dean/head of the centre appoints a recorder who is in charge of recording the conduct of the election in writing.

(2) An e-mail containing the access details for the online voting system is sent to the persons who are eligible to vote in due time before the start of the election, if possible, but no later than at the start of the election. The elections are by secret ballot. A voter casts the ballot paper in the online voting system. The casting of votes must be unobserved. The online voting system must verify if the person casting the vote is eligible to vote.

(3) A voter may only cast valid votes for one of the accepted election proposals.

(4) Upon expiry of the time specified in the election announcement, the casting of votes is completed. If technical problems within the sphere of influence of the University of Vienna or of the provider of the online voting system occur that prevent the casting of votes within the specified voting period, the dean/head of the centre may, subject to the technical possibilities, extend the voting period for all persons eligible to vote before the end of the voting period by a reasonable period of time.

Determination of the election result

§ 10. (1) Immediately after the casting of votes has been completed, the dean/head of the centre in the presence of the recorder checks the plausibility of the voting record generated by the online voting system and in presence of the recorder determines the total number of votes cast, the number of invalid votes and the number of valid votes cast for each accepted election proposal based on the voting record generated by the online voting system.

(2) The voting record generated by the online voting system is included in the written record of the conduct of the election.

(3) The dean/head of the centre determines the number of representatives attributable to the accepted election proposals by using the electoral number. The 'electoral number' is calculated as follows: The sums of the votes cast for each election proposal are written side by side in order of

size; under each of these sums, its half is written; and under its half, its third, its quarter and, if necessary, also its fifth, sixth, etc. The 'electoral number' is calculated in decimal numbers. If a representative is to be elected, the 'electoral number' is deemed to be the largest of the written numbers; if two representatives are to be elected, it is deemed to be the second largest; if three representatives are to be elected, it is deemed to be the third largest; if four representatives are to be elected, it is deemed to be the fourth largest, etc. Each election proposal is allocated as many member positions as the 'electoral number' is contained in the total number of votes cast for it. If, according to this calculation method, several election proposals have the same entitlement to a member position, a decision is made by drawing lots.

(4) The election candidates specified in the election proposal are assigned the representative positions attributable to the election proposal in the order of their nomination. The election candidates following the elected representatives on an election proposal are substitute members in accordance with the distribution of mandates in the order of their nomination.

(5) If only one election proposal is submitted, the election candidates ranked on the election proposal are deemed to be elected if the election proposal receives a simple majority of the votes cast. The member positions to be allocated are allocated to the election candidates in accordance with their ranking on the election proposal. The election candidates following the elected representatives on the election proposal are substitute members in the order of their nomination. If the election proposal does not receive a simple majority of the votes cast, a repeat election has to be held without delay. If it is not possible to fill these member positions in the re-election, the election is deemed not to have taken place.

(6) The elected members may declare within one week following the announcement of the election result that they do not accept the election.

(7) *(not applicable)*

(8) *(not applicable)*

(9) The dean/head of the centre determines the election result. The election result is announced in the *University Gazette* of the University of Vienna.

§ 11. *(not applicable)*

Term of office; re-election date

§ 12. (1) The term of office commences on the day on which the newly elected faculty/centre conference is constituted.

(2) *(not applicable)*

(3) If a group of persons fails to comply in good time with the obligation to elect a member, the University Board has to grant this group of persons a one-off extension period to make up for the election. If this extension period passes without result, the faculty/centre conference is deemed to be legally constituted without representatives of such group of persons. In such cases, the faculty/centre conference may convene to constitute itself after the election has taken place or after the extension period has ended without a result.

Membership in several electoral groups

§ 13. (1) Persons who belong to several groups of persons in accordance with section 94 of the 2002 *Universities Act* can exercise their right to vote and their right to be elected only once.

(2) If a person who is eligible to vote and be elected belongs to several groups of persons, the following applies:

1. Those who also belong to the group of university professors (section 97 of the 2002 *Universities Act*) are eligible to vote and be elected in this group of persons;
2. Those who belong to several groups of persons, without belonging to the group of university professors, have to, by the end of the display period of the list of persons who are eligible to vote, inform the dean/head of the centre about the group of persons in which they want to exercise their electoral rights.

Resignation

§ 14. The members of the faculty/centre conference may declare their resignation during their term of office. The letter of resignation has to be submitted to the dean/head of the centre.

Representation; replacement by substitute members

§ 15. (1) If a member is unable to attend for a longer period of time, he/she has to be represented, for the duration of his/her absence, by a substitute member who belongs to the same election proposal. The representation and its end have to be announced to the dean/head of the centre. In the event that the membership of an elected representative expires, substitute members take his/her place. The order in which the substitute members move up in the event that the membership of an elected representative expires is determined by the order on the election proposal (list). If a substitute member refrains from – or if several substitute members at the same time refrain from – moving up in favour of a substitute member ranked lower on the list, they remain in the original order as substitute members.

(2) If, due to complete exhaustion of an election proposal (a list), further allocation of member positions is impossible, the vacant mandates are allocated to the remaining election proposals; the provisions applicable to the allocation of mandates apply *mutatis mutandis*.

By-elections

§ 16. (1) If, due to complete exhaustion of the election proposals/the election proposal, the number of elected representatives of a group of persons falls below the number of representatives to be delegated by this group of persons, the term of office of the elected representatives ends prematurely. In that case, a re-election of all representatives of this group of persons has to be held immediately in accordance with section 7, para. 5a or para. 5b of the *Organisation Plan*.

(2) If representatives are re-elected within the general term of office, their term of office ends upon the termination of the ongoing general term of office.