

# 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 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 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.

## 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 head or the deputy can be removed 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 without delay about any decision taken.

(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 the 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;
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 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:

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 university professors
3. students representatives half as many as the number 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 1998). 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. 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. Notwithstanding section 8, para. 2 and section 10, para. 7 and 8 of the electoral regulations, when making election proposals, a reasonable representation of early stage researchers as well as university lecturers has to be taken into account.
3. A reasonable representation of the faculty's subunits has to be taken into account.

(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. 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 with 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 of 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 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 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, notwithstanding para. 3, one of its members 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:

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 regarding 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 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, the dean 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 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 of 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 2 and section 17, para. 3 as amended in the *University Gazette* on 22 December 2015 enter into force on 1 January 2016.

(7) Section 9 including the headline, as well as section 17, para. 1 as amended in the *University Gazette* on 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.