



Organisation Plan of the University of Vienna

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

1st chapter **Scope of validity**

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

2nd chapter **Academic organisational units**

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

Faculties

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

Centres

§ 4. Centres shall be organisational units of the University which, besides research and teaching responsibilities, shall perform special responsibilities for the University of Vienna or shall 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 *Universities Act 2002*) or an associated professor (section 27, para. 5 collective bargaining agreement for university employees (*Kollektivvertrag für die ArbeitnehmerInnen der Universitäten*) as amended) having leadership qualities, especially in the field of human resources management, shall be appointed head of the faculty or of the centre (section 20, para. 5 *Universities Act 2002*) by the Rectorate upon the university professors' majority proposal. Any such proposal shall contain the names of at least three qualified persons and can be rejected by the Rectorate for justified reasons. A proposal containing less than three names shall only be admissible for reasons justified by the facts.

(2) In each faculty and in each centre, one or two deputies to the head shall be designated by the Rectorate upon the head's proposal and after having consulted the Faculty Conference (§ 7). In exceptional cases, because of 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 professional profile as defined in § 5, para. 1 may be appointed as deputies. When appointing the deputies, a balance of the subjects and the groups of people represented at the faculty have to be considered. The Rectorate can reject the proposal for justified reasons.

(3) When submitting proposals for his or her deputies, the head of the faculty or centre shall indicate which member of the management team in question will be responsible for teaching affairs (§ 6a). As part of the process of designating deputies, this proposal must be approved by the Rectorate.

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

(5) The head or the deputy can be removed from office for a gross dereliction of duty, for a criminal conviction, for physical/mental unfitness or for justified loss of trust.

(6) The head of the faculty shall have the title “Dean of ...”; his or her deputy shall have the title “Vice-Dean of ...”.

(7) The head shall be relieved from his or her responsibilities in research and teaching to an extent to be defined in the target agreement in consideration of the size of the faculty or centre and the 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 ordinary course of business have to be made jointly by the head of the faculty and a deputy. Further regulations shall be laid down in the guidelines of the Rectorate.

Responsibilities of the head of a faculty or a centre

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

1. strategic planning in accordance with the *Development Plan* of the University and in accordance with the recommendations of a 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 *Universities Act 2002*;
5. organisational governance and coordination of research work of the faculty or centre;
6. allocation of resources, according to performance;
7. exercising the role of direct superior for the university staff working for the faculty or centre;
8. concluding target agreements with the members of the academic staff working for this faculty or this centre;
9. participation 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, about the performances of the faculty or the centre, in particular referring to the areas laid down in section 13, para. 2, number 1 *Universities Act 2002*;
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 university and faculty/centre management bodies;
13. determination of the size of the Faculty Conference.

(2) The head of the faculty or centre shall conclude target agreements pursuant to para. 1, number 8 with university professors, associate professors (section 122, para. 3 *Universities Act 2002*) and associated professors (section 27, para. 5 collective bargaining agreement for university employees (*Kollektivvertrag für die ArbeitnehmerInnen der Universitäten*) as amended). He or she may only delegate this responsibility to his or her deputies. In all other cases, the responsibility to conclude target agreements pursuant to para. 1, number 8 may also be delegated to other qualified members of the faculty or the centre.

(3) At the beginning of every semester, the head shall give a forecast about the activities planned to the Faculty Conference or the Centre Conference. This forecast shall also include a consultancy and information plan. This plan shall include all information and communication activities scheduled for the period in question on the faculty and subunit levels in accordance with the current situation (time of target agreements, *Development Plan*, current teaching development and teaching planning, planned structural changes). At the end of the academic year, he or she shall inform 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 shall present a financial report for the current year as well as a financial report for the previous year. The head of the faculty or centre shall notify the Faculty Conference about the result of his or her target agreement with the Rectorate as well as the key points about resource allocation within the faculty.

(4) In individual cases, the head of a faculty or centre may be entitled to assume the responsibilities listed under § 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 shall include:

1. Assigning teaching responsibilities to academic staff members following 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 shall decide 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 employees in those subunits of the faculty or centre that fulfil responsibilities related to studies organisation (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 teaching affairs area.

Faculty conferences

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

1. advice and opinion regarding the establishment and amendment of the internal structure;
2. advice and opinion regarding the establishment of research platforms and research centres;
3. advice and opinion regarding the draft *Development Plan* presented by the Dean;
4. advice and opinion about projected decisions by the Dean in important matters, especially for major personnel structure changes or the intra-faculty assignment of resources. The Dean shall inform the Faculty Conference about such matters in advance;
5. proposal regarding the appointment of the members of the Scientific Advisory Board of the faculty by the Rectorate;
6. advice and hearing regarding the appointment of the directors of studies;
7. advice regarding international activities of the faculty;
8. preparation of a proposal about 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 (§ 5, para. 2).

(2) When making his or her decision, the Dean shall take the Faculty Conference's opinion into account. If his or her decision differs from the opinion provided by the Faculty Conference, the Dean shall notify the Faculty Conference about this fact and, upon request, provide reasons for deviating from the Faculty Conference's opinion. The opinions listed under para. 1, number 1 to 3 shall be provided to the Rectorate in writing (including information about the pertinent discussion).

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

1. representatives of the university professors;
2. representatives of the associate professors as well as of the other 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 shall have the right to attend meetings of the Faculty Conference in an advisory capacity.

(5) The students' representatives shall be 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 members of the general university staff shall be elected. Hereby, the election regulations of the University of Vienna (elections into the Senate), *University Gazette UG 2002*, number 5, as of 13 November 2013, shall be applicable with the following specification:

1. The Dean shall take the place of the chairperson of the Senate.

2. Notwithstanding section 8, para. 2 and section 10, para. 7 and 8 of the election regulations, when making election proposals, a reasonable representation of young researchers as well as university lecturers shall be taken into account.
3. A reasonable representation of subunits of the faculty shall be taken into account.

(6) The Dean shall immediately after his or her appointment, with the exception of an appointment according to § 5, para. 4, fifth sentence, determine the size of the Faculty Conference and advertise the election for the Faculty Conference. The term of office of the Faculty Conference shall end when the newly elected Faculty Conference is constituted.

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

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

(9) Should at least one third of the Faculty Conference's voting members request it with good reason, the Dean shall, in addition to the regularly scheduled meetings, convene a meeting within two weeks.

(10) At every meeting, the Faculty Conference members shall nominate a minute keeper from their midst for the meeting at hand. This minute keeper shall write the minutes of the meeting in coordination 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 shall provide adequate room for addressing such questions and suggestions.

(12) In each centre, a Centre Conference shall be established. The provisions regarding faculty conferences, with the exception of the provision regarding the minimum size, shall apply accordingly to the centre conferences.

Internal structure

§ 8. (1) As a rule, faculties shall be subdivided into subunits (departments, working areas, working groups, etc.). These shall constitute the internal structure of the faculty and shall be the units of quality assurance for academic performance. The establishment as well as any possible amendment of the internal structure of a faculty shall be effected within the framework of the target agreements between the Dean and the Rectorate. These target agreements shall also include procedures for the interaction between the faculty and its subunits, especially as it concerns information and communication processes.

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

(3) The Dean, acting in agreement with his or her deputies and taking into account all achievements in the areas of research and teaching, shall appoint 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 shall be appointed head of the subunit. The university staff affected by this shall be heard.

(4) The Dean can authorise the head of the subunit to assume responsibilities in the field of personnel management and resources of the subunit in his or her name.

(5) The head of the subunit shall ensure 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 collective bargaining agreement for university employees (*Kollektivvertrag für die ArbeitnehmerInnen der Universitäten*) as amended) within the subunit.

3rd chapter

Measures to strengthen the academic profile of the University of Vienna

Establishment of research platforms, research centres, research 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 academics 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 shall be 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 period of three years with the option of an extension to a maximum of six years. An evaluation shall be done in the third year. In addition to the provision of financial resources by the Rectorate, academics participating in the research platform shall 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 and equipment), provided that these are available to them at the faculty/centre. These employees, equipment and other materials shall remain assigned to the faculty/centre. Only employees or materials and equipment paid for with the research platform's own resources (funding provided by the Rectorate, raised from third-party sources) shall be assigned to the research platform.

(2) After the completion of the funding period, which shall not exceed six years, research platforms may be turned into research centres. These are subunits of a faculty/centre and are partly funded by it. They shall be established following the concept presentation (including resources) that shall be evaluated internationally. This concept shall be drafted by the head of the research platform and the concept shall underline the relevance of institutionalising the pursued research approach. The establishment shall be decided by the Rectorate subsequent to a hearing of all heads of involved faculties or centres. The financing plan may include resources of a faculty/centre only if this was previously agreed on with the faculty/centre in question. At the University of Vienna, research centres shall not be in place longer than the employment period of their heads. They shall be evaluated on a regular basis and must raise a considerable part of their funding from third-party sources.

(3) To address special responsibilities, the Rectorate may establish inter-faculty research and/or teaching networks for a limited period of time by entering into agreements with the faculties or centres in question. These agreements shall also include information about resource allocation.

Scientific Advisory Board of the faculty or the centre

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

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

(3) Each member of the academic university staff with authorisation to teach (*venia docendi*), associated professors (section 27, para. 5 collective bargaining agreement for university employees (*Kollektivvertrag für die ArbeitnehmerInnen der Universitäten*) as amended) as well as members of the Scientific Advisory Board shall 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 shall select the members of the Scientific Advisory Board from the proposals received from the Faculty Conference and shall appoint them for a term of office of four years. In justified cases, the Rectorate can reject the proposal. When appointing them, a subject-related balance within the Scientific Advisory Board has to be considered. A re-appointment shall be admissible once.

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

(5) The members of the Scientific Advisory Board can be removed from office by the Rectorate with the head of the faculty or centre's consent for a gross dereliction of duty, for a criminal conviction, for physical/mental unfitness or for justified loss of trust.

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

Scientific Advisory Board of the University

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

(2) The Scientific Advisory Board shall consist of nine independent and internationally renowned researchers who stand out for their knowledge about the subjects represented at the University of Vienna. At least two of these members shall have, in addition to their academic qualifications, proven experience regarding the creation and implementation of evaluation procedures and/or management experience.

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

(4) The Scientific Advisory Board's period of office shall terminate upon the termination of the Rectorate's period 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 be attended to by the Director of Studies shall 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 possess organisational abilities and social competence. If the Rectorate has already appointed heads for a future term of office according to § 5, para. 1 these appointed heads shall propose qualified persons. In justified cases, the Rectorate can reject the proposal. The appointment of the Director of Studies shall be made by the Rectorate 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 shall appoint a qualified deputy or two qualified deputies to the Director of Studies. In exceptional cases, because of a large number of students to be attended to or the variety of subjects, also three qualified deputies can be appointed. In 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 can appoint a member of the academic university staff with his or her consent, as provisional Director of Studies or as deputy. The provisional function shall terminate with the appointment of a Director of Studies pursuant to para. 1 or of a deputy pursuant to para. 2 for the remaining time of the ongoing period of office. Before such provisional appointment of a Director of Studies, the Senate, the students' representatives of the subject concerned or the subjects concerned, the Faculty Conference concerned or the faculty conferences concerned as well as the heads of the faculties or centres concerned (para. 1) shall, if possible, be heard.

(4) The period of office of the Director of Studies and of the deputies shall be two years. The period of office of the deputies shall terminate when a new Director of Studies takes office. He or she may resign before the end of the period of office only for important reasons, and such a resignation is subject to approval from the Rectorate. If the Director of Studies resigns from his or her office during the period of office, the successor and his or her deputies shall be appointed for the remaining time of the period of office. Re-appointments shall be admissible.

(5) Upon his or her application, the Director of Studies can be relieved of his or her responsibilities by the Rectorate within the faculty or centre to which he or she is assigned to an extent to be

determined by the Rectorate, as a rule by 50 per cent. The Director of Studies shall in this function be 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 shall be 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 shall have organisational and legal responsibilities referring to the degree programmes. Within the scope of the admission to university studies (in particular master's or doctoral programmes), the Director of Studies can provide an expert opinion to the Rectorate.

(2) The responsibilities of the Director of Studies shall 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 degree programmes, with regard to the number of students and the students' needs;
2. proposals for entrusting members of the academic university staff with courses for degree programmes and areas listed under number 1 and proposal for teaching assignments to the member of the faculty's or centre's management team in charge of teaching affairs (§ 6a, number 1)
3. realisation of measures for quality assurance;
4. information and consultancy (jointly with the Austrian National Union of Students and advisory bodies of the University of Vienna);
5. determination of the size of the Studies Conference.

(3) To fulfil his or her responsibilities, the Director of Studies shall rely on the administrative facilities of the respective faculties and centres as well as the service units.

(4) The Director of Studies shall provide expert supervision for general university staff working for him or her for the fulfilment of his or her responsibilities.

(5) The Director of Studies shall give a forecast about the activities planned and present a report about 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 shall inform the Studies Conference about the target agreement concluded with the Rectorate.

Studies conferences

§ 14. (1) With a view to continually monitoring and optimising the organisation of the degree programme or degree programmes, or of the area or areas attended to by the Director of Studies, a Studies Conference shall be established as an advisory body, to which students and teaching staff shall belong in equal parts.

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

1. recommendation and opinion on the demand-oriented planning of the courses offered;
2. recommendations and opinion regarding the implementation and quality assurance of courses offered;
3. recommendation and opinion on the proposal by the Director of Studies regarding the programme of courses offered;
4. consultancy regarding matters of organisation of studies;
5. suggestions addressed to the Director of Studies with a view to improving the conditions of studies.

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

(4) The representatives of the students shall be unanimously sent 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 (§ 12, para. 1) shall appoint the teaching staff's representatives; hereby, a representation oriented towards the actual teaching performance of the different staff groups has to be taken into consideration. Unless otherwise provided in an agreement between the representatives of the university professors on the one hand and the representatives of the associate professors and of the

other academic university staff working in research or teaching on the other hand, the appointment shall be made separately and in equal parts.

(5) The Studies Conference's period of office shall be two years.

(6) The Director of Studies as well as the deputies shall be members of the Studies Conference as permanent advisors and shall not have the right to vote.

(7) The Director of Studies or, in case of being prevented, his or her deputy shall chair 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 shall not have the right to vote.

(9) If the Director of Studies deviates from the opinion provided by the Studies Conference, he or she shall notify the Studies Conference about this fact and, upon request, provide reasons.

5th chapter Service units and central support units

§ 15. (1) Service units shall be organisational units of the University, supporting the University, its organisational bodies and institutions as well as its staff members in fulfilling their responsibilities. Such units shall 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 shall be facilities of the University that support the management of the University in making decisions and in realising decisions.

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

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

(5) Any separation of the service unit into subsections as well as the appointment of a head of such subsection shall be made by the head of the service unit acting in agreement with the Rectorate.

6th chapter Terms and provisions regarding equality of opportunities

§ 16. The composition of management functions and the appointment of members of the faculty conferences, studies conferences and scientific advisory boards shall, with regard to the equality of men and women as well as to the equality of opportunity (section 3, number 9 *Universities Act 2002*) aim at an equal relation of men and women. The pertinent measures shall be stipulated in the target agreements.

7th chapter Structure of the University of Vienna

Academic organisational units

§ 17. (1) At the University of Vienna, there shall be 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 Teacher Education.

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

Directors of studies

§ 18. The number of and the respective scope of responsibilities of the directors of studies shall be determined by the Rectorate after having heard the Senate. Thereby, the number of students for the individual degree programmes and the connections between individual degree programmes shall be taken into account.

Service units and central support units

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

1. Vienna University Library and Archive Services;
2. Accounting and Finance;
3. Research Services and 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) At the University of Vienna, there shall be 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 shall consult 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 shall also be responsible for the coordination of the responsibilities of non-discrimination and equality of opportunity. The service unit specified under para. 1, number 9 shall also carry out the coordination of the responsibility of gender studies as well as measures for the compatibility of job/studies and childcare. 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 shall also perform 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 *Universities Act 2002* has an office at its disposal.

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

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

8th chapter

Closing paragraphs and transitional provisions

Entry into force and expiration, transitional provisions

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

(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 time limit by advertising the same in the *University Gazette*. If such stipulated time limit passes without results, and after an appropriate grace period, the Rectorate shall be entitled to a substituted performance.

(3) 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 period of office. The period of office shall also expire 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 period of office began after 1 October 2012 shall end prematurely on 30 September 2014. All necessary steps for the new appointment of office-holders shall be taken before the end of these terms of office. Re-appointments shall be admissible.

(4) In case no university professors have been assigned to the Centre for Teacher Education yet, the Rectorate may, notwithstanding § 5, para 1, appoint a member of the academic university staff who meets the qualification profile, pursuant to § 5, para. 1, Head of the Centre for Teacher Education. The period of office pursuant to § 5, para. 4 shall start at the earliest on the day stated in para. 1 and ends as defined in para. 3. The Centre Conference shall be 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 shall inform the Rectorate which member of the existing management team shall be in charge of teaching affairs. This proposal shall be subject to approval from the Rectorate.