

# By-Laws of WU (Vienna University of Economics and Business)

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## **WU BY-LAWS<sup>1</sup>**

### **Resolution by the Senate issued on December 10, 2003**

**(amended by resolutions dated December 22, 2004, January 21, 2005, June 8, 2005, March 22, 2006, May 24, 2006, June 25, 2008, March 11, 2009, March 17, 2010, June 22, 2011, October 19, 2011, November 22, 2011, May 9, 2012, March 13, 2013, December 4, 2013, January 28, 2015, March 25, 2015, December 2, 2015, June 15, 2016, October 19, 2016, November 29, 2017, June 20, 2018, March 20, 2019, June 19, 2019, March 16, 2020, April 1, 2020, May 13, 2020, June 23, 2021, January 26, 2022, March 2, 2022 and June 22, 2022)**

### **Chapter I**

#### **General provisions**

**§ 1.** WU carries out academic research and teaching in the areas of economic and social sciences, law, humanities, and formal sciences.

**§ 2.** WU shall perform its tasks within the limits of laws and regulations and in accordance with the available budgetary funds without being bound by any instructions.

**§ 3.** To the extent that these By-Laws or a law provide(s) for a right of WU's governing bodies and officers to give their opinions or have their opinions heard, all information on the relevant matters must be provided to such governing bodies and officers; a reasonable period is to be set for the opinion or hearing. Information is to be submitted in writing.

**§ 4.** (1) To the extent that these By-Laws provide for the establishment of collegial bodies, with the exception of the executive governing bodies, the following provisions apply:

1. The members and substitute members of the relevant groups of persons, with the exception of the students, shall be elected by the persons who belong to the individual groups of persons and have been assigned to the corresponding unit.

2. The representatives of the students shall be delegated by the statutory student representative organization for a term of office corresponding to the Senate's term of office.

(2) Members and substitute members of the collegial bodies established by the Senate, with the exception of students, shall be delegated by all of the persons belonging to the relevant group of persons; in the case of full professors, the Full Professors' Association shall delegate the members and substitute members. Members and substitute members from the student body shall be delegated by the statutory student representative organization. The members and substitute members of a committee do not have to be members of the Senate.

(3) Members of collegial bodies pursuant to (1) and (2) and of the Senate can be represented by their substitute members for important reasons even if they are not permanently incapacitated or unavailable.

<sup>1</sup> The provisions of these By-Laws are to be read in combination with the relevant provisions of the Universities Act 2002 (*Universitätsgesetz* 2002).

(4) If they are incapacitated or unavailable, members of the collegial bodies pursuant to (3) can delegate their vote to another member of the collegial body representing the same group for the duration of one meeting.

## **Chapter II**

### **University management and structure**

#### **Section 1: Major governing bodies and officers**

##### **Organization**

**§ 5.** WU's management consists of the University Board, the Rector's Council, the Rector, and the Senate.

##### **University Board**

**§ 6.** The University Board is the supervisory board of WU and has the tasks stipulated in § 21 of the Universities Act 2002. It has five members.

##### **Rector's Council**

**§ 7.** (1) The Rector's Council manages and represents WU. It consists of the Rector and the Vice-Rectors.

(2) The responsibilities of the Rector's Council are laid down in § 22 of the Universities Act 2002, in particular. The Rector's Council is responsible for all matters not assigned to another governing body or officer by law or by these By-Laws.

(3) Within the Rector's Council, tasks are to be allocated in accordance with the Rules of Procedure of the Rector's Council. Before submitting the list of candidates for the Vice-Rectors to the University Board, the elected or reappointed Rector shall inform the chair of the Senate of the allocation of the major tasks to the individual Vice-Rectors.

(4) To perform the tasks described in Chapter III of these By-Laws, a Vice-Rector for Academic Programs and Student Affairs is to be appointed.

(5) The Rector's Council shall issue directives for target agreements that must regulate, in particular, the criteria forming the basis of the target agreements, the periods, and the procedure in case no agreement can be reached. The draft of such directives or of amendments of such directives is to be discussed in the Council of Department Chairs and in the Senate. If the Senate does not agree to the draft, the draft is to be submitted to the University Board for approval.

(6) The Rector's Council shall issue directives on drawing up the budget, which must contain, in particular, information as to who is responsible for drawing up, forwarding, and approving the budget of the individual organizational units, with the exception of the service units. These directives are to be discussed in the Council of Department Chairs before a resolution is passed on them.

## Senate

**§ 8.** (1) The Senate of WU consists of twenty-six members, i.e.:

1. Thirteen representatives of the full professors, including the heads of organizational units with research and teaching tasks who are not full professors
2. Six representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002
3. One representative of the administrative staff
4. Six representatives of the students

(2) The start and duration of the terms of office of the Senate and its members are subject to the applicable statutory provisions.

(3) Only members with a *venia docendi* can be elected chair of the Senate. The deputy chair or deputy chairs are to be selected from the members of the Senate.

(4) Membership of the Senate expires upon the loss of the eligibility to stand for election, the annulment of the election, resignation, or dismissal by the election assembly delegating the representative.

(5) Members can be dismissed if they grossly disregard or neglect their obligations or are no longer capable of fulfilling them. For this purpose, the chair of the Election Committee shall convene an election assembly if at least one fourth of the persons entitled to vote demand this in writing. The resolution dismissing the member requires a two-thirds majority.

(6) In addition to a conventional vote by ballot, the Electoral Regulations of the Senate may also provide for voting by mail.

## Collegial bodies of the Senate

**§ 9.** (1) The Senate can establish collegial bodies to decide and consult on any of the Senate's tasks. Collegial bodies shall be established for at least the following tasks:

- a) Habilitation proceedings
- b) Senior faculty selection proceedings
- c) Preparation of assessment reports in proceedings to reach a preliminary decision on a complaint pursuant to § 14 of the Proceedings of Administrative Courts Act (*VwGVG, Verwaltungsverfahrensgesetz*) in the case of complaints against official notifications in study-related matters (Appeal Review Committee on Study-Related Matters)
- d) Study-related matters pursuant to § 25 (1) item 10 of the Universities Act 2002 (adopting and changing the curricula of degree programs), evaluation and quality management of teaching (Academic Programs Committee)
- e) Budget issues, financing, and sounding board for campus management (Committee for Financial Affairs and Campus Management)
- f) Evaluation of research, research communications, research infrastructure, and academic integrity (Research Committee)
- g) Personnel development strategy and continuing education concepts (Personnel Development Committee)

The committees pursuant to a) to c) are authorized to make decisions for the Senate; the committee pursuant to (1) d) is authorized to make decisions for the Senate in matters pursuant to § 25 (1) item 10 of the Universities Act 2002. Resolutions by the committees pursuant to c) to d) require the Senate's approval. In all other respects, the committees pursuant to d) and the committees pursuant to e) to g) are exclusively advisory collegial bodies.

(2) § 8 (2) applies accordingly to the terms of office of all committees, with the exception of the Habilitation Committees and the Search Committees.

(3) Any WU faculty member with a *venia docendi* can be elected chair of a committee from among the members of the committee.

(4) The Appeal Review Committee on Study-Related Matters pursuant to (1) c) has four members:

- Two representatives of the full professors, including the heads of organizational units with research and teaching tasks who are not full professors
- One representative of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002
- One representative of the students

The Senate can authorize the chair of the Senate to approve resolutions by the committee pursuant to (1) c) for the Senate. The Senate can revoke this authorization at any time. The chair of the Senate shall report on the approval of resolutions by the committee pursuant to (1) c) in the next meeting of the Senate.

(5) The Academic Programs Committee pursuant to (1) d) has twelve members:

- Six representatives of the full professors, including the heads of organizational units with research and teaching tasks who are not full professors
- Three representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002, at least two of them with a *venia docendi*

- Three representatives of the students

To ensure a balanced representation of the subjects taught at WU, proposals for the representatives in the Academic Programs Committee (first sentence) must be discussed jointly in the Senate before the decision on who will be nominated is made and after the Rector's Council has submitted its opinion. The tasks of the Academic Programs Committee include adopting and changing the curricula for degree programs (§ 58 of the Universities Act 2002) pursuant to § 25 (1) item 10 of the Universities Act 2002, and their regular evaluation. A resolution on curricula for degree programs and on changes thereof may be passed only after notification of all full professors and academic staff members currently employed by WU, the chair of the Austrian Students' Union at WU (ÖH), and the Students' Union branch for the academic program in question, who all have the option of submitting a position statement within a specified period.

At the request of a department, the opinion of the representatives of this department must be heard before a resolution is passed by the Academic Programs Committee.

(6) The committees pursuant to (1) e) to g) have ten members:

- Five representatives of the full professors, including the heads of organizational units with research and teaching tasks who are not full professors
- Two representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002
- Two representatives of the students
- One representative of the administrative staff

(7) At least 50 percent of the members of the collegial bodies established by the Senate must be women (§ 20a [2] of the Universities Act 2002). If the quota for women of at least 50 percent pursuant to § 20a (2) of the Universities Act 2002 has not been met, the Equal Opportunities Committee can raise an objection on the ground of incorrect composition within four weeks. The objection on the ground of incorrect composition shall not be raised if there are objective reasons for the incorrect composition of a body. If the composition of a collegial body is incorrect, and if the Equal Opportunities Committee raises an objection, the resolutions by that collegial body are void. If the Equal Opportunities Committee does not raise an objection on the ground of incorrect composition within the period stipulated, the composition of the collegial body is deemed correct with regard to § 20a (2) of the Universities Act 2002 (§ 42 [8a] of the Universities Act). In fields where there are too few equally qualified women at the university, the Equal Opportunities Committee can decide whether the composition of the collegial body concerned is correct nevertheless by waiving the objection on the ground of incorrect composition.

(8) The Rector or the members of the Rector's Council responsible for the relevant subject matter shall be invited to attend the meetings of the Senate and its committees in an advisory function if and insofar as items on the agenda concern tasks of the Rector's Council or the Rector (§ 22 [1] and § 23 [1] of the Universities Act 2002) or of the members of the Rector's Council responsible for the relevant subject matter. In addition, the Senate can decide to invite the Rector or the members of the Rector's Council responsible for the relevant subject matter to regularly attend the meetings of the Senate in an advisory function but can also decide not to do so in respect of individual items on the agenda (§ 25 [1] items 5 to 7 of the Universities Act 2002). If the Senate does not issue or revokes such an invitation, the Senate shall inform the Rector's Council, without delay, of the objective reasons leading the Senate to such decision.

(9) In addition to (8), the members of the Rector's Council responsible for the relevant subject matter and the Dean of the WU Executive Academy, in the scope of his or her responsibilities, and a representative of the Equal Opportunities Committee shall be invited to attend the meetings of the committees pursuant to § 9 (1) d) to g) in an advisory function unless the chair of a committee pursuant to § 9 (1) d) to g) or the committees pursuant to § (1) 9 d) to g) decide otherwise.

For the purpose of information exchange, a representative of the Administrative Staff Council and/or the Academic Staff Council can be invited to attend a meeting of a committee pursuant to (1) d) to g). The Administrative Staff Council and/or the Academic Staff Council can name topics to the chair of a committee pursuant to (1) d) to g) in respect of which the exchange of information is deemed appropriate by the Staff Council.

If no exchange of information takes place after that, the chair of the committee pursuant to (1) d) to g) shall report to the chair of the Senate.

Moreover, a representative of the administrative staff shall be invited to attend the meetings of the Academic Programs Committee pursuant to (1) d) in an advisory function.

§ 49 (2) must be observed.

(10) The chair of a committee pursuant to § 9 (1) or the committees pursuant to § 9 (1) can invite informants and experts to attend the deliberations of the committees.

### **§ 9a Research Ethics Board**

(1) For dealing with ethical questions in research, a Research Ethics Board is established as part of the Research Committee (§ 9 [1] item f). Members of the academic and administrative staff can turn to the Research Ethics Board to have it review research projects that touch upon ethical issues. These reviews are intended to help ensure that the research projects in question adequately take considerations

regarding human dignity, freedom, and health into account. Reviews must be requested by the academic or administrative staff members responsible for the project in question.

(2) The Research Ethics Board is comprised of six members:

- Three representatives of the full professors, including heads of organizational units with research and teaching responsibilities who are not full professors
- Two representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002
- One representative of the students

The members are appointed pursuant to § 4 (2) of these By-Laws.

(3) Any member with a *venia docendi* can be elected chair of the Research Ethics Board.

(4) The Rules of Procedure of the Senate and its Committees apply analogously, with the following exceptions:

- The Research Ethics Board shall convene as required, upon request. The research project in question shall be reviewed as quickly as possible to avoid delays
- In the event of a tied vote, the vote of the chair shall be decisive.

(5) § 8 (2) of these By-Laws applies analogously to the term of office of the Research Ethics Board.

(6) § 9 (7) of these By-Laws applies analogously.

## **Section 2: Departments**

### **Definition**

**§ 10.** Departments are organizational units at WU that perform research and teaching tasks. WU is structured into the departments listed in the Organizational Structure Plan.

### **Establishment**

**§ 11.** A department is established, named, allocated tasks, and dissolved in the Organizational Structure Plan in consideration of the type and scope of the research and teaching tasks and of an organizational structure consisting of units that are manageable and able to work appropriately.

### **Department chair**

**§ 12.** (1) A department is headed by the department chair, who is advised by the Department Committee. Subject to § 18, the department chair has the following tasks:

1. Comprehensive management and external representation of the department
2. Concluding target agreements with the Rector's Council
3. Concluding target agreements on teaching and research activities with the department's staff members
4. Deciding on the use of the staff, funds, equipment and supplies, and rooms available to the department
5. Performing the function of a supervisor for the department's staff
6. Organizing the department's teaching activities
7. Deciding whether, and if yes, which of his or her tasks can be delegated to members of the department's staff

(2) Only adequately qualified persons assigned to the department and with a valid employment contract with WU can be appointed department chair. The department chair is appointed by the Rector's Council at the proposal of the majority of the full professors of the department for a duration of one to four years. After hearing the opinions of the full professors of the department and following approval by the Rector's Council, the department chair shall appoint at least one deputy who manages the department if the department chair is incapacitated or unavailable.

(3) The Rector's Council can immediately dismiss the department chair because of a serious breach of duty, conviction by a criminal court, a lack of medical fitness, or the loss of trust on reasonable grounds (§ 20 [5a] of the Universities Act). In all other cases, the department chair can be dismissed upon the application of or after a hearing with the professors of the department, or upon the application of the Department Committee. Before the department chair is dismissed, his or her opinion and the opinion of the Senate must be heard, except in the case of immediate dismissal pursuant to the first sentence.

(4) In administrative matters, the department chair is bound by the instructions of the Rector's Council.

### **Department Committee**

**§ 13.** (1) The Department Committee has the task of advising the department chair in all important

matters concerning the department. Furthermore, the Department Committee has the right to have its opinion heard when institutes are established, and can make proposals in that regard. If required, and upon the application of one fourth of its members or of a group of persons referred to in (3), the department chair shall convene the Department Committee and inform it about important matters.

(2) The Department Committee must in any event be convened before:

1. The department's structure is changed
2. An institute head is appointed or dismissed
3. A job position is assigned
4. The criteria of budget planning and budget allocation and the criteria for concluding target agreements are laid down

(3) The Department Committee consists of

1. The full professors assigned to the department, and the habilitated academic staff permanently employed by WU, the latter in a number equal to the number of full professors, at maximum; if the number of the habilitated staff exceeds the number of the full professors assigned to the department, the habilitated staff shall elect, from among themselves, the members of the Department Committee representing the habilitated staff for that purpose. Such an election need not be held if there are institute heads at the department who belong to the department's habilitated staff. Such institute heads are members of the Department Committee in any event, in a number equal to the number of full professors, at maximum.
2. Representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 assigned to the department, unless they already are members of the Department Committee pursuant to item 1, and holders of a research scholarship, in half the number pursuant to item 1. If dividing the number does not result in a whole number, the result is to be rounded down.
3. Representatives of the students in the same number
4. One representative of the administrative staff assigned to the department

(4) At least one representative of each of the groups referred to in (3) must be a member of the Department Committee.

(5) In departments to which eight or more full professors were assigned either at the time of initial establishment of the department or at a later time, the Department Committee consists of:

1. All full professors of the department
2. Representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 and of the students, in the same number as pursuant to (1), in total; the students must make up one third of the representatives, but at least two students must be included in any case (if dividing the number does not result in a whole number, the result is to be rounded down); in the group of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002, the representatives are elected
3. One representative of the administrative staff of the department

Members of the habilitated academic staff permanently employed by WU who are members of the Department Committee pursuant to (5) have two votes each.

(6) When the Department Committee passes resolutions (e.g. proposals as part of its right of having its opinion heard), the votes cast by the full professors must be recorded separately. Resolutions related to hearing an opinion in the context of the appointment or dismissal of the department chair are deemed validly passed only if they are supported by the majority of the full professors, with the institute heads who are members of the Department Committee but who are not full professors also counting as full professors for this purpose. Regarding the resolutions by the Department Committee last mentioned, the votes cast by the academic staff must also be recorded separately.

(7) § 2 (2) of the Electoral Regulations of the Senate (Annex 2 of the By-Laws) applies accordingly to the election of members pursuant to (3) items 1 and 2.

(8) If the representatives of the students unanimously object to a resolution by the Department Committee, the vote on the resolution must be repeated one time. In that vote, the votes cast by the students must be recorded separately.

### **Dissolution**

**§ 14.** When a department is dissolved, any assets allocated to that organizational unit are to be reasonably reallocated after hearing the opinion of the department chair, with priority being given to WU entities working in similar disciplines.

### **Council of Department Chairs**

**§ 15.** (1) The department chairs shall regularly meet with the Rector and the members of the Rector's Council responsible for the relevant subject matter ("Council of Department Chairs"). The Rector shall chair the meetings. The meetings of the Council of Department Chairs shall serve to consult on and coordinate matters of interest to the whole university and all departments, as well as to make fundamental decisions on the coordination of teaching and staff and budget administration.

(2) The chair of the Senate shall be invited to attend these meetings if and insofar as matters concerning the tasks of the Senate are discussed (§ 25 [1], § 52, § 63 item 4, § 74 [2] of the Universities Act 2002). In addition, the Rector has the right to co-opt the chair of the Senate to the Council of Department Chairs as a permanent participant of the meetings. If the Rector does not exercise this right or if the Rector revokes such co-option, the Rector shall notify the Senate, without delay, of the objective reasons leading the Rector to such decision.

### **Conventions**

**§ 16.** (1) To coordinate the joint interests of several departments, Conventions can be established in the Organizational Structure Plan. Such Conventions consist of the relevant department chairs and one further member permanently employed by WU with a *venia docendi* for each relevant department, two members of the academic staff, and two students.

(2) The Department Committees of the departments for which a Convention has been established in the Organizational Structure Plan each elect one further member to such a Convention from among the full professors and, unless they are not yet part of the group of full professors, the institute heads and heads of groups within the departments (in addition to the department chairs) for the same term of office as the department chair.

These further members are elected by the majority of votes of the Committee and the votes of the members with a *venia docendi* at WU (double majority). The further members can be voted off for an important reason, in which case a new further member is to be elected at the same time.

## **Section 3: Institutes**

### **Definition, establishment, dissolution**

**§ 17.** (1) Institutes can be established and dissolved by the department chair with the consent of the Rector's Council. Institutes cover parts of a department and are structured according to subjects. The name of an institute must contain parts of the subjects or specializations of the tasks of the department.

(2) The establishment, name, and dissolution of an institute must be published in the WU Bulletin (*Mitteilungsblatt*). Before giving its consent to the dissolution of an institute, the Rector's Council shall report to the Senate.

(3) When an institute is dissolved, § 26 (5) of the Universities Act 2002 is to be applied accordingly to any assets allocated to this unit pursuant to § 37 of the By-Laws. The assets are to be used for the purposes related to the subjects of the dissolved institute. Unless the institute is dissolved because the only full professor assigned to the institute retires from active service, or his or her employment contract with WU ends, the former institute head or a full professor named by the full professors of the dissolved institute or a member of the academic staff is deemed to be the project head in this context. The applicability of § 27 (4) final sentence of the Universities Act 2002 remains unaffected by that.

### **Institute head**

**§ 18.** (1) An institute is headed by the institute head, who is advised by the Committee of the Institute. The tasks of the institute head are:

1. Comprehensive management and external representation of the institute
2. Concluding target agreements with the department chair
3. Concluding target agreements on teaching and research activities with the members of the institute's staff for the department chair
4. Deciding on the use of the staff, funds, equipment and supplies, and rooms available to the institute
5. Performing the function of a supervisor for the institute's staff
6. Coordinating the institute's teaching activities
7. Deciding whether, and if yes, which of his or her tasks can be delegated to members of the institute's staff

(2) Only a full professor assigned to the institute or a habilitated staff member permanently employed by WU can be appointed institute head. The institute head and his or her deputy are to be appointed by the department chair with the consent of the Rector's Council for the term of office of the department chair. The department chair can dismiss an institute head or his or her deputy, applying § 12 (3) of these By-Laws accordingly.

(3) In administrative matters, the institute head is bound by the instructions of the department chair.

### **Committee of the Institute**

**§ 19.** (1) The Committee of the Institute shall serve to discuss the matters concerning the respective institute. For that purpose, the institute head shall report to the Committee of the Institute at least once per semester.



(2) The Committee of the Institute consists of:

1. The full professors assigned to the institute
2. Representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 in half the number pursuant to item 1. If dividing the number does not result in a whole number, the result shall be rounded up.
3. Representatives of the students in the same number
4. One representative of the administrative staff of the institute

(3) At least one representative of each of the groups referred to in (2) items 2 and 3 must be a member of the Committee of the Institute.

(4) When the Committee of the Institute passes resolutions (e.g. on proposals as part of its right of having its opinion heard), the full professors together have one vote more than the other members of the Committee of the Institute. If more than one full professor is a member of the Committee of the Institute, the full professors in the Committee of the Institute shall decide who of them has more than one vote. At the request of any member, the votes cast by the individual members of the Committee of the Institute must be recorded.

### **Groups**

**§ 20.** (1) Institute heads can establish groups at institutes to accommodate the subjects to be taught by the institute. The establishment of groups requires the approval by the department chair and the Rector's Council.

(2) The head of a group is to be appointed by the institute head with the consent of the department chair and the Rector's Council from among the adequately qualified staff of the institute having a valid employment contract with WU for the term of office of the institute head and can be dismissed by the institute head, applying § 12 (3) of these By-Laws accordingly.

(3) The staff assigned to the relevant group is bound by the instructions of the head of the group. In administrative matters, the head of the group is bound by the instructions of the institute head.

(4) The establishment, name, and dissolution of a group must be published in the WU Bulletin.

## **Section 4: Research institutes**

### **Definition**

**§ 20a.** (1) Research institutes are organizational units of WU with research tasks focusing on specific topics that can include both applied research and basic research, and whose work contributes to the academic discourse and results in top publications. As organizational units, they shall work on a joint inter- or transdisciplinary research program cutting across several departments with the aim to support cooperation across departments and expand existing research competence. The research program must focus on one general topic and be based on recognized research results.

**§ 20b.** (1) Research institutes are established, named, and dissolved in the Organizational Structure Plan.

(2) Full professors and habilitated academic staff permanently employed by WU who are assigned to a research institute with their consent continue to be assigned to a department as well. Their exclusive supervisor is the department chair or the institute head, as applicable. Assignment to a research institute requires the consent of the department chair and the institute head, if applicable.

(3) If staff members not covered by (2) are assigned to a research institute, they cannot be assigned to a department. If they are assigned to a department, they cannot be assigned to a research institute.

(4) Research institutes must be regularly evaluated in accordance with the standards of the relevant scientific community.

### **Heads and their deputies**

**§ 20c.** (1) The head or heads of a research institute and, if applicable, their deputy or deputies is/are to be appointed by the Rector's Council at the proposal of the majority of the full professors of the research institute. If no full professor has been assigned to the research institute, the head or heads is/are to be appointed by the Rector's Council at the proposal of the habilitated staff permanently employed by WU at the corresponding research institute. The appointment can be for a limited or unlimited period. § 12 (3) of these By-Laws applies accordingly to a dismissal.

(2) Only adequately qualified persons with a valid employment contract with WU can be appointed head or deputy head of a research institute.

(3) The head or heads of a research institute has/have the following tasks:

1. Comprehensive management and external representation of the research institute
2. Concluding target agreements with the Rector's Council
3. Deciding on the use of the staff assigned to the research institute pursuant to § 20b (3), and the funds, equipment and supplies, and rooms available
4. Performing the function of a supervisor for the staff assigned to the research institute pursuant to § 20b (3)
5. Deciding whether, and if yes, which of his or her tasks can be delegated to members of the staff of the research institute

(4) In administrative matters, the head or heads is/are bound by the instructions of the Rector's Council.

## **Section 5: Competence centers**

### **Definition**

**§ 20d.** Competence centers are organizational units of WU that perform a coordinative function in research, teaching, continuing education, and consulting. They serve to build WU's profile based on specific topics.

**§ 20e.** (1) Competence centers are established, named and dissolved in the Organizational Structure Plan on the basis of a work program.

(2) The provisions on research institutes in § 20b (2) and (3) of these By-Laws apply accordingly to the assignment of staff.

(3) Competence centers must be regularly evaluated.

### **Academic head**

**§ 20f.** (1) A competence center is managed by its academic head.

(2) Only adequately qualified persons with a valid employment contract with WU can be appointed academic head or deputy head of a competence center.

(3) The academic head and his or her deputy are to be appointed by the Rector's Council. § 20c of these By-Laws applies accordingly to the appointment. § 12 (3) of these By-Laws applies accordingly to a dismissal.

(4) The head of a competence center has the following tasks:

1. Management and external representation of the competence center
2. Concluding target agreements with the Rector's Council
3. Deciding on the use of the staff assigned to the competence center pursuant to § 20b (3), and the funds, equipment and supplies, and rooms available
4. Performing the function of a supervisor for the staff assigned to the competence center pursuant to § 20b (3)
5. Deciding whether, and if yes, which of his or her tasks can be delegated to members of the staff of the competence center

(5) In administrative matters, the academic head is bound by the instructions of the Rector's Council.

## **Section 6: WU Executive Academy**

### **Definition**

**§ 20g.** The WU Executive Academy organizes and markets all continuing education, post-experience, and part-time courses offered by WU in addition to WU's regular degree programs. The WU Executive Academy is responsible for the quality and cost-effectiveness of the portfolio of programs offered and shall strive to generate profit every year.

### **Dean of the WU Executive Academy**

**§ 20h.** (1) The dean is the head of the WU Executive Academy. The dean is to be appointed by the Rector's Council with the consent of the Senate for a term of office corresponding to that of the Rector's Council. A refusal of consent is valid only with a majority of two thirds of the votes cast in the Senate. Reappointment is permitted. The dean of the WU Executive Academy must be a member of WU faculty with a *venia docendi* or have comparable academic qualifications. The dean can be dismissed by the

Rector's Council for an important reason or at the proposal of two thirds of the votes cast in the Senate.

(2) The dean of the WU Executive Academy has the following tasks:

1. Comprehensive management and external representation of the WU Executive Academy
2. Concluding target agreements with the Rector's Council
3. Concluding target agreements with the staff assigned to the WU Executive Academy
4. Deciding on the use of the staff, funds, equipment and supplies, and rooms available to the WU Executive Academy
5. Perform the function of a supervisor for the staff of the WU Executive Academy
6. Deciding whether, and if yes, which of his or her tasks can be delegated to members of the staff of the WU Executive Academy
7. Taking responsibility for the financial management of the WU Executive Academy
8. Developing and implementing the overall strategic concept for the continuing education, post-experience, and part-time courses offered by WU
9. Be responsible for deciding on the contents, organization, marketing and termination of continuing education programs on the basis of the curricula, as applicable
10. Appointing and dismissing directors and, if applicable, deputy directors of WU Executive Academy programs and directors and, if applicable, deputy directors of specializations. The provision of § 24 (1) first sentence is to be applied accordingly, with a period of appointment of up to four years. By way of derogation from § 24 (1) first sentence, a member of WU faculty without a *venia docendi* can be appointed, as an exception, if that member has special experience and qualifications in the field of academic continuing education. § 24 (4) applies accordingly to dismissals. In all other respects, the provisions on academic directors apply accordingly with regard to the tasks of directors and deputy directors of WU Executive Academy programs and directors and deputy directors of specializations.

(3) The dean of the WU Executive Academy shall report to the member of the Rector's Council that is competent pursuant to the Rules of Procedure and the Organizational Structure Plan and is bound by that member's instructions in administrative matters. Furthermore, the dean of the WU Executive Academy shall report to the Senate on the conceptual and commercial development of the WU Executive Academy at least once a year.

### **Chapter III**

#### **Organization of teaching**

##### **General provisions**

**§ 21.** (1) Teaching at WU is organized by the Vice-Rector for Academic Programs and Student Affairs on the basis of the adopted curricula. The Vice-Rector for Academic Programs and Student Affairs is supported by the academic directors and unit area coordinators.

(2) The Vice-Rector for Academic Programs and Student Affairs and the academic directors are obligated to comprehensively inform the Senate and the Academic Programs Committee on all matters of teaching.

##### **Vice-Rector for Academic Programs and Student Affairs**

**§ 22.** (1) The Vice-Rector for Academic Programs and Student Affairs is responsible for deciding on all matters of organizing and evaluating courses and exams unless a law or these By-Laws expressly state(s) that another body or officer of the university is competent in that respect. The Vice-Rector for Academic Programs and Student Affairs has the following tasks, in particular:

1. Coordinating the activities of the academic directors and the unit area coordinators
2. Giving assignments to department chairs and institute heads, if applicable, to have teaching obligations fulfilled by the teaching staff of the department in accordance with the target agreements
3. If required, giving instructions to individual members of the teaching staff to ensure that their teaching obligations are fulfilled in the case of deficiencies or emergency situations
4. Giving teaching assignments at the proposal of, or after a hearing with, the relevant academic directors, unit area coordinators, and departments
5. Filing applications to reform curricula to the Senate
6. Implementing study regulations and academic legislation as a first instance pursuant to § 23

(2) When performing his or her tasks relating to study regulations and academic legislation pursuant to § 23, the Vice-Rector for Academic Programs and Student Affairs decides independently, or in accordance with the directives adopted by the Senate, if applicable.

### Office for Study Regulations and Academic Legislation

**§ 23.** (1) The head of the Office for Study Regulations and Academic Legislation performs the tasks of the Vice-Rector for Academic Programs and Student Affairs concerning study regulations and academic legislation pursuant to the Universities Act 2002 and approves official notifications in study-related matters. In doing so, the head of the Office for Study Regulations and Academic Legislation is bound by the general directives and instructions by the Vice-Rector for Academic Programs and Student Affairs. Tasks concerning study regulations and academic legislation include, in particular:

1. Approving applications for admission to an individual study program
  2. Awarding and revoking academic degrees and titles
  3. Issuing graduation certificates
  4. Organizing admission examinations and supplementary examinations pursuant to § 75 (1) of the Universities Act 2002
  5. Approving the taking of exams for a degree program at another university
  6. Recognizing exams for credit transfer
  7. Suspending or declaring void the assessment of exams
  8. Keeping assessment records not handed to the students for a period of at least six months after notification of the grade
  9. Approving applications for the restriction of access to theses submitted to the University Library pursuant to § 86 (1) of the Universities Act 2002 for a maximum period of five years after submission
  10. Nostrification of graduation certificates obtained abroad
  11. Merit-based and need-based scholarship grants pursuant to the Student Support Act (*Studienförderungsgesetz*)
  12. Modification of the requirements of curricula as described in § 58 (11) of the Universities Act 2002
- (2) Any requests related to credit transfer proceedings must be submitted exclusively via the online tools provided for this purpose. The business day following the online submission of such requests shall be considered the official date of receipt. Credit transfer notices are served electronically.
- (3) Complaints against official notifications in study-related matters may be filed with the Federal Administrative Court.

### Academic directors and unit area coordinators

**§ 24.** (1) Academic directors are to be appointed for four years by the Vice-Rector for Academic Programs and Student Affairs with the consent of the Senate from among all WU faculty members with a *venia docendi*. In any event, an academic director is to be appointed for the following areas:

- a) One academic director for each bachelor's program
  - b) One academic director for each master's program
  - c) At least one academic director for the doctoral programs
- (2) The tasks of the academic directors are:
1. Developing and further developing the program, compiling the course portfolio, performing controls of courses, examining and, if required, improving program delivery, in particular with regard to the programs' targets, the educational and teaching methods, the teaching materials, and the program-supporting activities for personal development, assuring the quality of the programs, cooperating in marketing and information activities, cooperating in study-related matters
  2. Coordinating and ensuring regular courses for the relevant program
  3. Harmonizing the program with other programs
  4. Giving assignments and instructions pursuant to § 22 (1) items 2 and 3, if this responsibility has been delegated to the academic director
  5. Reporting to the Senate on the development of the relevant program once a year
  6. Filing applications to reform the relevant curriculum to the Senate
  7. Performing other tasks assigned to them by the Vice-Rector for Academic Programs and Student Affairs
  8. Holding consultations with the student representatives of the Austrian Students' Union (ÖH) at WU
- (3) In performing their tasks pursuant to (2) items 1 to 4, the academic directors are bound by the directives and instructions by the Vice-Rector for Academic Programs and Student Affairs.
- (4) An academic director can be dismissed by the Vice-Rector for Academic Programs and Student Affairs for an important reason or at the proposal of two thirds of the votes cast in the Senate.
- (5) To support the academic directors and by agreement with them, the Vice-Rector for Academic Programs and Student Affairs can appoint unit area coordinators from among all WU faculty members with a *venia docendi* for specific sections of bachelor's programs or for individual doctoral programs for four years.
- (6) The tasks of the unit area coordinators are specified by the Vice-Rector for Academic Programs and Student Affairs by agreement with the academic directors responsible for the relevant section. In performing their tasks, the unit area coordinators are bound by the instructions by the Vice-Rector for Academic Programs and Student Affairs or the academic directors responsible for the relevant

unit area. § 24 (4) applies accordingly to the dismissal of unit area coordinators.

(7) The unit area coordinators shall report to the Senate at the Senate's request.

(8) Appointments pursuant to (5) and the tasks specified pursuant to (5) and (6) must be published in the WU Bulletin.

## **Chapter IV**

### **Study regulations and academic legislation**

#### **Section 1: Degree programs**

##### **Definitions**

**§ 25.** In the scope of application of these By-Laws, the following definitions apply in addition to § 51 (2) of the Universities Act 2002:

1. Subjects are topical units whose contents and methods are taught in several related courses, as a rule.
2. Core subjects are essential subjects characteristic of a degree program that must be taught in any event and in which exams must be taken.
3. Electives are subjects which students must select according to the requirements of the curriculum and in which exams must be taken.
4. Free electives are subjects which students must select freely from the courses offered by all recognized universities in Austria and abroad and in which exams must be taken.

##### **Directive on the activities of the Academic Programs Committee**

**§ 26.** In the Directive on the Activities of the Academic Programs Committee, the Senate shall specify, in particular:

1. The procedure for adopting curricula
2. Provisions on minimum contents of curricula
3. Establishment of an internal assessment procedure with the administrative units concerned to identify additional costs and efforts and preparatory time required for planned amendments to curricula

##### **Effective dates of curricula**

**§ 27.** (1) The curricula and any amendments to curricula shall enter into force on October 1 of the same year if they are published in the WU Bulletin before July 1; if they are published after June 30, they enter into force on October 1 of the following year.

(2) Unless otherwise provided, curricula and any amendments are to be applied to all students as of their effective date. If required, appropriate transitional provisions must be stipulated that provide that completed exams need not be repeated.

##### **Courses**

**§ 28.** If the extent of courses is stated in credit hours, one credit hour is equal to as many classes as there are weeks in which courses are held in a semester. One class lasts 45 minutes.

**§ 28a.** (1) Teaching courses in the form of distance learning courses requires the approval of the Vice-Rector for Academic Programs and Student Affairs.

(2) The curriculum can specify that all or part of a degree program is to be taught in a foreign language. In other cases, using a foreign language when teaching individual courses is permitted unless it is prohibited by the Vice-Rector for Academic Programs and Student Affairs. These can be written in a foreign language if the supervisor agrees.

(3) The Vice-Rector for Academic Programs and Student Affairs can prohibit the teaching of block courses if this is required for the proper organization of courses. Block courses must be reported to the Vice-Rector for Academic Programs and Student Affairs in due time before their start.

#### **Section 2: Students**

##### **Academic leaves of absence**

**§ 29.** (1) Upon application, the Rector's Council shall grant, by official notification, academic leave of absence to students on grounds of compulsory military service or alternative civilian service, obligations

to perform militia (military reserve forces) service, sickness, if students provide evidence that such sickness prevents them from studying, pregnancy, obligations to care for children or similar care commitments (e.g. care of family members requiring care), taking a voluntary year of community service, or a semester abroad as a free mover.

(2) Students who are barred from participating in on-campus courses and examinations because they cannot provide proof of low epidemiological risk (vaccinated against/recovered from COVID-19) can apply for an academic leave of absence for the 2022 summer semester pursuant to item 1 above.

**§ 29a.** The Rector's Council can, by official notification, exclude a student from studying if the student acts in a manner that lastingly or seriously endangers other members of the WU community or third parties.

Serious endangerment is present, in particular, if the student

1. uses violence against another member of the WU community or a third party,
2. intentionally inflicts bodily injury on, abuses or damages the health of, or infringes the right to sexual self-determination of another member of the WU community or a third party, or threatens another member of the WU community or a third party with arson or the use of explosives,
3. by his or her action, establishes comprehensive control over the behavior of the injured person, or effects a considerable limitation of the injured person's autonomous conduct of life.

Lasting endangerment is present, in particular, if other members of the WU community or third parties are threatened, over the course of several weeks, with a danger to life or limb, health, bodily safety, with considerable mutilation or noticeable disfigurement, with abduction, or with the destruction of their economic livelihood or social status.

**§ 29b.** (*repealed with retroactive effect for the period from May 17, 2012 to January 12, 2013*)

**§ 29c.** (1) Upon application, tuition fees shall be waived for non-degree program students who:

1. Are attending courses at WU (Vienna University of Economics and Business) as part of the Austrian Re-search and Support Centre for the Gifted and Talented's (ÖZBF) "*Schüler/innen an die Hochschulen*" program or
2. Are participants in the WU MORE Program

(2) In addition to the grounds for remission of tuition fees named in § 92 (1) of the Universities Act 2002, tuition fees for one semester shall be waived or refunded for degree program students upon application if they are conscripted for compulsory civilian/military service or called up to perform militia (military reserve forces) service for a period of two months or longer during the 2020 summer semester or volunteer to perform such service.

(3) Tuition fees for the 2022 summer semester shall be waived or refunded for all degree-program students with Ukrainian citizenship, with the exception of students who were admitted to their degree program based on prior education completed in Austria.

### **Applications regarding examinations**

**§ 30.** The Vice-Rector for Academic Programs and Student Affairs shall decide on applications by students to be assigned a certain person as an examiner or to be examined according to an alternative method of examination on the terms described in § 59 (1) items 12 and 13 of the Universities Act 2002.

## **Section 3: Examinations**

### **Examination Regulations**

**§ 31.** (1) The Senate shall adopt the Examination Regulations at the proposal of the Vice-Rector for Academic Programs and Student Affairs and after a hearing with the head of the Office for Study Regulations and Academic Legislation. The Examination Regulations must contain, in particular, provisions on examination procedures, types of exams, periods for registering for an exam, and credit transfer for exams.

(2) Certificates certifying completion of a degree program covering more than one subject must state a cumulative grade. Bachelor's theses, master's theses, and dissertations count as a subject. If each subject was successfully completed, the cumulative grade shall be "passed," otherwise it shall be "failed." The cumulative grade shall be "passed with honors" if no subject was graded worse than "good" and at least half of the subjects were graded "excellent," and in doctoral degree programs, the dissertation must also have been graded "excellent," and subjects of a degree program that were graded "successfully completed" according to the curriculum shall not be taken into account.

### **Repeat examinations**

**§ 32.** (1) Students who are not in the introductory and orientation phase of a bachelor's program at WU are entitled to repeat failed exams four times. This also applies in cases where the student received a failing grade on the last exam of a degree program. From the second repetition of a failed exam, the examination must be held by a panel of examiners upon the student's application. The third and fourth repetitions of an exam must be held by a panel in any event.

(1a) If the curriculum provides for a choice between examinations, the student's choice shall be deemed final at the time of the fifth examination attempt. If the student receives a failing grade on this attempt, he or she will be unenrolled from all degree programs that require the examination in question.

(2) Students in the introductory and orientation phase of a bachelor's program at WU are entitled to repeat failed exams three times. All attempts made for the same examination at the same university are to be counted towards the number of permitted examination attempts.

## **Section 4: Master's theses and dissertations**

### **Master's theses**

**§ 33.** (1) Teaching staff members of WU with a *venia docendi* and retired full professors are entitled to supervise and grade master's theses in the subject in which they hold the *venia docendi*. If required, the Vice-Rector for Academic Programs and Student Affairs is entitled to entrust other qualified members of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 with supervising and grading master's theses in the subject of their dissertation or in the field of research in which they worked after they had been awarded their doctoral degree. The Vice-Rector for Academic Programs and Student Affairs shall inform the Senate before making such a decision. Students are entitled to select their supervisors, as far as possible.

(2) The Vice-Rector for Academic Programs and Student Affairs is entitled to engage persons with a *venia docendi* at a recognized university in Austria or abroad or at an institution equivalent to a university in Austria or abroad to supervise and grade master's theses if their *venia docendi* is equivalent to a *venia docendi* pursuant to (1). The Vice-Rector for Academic Programs and Student Affairs shall inform the Senate before making such a decision.

(3) Students shall notify the Vice-Rector for Academic Programs and Student Affairs of the topic and the supervisor of their master's theses and provide a declaration by the supervisor that he or she is willing to supervise the master's thesis and agrees to the selected topic before the student starts to work on the thesis. The topic and the supervisor are deemed accepted unless the Vice-Rector for Academic Programs and Student Affairs rejects them by means of an official notification within two months after receipt of the notification of the topic and the supervisor, with the break periods specified by the Senate not counting towards this period. Until the master's thesis (5) is submitted, the supervisor and the topic can be changed in accordance with the procedure regulated in this subsection.

(4) If the master's thesis is not submitted for grading within twelve months after the supervision agreement is made, the thesis supervisor is entitled to cancel the thesis supervision arrangement under the condition that the student has been contacted repeatedly by the supervisor but has ignored the deadline despite these notifications and without important reasons. In such cases, the thesis supervisor must notify the Vice-Rector for Academic Programs and Student Affairs of the cancellation of the thesis supervision arrangement.

(5) The completed master's thesis must be submitted to the Vice-Rector for Academic Programs and Student Affairs to be graded. The supervisor shall grade the master's thesis within two months of submission and prepare an appraisal on the master's thesis. If the master's thesis is not graded within that period, the Vice-Rector for Academic Programs and Student Affairs shall assign the thesis to another person pursuant to (1) or (2) for grading, upon the student's application.

(6) The master's thesis must be submitted to the WU University Library in electronic form.

(7) If the master's thesis is graded "fail," the student shall select a new topic by agreement with the academic director of the relevant master's program.

### **Dissertations**

**§ 34.** (1) Teaching staff members of WU with a *venia docendi* and retired full professors are entitled to supervise or grade dissertations in the subject in which they hold the *venia docendi*. Students shall notify the Vice-Rector for Academic Programs and Student Affairs of the topic of their dissertation before they start to work on it. The topic is deemed accepted unless the Vice-Rector for Academic Programs and Student Affairs rejects it by means of an official notification within two months after receipt of the notification of the topic, with the break periods specified by the Senate not counting towards this period. The Vice-Rector for Academic Programs and Student Affairs is entitled to appoint persons with a *venia docendi* at another recognized university in Austria or abroad or at an institution equivalent to a university in Austria or abroad to supervise or grade dissertations if their *venia docendi* is equivalent to a *venia*

*docendi* pursuant to the first sentence.

(2) When writing their dissertations, students shall be supervised by a team of at least three persons with a *venia docendi*, appointed by the Vice-Rector for Academic Programs and Student Affairs (team of supervisors). Students are entitled to select their main supervisor, as far as possible. To assure the quality of the doctoral programs offered at WU, a preliminary thesis supervision agreement by the main supervisor must be available at the time of admission to the doctoral program. A dissertation agreement, including a time schedule and a work plan, must be concluded between the student and the main supervisor. Until the dissertation is submitted, the team of supervisors and the topic can be changed. Within the first year after having been admitted to the doctoral degree program, students shall submit a thesis proposal (research proposal), which is to be evaluated by the team of supervisors. The proposed dissertation shall be presented to the public during a course or at a presentation event.

(3) If, after the successful presentation of the research proposal, delays occur in the dissertation project or the student repeatedly misses deadlines that are laid down in the agreed time schedule and work plan, endangering the successful completion of the dissertation, the main supervisor and the student, in agreement with the appropriate academic director, can conclude a new dissertation agreement, including a time schedule and work plan for the following year. If the student fails to fulfill this agreement without important reasons, the main supervisor is entitled to cancel the supervision arrangement, subject to the approval of the Vice-Rector for Academic Programs and Student Affairs.

(4) The Vice-Rector for Academic Programs and Student Affairs shall appoint three examiners with a *venia docendi* for the dissertation, who form the doctoral committee. The first examiner must be from the subject of the dissertation. It is permitted to select the second examiner from a discipline that is closely related to the subject of the dissertation. A member of the teaching staff of another recognized university in Austria or abroad or of an institution equivalent to a university in Austria or abroad, if his or her *venia docendi* is equivalent, is to be appointed as the third examiner in any event. Until the dissertation is submitted, examiners other than the originally appointed examiners can be appointed by the Vice-Rector for Academic Programs and Student Affairs.

(5) The completed dissertation must be submitted to the Vice-Rector for Academic Programs and Student Affairs. The examiners shall grade the dissertation within four months of submission and prepare an appraisal on the dissertation.

(6) The examiners can have the formal (in particular linguistic) quality of the dissertation examined with regard to compliance with minimum standards by an assessment report to be ordered by the Vice-Rector for Academic Programs and Student Affairs. If the result of the assessment report to be obtained by the Vice-Rector for Academic Programs and Student Affairs is negative, a revised version of the dissertation must be submitted.

(7) To calculate the grade of the dissertation, the suggested grades must be added up, the result of the addition must be divided by the number of the examiners, and the result must be rounded to a whole grade. If the value is higher than .5, the result must be rounded up. If more than one examiner assesses the dissertation as failed, the total grade is also negative.

(8) An abstract of the dissertation must be written in the language of the dissertation and in English and included in the dissertation. Once the dissertation has been graded, students shall submit the abstracts in electronic form to the WU University Library.

(9) The dissertation must be published in electronic form at the WU University Library. The dissertation need not be published in electronic form if it is published by a specialist publishing house.

(10) If the overall grade of the dissertation is "fail," the student shall select a new topic.

(11) (1) to (10) shall prevail over the provisions in the curricula.

### **Plagiarism and academic fraud**

**§ 34a.** (1) Plagiarism and academic fraud in relation to written seminar papers and examinations, bachelor's and master's theses, and dissertations must be reported to the Vice-Rector for Academic Programs and Student Affairs.

(2) In the case of plagiarism and academic fraud in relation to bachelor's and master's theses and dissertations before a thesis or dissertation is graded, the supervisor is entitled to resign from supervision.

(3) In the case of severe and intentional plagiarism or severe and intentional academic fraud in relation to theses pursuant to (2), the thesis is to be graded "fail." The Rector's Council can exclude, by official notification, the student concerned from studying for a maximum of two semesters.

(4) In the case of plagiarism and academic fraud in relation to written seminar papers and exams, the exams of all participating students are void, and the examination attempt counts toward the number of permitted attempts. All participating students shall be excluded from re-registering for and attempting to take all exams in the subject concerned for a period of four months.

### **Section 5: Nostrification**

**§ 35.** (1) Applications for the recognition of foreign degrees require evidence of the fact that



nostrification is required for the applicant to practice his or her profession or to continue his or her education in Austria.

(2) In addition, the following documents must be submitted together with the application:

1. Passport
2. Proof that the quality of the recognized foreign post-secondary educational institution is comparable to that of a recognized Austrian post-secondary educational institution, unless this is beyond doubt for the head of the Office for Study Regulations and Academic Legislation
3. Proof of the programs completed at the recognized foreign post-secondary educational institution, unless this is already known to the head of the Office for Study Regulations and Academic Legislation
4. The certificate that was issued as evidence of the awarding of the academic degree, or if no academic degree was awarded, of proper completion of the degree program

(3) The applicant shall submit authorized translations of foreign-language certificates upon request. As far as certificates pursuant to (2) item 4 are concerned, the original certificates must be submitted.

(4) The head of the Office for Study Regulations and Academic Legislation is entitled to release a student from the obligation to submit certain documents if the student presents credible facts showing that obtaining the certificates within a reasonable period is impossible or is associated with unreasonable difficulties, and the documents submitted are sufficient for a decision.

(5) It is not permitted to file an application for nostrification with WU that has already been filed with another university or university of teacher education.

**§ 35a.** (1) The Vice-Rector for Academic Programs and Student Affairs, as the representative responsible for study regulations and academic legislation, shall examine, taking into account the curriculum valid at the time of the application, whether the structure of the foreign degree program is such that the program is equivalent to the Austrian degree program referred to in the application as far as the result of the overall education is concerned. A random test to obtain more detailed knowledge of the contents of the foreign degree program is permitted as evidence.

(2) If the degree program is equivalent, in principle, and only individual supplementary elements are missing to achieve full equivalence, the Vice-Rector for Academic Programs and Student Affairs, as the representative responsible for study regulations and academic legislation, shall admit, by official notification, the applicant as a non-degree program student and shall order the student to take exams and/or write a thesis to achieve equivalence within a reasonable period to be specified in the official notification.

(3) The provisions of the Universities Act 2002 on the recognition of examinations for credit transfer (§ 78) shall not be applied. Supplementary exams or theses from another degree program or from the same degree program at another Austrian university or tertiary-level educational institution cannot be recognized.

## **Chapter V**

### **Expense compensation and contractual matters**

#### **Research grants and commissioned research (projects pursuant to § 26 of the Universities Act 2002)**

**§ 36.** (1) Every member of academic staff who personally enters into a contract with a third party on a research project carried out at WU but not funded from WU's budget shall report the project to the department chair or the head of the research institute or competence center before such a contract is entered into, using the forms provided for that purpose. The form must be signed by the project head, because the project head is liable for the correctness of the information given. The department chair or the head of the research institute or competence center (each authorized by the Vice-Rector for Financial Affairs) shall verify whether the requirements of § 26 (2) and (4) of the Universities Act 2002 are met. The project must be approved within 14 days of signing, or can be rejected if the requirements of § 26 (2) and (4) of the Universities Act 2002 are not met. Following approval, the contract can be signed, and the project head must immediately submit a copy of the contract. Powers of attorney for project heads shall be granted by the Rector and published in the WU Bulletin. More detailed rules are contained in the directive of the Rector's Council on granting powers of attorney to employees of WU pursuant to § 28 (1) of the Universities Act 2002 (e.g. concluding employment contracts, etc.).

(2) Every power of attorney can be revoked for an important reason with immediate effect. The revocation must be published in the WU Bulletin.

(3) If it has been ensured that the project costs will be covered, the funds for the project provided by a third party are to be transferred to the project head upon application to be used for the purposes of the project.

(4) The project head shall decide on the use of the project funds. Staff used in a project shall receive a fixed-term employment contract from WU upon the application of the project head. The project

head shall ensure that the associated staff costs are fully covered. The employment contracts are to be concluded for a fixed term on the basis of a model contract provided by WU; this does not affect the amount of the salary. Other derogations require the approval of the Rector's Council.

(5) WU must be compensated for the direct and indirect expenses that it incurs due to the project. The Rector's Council shall specify, in a directive, more detailed rules on collecting and determining the amount of the expense compensations and the conditions under which no full expense compensation is required.

(6) Every project head is obligated to submit to the Rector's Council, without delay, the documents and correspondence with the donor that are required to prepare the financial statements, the intellectual capital report, the target agreements, the performance report, the investment controlling report, and for other documentation obligations and audits.

(7) Every project head is personally responsible for the proper execution of the project and the financial management of the funds provided to the project head.

### **Legal transactions, research grants, and commissioned research (projects pursuant to § 27 of the Universities Act 2002)**

**§ 37.** (1) Every department chair or head of an institute, group, research institute, or competence center is authorized to conduct legal transactions or take actions pursuant to § 27 (1) of the Universities Act 2002 in the name of WU and in connection with WU's tasks.

(2) Every member of WU faculty responsible for and entrusted with performing contracts pursuant to § 27 (1) item 3 of the Universities Act 2002 (project head) is authorized to enter into legal transactions required for performing the contract in the name of WU and to decide on the funds within the limits of the income from this contract. The department chair or the head of the research institute or competence center and the Vice-Rector for Financial Affairs must be notified of the project, and the project head shall sign the project, using the forms provided for that purpose, because the project head is liable for the correctness of the information given. The department chair or the head of the research institute or competence center shall acknowledge the project by signing the relevant form. The project head shall forward the project notification to the Vice-Rector for Financial Affairs, to be acknowledge by the Vice-Rector. It is sufficient if the Vice-Rector for Financial Affairs acknowledges the project electronically. Powers of attorney for project heads shall be granted by the Rector and published in the WU Bulletin. More detailed rules are contained in the directive of the Rector's Council on granting powers of attorney to employees of WU pursuant to § 28 (1) of the Universities Act 2002 (e.g. concluding employment contracts, etc.).

(3) Every power of attorney can be revoked for an important reason with immediate effect. The revocation must be published in the WU Bulletin.

(4) Every person pursuant to (1) or (2) who has been granted power of attorney is obligated to submit to the Rector's Council, without delay, documents and information on third-party funding acquired on the basis of agreements concluded by the unit headed by that person; the funding is to be used for the purposes of the relevant unit after deduction of required cost compensation (§ 27 [3] of the Universities Act 2002).

(5) WU must be compensated for the direct and indirect expenses that it incurs due to the project. The Rector's Council shall specify, in a directive, more detailed rules on collecting and determining the amount of the expense compensations, and the conditions under which no full expense compensation is required.

(6) Every project head is obligated to submit to the Rector's Council, without delay, the documents and correspondence with the donor that are required to prepare the financial statements, the intellectual capital report, the target agreements, the performance report, the investment controlling report, and for other documentation obligations and audits.

### **Powers of attorney pursuant to § 28 of the Universities Act 2002**

**§ 37a.** (1) The Rector's Council shall specify, in a directive, which persons in addition to the persons pursuant to § 37 (1) and (2) are authorized to represent, independently or jointly with another person, WU in legal transactions, stating the type of transactions and any limits in terms of amounts (§ 28 of the Universities Act 2002). The powers of attorney must be published in the WU Bulletin. The department chairs and deputy department chairs, and the heads and deputy heads of institutes, groups, research institutes, and competence centers shall be granted powers of attorney to the extent that this enables them to efficiently exercise their functions, taking into account the budget allocated to the relevant unit.

(2) § 37 (3) to (6) applies accordingly.

## Chapter VI

### Habilitation proceedings

#### Habilitation Directive

**§ 38.** (1) The Senate shall issue a general directive on the procedure in habilitation proceedings. The directive must regulate the following matters, in particular:

1. Academic requirements for habilitation, taking into account special requirements for specific disciplines
2. Public habilitation lecture by the habilitation candidate before the Habilitation Committee and the academic staff of the department concerned and related departments before a *venia docendi* is awarded (habilitation colloquium)

(2) The requirements of (1) item 1 are to be adopted on the basis of proposals by the Department Committees or by Department Conventions.

#### Habilitation reviewers

**§ 39.** (1) Habilitation reviewers are appointed by the full professors in the Senate at the proposal of the full professors of the department or Convention that is responsible for the *venia docendi* applied for.

(2) When selecting a reviewer, care is to be taken that the reviewer does not have a close personal relationship with the habilitation candidate.

#### Habilitation Committee

**§ 40.** The Habilitation Committee consists of five representatives of the full professors, two representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002, and two representatives of the students.

#### Granting and expiration of the *venia docendi*

**§ 40a.** (1) The *venia docendi* is granted by the Rector's Council.

(2) The *venia docendi* expires

1. Following a written waiver sent to the Rector's Council
2. Following a revocation because of a conviction by an Austrian court that results in the loss of a civil servant's position pursuant to § 27 (1) of the Criminal Code (*StGB, Strafgesetzbuch*), Federal Law Gazette no. 60/1974, as amended. The *venia docendi* is revoked by official notification by the Rector's Council.

(3) The expiration of the *venia docendi* must be published in the WU Bulletin.

## Chapter VII

### Senior faculty selection proceedings

#### General provisions on the selection of senior faculty

**§ 41.** When junior researchers habilitated at WU are appointed full professors for the first time, it is to be examined whether the candidate:

1. Has a good reputation in the scientific community that, for example, became evident in selection proceedings
2. Worked at other universities or equivalent research institutions, ideally abroad, for at least one year during his or her academic career

#### Selection reviewers

**§ 42.** (1) Selection reviewers are appointed by the full professors in the Senate at the proposal of the full professors of the department or Convention that is responsible for the advertised position.

(2) The reviewers shall prepare assessment reports comparing the candidates envisaged for places on the list by the Search Committee.

#### Search Committee

**§ 43.** (1) The Search Committee consists of five representatives of the full professors, two representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002, and two representatives of the students.

### **Full professor rank**

**§ 43a.** (1) Professors who are appointed pursuant to § 98, § 99 (1) and (3), or § 99a of the Universities Act are considered to hold the rank of full professor within the meaning of these By-Laws.

(2) Associate professors and professors who, pursuant to § 99 (6) of the Universities Act, belong to the scientific and artistic staff according to § 94 (2) item 1 of the Universities Act shall be deemed to hold full professor rank if all of the following requirements are met:

- a) They submit an application for full professor rank to the Rector no earlier than three years after achieving the status of an associate professor pursuant to § 27 (5) of the Collective Bargaining Agreement for University Staff
- b) A Senate committee convened for this purpose issues a recommendation that full professor rank should be awarded to the applicant, based on department-specific evaluation criteria and at least two external assessment reports and any other opinions received
- c) Based on this recommendation and the assessment reports and opinions received, the Rector awards full professor rank to the applicant

(3) For establishing and appointing the required committee, the provisions of the Universities Act and the By-Laws of WU, including the Senate Directive on the Appointment of Full Professors and its provisions on Search Committees pursuant to § 98 of the Universities Act, shall apply analogously. This also applies to the appointment of reviewers, the preparation of assessment reports, and the right of the department chair and the institute head, if applicable, to issue opinions.

(4) After consulting with the Department Committee, the department chair shall issue a recommendation for defining department-specific evaluation criteria.

## **Chapter VIII**

### **Equal opportunities**

#### **Section 1: Equal Opportunities Committee**

**§ 44.** The Senate shall establish an Equal Opportunities Committee (EOC) at WU that has the task of counteracting any discrimination on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation by university governing bodies or officers, and to advise and support members of the WU community, and governing bodies and officers of the University, concerning such issues (§ 42 [1] of the Universities Act 2002).

**§ 45.** The Equal Opportunities Committee consists of eleven members and up to eleven substitute members who are delegated by the groups of WU faculty, staff, and students represented in the Senate. The start and duration of the terms of office of the Equal Opportunities Committee and its members are subject to the applicable statutory provisions. When members and substitute members are appointed, their expertise in issues of equal opportunities and the advancement of women is to be taken into account. The existing committee can make a proposal in that regard. The committee shall include three persons from each group of persons referred to in § 8 (1) items 1 to 3 of these By-Laws.

**§ 46.** The EOC has the right to make proposals for the preparation of the Plan for the Advancement of Women (§ 44 of the Universities Act 2002). The chair of the EOC (the deputy) has the right to attend meetings of the Senate and actively contribute to the meetings in an advisory function as far as the tasks of the EOC are concerned.

**§ 47.** The members and substitute members of the EOC are not bound by any instructions or orders when performing their function (§ 42 [3] of the Universities Act 2002). They must not be obstructed in the fulfillment of their tasks, and must not be disadvantaged in their career as a result of their activities. Activities as a member or substitute member are regarded as a contribution to fulfilling job duties.

**§ 48.** The members and substitute members of the EOC are entitled to fulfill their duties regarding equal opportunities issues at their workplace and use the facilities available at their workplace.

**§ 49.** (1) The committee must be notified, without delay, of the following, in particular:

- The relevant proposal by the Rectoral Search Committee and the Senate for the appointment of the Rector
  - All admitted proposals by the Election Committee for the election of the Senate
  - All texts of position announcements to fill vacant positions and functions before the positions and functions are announced
  - The list of the applications received, including the job application documents, unless the EOC waives this requirement
  - The list of the candidates invited to a selection interview
  - The composition of the university's collegial bodies to verify compliance with the 50% quota for women, including the reasons for non-compliance with the quota
  - The list of the appointed reviewers
- (2) At the request of the EOC, a member or substitute member of the committee has the right to attend a selection interview. If a committee for staffing matters (e.g. the Search Committee) or a Habilitation Committee is established, the EOC shall be invited to attend the meetings in an advisory function.

**§ 50.** At the same time that the Rector's Council notifies the relevant staff council, the Rector's Council shall also notify the EOC of the candidates with whom an employment contract is intended to be concluded. Employment contracts concluded without the prior notification of the committee or before expiry of the period pursuant to § 42 (8) of the Universities Act 2002 are ineffective. The same applies if no representative of the EOC was invited to attend selection interviews even though the EOC had requested to be invited.

**§ 51.** (1) If the EOC has reason to believe that a decision by a governing body or officer of the university discriminates against persons on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation, or that a decision violates the requirement to support women or WU's Plan for the Advancement of Women or Equal Opportunities Plan, the EOC is entitled to apply to the Arbitration Board (§ 42 [8] of the Universities Act 2002) within three weeks. The period for raising an objection starts on the first working day after receipt of this decision.

(2) The relevant collegial body shall inform the EOC of its composition without delay. If the 50% minimum quota for women is not met, the EOC can raise an objection on the ground of incorrect composition to the Arbitration Board within four weeks. If the composition of the collegial body is incorrect, the body's resolutions are void from the time the objection was raised. If the EOC does not raise an objection within the period stipulated, the composition of the collegial body is deemed to be correct (§ 42 [8a] of the Universities Act).

(3) The EOC shall notify the federal minister without delay if it raised an objection pursuant to § 42 (8a) or (8c) of the Universities Act or a complaint pursuant to § 42 (8b) of the Universities Act to the Arbitration Board (§ 42 [8d] of the Universities Act).

(4) If the EOC files a complaint with the Arbitration Board, the decision of the university governing body or officer must not be executed until the Arbitration Board issues its decision (§ 42 [9] of the Universities Act).

**§ 52.** The EOC shall submit annual reports on its activities to the University Board and the Rector's Council (§ 42 [10] of the Universities Act).

## **Section 2: Adoption of the Plan for the Advancement of Women**

**§ 53.** (1) Pursuant to § 19 (1) item 6 of the Universities Act 2002, the Senate of WU shall adopt a Plan for the Advancement of Women that aims at providing equal opportunities to women and men at WU.

(2) Any existing underrepresentation of women as employees of WU is intended to be eliminated by means of appropriate measures, and any equal opportunities achieved must be preserved in any event. The duty to provide equal opportunities and advance women applies to all tasks of the university, to all hierarchical levels, and to all functions.

**§ 54.** (1) The Senate of WU shall adopt WU's Plan for the Advancement of Women as part of the By-Laws at the proposal of the Equal Opportunities Committee presented to the Rector's Council. The Plan for the Advancement of Women remains valid for a period of six years and renews automatically after this period if the Equal Opportunities Committee has not presented any proposed changes. The Plan for the Advancement of Women is to be evaluated every year and, if required, adjusted with regard to the targets stipulated. The Plan is evaluated and adjusted by the Senate at the proposal of the Equal Opportunities Committee presented to the Rector's Council.

(2) Until the Plan for the Advancement of Women pursuant to the Universities Act 2002 comes into force, the previous provisions on the advancement of women apply accordingly.

### **Section 3: Units for gender research and gender studies and for the coordination of activities for ensuring equal opportunities and the advancement of women**

**§ 55.** (1) Implementation of the tasks of interdisciplinary gender research and gender studies as stipulated in § 19 (2) item 7 of the Universities Act 2002 is to be delegated to a department or another academic organizational unit of WU in the Organizational Structure Plan.

(2) A unit has been created in the office of the Rector's Council to coordinate the activities for ensuring equal opportunities and the advancement of women pursuant to § 19 (2) item 7 of the Universities Act 2002.

(3) The Rector's Council shall provide the required resources (space, staff, and physical resources) to the units referred to in (1) and (2) for the fulfilment of the above tasks (§ 51 of WU's Plan for the Advancement of Women).

## **Chapter IX**

### **Transitional and final provisions**

#### **Full Professors' Association**

**§ 56.** (1) The full professors assigned to WU pursuant to § 94 (2) item 1 of the Universities Act form the Full Professors' Association, whose meetings are chaired by a spokesperson of the Full Professors' Association elected from among the group of full professors proper. As far as required by law, the Full Professors' Association is to be extended to include the heads of organizational units with research and teaching tasks who are not full professors.

(2) The full professors assigned to WU pursuant to § 94 (2) item 1 of the Universities Act are deemed to be full professors proper (*Universitätsprofessor\*innen*) within the meaning of these By-Laws, unless otherwise provided by law.

#### **Definitions**

**§ 57.** In the scope of application of these By-Laws, the following definitions apply until the Examination Regulations enter into force:

1. Diploma examinations (*Diplomprüfungen*, DP) are examinations to be taken in the individual phases of degree programs. After positive assessment of all parts of a degree examination, a program phase is completed. After positive assessment of all parts of all degree examinations, the relevant degree program is completed.
2. Course examinations (*Lehrveranstaltungsprüfungen*, LVP) are examinations intended to confirm that a student has the knowledge and skills taught in an individual course.
3. Courses with continuous assessment of student performance (*Lehrveranstaltungen mit immanentem Prüfungscharakter*, PI) are courses in which assessment is not based on a single examination at the end of the course but on written and/or oral contributions by the participants.
4. Subject examinations (*Fachprüfungen*) are examinations intended to confirm a student's knowledge and skills in a subject.
5. Combined examinations are examinations intended to confirm a student's knowledge and skills in more than one subject.
6. Individual examinations are examinations held by a single examiner.
7. Examinations by a panel are examinations held by a panel of examiners.
8. Oral examinations are examinations in which the exam questions must be answered orally.
9. Written examinations are examinations in which the exam questions must be answered in writing.
10. Examination papers means practical or theoretical written papers to be completed during examinations.

#### **Effective dates and transitional provisions for governing bodies and officers**

**§ 58.** (1) The provisions of these By-Laws shall enter into force on January 1, 2004 unless otherwise provided in the following.

(2) Immediately after his or her election, the Rector shall appoint the head of the Office for Study Regulations and Academic Legislation.

(3) The Senate shall adopt the Examination Regulations pursuant to the provisions of § 31 of these By-Laws within a reasonable period.

(4) The Senate's first term of office ends on September 30, 2006. The term of office of the Senate in office on January 1, 2010 ends at the close of September 30, 2010. § 25 of the Universities Act as amended by Federal Law Gazette I No. 81/2009 is to be applied to the constitution of the Senate from

January 1, 2010 (§ 134 [17] of the Universities Act). The Senate shall perform the responsibilities delegated to it even after the expiry of a term of office until the Senate for a new term of office is constituted. The same applies to department chairs and institute heads until the relevant officers for a new term of office are appointed, except in the case of dismissal.

(5) The requirement for directors of continuing education programs and their deputies, if any, to have a *venia docendi* (§ 24 [1] and [5] of these By-Laws) applies to the "International MBA" and "Vienna Executive MBA" continuing education programs only for periods from January 1, 2005. Furthermore, this requirement does not apply to the "Tourism" continuing education program for the period from July 1, 2008 to June 30, 2011.

(6) The Rector's Council shall appoint the department chairs pursuant to § 12 (2) by March 30, 2005. Elections pursuant to § 13 (7) shall also be held by that date.

(7) The Department Committees shall be constituted pursuant to § 13 by the department chairs by May 31, 2005. The department chair shall inform the appropriate Department Committee of the institutes, if any, that the department chair plans to establish with effect as of July 1, 2005, of the institutes, if any, that are to replace the previously existing institutes for the purpose of the allocation of staff, funds, and equipment and supplies as well as rooms, and of the person that the department chair plans to appoint as the institute head.

(8) Sections 1 and 2 of Chapter 2 and § 22, § 24, § 36, § 37, § 38, § 39, § 42, § 55, and § 58 of the By-Laws, and § 15 and § 50 of Annex 4, § 1, § 3, § 4, and § 7 of Annex 6, and § 1, § 3, § 7, and § 11 of Annex 7 in the present version shall fully enter into force on July 1, 2005, and the versions of Sections 1 and 2 of Chapter 2 and § 22, § 24, § 36, § 37, § 38, § 39, § 42, § 55, and § 58 of the By-Laws, and § 15 and § 50 of Annex 4, § 1, § 3, § 4, and § 7 of Annex 6, and § 1, § 3, § 7, and § 11 of Annex 7 applying until then shall cease to be effective on that date. The required implementation measures can be taken from the time of publication in the WU Bulletin. The term of office of the officers appointed and collegial bodies established pursuant to the previously applying version of Section 2 of Chapter 2 ends on June 30, 2005. The terms of office of the department chairs, the institute heads, and the Department Committee commence on July 1, 2005.

(9) The institute head shall constitute the relevant Committee of the Institute at the earliest possible time after the election of the members of the relevant Committee of the Institute pursuant to § 19.

(10) § 9 and § 23 (2) of these By-Laws as well as § 6 (4) of Annex 1 in the present version shall enter into force on January 1, 2014. The Appeals Committee on Study-Related Matters shall be dissolved on December 31, 2013.

(11) The amendments of the By-Laws in the present version shall enter into force on January 1, 2018. § 34 as amended on January 1, 2018 shall be applicable to degree program students who are admitted to a doctoral degree program or PhD program from the 2018 summer semester. § 4 (4) and (5), § 5 (4), § 6 (2) and (3), and § 7 (1), (3), and (4) of the Senate Directive on the Appointment of Full Professors (Annex 7) as amended on January 1, 2018 shall apply to all selection proceedings in which the Search Committee is established in the time from January 1, 2018.

(12) The term of office of the Equal Opportunities Committee that has been in office since January 9, 2019, is extended until September 30, 2022.

(13) §§ 9a, 33 (3) ff., 34 (3) ff., 58 (12) f. of the By-Laws and § 11a (2) and (6) of Annex 7, Senate Directive on the Appointment of Full Professors, in this version, shall enter into effect on the day after their publication in the WU Bulletin. §§ 8 (2) and (6), 45, 49 (1), 51 (1) of the By-Laws, § 5 (5) of Annex 1, Rules of Procedure of the Senate and its Committees, §§ 2 (1), 3 (1), 4 (4) items d-f, 5 (2), 6 (1) items c-e, 8 (5), and 8a of Annex 2, Electoral Regulations of the Senate, and §§ 5 (2) ff., 6 (2) f., 7 (1), and 9 (1) of Annex 7, Senate Habilitation Directive, shall enter into effect on October 1, 2021.

### **Transitional provisions on repeat examinations**

**§ 59.** (1) The provisions on repeat examinations shall enter into force on October 1, 2003, in accordance with (2).

(2) Students studying on the basis of curricula pursuant to the General University Studies Act (AHStG, *Allgemeines Hochschul-Studiengesetz*) or the University Studies Act (UniStG, *Universitäts-Studiengesetz*) who started the first or second phase of a diploma program or the introductory phase of the Bachelor's Program in Information Systems at WU before § 77 (2) of the Universities Act 2002 entered into force (pursuant to § 124 [4]) on October 1, 2003 are entitled to complete the examinations of the started phase, with § 58 (1) to (6) of the University Studies Act, as last amended, applying accordingly. When students start a new phase after October 1, 2003, § 77 of the Universities Act 2002 is to be applied. Accordingly, all examination attempts made in the same exam subject in all programs at WU are to be counted towards the number of permitted examination attempts.

### **Annexes**

- § 60.** The following Annexes 1 to 9 are deemed an integral part of these By-Laws.
1. Rules of Procedure of the Senate and its Committees
  2. Electoral Regulations of the Senate
  3. Evaluation Directive
  4. Plan for the Advancement of Women
  5. Electoral Regulations of the Arbitration Board
  6. Senate Habilitation Directive
  7. Senate Directive on the Appointment of Full Professors
  8. Senate Directive on Awarding Honorary Distinctions and Decorations of Honor
  9. Equal Opportunities Plan



## Annex 1

### Rules of Procedure of the Senate and its Committees

- § 1** (1) The chair of the Senate can convene a meeting at any time.  
(2) If the chair is incapacitated or unavailable, the chair is represented by one of the deputies, and if the deputy is incapacitated or unavailable, by the oldest full professor present.  
(3) A meeting of the Senate must be convened by the chair within two weeks if at least three members request so, enclosing a written proposal for the agenda. If this request is made in July or August, the meeting must be convened by no later than on September 15.  
(4) The members of the Senate must be invited to attend the meeting by telefax or WU's electronic communication systems no later than one week or, if the meeting was already announced in the last Senate meeting, two days before the meeting.
- § 2** (1) The chair shall prepare the agenda. The chair shall inform the members of the agenda at least two days before the meeting.  
(2) Items of which the Senate has not informed the members at least two days before the meeting may be dealt with if the Senate decides so.  
(3) Every member of the Senate can request that items named by that member be put on the agenda. The chair or the person authorized to receive such information is to be informed of this item, including an explanation, at least one week before the meeting.
- § 3** (1) The meetings shall be chaired by the chair.  
(2) The chair shall determine the order of priority of the statements and items to be discussed on the basis of the agenda.  
(3) The chair shall open and close the meetings and can interrupt a meeting and postpone a meeting or a certain item on the agenda. The chair is responsible for maintaining order and security during a meeting. The chair shall give the floor to individual members and supervise discussions and votes. The chair shall prevent digressions from a topic by reminding the speaker to stick to the point and, if necessary, calling the speaker to order. If such reminders are disregarded, the chair can forbid the speaker to speak.  
(4) The chair can ask informants and experts to attend the deliberations of the Senate.
- § 4** (1) The chair shall open the discussion on each item of the agenda, and, as a rule, also after separate reports.  
(2) An application for ending the discussion is to be voted on without any further discussion. If such a resolution is passed, only requests for leave to speak made before this application was filed are to be taken into account.  
(3) If the chair so requests, the chair has the right to make a closing comment, otherwise the rapporteur or the applicant has that right.  
(4) The Senate can pass a resolution with immediate effect stating that every speaker's speaking time regarding an item on the agenda must not be more than ten minutes. If a speaker requests leave to speak several times, the speaker's speaking time is to be added up.
- § 5** (1) The members of the Senate are obligated to attend meetings, and this obligation takes priority over any other university-related obligations.  
(2) If members of the Senate are unable to attend a meeting because they are unavoidably prevented, they shall notify the chair in writing, stating reasons. If the chair regards the reasons as not plausible, the chair shall discuss this with the Senate members.  
(3) If they are incapacitated or unavailable, members of the Senate can delegate their vote to another member of the Senate. The vote must be delegated in writing, or the delegation must be recorded in the minutes during a meeting. Every person entitled to vote at a meeting must not have more than two votes in total.  
(4) Members of the Senate can be represented by their substitute members for important reasons even if they are not permanently incapacitated or unavailable. The relevant member shall judge whether or not an important reason exists, unless the Senate passes a unanimous resolution stating that no important reason exists. Notification of representation by a substitute member must be submitted in writing, or must be recorded in the minutes during a meeting.  
(5) Senate meetings can be held in the form of video conferences. It is possible to make resolutions in such video conference meetings. When calling a Senate meeting in video conference format, information must be provided that the meeting is planned to be held in video conference format and that resolutions will also be made in this format. The meeting can be held in this format if no member of the Senate objects to the video conference format by email until 24 hours before the planned start of the meeting. It is the responsibility of the chair to ensure that the identities of all members participating in the video conference are confirmed, that the members are able to make contributions and vote via video and audio transmission, and that the fulfillment of the requirements for a valid vote can be reliably

determined. The chair must call upon all Senate members participating in the video conference to form their opinions and decisions free from any outside interference. The participants are obligated to take appropriate steps to ensure compliance with the applicable legal requirements, e.g. confidentiality of the meeting and data protection regulations. All participants in the video conference are counted as in attendance.

**§ 6** (1) Unless otherwise provided by law or in the By-Laws, a resolution requires that at least half of the members entitled to vote are present or excused, or that at least ten members are present, and the simple majority of the votes cast. Abstentions, invalid votes, or refusals to cast a vote are to be counted as dissenting votes in all votes.

(2) Every member of the Senate is obligated to participate in a vote even if the member was part of the minority in a vote on a preliminary question.

(3) The chair is entitled to vote and shall cast his or her vote last.

(4) In the Appeal Review Committee on Study-Related Matters, the chair has a casting vote in the event of a tie.

**§ 7** (1) The chair shall determine the order of priority in which votes are held on applications filed in connection with an item on the agenda. An application for postponement must always be voted on first.

(2) Unless otherwise provided, voting shall be by show of hand (open vote).

(3) If no requests for leave to speak are made in connection with an item on the agenda on which an open vote would have to be held, or only agreeing opinions are given, the chair can declare the application (report) to be accepted without any further vote.

(4) If the Senate decides to hold a roll-call vote, the members of the Senate shall vote in alphabetical order.

(5) A secret ballot is to be held if the Senate decides so, or if this is requested by three members of the Senate. The chair can request a secret ballot at all times.

(6) The members of the University Board are appointed by the Senate in a secret ballot. A candidate who receives more than half of the votes cast is deemed elected. If no candidate receives an absolute majority of votes, a run-off vote between the two candidates who received the most votes in the first ballot is to be held. If more than two candidates received the two highest numbers of votes, all of these candidates participate in the run-off vote. The candidate who receives the higher number of votes in the run-off vote is deemed elected. In the case of a tie, the chair can order a new run-off vote between the two candidates who received the highest number of votes to be held, or a decision to be made by lot.

(7) (6) applies accordingly to other elections, appointments, and delegations to be held and made by the Senate, and provided that the Senate can refrain, by a unanimous resolution, from holding a secret ballot.

**§ 8** (1) A member of the Senate shall not vote on a matter concerning that member pursuant to § 7 of the General Administrative Procedure Act (AVG, *Allgemeines Verwaltungsverfahrensgesetz*). Upon application, the Senate shall decide whether a conflict of interests exists.

(2) If there is a conflict of interests, the chair can forbid the member concerned from attending deliberations on this item of the agenda.

**§ 9** (1) Minutes shall be taken of every meeting of the Senate, and the chair shall determine the person taking the minutes.

(2) The minutes shall record the resolutions and contain: the time when the meeting began, the members present, the excuses received by the beginning of the meeting, the order of priority of the items on the agenda, the applications filed and resolutions passed in that regard, and the majorities by which a resolution was passed and, in the case of a roll-call vote, how the individual members voted.

(3) The minutes shall be signed by the chair and the person taking them. The minutes shall be sent to the members of the Senate. If no objection is raised within two weeks of sending the minutes, the minutes are deemed approved. If an objection is raised, a resolution is to be passed on it in the next meeting of the Senate.

(4) Editorial changes to resolutions passed by the Senate or its committees that do not go beyond purely linguistic corrections (such as typographical errors, commas, etc.) may be made by the chair of the Senate or the respective committee chair without further resolution by the Senate or its committees.

**§ 10** (1) The chair can order a vote (consultation) to be held by circulation on matters and items that do not require deliberation or in respect of which it seems necessary to pass a resolution before the next meeting of the Senate because of their urgency.

(2) The document submitted for the vote by circulation must contain an application, including reasons, worded in a manner that allows the members to vote "yes" or "no."

(3) In the case of a consultation, the document submitted for a consultation by circulation must briefly describe the envisaged measure that forms the subject matter of the consultation, refer to the possibility of inspecting any documents, and contain a request to raise objections, if any.

(4) A vote (consultation) by circulation shall not be held if one member of the Senate requests a deliberation to be held.

(5) The Senate shall be notified of the result of the vote by circulation in the next meeting.

**§ 11** The chair can pass resolutions for the Senate that are absolutely necessary but that the Senate cannot pass in time due to their urgency, not even pursuant to § 10, unless the matter is of far-reaching importance. The chair shall report on that resolution in the next meeting of the Senate.

**§ 12** (1) The longest-serving member of the Senate from among the full professors shall be responsible for convening the first meeting of the Senate at the beginning of a new term of office.

(2) The Senate member referred to in (1) shall chair the meetings until the election of the chair of the Senate, and has the chair's rights and obligations. The members of the Senate who are full professors, in the order of seniority, serve as deputies.

**§ 13** (1) The provisions of these Rules of Procedure, with the exception of § 6 (4), apply accordingly to the committees provided for by the By-Laws and the assemblies that delegate members to these committees.

(2) The chair of a committee shall convene a meeting of the committee chaired by him or her also at the request of the Senate or the chair of the Senate.

(3) The chair of the Senate shall report to the Senate, at the Senate's request, on the matters dealt with and resolutions passed by the committees and on the committees that dealt with these matters and passed these resolutions. For that purpose, the chair(s) of the relevant committee(s) shall send to the chair of the Senate, and at the same time to the committee members, the invitations, agendas, and their annexes as well as the minutes of the meetings of the committees without being requested to do so. The chair of the Senate is entitled to attend the meetings of a committee in an advisory function and can, in particular, file applications regarding the agenda.

## **Annex 2**

### **Electoral Regulations of the Senate**

#### **Scope**

**§ 1** The provisions of these Electoral Regulations apply to the election of the members and substitute members to the Senate of WU.

#### **Election principles**

**§ 2** (1) The members of the groups of persons represented in the Senate shall be elected by secret ballot on the basis of equal, personal, and direct suffrage and the principle of proportional representation. Voting by mail is permitted if the Election Committee decides on this mode of voting at least three days before the official announcement of the vote. § 4 (3) does not apply in such cases.

(2) The term of office of the members of the Senate is three years and starts on October 1. The Senate shall exercise the responsibilities delegated to it even after the expiry of its term of office until the newly elected Senate is constituted.

#### **Voting rights**

**§ 3** (1) In accordance with the statutory requirements, all persons who belong to the following groups as of the cut-off date are entitled to vote and eligible to be elected:

1. Full professors pursuant to § 97 of the Universities Act 2002, including the heads of organizational units with research and teaching tasks who are not full professors
2. Associate professors and members of the academic staff in research and teaching pursuant to § 94 (2) item 2 of the Universities Act 2002
3. Members of the administrative staff
4. Students in accordance with (2)

(2) The representatives of the students are to be delegated by the statutory student representative organization in accordance with the provisions of the Students' Union Act (*Hochschülerinnen- und Hochschülerschaftsgesetz*).

(3) Persons who have been granted parental leave or leave of absence are entitled to vote and eligible to be elected and belong to the group of persons pursuant to § 3 (1) to which they are assigned on the basis of their employment contract.

(4) Every person can only belong to one group of persons pursuant to (1). In the case of a conflict, assignment pursuant to (1) item 1 takes precedence over assignment pursuant to (1) items 2 to 3, and assignment pursuant to (1) item 3 takes precedence over assignment pursuant to (1) item 2.

#### **Organization of elections**

**§ 4** (1) The Rector shall specify the place and time of the election assembly and convene the Election Committee.

(2) The Election Committee consists of members of the Senate and the Rector as the chair.

(3) Unless the Election Committee resolves otherwise, the chair of the Election Committee shall perform all tasks for the Election Committee.

(4) The tasks of the Election Committee are preparing and carrying out the elections of the representatives of the groups of persons referred to in § 3, in particular:

- a) Examining election proposals
- b) Providing rooms, voting booths, and ballots for the election
- c) Performing checks to verify that the elections were held lawfully
- d) Ascertaining the election result
- e) Publication of the election result in the WU Bulletin
- f) In the event of voting by mail: issuing, sending, receiving, and safekeeping of the postal voting documents (§ 8a [2] items a to d)

#### **Electoral register**

**§ 5** (1) The Personnel Office shall prepare a draft of an electoral register for each of the groups of persons named in § 3. The Election Committee shall examine the draft and use it as a basis for the electoral register.

(2) The electoral register must contain at least the following information and notes:

- a) The last name and first name of the person entitled to vote
- b) If voting by mail has been applied for, a note confirming that the postal voting documents have been issued or sent to the person entitled to vote
- c) The university entity to which the person entitled to vote has been assigned
  - (3) The electoral register is to be made accessible in the Personnel Office at least one week before the date specified for submitting election proposals.
  - (4) Objections to the electoral register must be filed in writing with the chair of the Election Committee no later than by the fifth working day before the submission date, requesting registration in or deletion from the register. Any person who has been registered in the electoral register and is entitled to vote pursuant to § 3 can demand that a person be deleted from the register.
  - (5) The Election Committee shall decide, by official notification, on objections to the electoral register no later than three working days before the submission date and, if required, correct the electoral register. The decision by the Election Committee is final.

### **Election announcement**

- § 6** (1) The Rector shall announce the election assembly together with
- a) The place and time of the election assembly
  - b) The number of the representatives to be elected
  - c) The cut-off date
  - d) The date of submission of the election proposals
  - e) In the event of voting by mail: the relevant dates and deadlines and the procedures for receiving and submitting the postal voting documents
- in the WU Bulletin at least eight weeks before the date of the election.
- (2) The cut-off date is the date that is decisive for deciding whether or not a person is entitled to vote and eligible to be elected. The cut-off date must not be before the date of the announcement or after the submission date. The cut-off date and the submission date are specified by the Rector as the chair of the Election Committee.

### **Election proposals**

- § 7** (1) An election proposal is a list of candidates in a certain order of priority.
- (2) The first name and last name of each candidate must be stated (added).
- (3) Every election proposal must be submitted to the chair of the Election Committee. The person submitting the proposal is deemed to be the representative acting as an authorized recipient regarding that election proposal.
- (4) An election proposal must contain at least two persons more than the number of representatives to be elected. Every election proposal for the election of representatives pursuant to § 3 (1) item 2 must contain at least two associate professors.
- (5) The list of candidates as part of the election proposals for the representatives of the groups referred to in § 25 (4) items 1, 2, and 3 of the Universities Act to be elected is to be prepared in a manner so that at least 50% women are listed in positions ensuring that they stand a chance of being elected. This also applies to the substitute members to be elected (§ 20a [4] of the Universities Act).
- (6) The Election Committee shall examine the election proposals received no later than three working days after the submission date and, if required, delete candidates from all election proposals who are not eligible to be elected to the collegial body to be elected or who are listed in several election proposals. If candidates are deleted, the following candidates move up on the list.
- (7) All election proposals admitted by the Election Committee are to be submitted to the Equal Opportunities Committee. The Equal Opportunities Committee shall decide within 1 week whether the election proposal complies with § 20a (4) of the Universities Act. If the EOC decides that the number of women listed in the election proposal is not sufficient, the EOC must raise an objection on the ground of deficiencies of the election proposal to the Arbitration Board, which must decide on the objection within 14 days. If the Arbitration Board decides that the objection raised is justified, the Election Committee shall refer the election proposal back to the campaigning group for correction. (§ 42 [8d] of the Universities Act)
- (8) The examined election proposals must be published on the official notice board of WU no later than one week before the date of the election.

### **Holding the election assembly**

- § 8** (1) The Election Committee shall provide rooms and voting booths for the election assembly and issue official ballots on which the election proposals are listed in the order of priority in which they were received by the Election Committee.

(2) The chair of the Election Committee shall ensure that every person entitled to vote can cast a secret ballot.

(3) If the identity of a person entitled to vote is not absolutely clear, that person shall evidence his or her identity by showing official photo identification.

(4) Votes must be cast personally.

(5) The person entitled to vote must personally throw his or her ballot, in a uniform and non-transparent envelope, into an adequate container (ballot box). It is not permitted to make marks on the envelope. If the person entitled to vote has applied to vote by mail and wants to cast their vote on site at the ballot box, they may only vote if they present their postal voting sheet (§ 8a [2] item c).

(6) The Election Committee shall take minutes of the election procedure and note in the electoral register the persons entitled to vote who have cast a vote. Inconsistencies during the election procedure must be recorded in detail in the minutes.

### **Voting by mail**

**§ 8a** (1) Persons entitled to vote may vote by mail.

(2) If a person entitled to vote would like to vote by mail, they must file an application for postal voting with the chair of the Election Committee in writing, in person, or by electronic means no later than 14 days before the election date. The applicant's identity must be confirmed. Following the application and identification procedures, the following documents are issued to the applicant or sent to the mailing address provided by the applicant:

- a) A ballot sheet
- b) A ballot envelope
- c) A postal voting sheet including a mandatory affidavit The number of the valid votes cast for each election proposal
- d) A return envelope bearing the address of the chair of the Election Committee, the details of the sender (name of the person entitled to vote and the group they belong to)

(3) The postal voting documents (§ 8a [2] items a to d) may only be issued or sent to a person other than the person entitled to vote if an appropriate power of attorney for receiving the documents has been submitted in person, in writing, or by electronic means.

(4) Postal voting documents (§ 8a [2] items a to d) cannot be replaced in case of loss or damage. The risk that vote-by-mail ballots may arrive late must be borne by the applicant.

(5) The person entitled to vote completes their ballot in person, places it in the ballot envelope, and closes the envelope. They sign the affidavit on the postal voting sheet, confirming that they have completed the ballot in person, without being observed, and without any external interference. The person entitled to vote then places the sealed ballot envelope and the signed postal voting sheet in the return envelope, seals the envelope, and mails it to the chair of the Election Committee.

(6) The vote-by-mail ballot is considered valid if the closed return envelope reaches the chair of the Election Committee no later than by the end of the election assembly, unless the election announcement provides otherwise.

(7) Receipt of the ballots must be documented by the chair of the Election Committee. After the end of the election assembly, the chair of the Election Committee must cast the ballots received by mail into the ballot box without opening them.

(8) The ballot is considered invalid in the following cases:

- a) The ballot does not arrive in time (§ 8a [6])
- b) The personal data or signature of the voter on the affidavit are no longer legible
- c) The return envelope contains no ballot envelope or more than one ballot envelope
- d) The postal voting sheet is not enclosed in an official ballot envelope
- e) The ballot envelope and return envelope are not sealed
- f) Upon examination, the return envelope or ballot envelope is found to be damaged in such a way that the possibility of the ballot having been removed or reinserted before receipt cannot be ruled out

### **Ascertaining the election result**

**§ 9** (1) Before the envelopes are opened, they are to be shuffled in such manner that it is impossible to trace who cast a vote on the basis of the order of the votes cast.

(2) The representative acting as an authorized recipient for each election proposal can delegate an election observer to the Election Committee to count the votes.

(3) Only ballots that clearly reflect the voter's intent are valid.

(4) The Election Committee shall ascertain, and record in the minutes,

- a) The number of the votes cast
- b) The number of the valid votes cast
- c) The number of the invalid votes cast
- d) The number of the valid votes cast for each election proposal

- (5) To determine the allocation of seats, the D'Hondt procedure is to be applied as follows:
- a) The numbers of the valid votes cast for each election proposal are written next to each other in the order of their amount; below each of these numbers, half of these numbers, and below a third, fourth, etc. of these numbers is written. If three seats are to be allocated, the election figure is the third highest amount, if four seats are to be allocated, the fourth highest amount, etc. of the numbers written.
  - b) Every election proposal is allocated the number of seats corresponding to the number of times in which the election figure is contained in the total number of the valid votes cast for that election proposal.
  - c) If, according to this calculation, several election proposals have the right to claim the last seat to be allocated, the allocation of this seat is decided by lot. The chair of the Election Committee shall decide on the type of the procedure of deciding by lot.
  - d) The seats are to be allocated to the candidates listed in an election proposal in the order of priority in which they are listed. The candidates following the elected members on an election proposal are deemed to be the substitute members of these members. If this election proposal is exhausted, the representative acting as an authorized recipient for this election proposal can subsequently nominate additional members, complying with the provisions of § 7 (2) of these Electoral Regulations.
- (6) If no seats of representatives of associate professors and academic staff in research and teaching have been allocated to associate professors pursuant to (5), the last seat that has been allocated to the election proposal with the relatively lowest number of votes is to be allocated to the associate professor ranking highest in this election proposal. The associate professor following an associate professor on the list of candidates of an election proposal is the substitute member for that associate professor, unless the election proposal provided for an associate professor as a directly assigned substitute member.
- (7) The Election Committee shall announce the result of the election and publish it in the WU Bulletin without delay.

#### **Resignation or dismissal of members**

**§ 10.** (1) If a member of the Senate resigns or is dismissed before the end of the term of office, the Election Committee shall state that the substitute member who is eligible to be elected and ranks in the relevant position in the corresponding election proposal replaces that member, and the substitute member must be notified thereof. § 9 (6) applies accordingly.

## **Annex 3**

### **Evaluation Directive**

#### **General objective**

**§ 1.** Evaluation serves the quality management of universities pursuant to § 14 of the Universities Act 2002. Evaluation supports and motivates WU faculty and staff members in performing their tasks. Furthermore, evaluation serves to recognize and evaluate their performance. The aim is to develop a partnership for quality enhancement throughout the university that is characterized by mutual trust. Evaluation measures shall be organized by the Rector's Council. The Senate shall make recommendations on how to perform evaluation measures and functions as a supervisory body to ensure that evaluation is carried out in an unbiased manner.

#### **Objectives of evaluation**

**§ 2.** The objectives of evaluation are:

1. Measuring, assuring, and enhancing the quality and diversity of the services and tasks performed by WU
2. Providing support in making decisions for medium- and long-term planning
3. Making available data to render account to the public
4. Providing support in performing tasks and services and enhancing potential for further development

#### **Objects of evaluation**

**§ 3.** (1) Evaluation covers research (research output, quality of research, and research cooperation) and teaching (syllabi, didactic quality, contextual factors).

(2) The objects of evaluation are:

1. Persons
2. Organizational units
3. Programs
4. Degree programs

#### **Performing evaluation**

**§ 4.** The Rector's Council shall organize evaluation measures for all areas of the university and support measures for the units tasked with performing the relevant evaluation. This includes the following tasks:

1. Selecting external evaluators, taking into account the proposed list prepared by the evaluated units
2. Ensuring compliance with internationally customary evaluation standards in teaching and research
3. Systematically auditing and developing evaluation procedures and instruments, and analyzing their effects
4. Supporting dialog about evaluation at the university
5. Making recommendations to the evaluated units and entities, while observing confidentiality and data protection
6. Ensuring that detailed reasons are given for the evaluation results against the background of the interests behind evaluation and special procedural requirements, and that detailed reasons are given for the conclusions drawn from the results
7. Regularly reporting to the Senate on completed evaluation measures
8. Preparing an annual WU evaluation report
9. Ensuring the required funds for performing evaluation measures, depending on whether they can be covered by the budget

#### **Evaluation monitoring**

**§ 5.** (1) The Senate's tasks with regard to evaluation include:

1. Issuing directives for the committees responsible for evaluation pursuant to § 3
2. Making recommendations to the Rector's Council on all issues related to the conduct and development of evaluation measures, based on continuous observation of the evaluation processes
3. Giving opinions on the Rector's Council's annual evaluation report

(2) The Academic Programs Committee is responsible for the evaluation of teaching (syllabi,



didactic quality, contextual factors), and the Research Committee is responsible for the evaluation of research (research output, research quality, and research cooperation) pursuant to § 3. These Committees have the following tasks, among others:

1. Monitoring the proper and unbiased implementation of evaluation measures, and observing confidentiality
  2. Providing advice in the case of disagreement on the implementation of evaluation measures, evaluation criteria, evaluators to be appointed, or the conclusions drawn from evaluation measures. The persons, units, or program directors subject to evaluation can contact the relevant committee if they do not agree with the procedure used during an evaluation. In that case, the committee functions as an arbitration body.
  3. If required, inspecting evaluation documents
  4. Submitting recommendations, including reasons, to the Senate and the Rector's Council in the case of conflicts that cannot be resolved by agreement with the Rector's Council
- (3) The persons tasked with carrying out the evaluation are obligated to provide information to the Senate or the committee responsible for the evaluation.

### **Evaluation criteria**

**§ 6.** (1) The most important criterion of any evaluation of research and teaching is quality. Evaluation procedures follow subject-specific international evaluation standards, for which reasons must be able to be given in all individual cases.

(2) Evaluation procedures are based on communication between the parties involved and are meant to ensure acceptance by the persons or units concerned.

(3) In the interpretation of evaluation data, the contextual factors of performance and the specific type of the task performed are to be taken into account in all cases.

### **General procedural provisions**

**§ 7.** (1) All academic units of WU are to be evaluated with respect to teaching and research at regular intervals.

(2) In principle, evaluation is performed by means of two procedures:

1. Self-evaluation: Self-evaluation serves the purposes of self-assessment and development of a self-critical and self-reflective awareness of achievements by identifying existing or potential strengths and weaknesses. For that purpose, it provides information for continuous quality development. Self-evaluation involves the preparation of a performance report and/or the application of standardized or custom-made evaluation instruments. In addition, measures implemented to promote quality must be stated that were regarded as useful during the evaluation period or were recommended in the previous evaluation report (in particular by external evaluators). A standard performance report, which makes available general, basic qualitative and quantitative data and which is to be prepared for that purpose, forms the basis of self-evaluation.
2. External evaluation: External evaluation serves to verify and supplement self-evaluation and is intended to make visible aspects of performance that have received too little consideration, and to make recommendations for further development. External evaluation is performed on the basis of self-evaluation, and is carried out by external experts who are internationally renowned in their field.

(3) The evaluation results are to be discussed with the persons or units evaluated with a view to how the evaluation was carried out and which possible measures can be derived from the results. On the basis of an overall report and consultations with the parties concerned, appropriate measures for quality assurance and development are agreed upon.

### **Evaluation of persons**

**§ 8.** The assessment and evaluation of performance covers activities in research, teaching, and administration and is performed in the context of personnel development and management. Any evaluation beyond that serves to examine performance with regard to the framework conditions under which a person performs; discussions of the evaluation results between the parties concerned are a necessary element of such evaluation measures.

### **Evaluation of organizational units**

**§ 9.** (1) The procedure of evaluating organizational units is based on the following steps:

- a) Self-evaluation that serves to present the respective unit's performance across the entire scope of

- its activities (documentation of performance)
- b) Following self-evaluation, external evaluation by third parties, taking into account and supplementing the results of the self-evaluation process. External evaluation concludes with a joint discussion of the future development of the organizational unit and its quality management.
- (2) The self-evaluation and external evaluation results form the basis for negotiating the respective unit's target agreements.

### **Evaluation of programs**

**§ 10.** (1) The evaluation of programs primarily serves to examine the program with regard to the achievement of targets, functionality, optimization and further development, and the motivation of the persons involved in the program. The program's specific time schedule in the evaluation intervals must be taken into account.

(2) The evaluation of programs refers to teaching and research (including continuing education programs), with a focus on the following areas: examination and achievement of program targets, the quality of the program, and assessment by the program's target group.

### **Evaluation of degree program performance and student trajectories**

**§ 11.** The evaluation of teaching activities and their organization must take into account the efficiency of teaching in the existing degree programs, the innovation effect of new degree programs, international development, and suggestions for curricula amendments. Evaluation is carried out in three ways:

1. Self-evaluation by the Vice-Rector for Academic Programs and Student Affairs for monitoring the development, quality, and acceptance of the respective degree program
2. External evaluation (by external evaluators, an evaluation agency, or as part of accreditation procedures)
3. Aggregate evaluation of courses by means of the evaluation of teaching activities to be performed for all teaching staff members. The results are analyzed in anonymous form, and the analysis is based on the assessment of the quality of teaching by students, supplemented by the contextual factors apply for the relevant course.

### **Evaluation of research**

**§ 12.** Research evaluation serves to monitor the research output of persons or organizational units and provides a basis for quality improvement. The instruments used are to ensure that the evaluation of research:

1. Permits a comparison of research at WU with other (at least Austrian) universities
2. Provides WU with a basis for strategic planning and positioning
3. Facilitates differentiated feedback
4. Involves the researchers whose work is evaluated from an early stage
5. Takes into account the special characteristics of the relevant academic discipline
6. Relates to the framework conditions (in particular teaching activities) under which the relevant research work was performed
7. Also includes independent researchers that are not part of WU

### **Meta evaluation**

**§ 13.** The Rector's Council shall systematically examine, by means of quantitative procedures (monitoring) and qualitative procedures (feedback), the instruments used for evaluation and the effects achieved with them.

### **Selection of external experts**

**§ 14.** (1) The organizational unit to be evaluated shall propose a list of four external experts. The Rector's Council shall select two experts from this list. The Rector's Council can also use other experts but must give reasons for doing so to the Senate or the Evaluation Committee at its request. In that case, the Evaluation Committee can also appoint two experts.

(2) In the case of the evaluation of persons, these provisions apply accordingly, unless deviating special rules apply.

### **Transparency of the procedure and privacy**

**§ 15.** (1) The Rector's Council shall take measures to ensure the transparency of the evaluation procedures in cooperation with all parties involved. The Rector's Council shall inform, in due time, all parties involved of all steps of the procedure and its results.

(2) In consultation with the Senate, the Rector's Council shall decide on the form in which evaluation results are made available or published. The Rector's Council shall take measures to prevent any misuse of evaluation data. Evaluation results relating to specific persons may be disclosed only to the Senate, the committee responsible for the evaluation, and the University Board. Any disclosure beyond that requires the written consent of the person evaluated.

(3) The Rector's Council shall report to the Senate on the evaluation activities performed and on how documentation of the evaluation activities and their results can be accessed. In addition, the Rector's Council shall ensure that this information is accessible to members of the WU community.

## **Annex 4**

### **WU Plan for the Advancement of Women**

#### **Preamble**

Pursuant to the Universities Act 2002, universities aim to provide equal opportunities for women and men, which is one of the universities' guiding principles and major tasks.

Pursuant to the Universities Act, the governing bodies and officers of a university shall strive to achieve a balanced number of women and men working in any field at the university.

In accordance with its guiding principles, WU contributes to tackling social challenges in a changing humane and gender-equitable society in the context of providing education and continuing education to executives and decision-makers in the business community and in society and supporting early-stage researchers.

As a matter of principle, WU is absolutely committed to equal opportunities without regard to sex, ethnic origin, religion or belief, age, disability, or sexual orientation. It is a major priority for WU to create favorable working conditions for women, enhancing women's careers, so that women's skills can come to bear better in the academic world, in their professional environment, and in society. Equal opportunities and the advancement of women are essential aims of WU's human resource management and staffing policy in research and teaching, and also in the allocation of resources. Pursuing these principles and aims is the joint task of all members of the WU community and is, in particular, an obligation for those in management positions.

In addition to its efforts for meeting the statutory 50% quota for women, WU is implementing initiatives to overcome prejudices based on gender stereotypes in everyday work and the study environment, especially during staff selection procedures, when filling executive positions, and when dealing with students.

The advancement of women and equal opportunities for both genders also include measures to support female students in becoming potential future researchers. In the future, research and teaching are to be performed and shaped by women and men on an equal footing. By having female role models, female students are to be motivated to pursue an academic career. WU is actively committed to the creation of studying and working conditions that give women and men equal opportunities in academic research and teaching and continuing education.

Sexual or gender-related harassment and workplace bullying (mobbing) will not be tolerated at WU and will have legal consequences.

## **Part A. General provisions**

### **Section I: General provisions**

#### **Legal foundations and guiding principles, and tasks of WU**

**§ 1.** (1) The legal foundations of the Plan for the Advancement of Women can be found in the Austrian federal constitution (e.g. Article 7 of the Federal Constitutional Law [B-VG, *Bundes-Verfassungsgesetz*]), in § 11a and § 41 of the Federal Equal Treatment Act (B-GIBG, *Bundes-Gleichbehandlungsgesetz*), in § 19 (2) item 6 and in §§ 41-44 ff. of the Universities Act 2002, and in the WU By-Laws.

(2) The guiding principles result from the provisions of the Federal Equal Treatment Act (Federal Law Gazette 100/1993 as amended), in particular from the general duty to advance women (§ 11 [1] of the Federal Equal Treatment Act), from applying the duty to prefer women when filling positions in federal service (§ 11b of the Federal Equal Treatment Act) accordingly, from the duty to prefer women when promoting staff (§ 11c of the Federal Equal Treatment Act), the duty to prefer women in training and continuing education (§ 11d of the Federal Equal Treatment Act), and from § 2 items 9 and 10 of the Universities Act 2002; the tasks of the University result from § 3 items 4 and 9 of the Universities Act 2002.

#### **Scope**

**§ 2.** The Plan for the Advancement of Women applies to all members of the WU community pursuant to § 94 of the Universities Act 2002.

#### **Objectives of the Plan for the Advancement of Women**

**§ 3.** By implementing the Plan for the Advancement of Women, WU pursues the following strategic and operational objectives, in particular:

##### **1. Equal opportunities**

In all organizational units<sup>2</sup>, at all hierarchical levels, and in all functions and activities, women must be recognized as equal partners. Framework conditions must be created and maintained that give women access to all fields of activity at the university.

##### **2. Gender mainstreaming (§ 4)**

WU applies the principle of gender mainstreaming to all planning and decision-making processes, i.e. examining these processes for any possible gender-specific effects and designing them in a manner so as to contribute to the promotion of equal opportunities for women and men.

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<sup>2</sup> In the academic environment, organizational units are departments, research institutes, competence centers, and the Executive Academy; in the non-academic environment, organizational units are service and administrative units.

### **3. Advancement of women**

The aim is to promote the performance of women in research and teaching at WU and the performance of women belonging to the administrative staff. WU offers special training and continuing education measures for the advancement of women as early-stage researchers and women in administrative positions at WU. WU gives special attention to the advancement of female students.

### **4. Eliminating underrepresentation (§ 6)**

Any existing underrepresentation of women employed by WU in all organizational units, at all hierarchical levels, and in all functions and activities must be eliminated.

### **5. Women's and gender studies**

Women's and gender studies are to be increasingly integrated into research and teaching at WU.

### **6. Work environment**

To create a humane and livable work environment, i.e. an environment free from discrimination, for all persons working at WU, WU strives to ensure that studying/working and family duties can be balanced, and that dignity is preserved at the workplace, in particular that sexual harassment and workplace bullying (mobbing) are counteracted (also by preventive measures).

### **7. Communication and information**

In-house information and communication on the issue of equal opportunities is essential for ensuring that measures concerning this issue are actively implemented and improved by all persons working at WU. WU shall provide guidelines on gender-neutral language. Special action is to be taken to make the performance of women in research and teaching visible in internal and external information and communication processes.

### **8. Infrastructure**

Appropriate infrastructure for providing equal opportunities and implementing the advancement of women must be ensured.

### **Gender mainstreaming**

**§ 4.** (1) The perspective of gender relations must be included in all decision-making processes at the university; all decision-making processes must be used to achieve gender equality.

(2) To ensure consistent implementation of the principle of gender mainstreaming in all decision-making processes and in the planning of all measures, WU, among other things, uses the knowledge of experts in the Equal Opportunities Committee and in the unit for the coordination of activities relating to equal opportunities and the advancement of women established pursuant to § 19 (2) item 7 of the Universities Act 2002, and sees to it that these two entities are actively involved in these processes.

(3) The Rector's Council shall ensure that information and continuing education events on the issue of gender mainstreaming and equal opportunities are held regularly, in particular for management staff.

**§ 5.** (1) To implement gender mainstreaming, the objectives of equal opportunities and the advancement of women must be included in the following, in particular:

1. Preparing draft By-Laws (§ 22 [1] item 1 of the Universities Act 2002), adopting or amending By-Laws (§ 19 [1] and § 25 [1] item 1 of the Universities Act 2002)
2. Preparing (§ 22 [1] item 2, § 98 [1] of the Universities Act 2002) and consenting to the Strategic Plan (§ 25 [1] item 2) and approving it (§ 21 [1] item 1 of the Universities Act 2002)
3. Preparing (§ 22 [1] item 4 of the Universities Act 2002) and approving (§ 21 [1] item 1 of the Universities Act 2002) the draft Performance Agreement, and negotiating and concluding it (§ 23 [1] item 4 of the Universities Act 2002)
4. Preparing (§ 22 [1] item 15 of the Universities Act) and approving (§ 21 [1] item 9 of the Universities Act) the intellectual capital report (§ 13 [6] of the Universities Act)

(2) The objectives of equal opportunities and the advancement of women must be included in all

target agreements as well (§ 21 [1] item 4 and § 22 [1] item 6 of the Universities Act).

(3) When the Senate adopts directives for the activities of collegial bodies pursuant to § 25 (1) item 15 of the Universities Act 2002, the principles of gender mainstreaming and gender equality must also be taken into account.

### **Underrepresentation**

**§ 6.** Women are deemed underrepresented if their share in the total number of persons employed at WU is less than 50% at a hierarchical level, within a category of staff, or at an organizational unit.

### **Advancement of women**

**§ 7.** (1) The aim of the Plan for the Advancement of Women is to increase the percentage of women employees at all hierarchical levels and in all functions and activities at WU, both in fixed-term and in permanent positions and in training, to at least 50%, irrespective of the duration of their contracts. All measures that directly or indirectly influence the quota for women must be made to correspond to this aim. Measures for the advancement of women must be integrated in personnel planning and development. The urgency of the need to advance women depends on the extent of underrepresentation.

(2) Preferential treatment of women when filling positions in federal service (§ 11b of the Federal Equal Treatment Act):

1. Unless reasons specific to a male candidate tilt the balance in his favor, female candidates who are equally qualified for the envisaged position as the best qualified male candidate must be given preference in personnel decisions, in accordance with the requirements of the Plan for the Advancement of Women, until the percentage of women in the total number of permanent employees is at least 50% 1) in the relevant salary group for civil servants, in the relevant remuneration scheme for contractual public employees or in the relevant job or salary group, or 2) – if the groups and schemes are subdivided into functional groups (including the starting grade), salary groups, or valuation groups – in the relevant group in the sphere of responsibility of the relevant entity supervising the staff. If a job group is matched by a corresponding remuneration group, this group must be included in the comparison. Positions pursuant to § 1 (2) are not to be taken into account.
2. The reasons specific to a male candidate as referred to in (1) shall not have an indirect or direct discriminatory effect on female candidates.

(3) Preferential treatment of women when promoting staff (§ 11c of the Federal Equal Treatment Act): Unless reasons specific to a male candidate tilt the balance in his favor, female candidates who are equally qualified for the envisaged senior position (function) as the best qualified male candidate must be given preference when senior positions are filled, in accordance with the requirements of the Plan for the Advancement of Women, until the percentage of women in the total number of permanent employees is at least 50% 1) in the relevant functional group (including the starting grade), salary group, or valuation group, or 2) in the other senior positions (functions) falling under the relevant undivided category pursuant to § 11 (2) item 1, in the sphere of responsibility of the relevant entity supervising the staff. § 11 (2) second and third sentences, and § 11b (2) are to be applied. Positions (functions) pursuant to § 1 (2) are not to be taken into account.

(4) Preferential treatment of women in training and continuing education (§ 11d of the Federal Equal Treatment Act): Women must be given preference when participants are admitted to training and continuing education measures qualifying them to take on more senior positions (functions), in accordance with the Plan for the Advancement of Women.

(5) All members of the WU community and, in particular, its executive governing bodies and management staff are obligated to observe the duty to advance women within their sphere of responsibility.

### **Prohibition of discrimination**

**§ 8.** (1) WU's representative in the National University Federation shall actively see to it that the collective bargaining agreements do not have any discriminatory effects with regard to gender.

(2) When their remuneration is determined in their individual employment contracts, female employees must not be discriminated against, either indirectly or directly. The same applies to any supplements, contributions, or other non-monetary benefits.

### **Public relations**

**§ 9.** Women-specific topics or issues relevant to equal opportunities must be presented as essential features of WU's profile in the university's public relations activities.

## Information on relevant legislation

**§ 10.** The Equal Opportunities Committee must be provided with all current information and legislation relevant to matters concerning equal opportunities and the advancement of women received by the Rector's Council.

### General information

**§ 11.** (1) The WU website provides information on all WU units and institutions dealing with issues of equal opportunities, the advancement of women, anti-discrimination, workplace bullying (mobbing), the Plan for the Advancement of Women, gender and diversity in organizations, and the like (e.g. EOC, Women in Science, unit established pursuant to § 19 [2] item 7 of the Universities Act 2002).

(2) Students are provided with information on the following topics during the admission procedure (§§ 60 ff. of the Universities Act 2002): bodies, units, and institutions dealing with equal opportunities and the advancement of women, contacts in the case of sexual harassment or workplace bullying (mobbing), ombuds office for students.

(3) When commencing employment, all staff members receive information on units and institutions dealing with equal opportunities and the advancement of women from WU's Personnel Office or a successor entity taking over its functions. Information is also provided on contacts in the case of sexual harassment and workplace bullying (mobbing) available at WU.

(4) In the trainee program, new staff members are informed about the existence and the tasks of the Equal Opportunities Committee and about further institutions and measures for equal opportunities and the advancement of women at WU. Information is also provided on contacts in the case of sexual harassment and workplace bullying (mobbing) available at WU.

### Use of gender-neutral language

**§ 12.** (1) All members of the WU community shall, in principle, use gender-neutral language. Official documents of the university shall either explicitly use both the male and the female form, or gender-neutral forms.

(2) It is not permitted to use blanket clauses, e.g. at the beginning, the end, or in footnotes of a text, stating that any terms chosen to refer to persons apply to both genders.

(3) The designations chosen to refer to governing bodies and officers or to positions and functions must clearly reveal the gender of the relevant person.

## Section II: Obligations to collect data

### Collection of data regarding women's quotas

**§ 13.** (1) Data regarding women's quotas must be collected once a year and must be updated annually. The reporting period is a calendar year, and the cut-off date is December 31 of a given calendar year. Data on the status quo are to be collected, documented, and published, taking into account, in particular, the portion of women among employees and students, and career/academic progress.

(2) Academic staff:

The portion of women is to be identified and documented for the university as a whole and separately for all organizational units, classified by employee categories. Among the academic staff, the portion of women is to be determined separately for fixed-term and permanent employment contracts, and for full-time and part-time employment contracts. The portion of female habilitated staff must also be documented separately for each employment category.

(3) Administrative staff:

Among the administrative staff, the portion of women is to be determined separately for fixed-term and permanent employment contracts

- For federal staff transferred and employed by the end of the implementation period of the Universities Act 2002, broken down by all staff categories existing at that time
- For staff hired from January 1, 2004, broken down by the job groups according to the Collective Bargaining Agreement for University Staff (*Kollektivvertrag für die Arbeitnehmerinnen und Arbeitnehmer der Universitäten*) for the organizational units

(4) The portion of women among employees not belonging to one of the above groups (e.g. freelance employees) is to be determined on the basis of the total number of the remaining employees of this group of persons at WU, broken down by academic and administrative staff.

(5) WU students – graduates: The portion of women among WU students in the individual degree programs is to be determined based on the following categories:

- First-semester students



- Degrees (first degrees, second degrees)

Depending on availability, the following data must be documented separately for men and for women and for the individual degree programs:

- Students in bachelor's, master's, doctoral, and PhD programs, and in majors or specializations, if majors or specializations can be selected in a program
- Academic performance/progress rates: average number of semesters, grade point average
- Graduates of bachelor's, master's, doctoral, and PhD programs, and of majors or specializations, if majors or specializations can be selected in a program
- Type of secondary school leaving certificate according to school types (academic secondary school [*AHS, allgemeinbildende höhere Schule*], upper secondary technical and vocational school [*BHS, berufsbildende höhere Schule*], other)
- University entrance qualification examination
- Graduates of the continuing education programs offered by the WU Executive Academy

The relevant portions are to be documented in absolute figures and in percentages.

(6) Teaching staff:

The portion of women among the teaching staff at WU is to be identified for each organizational unit, based on employee categories. In addition, the number of hours taught by women in each category is to be recorded. Also, the number of hours taught in the fields of women's and gender studies is to be documented.

(7) Other areas:

Data regarding the women's quota must also be collected with regard to

- Measures intended to shape the legal relationships of (prospective) members of the university's faculty or staff with the university under contracts, employment law for public-service employees, and private-law employees, or other legal relationships, separately for each of the groups of persons referred to in (2) to (6)
- The awarding of research funding from the global budget and from third-party funds, and the awarding of funds for continuing education, within the scope of WU's decision-making competence
- The awarding of travel allowances
- Participation in training and continuing education events
- The granting of expert status (§ 52 of the Collective Bargaining Agreement)
- Habilitations and qualification agreements
- The heads of organizational units
- The chairs of collegial bodies/committees

(8) The unit established pursuant to § 19 (2) item 7 of the Universities Act 2002 is responsible for preparing the Equal Opportunities Report. The organizational units concerned shall provide the required data.

(9) The Rector's Council shall submit the results of the collection of data regarding the women's quotas to the Equal Opportunities Committee without delay, and provide evidence thereof. The current statistics must be published in the Equal Opportunities Report.

(10) The Equal Opportunities Report and the women's quotas documented in it, as well as measures for the advancement of women, serve as a basis for staffing decisions in favor of women and WU's strategic personnel management. If the suggested measures for the advancement of women are not implemented, the responsible entity must provide reasons in writing.

### **Collection of data regarding remuneration**

§ 14. (1) Furthermore, data on remuneration must be collected separately for women and men. Any supplements, contributions, or other non-monetary benefits are to be recorded separately. Remuneration data is to be documented for the university as a whole, and separately for all organizational units, classified by the relevant hierarchical levels and by employee categories.

(2) The member of the Rector's Council responsible for personnel matters pursuant to the Rules of Procedure shall have final responsibility for the collection of data pursuant to (1). That member shall ensure that the required data are collected continuously and consistently in all organizational units and at all hierarchical levels.

(3) The Rector's Council shall submit the results of the collection of data pursuant to (1) to the Equal Opportunities Committee in an appropriate form, in accordance with the provisions of data protection law.

## **Part B. Research**

### **Women's and gender studies**

§ 15. (1) WU promotes the integration, introduction, and expansion of women's and gender studies in

the subjects taught at WU. Pursuant to the Organizational Structure Plan, a department or another academic unit is responsible for introducing and expanding women's and gender studies at WU.

(2) Academic topics from the fields of women's and gender studies are to be regarded as equal to other research topics in an academic discipline when qualifications are assessed (e.g. in habilitation proceedings, selection proceedings). Interdisciplinary and non-university research in women's and gender studies must also be taken into account.

(3) Women's and gender studies mean research dealing with women- and gender-specific issues within the subject-specific scope of a department or another academic organizational unit.

(4) Research projects that investigate issues, methods, and results from this field are subsidized appropriately when funds are awarded.

### **Promotion of research by women**

**§ 16.** (1) WU promotes women's research activities.

(2) When grants, scholarships, and student support are/is awarded, women are to be taken into account in accordance with their portion among students, and when doctoral thesis completion grants are awarded, in accordance with their portion among graduates. Women's and gender studies are to be considered in such support programs.

(3) When funds for research grants are allocated, care is to be taken that applications by women are specifically promoted, taking into account § 11b and § 11c of the Federal Equal Treatment Act.

(4) When governing bodies or officers, committees, or WU faculty or staff decide on the awarding of funds for research grants provided by private parties or through foundations, such governing bodies or officers, committees, or WU faculty or staff shall take care that such funds are allocated in accordance with the balance of genders. The awarding of research grants must be documented in a transparent manner.

(5) Regarding participation in congresses, conferences, etc., the balance of genders must be ensured.

### **Part C. Teaching**

#### **Participation in teaching, quota for women**

**§ 17.** (1) The portion of female teaching staff members among the total number of teaching staff members in all degree programs and organizational units must be increased to at least 50% in all categories, to the extent that this is possible in accordance with the relevant number of staff members and the legal framework conditions.

(2) Female teaching staff members must not be discriminated against as far as their participation in teaching at the university is concerned. Rather, care is to be taken that women participate in teaching in all categories in a balanced manner.

(3) The Rector's Council shall collect data regarding the women's quota in teaching assignments in the individual organizational units for the relevant semester and publish the data in an appropriate form, including in the Equal Opportunities Report, and notify organizational units that have not reached the quota for women.

(4) If women are not treated equally compared to men regarding their participation in teaching, reasons must be given in writing at the request of the Equal Opportunities Committee.

#### **Visiting professors**

**§ 18.** With regard to visiting professors, a portion of women of 50% is to be aimed at in each organizational unit.

#### **Women's and gender studies and gender-specific contents in curricula**

**§ 19.** When drafting curricula, gender equality and the equal treatment of women's and gender studies as compared to other fields of research are to be taken into account. Care is to be taken that women's and gender studies or gender-sensitive issues are integrated into the core subjects and electives. Gender-aware courses must be available in bachelor's, master's, and doctoral programs.

#### **Review of curricula**

**§ 20.** The Equal Opportunities Committee has the right to comment on amendments of curricula. The

Equal Opportunities Committee must be notified of every draft for the amendment or adoption of a curriculum.

#### **Part D. Students**

##### **Increasing the portion of women in degree programs where women are underrepresented**

**§ 21.** (1) WU shall take appropriate staffing, organizational, and financial measures to promote access for women.

(2) In all degree programs, in particular master's programs, where women account for fewer than 50% of first-semester students or graduates, WU shall develop strategies and take specific measures to increase the portion of women in these degree programs.

##### **Balancing degree programs and family life**

**§ 22.** WU shall strive to enable students to balance their degree program and pregnancy, parenthood, and family caregiving. Family caregiving responsibilities are a reason for academic leave pursuant to § 67 (1) of the Universities Act 2002.

#### **Part E. Personnel and organizational development**

##### **Section I: General provisions**

##### **Personnel and organizational development**

**§ 23.** (1) Personnel and organizational development is an important instrument for increasing the portion of women at WU and for the advancement of women at the university. The concept of gender mainstreaming is to be taken into account in all measures concerning personnel and organizational development.

(2) WU shall take appropriate staffing, organizational, and financial measures with regard to the following:

1. Promoting the research output of women
2. Supporting female early-stage researchers and female students
3. Eliminating any existing underrepresentation of women in training or employment at the university in all organizational units, at all hierarchical levels, and in all functions and activities
4. Promoting continuing education and the professional qualification of women

##### **Section II: Staff recruitment**

##### **General provisions**

**§ 24.** (1) In accordance with the duty to advance women pursuant to § 41 of the Universities Act 2002 and § 11 of the Federal Equal Treatment Act, the portion of women in all organizational units, at all hierarchical levels, and in all functions and activities at WU must be increased to 50%, or the level of 50% must be maintained. Therefore, female candidates who are equally qualified for an envisaged position as the best qualified male candidate must be given preference when positions are filled in organizational units where this level has not yet been met until a portion of women of at least 50% is reached, unless reasons specific to a male candidate tilt the balance in his favor.

(2) The reasons specific to a male candidate as referred to in (1) shall not have a direct or indirect discriminatory effect on female candidates (in particular, the marital status or family maintenance obligations must not be used as reasons).

##### **Position announcements**

**§ 25.** (1) The text of a position announcement must be able to serve as an objective basis for decisions in a selection procedure. Therefore, all essential qualifications for the position to be filled (job specifications) must be included in the text of a position announcement.

(2) The text of a position announcement must be written using both the female and male forms and must not contain any additional remarks that suggest a certain gender.

(3) The text of position announcements for filling general and management positions must contain

the following note: "WU seeks to increase the number of female academic and administrative staff members, especially in leadership positions. Qualified women are strongly encouraged to apply. In case of equal qualification, female candidates will be given preference."

(4) When management positions and full professorship positions are announced, expertise in gender mainstreaming is to be included as one of the job specifications.

(5) Employees of the relevant organizational unit are to be notified of the announcement of positions and functions in due time even while they are absent from work or from their workplace for statutory or contractual reasons.

(6) The Equal Opportunities Committee must be notified of the text of a position announcement, including the specifications of the position or function defined by the relevant organizational unit, without delay before the announcement is published, and evidence of this notification must be provided. The Equal Opportunities Committee has the right to comment on the position announcement within two weeks of receipt.

(7) Vacant management positions in organizational units without research and teaching tasks must also be announced in the WU Bulletin. The announcement period must be at least three weeks.

(8) Texts of position announcements conflicting with (1) to (3) and texts that are so general that they do not constitute an objective basis for decisions for the subsequent staff selection procedure are unlawful. The same applies to position announcements with too many specifications that raise substantiated suspicions that the position announcement text is intended to limit the group of potential applicants to fit a certain person or a certain gender without justifiable reasons.

(9) The Equal Opportunities Committee has the right to object to texts of position announcements. If the Equal Opportunities Committee has reason to believe that the text of a position announcement is discriminatory or conflicts with (1) to (3), the Equal Opportunities Committee is entitled to appeal to the Arbitration Board. The position announcement must not be published until the Arbitration Board has made a decision.

(10) If no position announcement needs to be published pursuant to § 107 (2) of the Universities Act 2002, the Equal Opportunities Committee must be notified of that in advance; comprehensible reasons must be stated.

#### **Motivating candidates to apply**

**§ 26.** The entity issuing the position announcement shall motivate potential qualified female candidates by contacting them and informing them of the vacancy. The measures taken are to be reported in the reasons given for the selection decision.

#### **Documented search for qualified women**

**§ 27.** The university entity recruiting staff or the governing body or officer responsible for proposing a candidate shall actively search for qualified female candidates, and provide evidence of this search. Such evidence is to be included in the file.

#### **Repeat position announcements**

**§ 28.** If no applications by qualified women who meet the statutory selection requirements have been received by the expiry of the application period, the position is to be announced again before the beginning of the selection procedure. If the Equal Opportunities Committee does not raise an objection in its opinion, giving reasons, the position announcement need not be repeated. If still no women apply after the publication of the repeat position announcement, the selection procedure is to be conducted.

#### **General provisions on the selection procedure**

**§ 29.** (1) After expiry of the application period, the Equal Opportunities Committee shall be provided, without delay, with the list of applications received.

(2) Applications by women who are absent from work or from their place of employment/place of training/workplace for statutory or contractual reasons must be included in the selection procedure and treated in the same way as all other applications.

(3) Selection criteria that have not been mentioned in the text of the position announcement must not be taken into account.

#### **Application interviews**

**§ 30.** (1) If selection or application interviews for a position or function to be filled are held with female

and male candidates, the Equal Opportunities Committee must be notified without delay of the list of the invited candidates. All female candidates who meet the statutory requirements and the requirements of the position announcement must be invited.

(2) The Equal Opportunities Committee has the right to attend selection interviews, job interviews, and application interviews, hearings, assessment centers, etc.

(3) In selection interviews, hearings, etc., no discriminatory questions (e.g. about the circumstances of the candidate's life, family planning, religious affiliation, etc.) may be asked. When assessing the qualifications of female candidates, no selection or assessment criteria that are based on a discriminatory view of the genders and on gender role stereotypes may be applied. Interruptions in periods of employment, the reduction of working time or delays in completing individual phases of a program because of childcare or family caregiving responsibilities or the intention to take a leave of absence must not be seen as disadvantageous factors with regard to specific candidates.

(4) In selection proceedings for full professorships, § 32 applies in addition.

### **Selection decision**

**§ 31.** If the Equal Opportunities Committee has reason to believe that a decision by a governing body or officer of the university discriminates against persons on the ground of their sex, the Equal Opportunities Committee is entitled to appeal to the Arbitration Board (§ 42 [8] of the Universities Act 2002). The period for raising an objection starts on the first working day after receipt of the decision in question.

### **Additional provisions for selection proceedings**

**§ 32.** (1) Before the first meeting of the Search Committee, the Rector's Council shall inform the inviting person of the quota for women in the relevant organizational unit and, if applicable, of the associated legal requirements, in particular of the duty to advance women. The Search Committee is to be supported in actively searching for qualified female candidates.

(2) If female and male candidates are invited to hold a lecture or make a personal presentation in selection proceedings, all female candidates who meet the statutory requirements and the requirements of the position announcement must be invited in any event.

(3) If candidates who did not apply are included in selection proceedings pursuant to § 98 (2) second sentence of the Universities Act 2002, the Equal Opportunities Committee shall be notified thereof without delay.

(4) Female candidates who are at least equally qualified as the best qualified male candidates must be given preference and included in the shortlist of candidates.

(5) Female candidates on the shortlist who are at least equally qualified as the best qualified male candidates must be given preference when it comes to initiating hiring negotiations.

(6) If no female candidate has been included in the shortlist, the Search Committee shall state detailed reasons for the non-inclusion in writing.

(7) The Equal Opportunities Committee is to be invited to all meetings of the Search Committee in due time and is entitled to send two representatives to attend such meetings in an advisory function and file applications. The representatives also have the right to have dissenting opinions and certain statements by members of the Search Committee recorded in the minutes. The Equal Opportunities Committee has the right to inspect, and also copy, all documents, in particular application documents and the assessment reports. The members of the Equal Opportunities Committee must be invited to every meeting of the Search Committee in due time. If no invitation is sent, the Search Committee shall repeat deliberation of and voting on the matter on which a resolution had been passed, after having properly invited the Equal Opportunities Committee.

(8) If third parties are asked to assess applicants (e.g. external business consultancy companies, recruitment consultancy companies, etc.), gender mainstreaming is to be regarded as a mandatory quality feature pursuant to requirements under EU law. WU shall offer guidelines on that issue. The Equal Opportunities Committee must be included in that selection procedure.

## **Section III: Career planning, training and continuing education**

### **Mentoring**

**§ 33.** (1) Mentoring, i.e. the systematic organizational and social introduction of employees to their work, and assistance and support for employees, is an important aspect of career development. During the introductory phase for employees, their direct supervisors are obligated to function as mentors. These supervisors may also instruct other employees of the university who are experienced in the relevant field of responsibilities to function as a mentor. However, the direct supervisor shall remain responsible for introducing new employees to their jobs in accordance with the employees' needs.

(2) Working as a mentor is to be regarded as a contribution to fulfilling one's obligations under the employment contract and is to be counted as working time. When allocating work assignments, supervisors shall particularly take into account any additional workload resulting from work as a mentor.

### **Training and continuing education**

**§ 34.** (1) As part of their obligation to develop employees' careers, the relevant supervisors shall encourage employees to attend training and continuing education events and shall provide them with comprehensive and timely information on individual possibilities for training and continuing education appropriate for them.

(2) Supervisors shall ensure that all employees, including part-time employees, are informed about in-service continuing education events and about training events for management staff even while they are absent from work or from their workplace for statutory reasons. Employees are to be informed that women are particularly encouraged to sign up for such events.

(3) When planning in-house continuing education seminars, seminars are to be organized in a family-friendly manner (e.g. childcare possibilities), in accordance with the budgetary resources.

(4) Women must be given preference in the admission process for continuing education courses, in particular courses qualifying participants to take on senior positions and functions, until a portion of women of 50% is reached. If the 50% quota for women has already been reached, that percentage must be maintained in any event. This also applies to training and continuing education courses with limited possibilities of participation.

(5) As a target group, women are to be explicitly encouraged to participate in continuing education events. Care is to be taken that trainers and lecturers have gender competence.

### **Support for academic staff members**

**§ 35.** Supervisors shall inform female academic staff members about appropriate training and continuing education possibilities and motivate them to participate. In addition, female academic staff members are to be informed about relevant conferences on their research subjects, relevant academic associations, publication possibilities, and opportunities to work on research projects. In addition to in-house continuing education events, external continuing education possibilities are to be extended and supported. As far as possible, the individual organizational units shall support events on issues concerning the advancement of women by providing funds and premises. In addition, supervisors shall ensure that female employees are not discriminated against as far as the funding of business trips, travel allowances, etc. and special leaves of absence are concerned.

**§ 36.** WU's management shall make visible the research output and teaching performance of women researchers, both at WU and internationally.

## **Section IV: Further provisions**

### **Career advancement**

**§ 37.** (1) The governing body or officer responsible for deciding on the assignment of management functions to employees and on major changes of employees' functions shall make decisions after a hearing with the Equal Opportunities Committee.

(2) Female candidates who are equally qualified for the envisaged senior position (function) as the best qualified male candidate must be given preference when positions are filled until the portion of women in the group of WU faculty or staff in the relevant organizational unit, at the relevant hierarchical level, or in the relevant function or activity is at least 50%.

### **Substitutes for civil servants during parental leave**

**§ 38.** The Rector's Council aims at providing financial cover for the substitution of civil servants during the prohibition of employment before and after childbirth (§ 3 and § 5 of the Maternity Protection Act [MSchG, *Mutterschutzgesetz*]).

### **Assessment reports and composition of Search Committees and Habilitation Committees**

**§ 39.** (1) § 42a (8a) of the Universities Act 2002 is to be applied to the composition of Search Committees pursuant to § 98 (4) of the Universities Act 2002 and Habilitation Committees pursuant to

§ 103 (7) of the Universities Act 2002.

(2) When reviewers are appointed in habilitation and selection proceedings, consideration is to be given to a balance of women and men, taking into account § 11b and § 11c of the Federal Equal Treatment Act.

(3) When reviewers are appointed, they must be informed that no assessment criteria based on a discriminatory view of the genders and on gender role stereotypes may be applied in the assessment. Interruptions in periods of employment, the reduction of working time, or delays in completing individual phases of a program because of childcare or family caregiving responsibilities or the intention to take a leave of absence must not be seen as disadvantageous factors with regard to specific candidates.

### **Composition of other committees and bodies**

**§ 40.** (1) § 42a (8a) of the Universities Act 2002 is to be applied to the composition of other collegial bodies.

(2) The Rectoral Search Committee and the Senate shall submit their relevant proposals for the appointment of the Rector to the Equal Opportunities Committee. If there is suspicion of discrimination against a candidate on the basis of gender, the Equal Opportunities Committee shall file a complaint with the Arbitration Board within one week (§ 42 [8b] of the Universities Act 2002).

(3) The Election Committee for the election of the Senate shall submit to the Equal Opportunities Committee all admitted proposals. If the Equal Opportunities Committee decides that an election proposal does not sufficiently meet the 50% quota for women, the Equal Opportunities Committee must raise an objection on the ground of deficiencies of the election proposal to the Arbitration Board. If the Arbitration Board decides that the objection raised is justified, the Election Committee shall refer the election proposal back to the campaigning group for correction.

(4) Regarding the composition of other committees, advisory boards, working groups, or comparable bodies with decision-making power or advisory bodies whose members are not appointed on the basis of an election, a balance of genders is to be aimed at when members are appointed.

(5) To implement the principle of gender mainstreaming, the Equal Opportunities Committee has the right to attend, in an advisory function and with the right to have statements recorded in the minutes, meetings of advisory boards, collegial bodies, and committees if they deal with personnel matters. The Equal Opportunities Committee is to be invited to all such meetings at the same time as the members, and evidence of the invitation is to be provided.

## **Part F. Work environment and protection of dignity at the workplace**

### **Working time**

**§ 41.** The Equal Opportunities Committee is to be included when new models for arranging and recording working time and managing attendance and absence times are developed.

### **Special leaves and parental leaves**

**§ 42.** (1) When taking special leave and parental leave for family reasons, as well as caregiving leave, the following principles apply to all employees:

1. Using possibilities of working part-time and taking parental leave, as well as fulfilling family duties, must not lead to direct or indirect discrimination against employees in connection with their employment or training.
2. When employees return to work, they must be given sufficient time for induction training and to familiarize themselves with their tasks.

(2) WU shall inform employees about the possibilities available to reduce working time and to take leaves of absence for performing family duties, and about the resulting consequences. WU shall encourage male employees to use these possibilities.

### **Childcare and the care of family members requiring care**

**§ 43.** (1) WU regards itself as obligated to create appropriate framework conditions for balancing family duties and work or academic studies.

(2) The Rector's Council shall regularly conduct surveys on the topic of family-work balance, publish their results in an appropriate form, and take all measures necessary for meeting the need for childcare places for children of WU faculty, staff, and students.

The needs of persons during absence from their workplace for statutory or contractual reasons must be taken into account.

(3) At the proposal of the Equal Opportunities Committee, the Rector's Council shall appoint a childcare advisor whose task is to advise the Rector's Council and WU faculty and staff on issues related to childcare obligations, in particular providing advice regarding the survey pursuant to (2) and the establishment of childcare facilities.

(4) On the basis of the needs identified in the surveys, the Rector's Council shall, within the budgetary possibilities, take appropriate measures to ensure a sufficient number of childcare places for all members of the WU community with childcare responsibilities.

(5) Services must be developed for supporting employees who provide care to family members.

### **Humane working conditions**

**§ 44.** (1) All members of WU faculty, staff, and students have the right to have their personal dignity preserved, in particular to be protected from sexual harassment, harassment, discrimination on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation, and from workplace bullying (mobbing).

(2) Therefore, WU takes appropriate preventive measures and ensures that persons affected by sexual harassment, discrimination, or workplace bullying (mobbing) receive legal advice free of charge, organized by the Equal Opportunities Committee, or are informed about the workplace bullying advice center established at WU.

### **Measures against sexual harassment, harassment, and workplace bullying (mobbing)**

**§ 45.** (1) Sexual harassment pursuant to § 8 of the Federal Equal Treatment Act, harassment pursuant to § 8a of the Federal Equal Treatment Act, and workplace bullying (mobbing) constitute infringements of personality rights. WU tolerates neither sexual harassment, sexist behavior, harassment, nor workplace bullying (mobbing).

(2) All members of WU faculty and staff, in particular those with management tasks in research, teaching, and administration, shall ensure, in their field of responsibilities, that there is no sexual harassment behavior, harassment, or workplace bullying (mobbing).

(3) The Equal Opportunities Committee provides advice and support to persons or bodies on how to appropriately and reasonably deal with incidents of sexist behavior and/or sexual harassment, harassment, and workplace bullying (mobbing). Persons affected by such behavior have the right to obtain advice from the Equal Opportunities Committee free of charge.

(4) WU shall provide advice and support services.

(5) All persons dealing with such matters are subject to confidentiality.

## **Part G. Infrastructure and tasks of entities dealing with equal opportunities and the advancement of women**

### **Equal Opportunities Committee**

**§ 46.** (1) The tasks and rights of the Equal Opportunities Committee result from the Federal Equal Treatment Act, the Universities Act 2002, in particular § 42 ff. of the Universities Act 2002, and WU's Plan for the Advancement of Women.

(2) If the Equal Opportunities Committee has reason to believe that a decision by a governing body or officer of the university discriminates against persons on the ground of their sex, the Equal Opportunities Committee is entitled to appeal to the Arbitration Board (§ 42 [8] of the Universities Act 2002) within three weeks.

### **Members of the Equal Opportunities Committee**

**§ 47.** (1) Performing tasks as a member or substitute member of the Equal Opportunities Committee is to be regarded as a contribution to fulfilling one's obligations under the training or employment contract or administrative job duties and is to be counted as working time.

(2) When delegating and determining tasks to be performed at the workplace and when determining job duties, any additional workload resulting from work as a member or substitute member of the Equal Opportunities Committee must be taken into account.

(3) Members and substitute members of the Equal Opportunities Committee must not be disadvantaged in their job because of their function, neither while they are performing their function nor after they have resigned.

(4) Work as chair of the Equal Opportunities Committee is regarded as a special reason to be taken into account when the employment contract is renewed.



(5) Members and substitute members of the Equal Opportunities Committee are to be given the opportunity to regularly attend training courses and information events.

(6) The members and substitute members of the Equal Opportunities Committee are entitled to fulfill their duties regarding equal opportunity issues at their workplace and use the facilities available at their workplace for that purpose.

### **Office of the Equal Opportunities Committee**

**§ 48.** (1) The Rector's Council shall ensure administrative support for the Equal Opportunities Committee and provide the required resources (staff, space, and physical resources). This must also be taken into account when the relevant need is communicated to the competent university governing bodies or officers.

(2) The Equal Opportunities Committee must in any event be provided with adequate rooms, technical equipment, and staff to fulfill the tasks of the office of the Equal Opportunities Committee.

(3) As part of annual budget planning, the Equal Opportunities Committee shall file an application regarding its need for budgetary funds.

(4) The head of office of the Equal Opportunities Committee must have appropriate training, legal knowledge, and practical expertise in human resource management. The chair of the Equal Opportunities Committee is responsible for the staff of the office of the Equal Opportunities Committee.

(5) The office of the Equal Opportunities Committee exclusively serves to support the WU Equal Opportunities Committee. The tasks of the office of the Equal Opportunities Committee include, in particular, administration of the entire work of the Equal Opportunities Committee, conceptual and organizational support for members of the Equal Opportunities Committee, removal of workload from them, collection and preparation of relevant materials for the work of the Equal Opportunities Committee, legal counselling, monitoring compliance with legal provisions concerning equal opportunities issues, establishment and management of a library on legal issues and issues regarding the advancement of women and equal opportunities, management of the budget, and public relations activities regarding issues of equal opportunities and the advancement of women within and outside the university.

### **Unit established for the coordination of activities relating to equal opportunities and the advancement of women**

**§ 49.** (1) A unit responsible for coordinating activities related to equal opportunities and the advancement of women shall be established at WU pursuant to § 19 (2) item 7 of the Universities Act .

(2) Detailed provisions on this unit can be found in the WU By-Laws (Chapter VIII "Equal opportunities", Section "Units for gender research and gender studies and for the coordination of activities for ensuring equal opportunities and the advancement of women").

### **Networking**

**§ 50.** The chair of the Equal Opportunities Committee or his or her deputy and the head of the office of the Equal Opportunities Committee and the unit established for the coordination of activities relating to equal opportunities and the advancement of women also have the task of networking with the institutions for ensuring equal opportunities and the advancement that have been established at other universities, with the entities responsible for issues of equal opportunities at the federal ministries, and with other institutions active in the field of the advancement of women and equal opportunities in Austria and abroad.

### **Unit for gender research and gender studies**

**§ 51.** (1) The implementation of the tasks of interdisciplinary gender research and gender studies as stipulated in § 19 (2) item 7 of the Universities Act 2002 is to be delegated to a department or other academic unit of WU.

(2) The Rector's Council shall provide the required resources (space, staff, and physical resources) to the department or other academic unit.

## **Part H. Budgetary matters**

### **Budgetary matters**

**§ 52.** (1) When drafting and allocating the budget, the duties to provide equal opportunities and to advance women contained in the Federal Equal Treatment Act, the Universities Act 2002 and the

promotive measures contained in this Plan for the Advancement of Women must be included as aspects relevant for planning and allocation.

(2) The Equal Opportunities Committee can submit proposals for criteria for allocating the budget.

(3) The Rector's Council, in cooperation with the Equal Opportunities Committee, shall establish incentive systems for persons who particularly advocate the advancement of women and equal opportunities, e.g. support in teaching and research, continuing education events, and coaching.

(4) WU shall base its budgetary decisions on the aim of providing equal opportunities for women and men.

## **Part I. Implementation and reporting obligations**

### **General provisions on implementation**

**§ 53.** (1) All governing bodies and officers of WU whose task is to make decisions or proposals regarding the required organizational, staffing, and financial matters in accordance with the relevant organizational regulations shall be responsible for implementing the measures contained in the Plan for the Advancement of Women.

(2) The competent governing bodies or officers of WU undertake to responsibly implement the measures and objectives stipulated in laws and international legislation (in particular, Article 7 of the Federal Constitutional Law, § 1, § 2 item 9, § 3 item 9 of the Universities Act 2002; § 11 to § 11d of the Federal Equal Treatment Act, relevant EU legislation, e.g. the equal treatment directives) and the UN Convention on the Elimination of All Forms of Discrimination against Women).

(3) Any form of discriminatory actions and behavior on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation constitutes a breach of the obligations resulting from a WU training or employment contract and must be sanctioned in accordance with employment law regulations.

(4) Notification emails or letters sent to the Equal Opportunities Committee are deemed as evidence that the Equal Opportunities Committee has been notified.

### **Reporting obligations regarding research grants for women**

**§ 54.** (1) The Rector shall report to the Senate once a year on the implementation of measures to promote women in research and on the annual evaluation of the implementation of the Plan for the Advancement of Women. The report is to be forwarded to the Equal Opportunities Committee, with evidence to be provided thereof, and published in an appropriate form.

(2) With regard to the awarding of research funding and grants within the decision-making competence of WU and the allocation of funds for continuing education, data (in relative and absolute numbers) on women's quotas and the amount of funds and grants awarded to women are to be collected and reported. The report is to be forwarded to the Equal Opportunities Committee, with evidence to be provided thereof.

### **Reporting obligations regarding personnel and organizational development**

**§ 55.** (1) The Rector and, if applicable, the chair of the collegial bodies established by the Senate to deal with such matters pursuant to § 25 (7) of the Universities Act 2002 shall report to the Senate once a year on the implementation of promotive measures in personnel and organizational development. In particular, it is to be reported whether or not the quota for women pursuant to § 11 (2) of the Federal Equal Treatment Act and § 13 of the Plan for the Advancement of Women has been reached.

(2) The corresponding reports are to be forwarded to the Equal Opportunities Committee, with evidence to be provided thereof, and published in an appropriate form. If the quota for women has not been reached in a certain area or if discriminatory remuneration differences exist between women and men, the reasons leading to that situation are to be identified, and appropriate measures for reaching the quota or eliminating discriminatory remuneration differences are to be taken and to be published. The corresponding reports are to be forwarded to the Equal Opportunities Committee, and evidence must be provided thereof.

## **Part J. Effective date**

**§ 56.** WU's amended Plan for the Advancement of Women shall enter into force on January 1, 2015.

## **Annex 5**

### **Electoral Regulations of the Arbitration Board**

**§ 1.** The current chair is responsible for convening the first meeting of the Arbitration Board at the beginning of a term of office. This person shall chair the constitutive meeting until the new chair is elected.

**§ 1a.** The nomination of the members and the composition of the Arbitration Board must be in accordance with § 43 (9) of the Universities Act.

**§ 2.** The Arbitration Board shall elect a chair, who should have legal knowledge, and a deputy from among its members.

**§ 3.** In all other respects, the Electoral Regulations of the Senate apply accordingly.

## Annex 6

### Senate Habilitation Directive

#### Application for a *venia docendi*

**§ 1.** (1) Applications for a *venia docendi* for a full academic subject are to be filed with the Rector's Council.

(2) The following documents have to be enclosed with the application:

- a) The academic papers submitted by the habilitation candidate
- b) The habilitation candidate's CV
- c) A list of the habilitation candidate's academic publications
- d) A list of academic conference presentations delivered by the habilitation candidate and his or her regular teaching activities at recognized postsecondary educational institutions
- e) A brief description of the topic of the habilitation thesis if necessary
- f) A copy of the habilitation candidate's doctoral diploma

(3) At least three copies of the candidate's academic papers shall be submitted. In the event that more than two habilitation reviewers are nominated, one additional copy shall be submitted for each additional reviewer. If the academic papers include a habilitation thesis monograph, the candidate must hand in two additional volumes to be shelved in the Austrian National Library and the WU University Library. The CV, the list of conference presentations and courses taught and, if required, the brief description of the topic of the habilitation thesis must also be submitted in digital form.

(4) The Rector's Council shall reject the application if the application was filed for a subject outside the scope of WU. In all other cases, the Rector's Council shall forward the application and all enclosed documents to the Senate. In the event that the Rector's Council rejects the application, the Rector's Council shall inform the Senate and the Equal Opportunities Committee.

(5) The following specific regulations apply to academic papers submitted for certain habilitation subjects:

a) Foreign Language Business Communication:

For applications for a *venia docendi* in one of the subjects represented at the Department of Foreign Language Business Communication, the "written academic papers" to be submitted mean either of the following:

- i) A monograph of appropriate length (habilitation thesis in a narrow sense) that has been published or at least accepted for publication, as confirmed by a publication contract with a publisher; in addition, a number of shorter publications are required as well, usually articles on the habilitation subject published in renowned academic journals
- ii) Or a larger number of shorter publications (= cumulative habilitation thesis), usually articles published in renowned academic journals, possibly in combination with one or more shorter monographs focusing on the same specific area of research or, in justified, exceptional cases, on different areas within the habilitation subject

b) Socioeconomics:

In addition to the other required academic papers, applicants for a *venia docendi* in one of the subjects represented at the Department of Socioeconomics also have to submit an independent habilitation monograph or several academic papers that are related to the habilitation subject and have been published in prestigious academic journals.

All the papers submitted by the habilitation candidate must have been published or at least accepted for publication.

c) Law:

As a rule, applicants for a *venia docendi* in a law-related subject also have to submit an independent habilitation monograph in addition to the other required academic papers. In individual cases, the requirement of an independent habilitation monograph may be waived if, in addition to the other required academic papers, the habilitation candidate also submits several academic articles that together form a coherent whole and demonstrate the candidate's academic skills in a manner that is equivalent to the investigation of a topic in the form of a monograph, both in terms of the scope of the articles and their dogmatic and academic depth. All academic papers submitted by the habilitation candidate must have been published or accepted for publication by renowned academic publishers or journals.

d) Economics:

In addition to the other required academic papers, applicants for a *venia docendi* in economics or one of the subjects represented at the Department of Economics have to submit an independent habilitation monograph or several academic papers that are related to the habilitation subject and have been published or accepted for publication (cumulative habilitation).

An independent habilitation monograph may be submitted in unpublished form if the habilitation candidate has already published other academic papers and if he or she can present a confirmation proving that a publisher has agreed to publish the monograph.

The academic papers submitted (habilitation monograph or cumulative thesis and other required academic papers) must include papers that have already been presented for scrutiny by the appropriate, recognized scientific community.

Acceptable proof of fulfillment of this requirement may for instance include the following:

- The habilitation thesis has been published or accepted for publication by a relevant and renowned academic publisher

- The other required academic papers include articles that have been published or accepted for publication in relevant and renowned journals or relevant and renowned edited volumes

- The cumulative habilitation thesis includes papers that have been published or accepted for publication in relevant and renowned journals or relevant and renowned edited volumes

When assessing whether a journal, an edited volume, or a publisher is regarded as "relevant and renowned," the varied spectrum of different opinions and methods shall be taken into account.

e) Business Administration:

For applications for a *venia docendi* in the field of business administration or in one of the subjects represented at the business administration-related departments, the "written academic papers" to be submitted mean either a habilitation thesis in monograph format or a collection of academic papers related in topic to the habilitation subject (cumulative habilitation thesis), in addition to the other required academic papers. To be considered worthy of a *venia docendi*, a cumulative habilitation thesis must comprise a series of excellent academic contributions by the applicant that have been published or accepted for publication. The quality of the contributions shall be assessed based on the quality standards of the respective international scientific community. Excellent quality of an article can be assumed if the article has been accepted by a periodical regarded as very good by the scientific community. The evaluation should be based on department-specific journal ratings or other widely accepted rankings. The definite focus of a *venia docendi* in business administration should be on publications in periodicals dedicated in a broad sense to business administration. After consulting with the Convention of Business Administration-Related Departments and the Senate, the individual Department Committees, acting in the name of the Senate, can adopt interpretation guides to specify the exact procedures required. Such interpretation guides are to be published in the WU Bulletin.

(5a) In the event of any changes to the habilitation directives of individual departments, including changes to the external quality criteria specified therein (e.g. journal ratings) or the subject-specific regulations specified in item 5, the doctrine of legitimate expectation is to be observed. The habilitation candidate has the right to apply for a *venia docendi* pursuant to the terms of the department-specific directive in effect at the time of application or pursuant to the terms of a previous department-specific directive that was in effect no more than four years before the date of application for a *venia docendi*. This 4-year period shall be extended in the cases specified in § 20 (3) items 1 and 2 of the Collective Bargaining Agreement. Extensions pursuant to item 1 may not exceed three years in total, and extensions pursuant to item 2 are limited to a total of one year. These regulations also apply to changes to the subject-specific regulations specified in item 5.

(6) § 1 (5) item b applies to habilitation proceedings initiated after March 1, 2006.

(7) § 1 (5) item e applies to habilitation proceedings initiated after March 18, 2009.

### **Election and delegation of members of the Habilitation Committee**

**§ 2.** (1) The chair of the Senate shall notify, without delay, the spokesperson of the Full Professors' Association and the persons named by each of the representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 and the students in the Senate of the receipt of the application, forward to them the documents available electronically, and ask them to elect or delegate the members and, if required, also the substitute members of the Habilitation Committee in accordance with the procedure provided for in § 4 and § 40 of the By-Laws. In addition to the other requirements for passing a resolution, passing a resolution on the establishment of the Habilitation Committee in the Senate requires a majority of the present members of the group pursuant to § 25 (4) item 1 of the Universities Act, including the other members of the Senate with a *venia docendi*. Furthermore, the chair of the Senate shall notify, without delay, the Equal Opportunities Committee of the receipt of the application and of the composition of the Habilitation Committee and also forward to it the documents available electronically.

(2) If a habilitation thesis is listed among the academic papers, the groups of persons entitled to elect or delegate members to the Habilitation Committee can postpone the election or delegation until the habilitation candidate has submitted the habilitation thesis and the thesis is available for inspection in the office of the Senate.

(3) A representative nominated by the Equal Opportunities Committee has the right to attend the meetings of the Habilitation Committee in an advisory function.

### **Submission of proposals for external and internal reviewers**

**§ 3.** (1) The spokesperson of the Full Professors' Association shall invite the chairs of the departments or Department Conventions that are responsible for the *venia docendi* applied for to submit proposals for internal and external reviewers within a period to be set by the spokesperson, and shall notify the chairs of all other departments and Conventions thereof. All departments and Conventions who regard themselves as responsible can submit such proposals. The proposals of the departments or Conventions must be submitted by the full professors of the relevant department or Convention. In departments or Conventions where the chair is not a full professor, the longest-serving full professor shall replace the chair for the purposes of this subsection.

(2) If a habilitation thesis is listed among the academic papers, the departments or Conventions regarding themselves as responsible can postpone the submission of their proposals until the habilitation candidate has submitted the habilitation thesis and the thesis is available for inspection in the office of the Senate.

#### **Appointment of external and internal reviewers**

**§ 4.** (1) The full professors in the Senate shall give due consideration to the proposals submitted by the departments and Conventions that are responsible for the *venia docendi* applied for, but are not obligated to accept them. In particular, they can select reviewers from among the proposals if more reviewers have been proposed than need to be appointed, or add reviewers to the proposals if fewer reviewers have been proposed than need to be appointed or should reasonably be appointed as a precaution, and even select reviewers other than those proposed in justified, exceptional cases.

(2) Representatives of the subject in which the habilitation is sought to be obtained who are not employed by WU can be appointed external reviewers. They must either have a *venia docendi* or qualification comparable to a *venia docendi*.

(3) Full professors of WU who represent the subject in which habilitation is sought to be obtained and who are not members of the Habilitation Committee can be appointed internal reviewers.

(4) The full professors in the Senate shall appoint a minimum of two reviewers. They can also appoint additional reviewers as a precaution in case the appointed reviewers are not willing to submit an assessment report. At least one external reviewer must be appointed.

#### **Submission of assessment reports and opinions**

**§ 5.** (1) The chair of the Senate shall notify the reviewers of their appointment and ask them to submit a written assessment report on the requirements referred to in § 103 (3) of the Universities Act 2002 as soon as possible, but no later than within two months, and send them the application by the habilitation candidate together with the documents enclosed by the candidate.

(2) The chair of the Senate shall notify, electronically and without delay after receipt of the assessment reports, all full professors of WU and all members of the Senate as well as the habilitation candidate that the assessment reports are available for inspection in the office of the Senate. In electronic form, the chair of the Senate shall invite all full professors of WU and the habilitation candidate to submit, within four weeks, opinions on the assessment reports, which must be addressed to the chair of the Senate. The chair of the Senate shall ensure that the habilitation candidate receives that information in any event.

#### **Constitutive meeting of the Habilitation Committee**

**§ 6.** (1) The chair of the Senate shall send all assessment reports and opinions received to the members of the Habilitation Committee and shall ask the longest-serving full professor who is a member of the committee to convene the constitutive meeting of the committee in which, in particular, the chair of the committee is to be elected, it is to be verified whether all documents pursuant to § 1 (2) and (5) of this Directive have been submitted, it is to be discussed whether assessment reports relating to didactics are to be obtained, the topic of the habilitation lecture is to be determined or suggestions for topics of the habilitation lecture are to be made, and the circle of persons to be invited to the habilitation lecture and the following presentation is to be specified.

(2) The Habilitation Committee can obtain assessment reports on the teaching qualifications of the habilitation candidate. Such an assessment report must be obtained in any event if the teaching qualifications of the habilitation candidate are disputed among the members of the committee or if the habilitation candidate does not have any previous teaching experience at WU. Moreover, every member of the Habilitation Committee is free to submit his or her own assessment report relating to didactics. The habilitation candidate is to be given the opportunity to give his or her opinion on the assessment reports relating to didactics if at least one assessment report comes to the conclusion that the habilitation candidate does not have the teaching skills required to be granted a *venia docendi*.

(3) The Habilitation Committee shall specify the topic of the habilitation lecture. It can also suggest habilitation lecture topics to the habilitation candidate, from which the habilitation candidate can choose the topic of his or her habilitation lecture. The habilitation candidate also has the right to suggest topics.

The topic of the habilitation lecture must either relate to the academic papers by the habilitation candidate or to other areas of the subject in which habilitation is sought to be obtained.

### **Habilitation lecture and habilitation colloquium**

**§ 7.** (1) The chair of the Habilitation Committee shall specify the date and duration of the habilitation lecture and make sure that the external and internal reviewers, the members of the Habilitation Committee and the full professors of the responsible department(s) or Convention(s) can attend the lecture, as far as possible, and that the habilitation candidate has an appropriate period for preparation. To facilitate attendance by the full professors of the relevant departments or Conventions, the habilitation lecture can, for example, be scheduled before or after other meetings of the full professors.

(2) The habilitation lecture is public.

(3) The full professors of WU and the members of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 working at WU must in any event be invited, electronically and in due time before the habilitation lecture, to attend the habilitation lecture, and be informed of the topic of the habilitation lecture. In addition, the Habilitation Committee shall decide on the manner in which representatives of the subject in which habilitation is sought to be obtained working at other universities and other academic institutions, WU graduates interested in the subject in which habilitation is sought to be obtained, and other academically interested practitioners and interested students can be invited to attend the habilitation lecture. The Habilitation Committee and the chair of the Habilitation Committee shall ensure, by means of appropriate measures, that a broad expert audience gets to know about the habilitation lecture and actually attends the lecture, as far as possible.

(4) After the lecture, a public discussion (habilitation colloquium) must take place, which is hosted by the chair of the Habilitation Committee. During the colloquium, the audience is supposed to ask the habilitation candidate questions, primarily regarding the habilitation lecture, or regarding academic papers written by the candidate. Topics whose discussion enables the habilitation candidate to prove that he or she has knowledge of the methods and an in-depth academic understanding of the subject in which habilitation is sought to be obtained can also be addressed.

(5) By a resolution of the Habilitation Committee, the habilitation lecture and subsequent colloquium pursuant to § 7 of the Senate Habilitation Directive can be conducted and broadcast as a publicly accessible video conference. It is not permissible to record the conference. Detailed regulations are the responsibility of the chair.

### **Final meeting of the Habilitation Committee**

**§ 8.** (1) If possible, the final meeting of the Habilitation Committee should take place immediately after the habilitation colloquium.

(2) The external and internal reviewers are to be invited to attend the deliberations of the Habilitation Committee in the final meeting in an advisory function.

(3) In its final meeting, the Habilitation Committee decides whether the habilitation candidate has both excellent academic qualifications and teaching skills (§ 103 [2] of the Universities Act 2002) and thus the requirements for being granted the *venia docendi* applied for. The Habilitation Committee shall make its decision on the basis of the assessment reports and opinions received (§ 103 [8] of the Universities Act 2002) and shall also take into account the academic papers submitted by the habilitation candidate and the insight on his or her academic and teaching skills gained during the habilitation colloquium. The Habilitation Committee shall use the standards of the relevant scientific community to judge whether the habilitation candidate has excellent academic qualifications. This is to ensure that the habilitation candidate can be appointed full professor.

(4) Decisions on the excellent academic qualifications of the habilitation candidate require the majority of the members of the Habilitation Committee with a *venia docendi*.

(5) If the Habilitation Committee chooses to ignore individual assessment reports and opinions submitted in the habilitation proceedings, the Habilitation Committee shall give reasons.

(6) Members of the Habilitation Committee who were among the minority in votes on the excellent academic qualifications and/or teaching skills of the habilitation candidate can present their dissenting opinion (*votum separatum*) in writing and enclose it with the minutes.

(7) If the Habilitation Committee comes to the conclusion that the habilitation candidate does not have excellent academic qualifications in the subject in which habilitation is sought to be obtained, the Habilitation Committee can suggest to the habilitation candidate to amend the application for a *venia docendi*, provided that the subject suggested by the Habilitation Committee is an academic subject falling within the scope of WU and that the habilitation candidate has excellent academic qualifications in the suggested subject according to the assessment reports and opinions submitted. If the habilitation candidate amends his or her application to that effect, the Habilitation Committee can continue the proceedings on the basis of the amended application even without scheduling another habilitation lecture and habilitation colloquium.

### **Issuance of an official notification on the *venia docendi***

**§ 9.** (1) On the basis of the documents submitted by the chair of the Habilitation Committee, the Rector's Council shall examine whether any fundamental principles of the proceedings have been violated and, if that is not the case, issue an official notification on the application for a *venia docendi* on the basis of the resolution by the Habilitation Committee.

(2) If the Rector's Council rejects the resolution by the Habilitation Committee, the chair of the Senate must be notified thereof and of the reasons without delay. Taking into account the legal opinion of the Rector's Council, the Senate shall decide whether a new Habilitation Committee should be instituted, whether the full professors in the Senate should appoint other reviewers, and/or whether the Habilitation Committee should repeat the entire proceedings or certain parts thereof.

### **Information of the full professors and the habilitated persons**

**§ 10.** During the proceedings and within one year after the end of the proceedings, the full professors of WU and the habilitated academic staff members permanently employed by WU have the right to inspect the academic papers presented by the habilitation candidate and all assessment reports and opinions submitted during the proceedings. During the proceedings, this right can be exercised in the office of the Senate, and after the end of the proceedings in the office of the Rector's Council. Persons who exercise this right are subject to official secrecy.



## Annex 7

### Senate Directive on the Appointment of Full Professors

#### Announcement of the position

**§ 1.** (1) To prepare the announcement of the position of a full professor, the Rector's Council shall inform the Senate and the chair of the department to which it intends to assign the new full professor (§ 22 [1] item 7 of the Universities Act).

(2) The Rector's Council shall ask the chair of the department to which the Rector's Council intends to assign the new full professor to make a proposal for the text of the position announcement.

(3) After a hearing with the Senate and the Equal Opportunities Committee, the Rector's Council shall decide on the text of the position announcement. The Rector's Council is not obligated to use the text provided pursuant to (2).

#### Election and delegation of the Search Committee members

**§ 2.** (1) The Rector's Council shall notify, without delay, the spokesperson of the Full Professors' Association as well as one person named by each of the Senate representatives of the academic staff pursuant to § 94 (2) item 2 of the Universities Act 2002 and of the students when the Rector's Council starts to prepare the announcement of the position of a full professor and shall ask them to elect or delegate the members and, if required, also the substitute members of the Search Committee in accordance with the procedure provided for in § 4 and § 43 of the By-Laws. The full professors must make up more than half of the members of the Search Committee, and the students must delegate at least one member.

In addition to the other requirements for passing a resolution, passing a resolution on the establishment of the Committee in the Senate requires a majority of the present members of the group pursuant to § 25 (4) item 1 of the Universities Act, including the other members of the Senate with a *venia docendi*.

(2) The chair of the Senate shall notify the Equal Opportunities Committee of the composition of the Search Committee without delay.

#### Submission of proposals for external and internal reviewers

**§ 3.** (1) The spokesperson of the Full Professors' Association shall ask the longest-serving full professor of the department or Convention to which the Rector's Council intends to assign the new full professor to ensure that the full professors of the department or Convention submit proposals for internal and external reviewers within a period to be set by the spokesperson (§ 98 [3] of the Universities Act). The longest-serving full professors at all other departments and Conventions are to be informed of this request. The full professors of all departments and Conventions who consider their disciplines to be related can also submit such proposals. In departments or Conventions of which the chair is a full professor, the chair shall replace the longest-serving full professor for the purposes of this subsection.

#### Appointment of external and internal reviewers

**§ 4.** (1) The full professors in the Senate shall give due consideration to the proposals submitted, but are not obligated to accept them. In particular, they can select reviewers from among the proposals if more reviewers have been proposed than need to be appointed, or add reviewers to the proposals if fewer reviewers have been proposed than need to be appointed or should reasonably be appointed as a precaution, and even select reviewers other than those proposed in justified, exceptional cases.

(2) External reviewers must not be permanently employed by WU. They must either have a *venia docendi* or qualification comparable to a *venia docendi*. They should be recognized experts in the academic community, and have sufficient research experience in the field named in the text of the position announcement.

(3) Full professors of WU and habilitated staff members permanently employed by WU can be appointed as internal reviewers. They cannot be appointed as internal reviewers if it is highly likely that the new full professor will be their immediate supervisor.

(4) The full professors in the Senate shall appoint a minimum of three reviewers. Of these, at least two must be external, but three external reviewers may also be appointed. In addition to the three reviewers, they can also appoint further reviewers as a precaution in case the appointed reviewers are not willing to submit an assessment report.

The Rector has the right to appoint a further reviewer.

(5) The external and internal reviewers are to be invited to attend the meetings of the Search

Committee to provide information and explain their written assessment reports pursuant to § 6 (2) and (3) and § 7 (1) to (2). However, they shall not attend Search Committee meetings beyond that capacity.

(6) The reviewers shall disclose any close relationship they may have with a candidate (e.g. very close academic cooperation).

### **Constitutive meeting of the Search Committee**

**§ 5.** (1) The Rector's Council shall forward all applications received to the members of the Search Committee and the Equal Opportunities Committee.

(2) Within a month from the end of the application period, the Search Committee shall verify whether the submitted applications fulfill the criteria stated in the position announcement and eliminate the applications that evidently do not fulfill the criteria (§ 98 [5] of the Universities Act).

(3) The remaining applications shall then be sent to the external and internal reviewers and to the office of the Equal Opportunities Committee. Before the applications are sent out, the Rector must be informed about which of the applications received have been selected to be forwarded to the reviewers. If one or more of the applications do not fulfill the criteria of the position announcement, the Search Committee must be notified accordingly (§ 98 [6] of the Universities Act).

(4) Without prejudice to the provisions in § 8 of the Rules of Procedure of the Senate and its Committees (Annex 1), the members of the Search Committee shall disclose any close relationship they may have with a habilitation candidate (e.g. very close academic cooperation). The Rector shall also disclose any close relationship to any candidates that he or she may include in the selection proceedings pursuant to (5) below.

(5) Until the applications are forwarded to the reviewers pursuant to (3), the Search Committee or the Rector can include candidates in the selection proceedings who have not applied for the advertised professorship but who are particularly well suited for the position due to their academic qualifications.

### **Resolution on invitations of candidates to hold a public presentation**

**§ 6.** (1) The Search Committee shall in any event invite the applicants they are considering for a position on the shortlist to present themselves to the members of the WU community during a public presentation. This presentation also includes a lecture in the relevant subject, unless the committee chooses to refrain from requiring a lecture in justified, exceptional cases. In this regard, all applicants must be treated equally.

(2) Before the Search Committee makes a decision on inviting applicants and candidates who have been included in the selection proceedings, the reviewers shall submit to the committee a written assessment report (brief evaluation) on the applicants' academic qualifications. If the committee decides not to invite applicants who have been deemed qualified with regard to their academic qualifications by at least one reviewer, the reasons for this decision must be given.

### **Submission of assessment reports and opinions**

**§ 7.** (1) The external and internal reviewer or reviewers shall submit written, comparative assessment reports on the candidates whom the committee is considering for a position on the shortlist and who were therefore invited to hold a public presentation (§ 42 [2] of the By-Laws). These assessment reports must also include the candidates who have not applied for the position but are considered for a position on the shortlist by the committee or the Rector, even if the committee has chosen to refrain from requiring a public presentation in justified, exceptional cases.

(2) The written assessment reports shall evaluate, in particular, academic qualifications with regard to the text of the position announcement, and determine which of the candidates, if any, are particularly qualified as compared with other qualified candidates.

(3) The chair of the Search Committee shall provide copies of the applications and all assessment reports of the candidates to the department chair and, if applicable, to the head of the institute to which the new full professor is to be assigned. These persons are bound by confidentiality. They are to be invited to send their opinions on the written assessment reports to the chair of the committee within a period that is to be at least two weeks, as a rule.

(4) The chair of the Search Committee shall send all written assessment reports and opinions to the members of the Search Committee and the office of the Equal Opportunities Committee.

### **Public presentation**

**§ 8.** (1) The presentation during which candidates invited by the Search Committee present themselves to WU is open to the public (§ 98 [6] of the Universities Act).

(2) The full professors of WU and the members of the academic staff pursuant to § 94 (2) item 2

of the Universities Act 2002 working at WU must in any event be invited – electronically, if possible – in due time before the presentation, to attend this public presentation, and be informed of the topics of the candidates’ presentations, if applicable.

(3) The chair of the Search Committee shall prepare the public presentation, send the invitations, and host the presentation if the Rector does not choose to do so personally (§ 98 [6] of the Universities Act).

(4) By resolution of the Search Committee, public presentations pursuant to §§ 66 (1) and (8) of the Senate Directive on the Appointment of Full Professors can be conducted and broadcast as publicly accessible video conferences. It is not permissible to record the conferences. Detailed regulations are the responsibility of the chair. The Search Committee is also entitled to invite candidates under consideration to a meeting held as a video conference. § 5 (5) of the Rules of Procedure of the Senate applies analogously.

### **Compilation of the shortlist**

**§ 9.** (1) Based on the assessment reports and opinions submitted, the Search Committee shall compile a shortlist of the three candidates who are most qualified for the announced position, including reasons, within seven months from the end of the application period. The shortlist may include a ranking of the candidates. If fewer than three candidates are on the shortlist, reasons must be stated.

(2) The Search Committee shall use the criteria contained in the text of the position announcement as a basis for compiling the shortlist. In any event, the committee shall take the candidates’ academic qualifications, teaching aptitude, and suitability for chairing an academic unit into consideration.

(3) The Search Committee shall state reasons if it includes a candidate in its shortlist who does not fulfill the criteria contained in the text of the position announcement according to at least one written assessment report or opinion. The Search Committee shall also state reasons if it does not include a candidate in its shortlist who is particularly qualified for the announced position of full professor according to at least one written assessment report or opinion.

(4) If the Search Committee includes researchers habilitated at WU in the shortlist who have not yet been offered a professorship at another university, the Search Committee shall apply § 41 of the By-Laws and state its reasons for its decision with regard to the criteria specified there.

### **Selection decision**

**§ 10.** (1) The chair of the Search Committee shall provide the Rector with the documents of all candidates, the assessment reports and opinions, and the minutes of the Search Committee meetings, which include the shortlist of candidates and the reasons for the choices made.

(2) The Rector shall make a selection from the shortlist, but is not obligated to adhere to the ranking of the candidates. The Rector shall inform the Senate and the Equal Opportunities Committee of his or her selection before the commencement of hiring negotiations and also when an employment contract is concluded with the selected candidate.

(3) The Rector can reject the shortlist and return it to the Search Committee for repeated deliberation and resolution if it does not include the most qualified candidates. Reasons must be stated for this decision. The Rector shall inform the Senate and the Equal Opportunities Committee of this.

(4) If the Rector rejects the shortlist, the Search Committee can either draw up a new shortlist pursuant to § 10 of this Directive, or pass a vote of persistence (*Beharrungsbeschluss*), stating the grounds upon which the vote is based.

(5) If the Rector also rejects the Search Committee’s vote of persistence, the chair of the Senate and the Equal Opportunities Committee must be notified thereof and of the reasons without delay. In this case, the Rector’s Council may arrange for a repeat position announcement and thus initiate new selection proceedings. If the Rector’s Council chooses not to exercise this right, the Senate shall decide whether a new Search Committee should be instituted, and/or whether the full professors in the Senate should appoint other reviewers. For the rest of the proceedings, the Search Committee can refrain from reinviting applicants to hold a public presentation.

(6) If hiring negotiations fail with all the shortlisted candidates, either the Rector can request the Search Committee to compile a new shortlist, or the Rector’s Council can initiate a new position announcement. If, following a request by the Rector, the Search Committee thinks it is unable to compile a new shortlist – e.g. because the remaining candidates lack the requisite qualifications – the Rector’s Council shall arrange for a new position announcement.

### **Shortened selection proceedings for full professors (§ 99 of the Universities Act)**

**§ 11.** (1) If a full professor is to be appointed for a period of not more than five years (§ 99 [1] of the

Universities Act), § 1 of this Directive is to be applied.

(2) The Rector's Council shall post the position announcement, collect the applications and, after expiration of the application period, forward them to the longest-serving full professor of the department to which the new full professor is to be assigned. § 3 (1) final sentence of this Directive is to be applied.

(3) The longest-serving full professor of the department to which the new full professor is to be assigned shall ensure that the full professors of the relevant department draw up a shortlist of the candidates, without obtaining assessment reports and opinions. § 3 (1) final sentence of this Directive is to be applied.

(4) The Rector shall make a selection or reject the shortlist and return it to the full professors of the department, applying § 10 of this Directive accordingly, or select an applicant who has not been included in the shortlist from among the remaining applicants.

### **Opportunity hiring of full professors (§ 99a UG)**

**§ 11a.** (1) After a hearing with the full professors in his or her department and in accordance with the WU Strategic Plan, any department chair may nominate an outstanding academic figure to the Rector's Council for appointment as a full professor pursuant to § 99a UG. The department chair's nomination requires the support of the majority of the full professors in his or her department and must include the name of the nominee, the intended professorship, and a statement detailing how the nominee fulfills the requirements specified in § 99a UG. § 41 of WU's By-Laws shall apply *mutatis mutandis*.

(2) If the Rector's Council intends to accept this nomination, it must inform the Senate, all department chairs, and the Equal Opportunities Committee of the planned fixed-term or permanent appointment and submit the necessary documents. If, within two weeks, the chair of another department submits an objection to this proposal to the Rector's Council with the support of the majority of the full professors in his or her department, the appointment proceedings shall be terminated.

(3) Otherwise, the Senate shall decide whether to issue its own statement, whether expert opinions are to be obtained in order to assess the requirements pursuant to § 99a (1) UG, and if so, how many, and whether and how many of these expert opinions are to be provided by external reviewers. The reviewers shall be appointed by the full professors of the Senate. The Rector's Council shall obtain these expert opinions and is also entitled to obtain further expert opinions at its discretion.

(4) Based on the proposal referred to in (1) above and on any expert opinions and statements submitted, the Rector's Council shall decide whether the Rector will enter into appointment negotiations with the nominee.

(5) The Rector shall inform the Senate both before beginning appointment negotiations and when an employment contract is concluded with the candidate. In addition, the Equal Opportunities Committee must be informed prior to commencement of the appointment negotiations.

(6) In the case of a fixed-term full professorship appointment pursuant to § 99a (2) of the UG, the Rector may grant an indefinite extension of employment following a qualification review. The qualification review shall cover the quality of the professor's research and teaching performance. For this purpose, the Rector will obtain one or more expert opinions. In the event of an intended extension, the department's full professors and, if applicable, the head of the institute to which the professor is assigned, shall be consulted. The decision to grant an extension is made by the Rector.

(7) All persons involved in this procedure pursuant to the preceding paragraphs shall be subject to official confidentiality.

### **Directives of the Rector's Council and the Senate**

**§ 12.** (1) § 1, § 11, and this subsection of the Directive on the Appointment of Full Professors are herewith adopted as a Directive of the Rector's Council, which can be amended or repealed by the Rector's Council at any time without the consent of the Senate.

(2) §§ 2 to 10 and 11a and this subsection of the Directive on the Appointment of Full Professors are herewith adopted as Annex VII of the By-Laws.



## **Annex 8**

### **Senate Directive on the Awarding of Honorary Distinctions and Decorations of Honor**

#### **Honorary academic distinctions, decorations of honor**

##### **I. Honorary academic distinctions**

###### **Renewal of academic degrees**

**§ 1.** The Rector's Council, with the consent of the Senate, can repeat the awarding of an academic degree that has been awarded before on special occasions, in particular on occasion of the fiftieth anniversary of the date of the original conferral of the degree, if this is justified with regard to the special academic merits earned by the graduate, the outstanding professional work of the graduate, or the close ties between the graduate and WU.

###### **Honorary doctoral degree**

**§ 2.** After a hearing with the Senate, the Rector's Council can award a doctoral degree whose awarding falls within the competence of WU as an honorary doctoral degree to persons who have distinguished themselves by their extraordinary academic performance, waiving fulfillment of the requirements stipulated in the applicable study regulations.

###### **Honorary Consul of WU**

**§ 2a.** (1) The Rector's Council, with the consent of the Senate, can award the title of Honorary Consul to distinguished public figures with particularly close ties to WU in recognition of continued support provided to WU.

(2) Apart from purely honorary academic distinctions, the title of Honorary Consul is the highest distinction that WU can award. Therefore, any person to be awarded this title is required to have shown extraordinary, profound commitment with long-term effects and to have made a significant contribution to strengthening the profile and reputation of WU at the national or international level. As a requirement for the distinction, the person to be awarded this title must have earned special merits with regard to academic disciplines taught at WU or with regard to WU itself. The achievements of the person to be awarded this title must be clearly in support of WU and must not only or predominantly have been motivated by the person's own personal interests, even if such achievements are also advantageous for WU. The achievements of the person to be awarded this title must also be intangible in nature and can, in particular, have been made by establishing cooperation with practitioners in research in the interest of WU, or by actively participating in, or shaping and promoting, the performance of WU's tasks in research and teaching, with considerable positive effects on the WU's image. Tangible achievements or contributions alone are not sufficient for the awarding of the title of Honorary Consul. The Honorary Consul must also be willing to be available to WU's major governing bodies and officers as an advisor on strategic issues.

(3) WU faculty and staff members cannot be appointed Honorary Consul.

###### **Honorary Senator of WU**

**§ 3.** (1) The Rector's Council, with the consent of the Senate, can award the title of Honorary Senator of WU to distinguished public figures who have earned special merits with regard to WU and the promotion of its academic and cultural responsibilities.

(2) A person to be awarded this title is required to have shown an extraordinary and long-term commitment to the academic and cultural responsibilities of WU. The achievements by the person to be awarded this title must be clearly in support of WU and must not only or predominantly have been motivated by the person's own personal interests, even if such achievements are also advantageous for WU. In any event, the achievements must be intangible in nature and can, in particular, have been made by establishing cooperation with practitioners in research in the interest of WU, or by actively participating in, or shaping and promoting, the performance of WU's tasks in research and teaching. Tangible achievements or contributions can also be considered, but by themselves are not sufficient for the awarding of the title of Honorary Senator.

## **Honorary Resident of WU**

**§ 4.** (1) The Rector's Council, with the consent of the Senate, can award the title of Honorary Resident of WU to persons who have earned special merits with regard to the design or equipment of WU.

(2) The achievements by the person who is going to be awarded this title must be clearly in support of WU and must not only or predominantly have been motivated by the person's own personal interests, even if such achievements are also advantageous for WU.

## **Common provisions**

**§ 5.** (1) Academic degrees are renewed, and honorary doctoral degrees and the titles of Honorary Consul or Honorary Senator or Honorary Resident of WU are awarded during an academic ceremony. The person honored receives a diploma signed by the Rector and carrying the seal of WU. Her or his name is to be entered into the Book of Honor.

(2) Honorary doctoral degrees and the titles of Honorary Consul or Honorary Senator or Honorary Resident of WU can also be awarded posthumously.

## **Revocation of honorary academic distinctions**

**§ 6.** Upon application by the Rector's Council, the Senate, with a two-thirds majority, can revoke honorary academic distinctions awarded pursuant to the above or previously applicable provisions if the person honored proves to be unworthy of the honorary distinction because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, if it is subsequently discovered that the honorary distinction was obtained fraudulently, or if the revocation is required on the ground of WU's reputation. The diploma is to be withdrawn, and the entry in the Book of Honor of WU is to be deleted.

## **II. Badge of Honor in Gold, Silver, and Bronze**

**§ 7.** (1) The Rector's Council can pass a resolution to award Badges of Honor in Gold, Silver, or Bronze to persons who have earned merits with regard to academic disciplines taught at WU or with regard to WU itself.

(2) The Badge of Honor in Gold, Silver, or Bronze can also be awarded posthumously.

(3) The badge is awarded by the Rector during a ceremony. The person honored receives a decree signed by the Rector and carrying the seal of WU. Her or his name is to be entered into the Book of Honor.

(4) The Senate can revoke the awarding of a Badge of Honor if the person honored proves to be unworthy of the decoration of honor because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, if it is subsequently discovered that the decoration of honor was obtained fraudulently, or if the revocation is required on the ground of WU's reputation. The decree on the award is to be withdrawn, the entry in the Book of Honor of WU is to be deleted, and the wearing the Badge of Honor is to be prohibited.

## **Golden Badge of Honor**

**§ 8.** (1) The awarding of the titles of Honorary Consul or Honorary Senator or Honorary Resident of WU includes the awarding of the Golden Badge of Honor.

(2) In addition, the Golden Badge of Honor can be awarded to persons who have earned special merits within the meaning of § 3 (2). In particular, the Golden Badge of Honor is to be awarded to academic officers of WU who have earned special merits.

## **Silver Badge of Honor**

**§ 9.** The Silver Badge of Honor can be awarded to persons who have earned merits in teaching and, in special cases, in the administration of WU.

## **Bronze Badge of Honor**

**§ 10.** The Bronze Badge of Honor can be awarded to persons who have earned merits with regard to WU as members of non-academic staff within the meaning of § 3 (2).

## **III. Pin of Honor, Ring of Honor, Honorary Plaque**

### **Pin of Honor**

**§ 11.** (1) The Rector's Council can pass a resolution to award the Pin of Honor to persons who have earned merits with regard to academic disciplines taught at WU or with regard to WU itself.

(2) As a requirement for the award, the person to be honored must have earned merits with regard to academic disciplines taught at WU or with regard to WU itself. This is the case if the person, for example, has established cooperation with practitioners, or actively participated in, or shaped and promoted, or made a tangible contribution to, the performance of WU's tasks in research and teaching.

(3) The Pin of Honor can also be awarded posthumously.

(4) The Senate can revoke the award of a Pin of Honor if the person honored proves to be unworthy of the decoration of honor because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, if it subsequently turns out that the decoration of honor was fraudulently obtained, or if the revocation is required on the ground of WU's reputation. The certificate on the award of the Pin of Honor is to be withdrawn, and the entry in the Book of Honor of WU is to be deleted.

### **Ring of Honor**

**§ 12.** (1) After a hearing with the Senate, the Rector's Council can pass a resolution on the award of the Ring of Honor to persons who earned merits with regard to academic disciplines taught at WU or with regard to WU itself. Such persons can also be representatives of a business. The Ring of Honor is awarded a maximum of three times per year.

(2) As a requirement for the award, the person to be honored must have earned merits with regard to academic disciplines taught at WU or with regard to WU itself. This is the case if the person, for example, has established cooperation with practitioners, or actively participated in, or shaped and promoted, or made a tangible contribution to the performance of WU's tasks in research and teaching.

(3) The Ring of Honor can also be awarded posthumously.

(4) The Senate can revoke the awarding of a Ring of Honor if the person honored proves to be unworthy of the decoration of honor because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, if it is subsequently discovered that the decoration of honor was obtained fraudulently, or if the revocation is required on the ground of WU's reputation. The certificate on the awarding of the Ring of Honor is to be withdrawn, and the entry in the Book of Honor of WU is to be deleted.

### **Honorary Plaque**

**§ 13.** (1) After a hearing with the Senate, the Rector's Council can pass a resolution to award the Honorary Plaque to persons or businesses who have earned merits with regard to academic disciplines taught at WU or with regard to WU itself. The Honorary Plaque is awarded a maximum of three times per year.

(2) As a requirement for the award, the person to be honored must have earned merits with regard to academic disciplines taught at WU or with regard to WU itself. This is the case if the person, for example, has established cooperation with practitioners in the interest of WU, or actively participated in, or shaped and promoted, or made a tangible contribution to, the performance of WU's tasks in research and teaching.

(3) The Honorary Plaque can also be awarded posthumously.

(4) The Senate can revoke the awarding of an Honorary Plaque if the person honored proves to be unworthy of the decoration of honor because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, if it is subsequently discovered that the decoration of honor was obtained fraudulently, or if the revocation is required on the ground of WU's reputation. The certificate on the awarding of the Pin of Honor is to be withdrawn, and the entry in the Book of Honor of WU is to be deleted.

### **Common provisions**

**§ 14.** The Pin of Honor, Ring of Honor, or Honorary Plaque is awarded by the Rector during a ceremony. The person honored receives a certificate signed by the Rector and carrying the seal of WU. Her or his name is to be entered into the Book of Honor.

### **IV. Patrons of WU**

**§ 15.** (1) After a hearing with the Senate, the Rector's Council can award the title of Patron of WU to distinguished public figures who have earned special merits with regard to WU and the promotion of its academic and cultural responsibilities. The title of Patron of WU can also be awarded posthumously.

(2) Apart from purely academic honorary distinctions, the title of Patron of WU is the highest



distinction that WU can award (after Honorary Consul or Honorary Senator and Honorary Resident). Therefore, a person to be awarded this title is required to have shown an extraordinary and/or long-term commitment to the academic and cultural responsibilities of WU. The achievements by the person to be awarded this title must be clearly in support of WU. The support provided can be both intangible and tangible. The support provided can, for example, consist in establishing cooperation with practitioners in the interest of WU, or actively participating in, or shaping and promoting, the performance of WU's tasks in research and teaching.

(3) The title is awarded by the Rector during a ceremony. The person honored receives a certificate signed by the Rector and carrying the seal of WU. Her or his name is to be entered into the Book of Honor.

(4) The Senate can revoke the awarding of the title if the person honored proves to be unworthy of the honorary distinction because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, or if it is subsequently discovered that the honorary distinction was obtained fraudulently. The certificate on the awarding of the title is to be withdrawn, and the entry in the Book of Honor of WU is to be deleted.

## **V. Visiting professorship**

**§ 16.** (1) The Rector's Council can award the title of visiting professor to lecturers who are not permanently employed by WU for the academic year or the semester for which they are given a teaching assignment.

(2) To be named visiting professor, a person must be a full professor at another university in Austria or abroad or hold a *venia docendi* or comparable qualification or special reputation in the scientific community of his or her subject.

## **VI. Honorary professorship**

**§ 17.** (1) The Rector's Council, with the consent of the Senate, can award the title of honorary professor of an academic subject for a definite or indefinite period to specially qualified experts not working at a university to recognize their special academic achievements (appointment as an honorary professor).

(2) The person honored receives a certificate signed by the Rector and carrying the seal of WU.

(3) The title of honorary professor can also be awarded posthumously.

(4) Upon application by the Rector's Council, the Senate, with a two-thirds majority, can revoke the title of honorary professor awarded pursuant to the above or previously applicable provisions if the person honored proves to be unworthy of the honorary distinction because of his or her later behavior, if subsequently facts emerge that would have conflicted with the award, if it is subsequently discovered that the honorary distinction was obtained fraudulently, or if the revocation is required on the ground of WU's reputation. The certificate must be withdrawn.

## Annex 9

### Equal Opportunities Plan

#### Preamble

As a public university, WU is aware of its social responsibility. With the support of its research staff, teaching staff, administrative staff, and its students and graduates, WU wants to make a contribution to tackling economic, and therefore social, challenges. Such challenges manifest themselves in particular in the areas of globalization and digitalization, in issues of (distributive) justice and migration, and in the competition for the best talent.

Diversity, meaning the variety of people working at WU, is seen by WU as a potential for innovation and creativity that needs to be exploited and promoted. Diversity is understood to mean heterogeneity in the form of differences and commonalities among the members of the WU community. WU is committed to handling diversity in an appreciative and productive manner, and it also takes a proactive approach to promoting equal opportunities for disadvantaged persons. As a responsible university, WU acknowledges its social responsibility and promotes inclusion in terms of equal participation of disadvantaged groups of persons. WU takes a stand against any type of discrimination.

WU aims at realizing equal opportunities in an inclusive environment for students and staff and develops measures to achieve these ambitious aims. In addition to adhering to the prohibition of discrimination imposed by the law, WU would like to disrupt mechanisms of social exclusion resulting from various identity factors or from certain living circumstances, such as caregiving responsibilities, and to encourage processes of reflection and discussion about identity labeling and the logics of assessment processes and value judgements.

Comprehensive diversity management, meaning acknowledging and promoting diversity and inclusion, is implemented at WU as part of its social responsibility and as a feature of an innovative university. Since 2017, these issues have been included in WU's Strategic Plan as well.

Pursuant to the Universities Act, the Equal Opportunities Plan is intended to regulate, in particular, the matters of work-family balance and anti-discrimination.<sup>3</sup> This takes into account the fact that, apart from gender, other visible and invisible identity factors such as age, disability, ethnicity, religion or belief, and sexual orientation determine inequalities and social opportunities.<sup>4</sup> As core dimensions, these factors have been taken into account in various laws that provide protection against discrimination and ensure that all persons can participate in society, in resources, in educational and career opportunities, and in networks according to their abilities. Therefore, the Equal Opportunities Plan also takes into consideration the need to balance studying/working and caregiving responsibilities. In that regard, equal opportunities can also include measures resulting in temporary privileges for a disadvantaged group.

The Equal Opportunities Plan is addressed to all members of the WU community and serves as a reference for implementing comprehensive diversity management based on the overarching organizational objectives laid down in the Strategic Plan. Providing equal opportunities is seen as a duty shared by all members of the WU community, with management personnel assuming particular responsibility in this regard.

#### Section I: General provisions

##### Relation to other legal provision

**§ 1.** Like the Plan for the Advancement of Women, the Equal Opportunities Plan serves to facilitate the implementation of provisions under constitutional law for actual gender equality pursuant to § 20b of the Universities Act. In addition to providing gender equality, the Equal Opportunities Plan is intended to regulate, in particular, the matters of work-family balance and anti-discrimination and inclusion. Further relevant legal provisions can be found in various laws, e.g. the Federal Equal Treatment Act, the Employment of People with Disabilities Act (*Behinderteneinstellungsgesetz*) and the Federal Disability Equality Act (*Bundes-Behindertengleichstellungsgesetz*). These provisions are applicable in any event and are therefore not repeated here.

By means of the Equal Opportunities Plan, WU would like to create a common understanding of equal opportunities and make it clear why it is a key priority for WU to promote comprehensive diversity management that goes above and beyond the prohibition of discrimination imposed by the law. At the same time, the Equal Opportunities Plan describes how the diversity strategy laid down in the Strategic Plan is to be implemented as part of WU's overall strategy.

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<sup>3</sup> Cf. in this regard § 2 item 13 of the Universities Act and § 13 of the Federal Equal Treatment Act.

<sup>4</sup> The term "gender" includes a multitude of sexual and gender identities beyond the established system of the two sexes (female – male) and the roles ascribed to them.

## Scope of application of the Equal Opportunities Plan

§ 2. The Equal Opportunities Plan applies to all members of the WU community<sup>5</sup> and all governing bodies and officers of the university as well as to all applicants for a place in a program or a position at the university.

### Equal opportunities objectives at WU

§ 3. As a public university, WU acknowledges its social responsibility and, by promoting diversity, strives to remain innovative and a model for other comparable institutions in a complex and ever-changing environment.

Therefore, WU implements equal opportunities, diversity, and inclusion as integral features of a future-oriented university and as part of its overall strategy. The following main objectives were derived from the Strategic Plan, and the Equal Opportunities Plan is intended to contribute to their achievement in a structured and systematic manner:

**(1) Improvement of equal opportunities for underrepresented groups in degree programs.**

In particular, WU seeks to encourage participation of students from educationally disadvantaged backgrounds, students with caregiving responsibilities, and students with disabilities and/or chronic diseases.

**(2) Promotion of gender equity.** The aim is to achieve a balance of genders in all fields and at all levels, in particular with regard to academic management positions.

**(3) Promotion of the inclusion of disadvantaged persons as WU employees,** in particular of persons with disabilities or chronic diseases. Inclusion is achieved if all persons can participate in society, in resources, in educational and career opportunities, and in networks according to their abilities.

**(4) Development of an inclusive, discrimination-free, family-friendly organizational culture,** characterized by appreciation and respect. WU seeks to encourage members of the WU community to reflect on social categorizations, attributions, and the logics of personal and organizational evaluation processes and value judgements on the grounds of which certain persons may be disadvantaged or privileged.

**(5) Establishment of structures and processes** that ensure equal opportunities concerning access to and the distribution of resources, and structures and processes that support the development of diverse potentials.

**(6) Further development of the WU campus to become a meeting point that is accessible to all,** the members of the WU community working here and the members of the general public interested in topics falling within the scope of WU. The clear aim is to dismantle not only physical barriers, but also social, communicative, ideological, and institutional barriers.

## Section II: Implementation of equal opportunities at WU

### Basic principles

§ 4. **(1)** When equal opportunities are implemented, the duty to provide equal opportunities, laid down in several laws, is adhered to. The Federal Equal Treatment Act and the Federal Disability Equality Act provide an important basis for the implementation of this duty. With regard to employment or studying, the duty to provide equal opportunities laid down in these acts refers to equal opportunities in the following dimensions:

- Gender
- Ethnicity
- Religion or belief
- Age
- Sexual orientation
- Disability

WU shall take action against any type of discrimination, which includes, in particular, sexual harassment and harassment related to gender, and workplace bullying (mobbing).

In accordance with a common definition, the Equal Opportunities Plan of WU understands "workplace bullying" ("mobbing") to mean conflict-ridden communication between colleagues or between supervisors and employees, where the targeted person is in an inferior position and is directly or indirectly attacked by one person or several persons, with the attacks happening systematically, often, and over an extended period, with the aim and/or the effect that that person be/is pushed out of the employment and the person feels discriminated against.

WU advocates respectful relations among the members of the WU community that are characterized by

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<sup>5</sup> Pursuant to § 94 of the Universities Act

mutual appreciation. In particular, WU, as an employer, is aware of its duty to have regard for the welfare of its staff and diligently complies with this duty. Workplace bullying is effectively countered in all areas and at all levels.<sup>6</sup>

**(2)** WU is committed to eliminating discrimination on the grounds of the above-mentioned dimensions or a combination of several dimensions.

In addition, WU strives to encourage processes of reflection and discussion about social categories and the associated identity labeling mechanisms. For this reason, measures taken by WU to implement equal opportunities are increasingly focusing on specific living circumstances and forms of discrimination that may be associated with them. In this way, WU intends to eliminate stereotypical identity labeling and take into account changing roles and responsibilities.

**(3)** Diversity (meaning the description of a situation regarding the variety and social heterogeneity of the members of the WU community) and inclusion (meaning the creation of equal opportunities and equal participation) are integral components of WU's overall strategy and have been incorporated in all areas (see the Strategic Plan). Implementation is seen as a cross-cutting task, which is described in the following areas of action by means of examples of objectives and measures, and which is subject to continuous further development. The examples presented are current activities that seem suited to effectively implement the relevant objectives in the individual areas of action.

**(4)** The following areas of action were determined to be relevant areas of action for implementing diversity and inclusion at WU on the basis of its existing organizational structure.

## **Areas of action**

### **§ 5. Strategy, third mission, and organizational issues**

**(1)** WU seeks to establish itself as a responsible university, assuming social responsibility and making a contribution to tackling economic, and therefore social, challenges. WU is implementing this objective by, for example, becoming active as a partner in innovative networks (e.g. providing knowledge transfer or cooperation) or in community engagement (e.g. through cooperation with schools). Diversity and inclusion are increasingly taken into consideration both in internal and in external communications, for example by using gender-fair language, and also in illustrations and in the composition of discussion panels.

**(2)** WU is working to develop a motivating and inclusive organizational and academic culture that is supportive of diversity and characterized by appreciation and respect. This culture encourages reflection and discussion about personal and organizational patterns of evaluation and value judgements, and it seeks to eliminate exclusion processes that are based on social categories. This objective is achieved, for example, by raising awareness and providing information and by taking into account biographical factors in performance assessment.

**(3)** In Austria and internationally, WU is positioning itself as a highly visible, leading organization in tertiary education, characterized by diversity and open-mindedness, for example by engaging in international cooperation and participating in international networks. In addition, the governing bodies and officers of WU shall continue to consider issues of diversity and inclusion in WU's fundamental documents (Strategic Plan, performance agreements, target agreements etc.).

### **§ 6. Students and teaching**

**(1)** WU is striving for diversity, equal opportunities, and gender parity among its student body. It is an important priority for WU to support the participation of first-generation students, for example by means of recruiting activities such as the "WU@school" initiative.

**(2)** WU actively supports the inclusion of students with physical disabilities, psychological impairments, chronic diseases, and/or specific learning needs. Such students receive academic assistance, for example through the "be able" support program or from the Disability Commissioner. The Disability Commissioner provides support to help students arrange for alternative examination modes, for example; such measures are intended as a compensation of disadvantages, as provided for by law. Disability is seen as the result of a process of interaction, where persons with disabilities come up against various barriers that prevent them from equally participating in society.

**(3)** WU helps students to balance their academic studies and caregiving responsibilities for children and family members by enabling them to schedule their studying time more flexibly, e.g. with the help of Learn@WU measures.

**(4)** Internationality is an important element in teaching and academics. By offering English-taught degree programs at the bachelor's, master's, and PhD levels, through cooperation with numerous partner universities, and by recruiting international students, WU strives to create an environment where the members of the WU community can benefit from the exchange between different cultures.

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<sup>6</sup> See also the WU Code of Conduct

(5) Qualifying graduates for performing key functions in business and society in a competent and responsible manner is another of WU's aims. This objective is achieved, for example, by providing students with diversity skills, e.g. through the Volunteering@WU program.

## **§ 7. Human resources**

(1) WU is committed to providing working conditions, opportunities for participation, and career opportunities that support diversity, ensure equal opportunities, and are family-friendly. Ensuring gender parity is a key priority for WU, especially increasing the percentage of women, particularly in academic management positions (see also WU's Plan for the Advancement of Women).

(2) To improve equal opportunities for researchers with non-standard career and life plans, WU is using performance assessment approaches that take into account biographical factors such as caregiving responsibilities, leaves of absence, part-time employment, and various types of career interruptions.

(3) It is very important to WU to contribute to a better balance between work and family life. WU participates in the "universityandfamily" audit and is working to continuously improve the work-family balance by developing and implementing specific measures on a regular basis. This includes e.g. services for raising awareness and providing information with regard to active fatherhood or family caregiving.

(4) WU is committed to providing equal opportunities for employees with and without disabilities and creating a work environment that is free from prejudice and barriers. In this regard, WU has prepared guidelines for the inclusion of employees with disabilities. WU also implements special recruiting activities to attract people with disabilities. WU's activities for strengthening inclusion are aimed at all people with disabilities, not only registered beneficiaries with disabilities as defined by law.

(5) Internationality is one of WU's key characteristics. WU is strengthening its international orientation by carrying out recruitment activities for attracting international academic staff and on-the-job measures for promoting mobility and international networking.

## **§ 8. Research**

(1) WU is committed to realizing excellent, responsible, and socially relevant research that contributes to the development of innovative and sustainable solutions to diversity- and inclusion-related economic and social problems. WU is working to achieve this goal e.g. by taking into account current gender and diversity issues in its research activities and giving increased visibility to innovative diversity research.

(2) WU aims to increase diversity among its researchers. Measures for achieving this goal include international research partnerships / research seminars, diversity-friendly research funding, e.g. by allowing researchers to better balance research and caregiving responsibilities.

## **§ 9. Finances and campus management**

(1) WU is committed to continuously improving barrier-free accessibility on the WU campus for employees, students, and visitors. To achieve this goal, WU works with in-house and external experts to evaluate accessibility on a regular basis and implement improvements.

(2) It is important to WU to further develop the WU campus into a landmark that provides a sense of identity to members of the WU community, characterized by growing diversity. WU is placing great emphasis on inclusive structures and processes in this area.

### **Responsibilities**

**§ 10. (1)** All members of the WU community are responsible for contributing to the realization of equal opportunities.

(2) Members of the management staff have a special responsibility to act as role models, promote equality in their organizational units, and combat discrimination.

(3) As part of an overarching diversity management system, the Rector's Council defines goals and measures to be taken in the areas of action indicated above.

(4) In addition to the Rector's Council, the WU units and groups listed below, within the scope of their respective responsibilities, are also available as contacts for all matters regarding the promotion of equal opportunities and inclusion, in particular cases of suspected discrimination. Detailed information is available on the web pages of the individual units or groups:

Equal Opportunities Committee  
Administrative Staff Council  
Academic Staff Council  
Disability Commissioners for WU staff  
Disability Commissioner for WU students  
WU Ombuds Office for Students  
Austrian Students' Union at WU (ÖH WU)

## **Coordination of implementation processes at WU**

**§ 11. (1)** Measures for the realization of equal opportunities are implemented in accordance with the budgetary means available, and the implementation process requires regular evaluations of the goals defined and the measures taken, which are subject to change over time, as are the underlying factors. As an innovative organization, WU is adjusting the way in which it implements its objectives to these changes. Implementing equal opportunities therefore requires a regular dialog between the relevant decision-makers and the responsible WU units, officers, or groups. In this way, it is possible to ensure that the implemented measures are timely and correspond optimally to the current conditions and requirements. In the areas of action indicated above, the targets set and the measures taken are monitored on a regular basis by the appropriate members of the Rector's Council responsible for the subject matter at hand, in accordance with the provisions of WU's Strategic Plan. The competent members of the Rector's Council also adjust targets and measures, if required, or develop new initiatives.

**(2)** Additionally, a steering group is established to implement the Equal Opportunities Plan. This steering group consists of the Rector's Council member responsible for diversity issues, who serves as chair of the group, the chair of the Equal Opportunities Committee, and the head of the Gender & Diversity Policy office. Depending on the issue at hand and if necessary, further experts, especially from the groups specified in § 10 (4), and management staff from the units responsible for the areas of action indicated above may be added to the steering group to facilitate a consensual debate about the implementation or adjustment of existing measures or the development of new measures. The number and frequency of meetings is determined independently by the steering group.

**(3)** As indicated in § 7, measures for continually improving work-family balance are developed and implemented on a regular basis as part of the "universityandfamily" audit.

### **Evaluation/monitoring/reporting**

**§ 12.** During steering group meetings, the appropriate member of the Rector's Council shall regularly report on the implementation of measures for promoting equal opportunities at WU. In addition, the steering group can also, by unanimous decision, impose further reporting obligations. The Equal Opportunities Report and the report on the activities of the Equal Opportunities Committee are also to be used for evaluation and monitoring purposes.