

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.

Rules of Procedure of the Rector's Office of TU Wien pursuant to § 22 para. 6 Universities Act (UG)

(online 26.1.2016)

(Decision of the Rector's Office dated 1 October 2015, approved in the University Council meeting on 15 October 2015)

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1. Members of the Rector's Office

The Rector's Office is comprised of

- the Rector, O.Univ.Prof. Dr. Sabine Seidler;
- the Vice Rector for Research and Innovation, Univ.Prof. Dr. Johannes Fröhlich;
- the Vice Rector for Academic Affairs, aO.Univ.Prof. Dr. Kurt Matyas;
- the Vice Rector for Infrastructure, Univ.Prof. Dr. Josef Eberhardsteiner, and
- the Vice Rector for Human Resources and Gender, Mag. Anna Steiger.

2. Responsibility

The Rector's Office as a whole is responsible for the management of the University. Transactions shall be concluded in accordance with the legal provisions, the Statute and the Rules of Procedure approved by the University Council.

Without prejudice to the overall responsibility of the Rector's Office and the decisions reserved for the Rector's Office as a collegial board, the following obligations shall be divided among the members of the Rector's Office and transferred to them to be carried out independently.

As part of the budget allocation by the Rector's Office, there shall be budgetary sovereignty of the members of the Rector's Office concerning the budget they are allocated.

3. Division of duties

3.1. Rector

The Rector is the chairperson of the Rector's Office. Without prejudice to the distribution of duties, he/she shall be responsible for the overall coordination and overall management of the University, and for its external representation. He/she shall arrange and oversee the implementation of decisions made by the Rector's Office and the University Council. He/she shall carry out all duties that have not been assigned to another governing body on the basis of the Universities Act (UG), the Statute or this division of duties. If the Rector acts within her subsidiary jurisdiction, he/she shall report this to the Rector's Office.

The following areas fall within the Rector's area of responsibility:

1. Duties that are only assigned to the Rector pursuant to § 23 para. 1 UG:

- a) Chairperson of and spokesperson for the Rector's Office
- b) Drawing up a proposal for the election of the vice rectors

- c) Head of the University Office
- d) Negotiating and concluding the performance agreements and development agreements with the Federal Minister
- e) Performing the function of the highest-ranking superior of the entire university staff
- f) Deciding between the candidates nominated as university professors by the appointment committee and conducting the appointment procedures
- g) Concluding employment contracts and work contracts
- h) Granting powers pursuant to § 28 para. 1 UG

2. *Other duties pursuant to the Rules of Procedure*

- a) Assigning staff members (§ 94 para. 1 clause 2 to 6 UG) to the individual organisational units
- b) Setting deadlines or organising substitutes in connection with the delay of governing bodies
- c) Determining whether the required performance records are available for the unlimited use of TU Wien employees in the area of academic staff
- d) Internal audit
- e) Communication and public relations work
- f) Location development
- g) Preparing the development plan including the faculty development plans
- h) Legal matters of strategic importance that do not fall under special areas of jurisdiction
- i) Fundraising/alumni services
- j) Concluding target agreements with the directors of the assigned organisational units
- k) Preparing the annual accounts
- l) Controlling
- m) Operational planning including investment planning
- n) Budgeting and budget execution
- o) Accounting and reporting
- p) Liquidity management
- q) Investment management
- r) Risk management

3.2. **Vice Rector for Research and Innovation**

- a) Research promotion
- b) Research infrastructure
- c) Research centres
- d) Technology transfer

- e) Research cooperation projects and partnership agreements in research
- f) National and international matters relating to research
- g) Matters relating to inventions, patenting, and brand and design protection including communication on the use of service inventions
- h) Profile development in research (key research areas)
- i) Research marketing
- j) Purchase, sale and leasing of motor vehicles
- k) Concluding target agreements with the directors of the assigned organisational units

3.3. Vice Rector for Academic Affairs

- a) Study programmes and examinations
- b) Student matters
- c) Matters relating to study law pursuant to § 1 TU Wien Statute, Chapter "Study Law"
- d) Development of the study programmes and further training available
- e) Statement on the curricula including capacity issues and financing issues
- f) Concluding target agreements with the deans of studies and allocating the teaching budget
- g) Habilitation procedures including awarding the *venia docendi*
- h) Teaching support and educational further training
- i) Information on study programmes
- j) University certificate programmes for further education and postgraduate further training programmes
- k) International matters relating to teaching
- l) Concluding target agreements with the directors of the assigned organisational units

3.4. Vice Rector for Infrastructure

- a) Room management
- b) Facility management
- c) Safety measures for organisational units
- d) Approval for events
- e) Planning and organisation, implementation and operation of IT infrastructure and IT systems
- f) Management of the foundations
- g) Archives
- h) Libraries

- i) Concluding target agreements with the directors of the assigned organisational units

3.5. Vice Rector for Human Resources and Gender

- a) Job advertisements (including university professors)
- b) Human resources matters
- c) Human resources accounting and human resources management
- d) Human resources development
- e) Occupational health promotion and occupational safety (occupational health)
- f) Labour law
- g) Persons with disabilities (with the exception of students)
- h) Implementing the Women's Empowerment Programme and the Gender Equality Plan
- i) Representation in the National University Federation
- j) Concluding target agreements with the directors of the assigned organisational units

3.6. Duties to be performed jointly by the Rector's Office

- a) Amendments to the Statute for submission to the Senate
- b) Amendments to the development plan of the University for submission to the Senate and the University Council
- c) Amendments to the Organisation Plan of the University for submission to the Senate and the University Council
- d) Preparing performance and development agreement drafts for submission to the University Council
- e) Appointing the directors of the organisational units
- f) Preparing the annual performance report and the Intellectual Capital Report
- g) Guidelines pursuant to §§ 26, 27 and 28 UG
- h) Assisting in the dismissal of a member of the University Council
- i) Periodic review of the strategy
- j) Approval of the budget
- k) Deciding on the use of reimbursements
- l) Prohibition of projects pursuant to § 26 para. 1 UG
- m) Withdrawing authorisations pursuant to § 27 para. 1 UG
- n) Fundamental issues of orientation and profile development of the University and the faculties
- o) All transactions that require the approval of the University Council, as well as the written quarterly and annual reports to the University Council
- p) Concluding the target agreement with the deans

- q) Quality management and evaluation
- r) Organisational development
- s) Further development of the organisational culture
- t) Honours

3.7. Head of the Department of Finance

Without prejudice to the remaining responsibility of the Rector or the Vice Rector for Infrastructure, the Rector has transferred the responsibility for performing the obligations in items 3.1.2. lit. k – lit. r and the Vice Rector for Infrastructure for those in item 3.4. lit f listed below to MMag. Martin Kolassa. MMag. Martin Kolassa holds the title of Head of the Department of Finance and is not a member of the Rector's Office.

- a) Preparing the accounts
- b) Controlling
- c) Operational planning including investment planning
- d) Budgeting and budget execution
- e) Accounting and reporting
- f) Liquidity management
- g) Investment management
- h) Risk management
- i) Management of the foundations

4. Agreement with the other representatives of the university management (deans) and the deans of studies

The Rector's Office shall agree its approach with the deans as part of the meeting of the university management, which shall be convened by the Rector and shall take place on a regular basis. The Vice Rector for Academic Affairs shall agree its approach regarding teaching obligations with the deans of studies.

5. Overlapping duties

If a procedure also affects the area of responsibility of another member of the Rector's Office or if organisational units are used that are under the responsibility of another member of the Rector's Office, an agreement shall be reached with the relevant member of the Rector's Office. If the members of the Rector's Office cannot reach an agreement, the chairperson shall decide.

6. Legal transactions that go beyond normal business

Contracts, agreements or other statements of commitment concerning economic affairs and which go beyond normal business shall require the signature of a member of the Rector's Office and the Head of the Department of Finance. The approval of the Head of the Department of Finance may be substituted with a decision of the Rector's Office in the event of his/her incapacity.

7. Obligations to provide information

The members of the Rector's Office shall inform each other of all important procedures and transactions. Every member of the Rector's Office shall be entitled to inspect all the documents of the other areas and to request that a decision be made in the Rector's Office.

8. Decisions, minutes

The meetings of the Rector's Office shall be convened by the chairperson. Every member of the Rector's Office shall report on his/her obligations. The meetings shall take place on a regular basis. The Head of the Department of Finance shall be invited to the meetings of the Rector's Office as a permanent guest. The Head of the Department of Finance shall also report on his/her obligations.

Every member of the Rector's Office and the Head of the Department of Finance shall be entitled to invite respondents to the meetings in consultation with the other members of the Rector's Office.

The Rector's Office shall make its decisions with a simple majority of the votes cast. Decisions of the Rector's Office shall only be considered valid if at least three members of the Rector's Office are present. In the event of a tie, the chairperson shall have the casting vote. The chairperson shall, however, work to ensure that decisions are made unanimously.

Minutes shall be taken of the meetings of the Rector's Office, and shall contain all the decisions made. The minutes shall be made accessible to the members immediately.

Decisions of the Rector's Office may also be taken by circular motion (in writing or by email) provided that no member objects.

9. Representation

9.1. In the event of her incapacity, the Rector shall be represented by the vice rectors in the following order:

1. VR for Research and Innovation
2. VR for Infrastructure
3. VR for Academic Affairs
4. VR for Human Resources and Gender

9.2. In the event of his incapacity, the Vice Rector for Research and Innovation shall be represented in the following order:

1. Rector
2. VR for Academic Affairs
3. VR for Infrastructure
4. VR for Human Resources and Gender

9.3. In the event of his incapacity, the Vice Rector for Academic Affairs shall be represented in the following order:

1. Rector
2. VR for Research and Innovation
3. VR for Human Resources and Gender
4. VR for Infrastructure

9.4. In the event of his incapacity, the Vice Rector for Infrastructure shall be represented in the following order:

1. Rector
2. VR for Human Resources and Gender
3. VR for Academic Affairs
4. VR for Research and Innovation

9.5. In the event of her incapacity, the Vice Rector for Human Resources and Gender shall be represented in the following order:

1. Rector
2. VR for Infrastructure
3. VR for Academic Affairs
4. VR for Research and Innovation

10. Reports to the University Council

The Rector's Office shall report on fundamental issues of development at the University with regard to the development plan, the Organisation Plan and the performance agreement – including with a preview – to the University Council at least once a year. Interim reports shall be made on a quarterly basis. The reports shall be submitted in writing and, at the request of the University Council, explained orally.

For the Rector's Office

The Rector

O.Univ.Prof. Dr. Sabine Seidler

