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1 Development and aims of the Handbook

1.1 Development

In 2016 the Rectorate of Technische Universität Wien (TU Wien) started a comprehensive organisational development project (Organisationsentwicklungsprojekt, OE Projekt) with the aim of further developing internal structures to make cooperation and communication easier and to define a clear pyramid of responsibilities at the same time.

Based on existing regulations a discussion process led to a concept for the topics „structure“ (structural organisation)¹ and „governance“(functional descriptions) and finally a Handbook was written. This will be continuously adapted and enhanced.

1.2 Aims

The Handbook is divided into the parts „organisation and structure“ and „functions“.

Part I comprises a description of the organisation of TU Wien and involves regulations for the further development of the structure.

Part II describes the functions in the structure of TU Wien and their governance and provides information for the respective functionary. There is no description of the tasks of the Rector and the Vice Rectors since their tasks are per se defined under the Universities Act (Universitätsgesetz, UG) and the Rules of Procedure (Geschäftsordnung des Rektorats, GO).

The Handbook provides information and orientation. All parts of the Statutes of TU Wien and guidelines (Richtlinien, RL) of TU Wien are available on the website of TU Wien under https://www.tuwien.at/tu-wien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/.

¹ The definition „structural organisation“ or „organisational chart“ means a hierarchical structure of an organisation.
2 Organisation und structure

2.1 Structural elements of the structural organisation

2.1.1 Structural elements faculties

DEK Dean (Dekan)
FOB Research unit (Forschungsbereich)
FOBL Head of research unit (Forschungsbereichsleiter_in)
FOG Research group (Forschungsgruppe)
FOGL Head of research group (Forschungsgruppenleiter_in)
IL Head of institute (Institutsleiter_in)
INS Institute (Institut)
2.1.2 Structural elements non-scientific area

The organisation of TU Wien is defined by **structural elements**. Structural elements listed in the Organisation Plan (Organisationsplan, Orgplan) are organisational units according to § 20 UG (OE).³

Structural elements on top level are faculties and departments of the Rectorate. These are divided into institutes (Institute, INS) and service departments (Abteilungen, AB). Institutes and service departments can be divided into research units (Forschungsbereiche, FOB) or service units (Fachbereiche, FAB), further into research groups (Forschungsgruppen, FOG) or service groups (Fachgruppen, FAG). Research groups or service groups can only be installed if a research unit or a service unit exists at the respective institute or in the respective service department. Besides structural elements with specific tasks both in the faculties and in the non-scientific area, structural elements with service tasks can be installed.

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³ See Orgplan
The structural organisation of TU Wien is as follows:

2.1.3 University

2.1.4 Structural elements in the faculties
   a. Faculties
   b. Institutes
   c. Research units
   d. Research groups

2.1.5 Structural elements in the non-scientific area
   a. Departments of the Rectorate
   b. Service departments
   c. Service units
   d. Service groups

2.1.6 Structural elements beyond the structural organisation
   a. Top bodies of the university
      Rectorate, Senate, University Council
   b. Representations of interest and bodies with special tasks
      Committee of equal treatment, disabilities representative, employee representative for the
      scientific university staff, employee representative for the non-scientific university staff,
      students’ union, arbitration board, representative for family-work issues
   c. Other bodies

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4 Departments of the members of the Rectorate according to GO
5 See organisational chart
6 E.g. TU orchestra, centre for teaching materials (Lehrmittelzentrum), graphic centre HTU GmbH (Grafisches
   Zentrum HTU GmbH), IAESTE Vienna, canteen (Mensa).
2.2 Installing, changing or dissolving structural elements

2.2.1 Faculties

Installing, changing and dissolving structural elements in the faculties requires the competent Dean to register a draft developed within a participative procedure with the Rectorate. The Rectorate approves the implementation after having reviewed the compliance of the draft with the overall strategy of TU Wien via decision. Installing, changing or dissolving structural elements is based on the following possibilities:

a. In context with establishing the development plan (Entwicklungsplan, EP). The procedure is as follows:

- Deans initiate the discussion process for a structural change between heads of institutes and their employees. It is about the question if the plans and aims defined in the EP can be implemented with the existing structure.
- It is also a matter of discussion if a topic should be covered by a research group in future. Every employee can make a relevant proposal to the respective head of institute (right to self-application), as far as research groups are already installed at the respective institute.
- Heads of institutes make a draft for the relevant structure and transmit it to the Dean after internal discussion with their employees within an appropriate time period. Deans can instruct the respective head of institute to make a new draft within an appropriate time period if the draft is opposed to the overall strategy of TU Wien (EP). If the time period is exceeded, Deans can make a draft themselves.
- Deans seek (i) the opinion of the Faculty Council within a period of 6 weeks from receipt of the draft and (ii) submit the draft for changing the structure together with the opinion of the Faculty Council to the Rectorate.
- The opinion of the Faculty Council to the Deans is written, either due to a decision in a session of the Faculty Council or via circulated decision. If Deans fail to (i) seek an opinion of the Faculty Council within the above-mentioned 6-week-period and to (ii) submit the relevant documents to the Rectorate, the responsible head of institute has to fulfil these tasks.
- After positive evaluation of the compliance of the draft with the overall strategy of TU Wien (EP), the Rectorate approves the implementation via decision. As far as no positive decision can be made, the Rectorate will instruct the Deans within an appropriate time period to revise the draft.

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7 Heads of institutes can make use of the right to self-application as well.
8 Individually agreed time period, which is based on the size of the structural element, the complexity of the individual matter and the number of the employees. The maximum period to make a draft in case of structural changes is 6 months. In principle, this period cannot be extended.
9 See FN 8.
10 A possible EP of the Faculty must also be taken into account in the evaluation.
11 Provided that the draft complies with the overall strategy (EP) of TU Wien.
12 Faculty Councils § 2 (3): Any time Deans have the right to request a session of the Faculty Council within 2 weeks.
13 GO collegial bodies
14 The Rectorate can make a positive decision despite a negative opinion of the Faculty Council, as far as the draft complies with the overall strategy with TU Wien (EP).
15 See FN 8.
b. **Due to an incident** like eg departing or incoming employees, receiving prizes or self-application of an employee (see above). The procedure is as follows:

- Heads of institutes make and submit a draft about a structural change to the Dean after having it internally discussed with their employees. Deans can instruct the respective head of institute with making a new draft within an appropriate time period, as far as the draft does not comply with the overall strategy of TU Wien (EP). If the time period is exceeded, Deans can make a draft themselves.
- Deans seek (i) the opinion of the Faculty Council within a period of 6 weeks from receipt of the draft and (ii) submit the draft for changing the structure together with the opinion of the Faculty Council to the Rectorate. The opinion of the Faculty Council to the Deans is written, either due to a decision in a session or via circulated decision.
- If Deans fail to (i) seek an opinion of the Faculty Council within the above-mentioned 6-week-period and to (ii) submit the relevant documents to the Rectorate, the responsible head of institute has to fulfil these tasks.
- After positive evaluation of the compliance of the draft with the overall strategy of TU Wien (EP), the Rectorate approves the implementation via decision. As far as no positive decision can be made, the Rectorate will instruct the Deans within an appropriate time period to revise the draft.

### 2.2.2 Non-scientific area

Installing, changing and dissolving structural elements in the non-scientific area requires the competent member of the Rectorate according to GO to register a draft developed with the competent head of service department with the Rectorate. The Rectorate approves the implementation after having reviewed the compliance of the draft with the overall strategy of TU Wien (Entwicklungsplan, EP) via decision.

### 2.2.3 Changes of structural elements

Installing, changing and dissolving structural elements can be decided at any time. The implementation of new structural elements and of renaming existing structural elements is effected after expiry of a lead time of one month from the decision of the Rectorate on the first day of the following month. The implementation of changes of existing structural elements with corresponding changes of resources (including dissolution) is effected after expiry of a lead time of 3 months from the decision of the Rectorate a) in the faculties on 1.9. and b) in the non-scientific area on 1.1. respectively.

Every change of structure must be published in the University Gazette. Even renaming an already existing structural element without the allocation of resources being changed means a change of structure. As far as the Orgplan is changed due to a change of structure the Rectorate must take the necessary steps to enable the Senate to make use of its right to give an opinion and to enable the University Council to pass the relevant decisions.

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16 See FN 8.
17 A possible EP of the Faculty must also be taken into account in the evaluation.
18 Provided that the draft complies with the overall strategy (EP) of TU Wien.
19 **Faculty Council** § 2 (3): Any time Deans have the right to request a session of the Faculty Council within 2 weeks.
20 **GO collegial bodies**
21 Any EP of the Faculty must also be taken into account in the evaluation.
22 The Rectorate can make a positive decision despite a negative opinion of the Faculty Council, as far as the draft complies with the overall strategy with TU Wien (EP).
23 See FN 8.
24 Eg renaming a structural element.
2.3 Functions in the structure

Every structural element has a functionary head. The following chapters show an overview of the rights and obligations of all functionaries.

2.3.1 Rector

2.3.2 Functions in the faculties

a. Dean (Dekan, DEK)
b. Head of institute (Institutsleiter_in, IL)
c. Head of research unit (Forschungsbereichsleiter_in, FOBL)
d. Head of research group (Forschungsgruppenleiter_in, FOGL)

2.3.3 Functions in the non-scientific area

a. Members of the Rectorate (Rektor_in, REK; Vizerektor_in, VR)
b. Head of service department (Abteilungsleiter_in, AL)
c. Head of service unit (Fachbereichsleiter_in, FABL)
d. Head of service group (Fachgruppenleiter_in, FAGL)

2.3.4 Further functions

a. Dean of Studies, (Vice Dean of Studies) (Studiendekan_in, STUDEK)
b. Project leader (Projektleiter_in, PL)
c. Immediate superior (Unmittelbare_r Vorgesetzte_r, UV)

2.4 Appointing to and dismissing of a function

Appointing to a function, which is immediately connected with granting the corresponding power, is regulated as follows:

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25 § 22 UG.
26 See 3.1.
27 See 3.2.
28 See 3.3.
29 See 3.4.
30 Departments according to GO including Rector and Vice Rectors.
31 See 3.5.
32 See 3.6.
33 See 3.7.
34 See 3.8.
35 See 3.9.
36 See 3.10.
37 Guideline Structure and Governance
38 See 2.5.
2.4.1 Appointing in the faculties

a. Deans are appointed by the Rectorate on proposal 39 of the university professors of the respective faculty and after the Faculty Council 40 has given an opinion. In this context, the Rector initiates the appointing procedure and instructs the speaker of the group of university professors within an appropriate time period 41 to make a proposal. After receipt of the proposal, the Rector asks the Faculty Council within an appropriate time period 42 to give a written opinion. As far as (i) within an appropriate time period 43 no proposal is made or (ii) the person proposed does not fulfil the required competences or (iii) in case of incompatibility 44, the Rector can either a) make a proposal herself/himself or b) instruct the university professors of the respective faculty again to make a proposal. Appointing Deans is finally reserved to the Rectorate.

b. Heads of institutes are appointed by the Deans on proposal 45 of the university professors of the respective institute and after the Faculty Council has been informed. In this context Deans initiate the appointing procedure and instruct the university professors of the respective institute within an appropriate time period 46 to make a proposal. As far as (i) within an appropriate time period 47 no proposal is made or (ii) the person proposed does not fulfill the required competences or (iii) in case of incompatibility 48, Deans can either a) appoint qualified persons or b) instruct the university professors of the respective institute again to make a proposal.

c. Heads of research units are appointed by the Deans on proposal 49 of the head of institute and after the Faculty Council has been informed. In this context Deans initiate the appointing procedure and instruct the responsible heads of institutes within an appropriate time period 50 to make a proposal. As far as (i) within an appropriate time period 47 no proposal is made or (ii) the person proposed does not fulfill the required competences or (iii) in case of incompatibility 51, Deans can either a) appoint qualified persons or b) instruct the heads of institutes again to make a proposal.

d. Heads of research groups are appointed by the Deans on proposal 52 of the head of research unit and after positive opinion of the head of institute and after the Faculty Council has been informed. In this context Deans initiate the appointing procedure and instruct the responsible heads of research units within an appropriate time period 53 to make a proposal. As far as (i) within an appropriate time period 54 no proposal is made or (ii) the person proposed does not fulfill the required competences or (iii) in case of incompatibility 55, Deans can either a) appoint qualified persons or b) instruct the heads of research units again to make a proposal.

39 The proposal can include a name or a shortlist of three candidates.
40 The Rectorate can make an appointment despite negative opinion of the Faculty Council, as far as the person proposed has the required competences and no incompatibility exists according to 3.1.11.
41 Individually agreed time period, which is based on the size of the structural element, the complexity of the individual matter and the number of the employees. The maximum period to be agreed (maximum period) to make an appointing proposal is 3 months. In principle, this period cannot be extended.
42 See FN 41.
43 See FN 41.
44 See 3.1.11.
45 The proposal can include a name or a shortlist of three candidates.
46 See FN 41.
47 See FN 41.
48 See 3.2.10.
49 The proposal can include a name or a shortlist of three candidates.
50 See FN 41.
51 See 3.3.8.
52 The proposal can include a name or a shortlist of three candidates.
53 See FN 41.
54 See FN 41.
fulfil the required competences or (iii) in case of incompatibility. Deans can either a) appoint qualified persons or b) instruct the heads of research units again to make a proposal.

Informing the Faculty Council and opinions of the Faculty Council or the responsible heads of institutes must necessarily be effected in writing before appointment. The corresponding proposals must also be in writing, email correspondence fulfilling the requirement of the written form. As far as the proposal includes more qualified persons (shortlist of three candidates), the functionary entitled to appoint is obliged to make the final decision.

55 See 3.4.7.
56 In any case the corresponding email should obviously include the sender.
1. Dekan_in

2. Institutsleiter_in

3. Forschungsbereichsleiter

4. Forschungsgruppenleiter

DEK  Dean (Dekan)
FOBL  Head of research unit (Forschungsbereichsleiter_in)
FOGL  Head of research group (Forschungsgruppenleiter_in)
IL    Head of institute (Institutsleiter_in)
2.4.2 Appointing in the non-scientific area

a. Heads of service departments are appointed by the Rectorate due to a proposal\(^{57}\) of the competent member of the Rectorate according to GO. In this context the competent member of the Rectorate according to GO initiates an advertisement procedure\(^{58}\) and makes a corresponding proposal after expiry of the application deadline. As far as (i) within an appropriate time period\(^{59}\) no proposal is made or (ii) the person proposed does not fulfil the required competences or (iii) in case of incompatibility\(^{60}\), the Rectorate can either a) carry out the advertisement procedure itself or b) instruct the competent member of the Rectorate according to GO again to make a proposal.

b. Heads of service units and heads of service groups are appointed by the competent member of the Rectorate according to GO due to a proposal\(^{61}\) of the head of service department. In this context, the competent member of the Rectorate initiates the appointing procedure and instructs the head of service department within an appropriate time period\(^{62}\) to make a proposal. As far as (i) within an appropriate time period\(^{63}\) no proposal is made or (ii) the person proposed does not fulfill the required competences or (iii) in case of incompatibility\(^{64}\), the competent member of the Rectorate according to GO can either a) appoint a qualified person or b) instruct the head of service department again to make a proposal.

The corresponding proposals must be in writing, email correspondence fulfilling the requirement of the written form. As far as the proposal includes more qualified persons (shortlist of three candidates), the functionary entitled to appoint is obliged to make the final decision.

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57 The proposal can include a name or a shortlist of three candidates.
58 § 107 UG.
59 See FN 41.
60 See 3.6.7 und 3.7.7.
61 The proposal can include a name or a shortlist of three candidates.
62 See FN 41.
63 See FN 41.
64 See 3.6.7 and 3.7.7.
Organisation und Structure

1. Abteilungsleiter_in

2. Fachbereichsleiter_in

3. Fachgruppenleiter_in

AL  Head of service department (Abteilungsleiter_in)
FABL  Head of service unit (Fachbereichsleiter_in)
FAGL  Head of service group (Fachgruppenleiter_in)
REK  Rector (Rektor_in)

On the occasion of appointing to the function the functionary entitled to appoint files the application to grant the relevant power according to 2.5 by the Rector. Every appointment including granting of power is published by the service department Data Protection and Document Management in the University Gazette.

2.4.3 Appointing further functionaries

a. Project leaders are appointed by the person entitled approve immediately upon project approval.

b. Deans of Studies and Vice Deans of Studies are appointed by the competent member of the Rectorate for teaching according to GO in agreement with the competent Dean and after written opinion of the relevant curriculum committees.

c. Immediate superiors are not subject to an individual act of appointment, but are immediate superiors of the employees assigned to them as soon as they are appointed to a function.

65 See form application to grant powers.
66 A person is entitled to approve if she/he is entitled to sign the research contracts due to her/his power taking the amount limit into account (person entitled to approve), see powers to conclude research contracts 2.5.2.
67 3.10.
2.4.4 Dismissal

Dismissal from a function amongst other things can be due to justified loss of confidence, insufficient health qualification, severe misconduct (e.g., breach of the employment contract) and conviction of a criminal offence. Each case is evaluated individually.

Dismissal from a function is effected by the functionary entitled to appoint. In doing so, relevant steps - analogously to the appointment – are to be taken and to be cancelled accordingly. On the occasion of dismissal the powers involved are to be revoked\(^{68}\) by the Rector.\(^{69}\)

Every dismissal including the revocation of the relevant powers is published by the service department Data Protection and Document Management in the University Gazette.

2.4.5 Withdrawal

Notwithstanding the above, every functionary is entitled to withdraw without any reasons if the functionary entitled to appoint was verifiably informed in advance.\(^{70}\) If an important reason is given, in particular due to disease, withdrawal is possible with immediate effect. In all other cases withdrawal will only become effective after expiry of 14 calendar days.

Withdrawal of all powers involved is effected by the Rector\(^{71}\) and is to be published by the service department Data Protection and Document Management.

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\(^{68}\) See form application to revoke powers

\(^{69}\) With the exception of the revocation of the powers of Dean of Studies and the Vice Deans of Studies by the competent member for teaching of the Rectorate according to GO.

\(^{70}\) See form application to revoke powers.

\(^{71}\) With the exception of the revocation of the powers Dean of Studies and the Vice Deans of Studies by the competent member for teaching of the Rectorate according to GO.
2.5 Powers

A distinction is made between powers

(i) for awarding contracts and purchases,
(ii) for concluding research contracts,
(iii) for other matters (special powers) and between
(iv) § 27 powers (statutory power).

These powers, except for the statutory power according to § 27 (1) UG, are granted by the Rector. The powers are effected at the moment of granting them.

The powers mentioned under (i) to (iv)

- are not transferable and
- do not entitle the right to grant powers themselves, not even in the case of representation (subpower).

Powers of functionaries of superior structural elements are not limited by powers of functionaries of inferior structural elements, whereas instructions of labour law of immediate superiors must be followed. In principle, functionaries can only conclude contracts covered by the budget assigned to them and which exclusively concern their own structural element.

Contracts concerning more structural elements must be signed by all authorised functionaries of the structural elements concerned. This rule does not apply to Grant Agreements of the European Commission with only one electronic signature being possible. Thus, Grant Agreements concerning more structural elements can only be validly signed by the functionary of the joint superior structural element. If structural elements of different faculties are concerned, the competent member of the Rectorate according to GO must sign.
2.5.1 **Powers for awarding contracts and purchases (power for contracts and purchases)**

Powers for awarding contracts and purchases which entitle to receive services of third parties are limited to a certain amount of EUR excl. VAT (however, including other taxes and fees, if any) per transaction. The relevant amount of EUR is linked to the respective function in the structure (e.g., Dean, head of institute or head of service department, head of research unit or head of service unit, EUR 50,000 each, research group leader or service group leader, project leader EUR 10,000 each). If the amount of EUR 50,000 (exclusive VAT) is exceeded, no conclusion of contract (and no signing, either) must be made by the authorised functionary. In this case, the competent persons according to GO or TUGIB (TU Wien Großgeräte Investitions- und Betriebs- GmbH) award the contract/the purchase.

2.5.2 **Powers for concluding research contracts (research power)**

Powers to conclude research contracts entitle

(i) to conclude contracts concerning finance and implementation; and

(ii) to prepare research projects in the respective structural element.

The following contracts are limited to a certain amount of EUR excl. VAT per transaction (according to the TU Wien project volume). The relevant amount of EUR is linked to the respective function in the structure (e.g., Dean, head of institute, EUR 400,000 each, head of research unit EUR 100,000). This includes amongst others the following research contracts:

- offers and funding proposals including involved documents (e.g., Letter of Intent),
- research funding contracts, consortium agreements, contract research agreements
- non-disclosure agreements
- contracts about scientific services (e.g., measuring, studies and analyses),
- exploitation agreements concerning research results (material transfer agreements, software licensing agreements and know-how license agreements – except patent licensing agreements and patent sales agreements).

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72 eg fees for transactions according to the Fees Act (Gebührgesetz).
73 TU Wien project volume includes a) amounts paid to TU Wien for carrying out research, b) in-kind contributions, if any, c) funds held in trusteeship for other project partners, see Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universities 2002 (UG)].
Other declarations to be made together with research contracts, like

- Declarations of pre-Financing and Co-Financing,
- Legal Entity Forms,
- State-Aid Declarations,

must be signed by the competent member of the Rectorate according to GO. Authorised persons are obliged to submit the contracts mentioned above to the Research and Transfer Support or the European and International Research Support for review and approval before signature in certain cases. If the amount of EUR excl. VAT calculated on the basis of the TU Wien project volume is exceeded, no conclusion of contract (and no signing, either) must be made by the authorised functionary. Concluding the contract or signing is exclusively reserved to the head of a superior structural element or to the competent member of the Rectorate according to GO as far as the respective person has the corresponding power.

### 2.5.3 § 27 Powers

Heads of organisational units (Organisationseinheiten, OE) with teaching and research tasks already have power to conclude certain specifically listed transactions according to the law (legal power according to § 27 (1) UG) due to their appointment.

However, project leaders are authorised by the Rector to conclude transactions necessary to implement the contract and to dispose of the money within the receipts from this contract (project power). If project leaders are heads of the institute concerned or the research unit or the faculty, project approval is made by the head of the superior structural element. Both types of powers are subject to the amount limits of the Guideline by the Rectorate on powers and research projects (§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)) and the provisions of this section (reserved transactions, obligations to submit).

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74 Details see Guideline by the Rectorate on powers and research projects (§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)).

75 Organisational units according to the Guideline by the Rectorate on powers and research projects (§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)).

76 See 3.9.1.

77 If eg heads of institutes are project leaders at the same time, approval is made via the project database (PDB) by the competent Dean.

78 Guideline by the Rectorate on powers and research projects (§§26, 27 and 28 Universitätsgesetz 2002 (UG)).
2.5.4 **Excepted legal transactions and legal acts**

Legal transactions and acts not covered by the powers mentioned above must not be carried out or concluded (*reserved transactions*), e.g.:

- concluding employment contracts,
- instructing tax consultants, attorneys at law, patent attorneys,
- concluding framework agreements which impose an obligation on TU Wien, if no budget is determined (without any remuneration stated),
- concluding legal transactions connected with building projects, maintenance, relocations, spatial management and safety,
- concluding legal transactions which require approval by a body of the university as per law (e.g. formation of and participation in companies and foundations, adoption of educational cooperations like double degree programmes),
- concluding agreements on educational and university management projects according to § 28 UG,
- renting and letting rooms, buildings, premises,
- banking transactions of all kinds,
- acceding to associations,
- purchasing, selling and leasing of vehicles,
- concluding patent licensing agreements and patent sales agreements,
- legal transactions which do not allow for determining the contributions in kind of TU Wien e.g. due to regulations of interest (e.g. loans, credits),
- investments of all kinds,
- concluding insurance contracts.

Concluding these legal transactions or taking the necessary steps is reserved to the competent member of the Rectorate according to GO as applicable.

2.5.5 **Powers for other matters (special powers)**

Powers for other matters (special powers) are to be granted on application by the Rector in accordance with the competent member of the Rectorate according to GO or the competent Dean and the immediate superior on an individual case basis. This power for other matters is made individually and can deviate both from the amount limits under item 2.5.1. and item 2.5.2 and can exceptionally include the conclusion of reserved transactions according to 2.5.4. The applicant is not entitled to have the power granted. Special powers can be revoked by the Rector at any time.

2.5.6 **Delegations**

Transferring competences, which only concern internal processes and thus do not require legal representation towards third parties (*delegations*), do not require a power to be granted. Delegations can exclusively be granted by the competent member of the Rectorate according to GO.
2.5.7 Abuse of power and consequences

The following examples constitute an abuse of power:

- exceeding the amount limit,
- exceeding the limit relating to contents (e.g., signing a reserved legal transaction according to 2.5.4),
- neglecting internal instructions or guidelines (e.g., instruction not to sign the contract concerned or to sign it only on certain conditions; non-submission of the research contract to the service unit Research and Transfer Support or to the service unit European and International Research Support; breach of the Financial Management Guidelines).

In all of these cases the Rector or the Rectorate (in case of a statutory power) can withdraw the power. In addition, the breach of the empowered person can result in liabilities to damages.

2.5.8 Termination of power

Powers terminate

- upon termination of the employment relationship with the Federal Government or the employment contract with TU Wien,
- upon loss of function,
- automatically by lapse of time, if a time limit is agreed or with the end of the project
- any time if revoked by the Rector.

In case of the empowered functionary being unable to act the regulations under 2.6 are applicable. Within special powers no regulations of representations – of whatsoever kind – are applicable.

2.5.9 Workflow powers

Except for the statutory power (no granting of power is provided for), all powers are immediately granted by the Rector. Granting of power is effected on the occasion of appointing to a function (in connection with installing a new structural element if applicable) or on the occasion of project approval and nominating the project leader. Except for the statutory power according to § 27 (1) UG all powers granted are published in the University Gazette. The workflow provided is as follows:

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79 Also in case of resignation.
80 In particular in case of special powers plausible.
The revocation of powers also follows a workflow and is finally effected by the Rector.

The relevant forms are available under https://www.tuwien.at/tu-wien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ and must be fully filled out and submitted to the service department Data Protection and Document Management.
2.6 Representing heads

If a head is not available,\(^{81}\) (i) he/she decides or (ii) if he/she is unable to act\(^{82}\) the head of the superior structural element decides if

- he/she will further be involved in the decision procedures within this period; or
- the head of the superior structural element acts as a representative.

If the absent head is represented, the representative undertakes the tasks allocated to the head. The representative is responsible for her/his decisions.

If the position of head of an already installed structural element is vacant for more than 6 months, a new head must be appointed.\(^{83}\)

2.6.1 Representing in the faculties

Deans $\rightarrow$ Rector

Heads of institutes $\rightarrow$ Deans

Heads of research units $\rightarrow$ Heads of institutes

Heads of research groups $\rightarrow$ Heads of research units

2.6.2 Representing in the non-scientific area

Heads of service departments $\rightarrow$ the competent member of the Rectorate according to GO

Heads of service units $\rightarrow$ Heads of service departments

Heads of research groups $\rightarrow$ Heads of research units

2.6.3 Representing Dean of Studies and Vice Dean of Studies

If Deans of Studies are not available, Vice Deans of Studies - if appointed – fully undertake the tasks of the Dean of Studies not available. If no Vice Deans of Studies are appointed, the competent member for teaching of the Rectorate according to GO is representing. If Vice Deans of Studies are not available, the competent Vice Dean of Studies is representing.

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\(^{81}\) Not being available is not subject to certain reasons. However, the state of not being available may not last more than 6 months.

\(^{82}\) Being unable to act are those persons who are not able to handle their matters in a reasonable and proper way and behave in a legitimate way, see § 141 ABGB.

\(^{83}\) Exceptions can be made.
3 Functional descriptions (Governance)

3.1 Dean

Deans are heads of the respective faculty with the corresponding power. They assume responsibility for eg the following fields: 84

3.1.1 Strategic tasks, competences and development

a. concluding target agreements with the Rectorate for the respective faculty, 85
b. drafting a possible faculty development plan,
c. determining the internal structure of their faculty, 86
d. appointing the heads of institute on proposal of the university professors of the respective institute after having informed the Faculty Council,
e. appointing heads of research units on proposal of the head of institute after having informed the Faculty Council,
f. appointing heads of research groups on proposal of the head of research unit after positive opinion of the head of institute and after having informed the Faculty Council,
g. communicating concerning matters of the faculty.

3.1.2 Powers 87

Deans may only conclude legal transactions covered by their budget allocated and exclusively concerning their faculty.

3.1.2.1 Powers for awarding contracts and purchases (power for contracts and purchases) 88

Granting of power is effected by the Rector and entitles to award contracts and purchases up to and including a volume of EUR 50,000 excl. VAT (including taxes and fees) per transaction. If the amount of EUR 50,000 excl. VAT is exceeded, the Dean must neither conclude nor sign the contract. In this case the awarding of contract / the purchase is effected by the competent member of the Rectorate according to GO or by TUGiB.

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84 This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and parts of the Statutes of TU Wien.
85 GO Rectorate 3.6. lit p.
86 See 2.2.
87 Guideline by the Rectorate on powers and research projects §§ 26, 27 and 28 Universitätsgesetz 2002 (UG).
88 See 2.5.1.
3.1.2.2 Power to conclude research contracts (research power)\(^9^9\)

Granting of power is effected by the Rector and entities to conclude research contracts of a TU Wien project volume\(^9^0\) of up to and including EUR 400.000 excl. VAT. If the amount of EUR 400.000 excl. VAT is exceeded, the Dean must neither conclude nor sign the contract. In this case conclusion and signing of contract is effected by the competent member of the Rectorate according to GO.

3.1.2.3 Statutory power

The amount limits mentioned under 3.1.2.1 and 3.1.2.2 and the provisions mentioned under 2.4 (reserved transactions, obligations to submit) for § 28 powers are also applicable for the legal power according to § 27 (1) UG.

3.1.3 Studies and teaching

- Deans are obliged to guarantee the resources required for teaching in accordance with the Deans of Studies.\(^9^1\)
- Within studies and teaching, Deans are involved in the internal review procedure drafting and changing curricula of regular studies. The draft of the curriculum must be submitted to the Deans for giving their opinion.\(^9^2\)

3.1.4 Financial responsibility\(^9^3\)

Deans are responsible for the financial management of the faculty (proper budgeting, compliance with the budget and participating in bookkeeping). Financial planning includes detailed planning of the fields:

- appointments,
- basic budget (incl. performance budget),
- innovation projects,
- investments,
- personnel budget,
- special budget.

Deans and the Rectorate negotiate the budget for the period of the target agreement (covering the three-year-performance agreement). In the following years, adaptations of the budget are agreed within the annual target agreement talks for the target agreement period.

Deans are responsible to distribute the basic budget (including performance budget) on institute level. After instruction of the Dean the service unit Controlling of TU Wien allocates the budget.

Deans are responsible for budget compliance on faculty level. SAP and the Reporting Portal TUsinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing

\(^{99}\) See 2.5.2.
\(^{90}\) Guideline by the Rectorate on powers and research projects §§ 26, 27 and 28 Universitätsgesetz 2002 (UG)]
\(^{91}\) Spatial resources have to be agreed with the competent member of the Rectorate according to GO.
\(^{92}\) Study law provisions § 6 (3).
\(^{93}\) Handbook for Accounting in process
The service unit Controlling offers training on TUinsight several times a semester within internal further education.

Deans having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the respective assignment objects must approve.

In ongoing target agreement talks target levels for permanent staff (full-time equivalent and costs) and costs for teaching staff for each year of studies are being determined with the Deans and the Deans of Studies.

Deans are responsible for the compliance of these target levels, the reporting portal TUinsight (https://insight.tuwien.ac.at/) allows for proper monitoring of the ongoing development.

The total value of each target level is absolute and must not be exceeded, however a transfer from permanent staff to teaching staff and vice versa is possible after agreement between Dean and Dean of Studies.

Personnel planning of teaching staff must regularly be agreed with the Deans and the Deans of Studies.

The budget (target level) for teaching staff includes the following groups of persons or categories:

- lecturers,
- senior lecturers,
- tutors
- external teaching staff,
- teaching costs for permanent staff (eg lecture fees),
- teaching of project staff,
- visiting professorships,
- guest lecturers / external reviewers.\(^{94}\)

Deans provide sufficient liquidity (positive balance) in the field of externally financed research projects (third party funds) of the faculty and for the administration of the resources required. This is effected by approval of project applications within their power, provided that the resources required are available.

\(^{94}\) See Deans of Studies 3.8.5.
Deans – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines\textsuperscript{95} and the guidelines mentioned therein like:

- Handbook for Accounting\textsuperscript{96},
- Travel Guideline\textsuperscript{97},
- Audit Regulation\textsuperscript{98},
- Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)]\textsuperscript{99},
- handling of employee inventions\textsuperscript{100}

and are responsible for compliance in their faculty.

The contents of the internal control system of TU Wien are available on the Sharepoint-Server under: https://intranet.finanz.tuwien.ac.at/co/iks (Login with TU Wien password).

3.1.5 Infrastructure

3.1.5.1 Coordinating building projects, maintenance, relocations, buying scientific equipment

a. Deans are interfaces between users of faculty areas and the service department Building, Construction and Technology (Gebäude und Technik, GUT) concerning building projects (renovations and adaptations), maintenance and relocations. They undertake project-specific information, communication and participating obligations both towards GUT and within the faculty and actively plan in advance.

b. Deans can appoint employees of the faculty as building officers of the faculty. Building officers undertake tasks, rights and obligations allocated by the Deans.

c. Deans actively coordinate the required infrastructure measures (eg rooms, statics, building service) concerning the purchase of scientific equipment\textsuperscript{101} with GUT in time. This agreement is made before the annual target agreement talks with the Rectorate. Concerning appointment procedures, this agreement including the estimated appointment infrastructure budget is made before the appointment negotiations with the Rector in any case.

\textsuperscript{95} Financial Management Guidelines, in particular III.
\textsuperscript{96} In process.
\textsuperscript{97} Travel Guideline
\textsuperscript{98} Audit Regulation
\textsuperscript{99} Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)]
\textsuperscript{100} Handling of employee inventions
\textsuperscript{101} Scientific devices and installations.
3.1.5.2 Spatial management
   a. Deans manage the areas of the respective faculty102 based on the area code model of the service department GUT and according to the annual target agreement talks with the Rectorate.
   b. Deans decide about the use of the faculty areas they are in charge of (eg office space, workplaces, research laboratories), however, they are not in charge of
      ▪ teaching and seminar rooms and students’ laboratories (according to TISS),
      ▪ event rooms of TU Wien,
      ▪ areas in charge of the Rectorate103,
      ▪ traffic areas (eg common rooms, toilets),
      ▪ areas of building service (eg cable ducts, technical rooms).
      The reclassification of faculty areas (eg office and laboratory areas) is reserved to the competent member of the Rectorate according to GO. Deans have the right of proposal.
   c. Deans agree furnishing and equipment of the rooms allocated (except for scientific equipment104 and laboratory equipment) with the service department GUT.

3.1.5.3 IT Infrastructure
   a. Deans are interfaces between employees of their faculty and the service department Information Technology Solutions (IT Solutions) concerning implementation and compliance with the IT strategy of TU Wien105 and IT projects or projects with a major IT part. They undertake project-specific information, communication and participating obligations both towards IT Solutions and within the faculty and actively plan in advance.
   b. Deans can appoint employees of the faculty as IT officers of the faculty. IT officers undertake tasks, rights and obligations allocated by the Deans.
   c. Deans actively coordinate the purchase of strategically important and relevant IT infrastructure with the service department IT solutions in time.

102 Institute and project areas.
103 See document annual target agreement talks of the Deans with the Rectorate.
104 Scientific devices and installations.
105 IT strategy in process.
3.1.6 Safety

3.1.6.1 Safety provisions (including occupational safety) of TU Wien\textsuperscript{106}

a. Deans are interfaces between employees of their faculty and the service department GUT concerning all safety provisions (including occupational safety) of TU Wien. They actively undertake information, communication and participating obligations\textsuperscript{107} both towards GUT and within their faculty.

b. Deans have the right to approve\textsuperscript{108} concerning the appointment of the fire prevention officers\textsuperscript{109} and safety officers.\textsuperscript{110}

c. Deans must appoint\textsuperscript{111} the following persons, who undertake tasks of employee protection,
   - First aiders\textsuperscript{112},
   - Poison officers\textsuperscript{113},
   - Radiation protection officers\textsuperscript{114},
   - Laser protection officers\textsuperscript{115}.

d. Deans take care that annual inspections of the faculty areas are carried out by employees in charge of preventive measures\textsuperscript{116} and are an interface between the service department GUT and its employees implementing the resulting measures.\textsuperscript{117}

e. Deans take part in the annual employee protection committee sessions and inform the employees of the faculty about the measures to be taken within occupational safety.\textsuperscript{118}

f. Deans have to supervise the faculty areas not accessible for the public. They have the possibility to appoint spatial managers. If no appointment is made, Deans are contact persons towards the service department GUT concerning maintenance, repair and damages.

g. Deans can initiate the drafting of special laboratory and workshop guidelines for institutes.\textsuperscript{119}

3.1.6.2 Data protection (including information security)\textsuperscript{120}

a. Deans are interfaces between employees of their faculty and the service department Data Protection and Document Management or the data protection officer of TU Wien concerning data protection on faculty level. They actively undertake information, communication and participating obligations both towards the service department Data Protection and Document Management or the data protection officer and within their faculty.

\textsuperscript{106} See House Regulations, see Laboratory and Workshop Regulations, see Fire Protection Rules, see Safety Guideline

\textsuperscript{107} Resulting from the provisions of ASchG.

\textsuperscript{108} Appointment form

\textsuperscript{109} A specially trained and appointed person, who supports the fire protection officer concerning fire protection tasks and who controls fire protection within specific areas of the workplace in terms of location or contents, see Fire Protection Rules § 2 (4) lit. b.

\textsuperscript{110} A specially trained and appointed person, see Safety Guideline § 7 (3) lit. b.

\textsuperscript{111} See Safety Guidelines

\textsuperscript{112} A specially trained and appointed person, see Safety Guideline § 7 (3) lit. c.

\textsuperscript{113} A specially trained and appointed person in charge of safety tasks, see Safety Guideline, § 7 (3) lit. d.

\textsuperscript{114} A specially trained and appointed person in charge of radiation protection tasks, see Safety Guideline § 7 (3) lit. e.

\textsuperscript{115} A specially trained and appointed person in charge of laser protection tasks, see Safety Guideline § 7 (3) lit. f.

\textsuperscript{116} These persons are safety officers of the service department GUT together with occupational physicians and safety officers according to § 4 ASchG.

\textsuperscript{117} § 88 ASchG.

\textsuperscript{118} § 88 ASchG.

\textsuperscript{119} Laboratory and Workshop Regulations § 14 (1).

\textsuperscript{120} GDPR General Data Protection Regulation EU 2016/679
b. Within the faculty Deans are responsible for complying with data protection and the implementation of the GDPR and data protection measures of TU Wien.

3.1.7 Personnel matters

With regard to personnel matters Deans have the following tasks:

3.1.7.1 Tasks as immediate superiors

Deans are immediate superiors of and exercise supervision of

- heads of institutes,
- non-scientific employees not associated with institutes (e.g., employees at the Dean’s Office).

If Deans are immediate superiors, they have the rights and obligations mentioned under 3.10.1.121

3.1.7.2 Tasks due to function

a. Participation:
   - contributing to and implementing agreed personnel measures within the annual budget process122,
   - personal evaluation123,
   - assigning personnel to the OE124.

b. Giving opinion:
   - changing employment contracts concerning globally financed positions (period, extent, changes of assignment, extensions),
   - advertisement of globally financed positions,
   - removals of time limits,
   - payment regulations regarding globally financed positions (salary, bonuses, classification, excess payments),
   - leaves, study leave and research sabbatical semester125,
   - terminations by TU Wien,
   - reporting conflicts of interest126,
   - secondary employments127.

c. Taking notice of:
   - mutual dissolution of employment contracts,
   - leaves, partial retirement and parental leave,

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121 These are instructions in terms of labour law. These are binding.
122 Within the annual target agreement talks the Deans negotiate a personnel cost target value for the budget year together with the Rectorate. This constitutes the framework for the personnel measures and must not be exceeded in the budget year.
123 Evaluation and Quality Assurance item 1 and works agreement (Betriebsvereinbarung, BV) evaluation § 4.
124 Guideline Structure and Governance.
125 Guide leaves VII.4
126 Conflict of Interest 4.II. and 5.
127 Leaflet– secondary employment.
Functional descriptions (Governance)

Dean

- terminations by employees,
- dissolution of employment relationships during the trial month,
- other special leaves,
- teleworking128,
- compulsory retirements.

The competent member of the Rectorate according to GO makes the decision on the items mentioned above.

3.1.8 Bodies, committees, commissions

a. Appointment procedures129
   - Deans make applications for starting an appointment procedure.130
   - Deans are part of the exploration committee for a focused search of appropriate candidates.131
   - Deans draft the advertisement text in accordance with the Rectorate.132
   - Deans are contact persons in the appointment commissions, however, they cannot be delegated to the appointment commissions.133
   - Deans give an opinion on the nomination proposal and submit it including the opinion and the protocols and the final report of the appointment commissions, if any, to the Rector.134
   - Deans can be heard by the Rector concerning the nomination proposal.135
   - Deans of the relevant faculty take part in the appointment procedures.136
   - Deans are involved in the decision concerning the allocation of an appointed candidate to an OE.137

b. Faculty Council138
   - Deans are permanent contact persons in their Faculty Council139; however, they cannot be elected to the Faculty Council.140
   - Deans can make applications in the sessions of their Faculty Council.141
   - Deans can request opinions on important matters of the faculty from the Faculty Council of their faculty.142
   - Deans can demand sessions of the Faculty Council of their faculty to be convened within 2 weeks.143
   - Deans must report to their Faculty Council about all important matters of their faculty.144

129 See appointment procedure
130 Appointment procedure § 1 (2).
131 Appointment procedure § 1 (4).
132 Appointment procedure § 2 (2).
133 Appointment procedure § 4 (4) and § 5 (2).
134 Appointment procedure § 8 (2).
135 Appointment procedure § 9.
136 Appointment procedure § 10 (2).
137 Appointment procedure § 10 (2).
138 See Faculty Councils
139 GO collegial bodies § 3 (7); Faculty Councils § 2 (3).
140 Faculty Councils § 5.
141 GO collegial bodies § 3 (7); Faculty Councils § 2 (3).
142 Faculty Councils § 2 (1).
143 Faculty Councils § 2 (3).
144 Faculty Councils § 2 (4).
Deans must entitle their Faculty Council to give an opinion in important matters of budget and personnel.\textsuperscript{145}

c. **Habilitation procedure**\textsuperscript{146}
\begin{itemize}
  \item Deans of the faculty mentioned in the application have the right to give an opinion concerning the decision of the Rectorate, whether the applied authorisation to teach is within the scope of the university.\textsuperscript{147}
  \item Deans participate in the decision concerning allocating a private lecturer to an OE.\textsuperscript{148}
\end{itemize}

d. **Tenure track positions**\textsuperscript{149}
\begin{itemize}
  \item Deans nominate members to the advisory board, head the advisory board and are permanent members of the advisory board.\textsuperscript{150}
  \item Deans can invite the head of institute of the field the position is allocated to as permanent contact person in the advisory board or in interdisciplinary cases, additionally another guest member as permanent contact person.\textsuperscript{151}
  \item Deans make the draft of the advertisement text.\textsuperscript{152}
  \item Deans coordinate the draft of the qualification agreement made by the employees concerned and their immediate superiors.\textsuperscript{153}
\end{itemize}

e. **Senate**\textsuperscript{154}
\begin{itemize}
  \item Deans are permanent contact persons in the Senate; however, they cannot be elected to the Senate.\textsuperscript{155}
  \item Deans can make applications in the sessions of the Senate.\textsuperscript{156}
\end{itemize}

f. **Participating in sessions of the university management**

\section*{3.1.9 Awards and prizes}

a. **Awarding professional titles**\textsuperscript{158}
\begin{itemize}
  \item Deans of the relevant faculty check the formal requirements of the applications for the title „university professor“.
  \item Deans draft the evaluation of the special accomplishments of the candidate as far as the formal requirements are fulfilled and after consultation of the Faculty Council.
\end{itemize}

\footnotesize{\begin{itemize}
  \item \textsuperscript{145} Faculty Councils § 2 (4).
  \item \textsuperscript{146} See habilitation procedure.
  \item \textsuperscript{147} Habilitation procedure § 5.
  \item \textsuperscript{148} Habilitation procedure § 12 (2).
  \item \textsuperscript{149} See tenure track positions.
  \item \textsuperscript{150} Tenure track positions 3.4.1.
  \item \textsuperscript{151} Tenure track positions 3.4.1.
  \item \textsuperscript{152} Tenure track positions 5.1.
  \item \textsuperscript{153} Tenure track positions 6,
  \item \textsuperscript{154} GO collegial bodies § 3 (6).
  \item \textsuperscript{155} GO collegial bodies § 3 (6).
  \item \textsuperscript{156} Electoral Regulations § 3 (1).
  \item \textsuperscript{157} GO collegial bodies § 3 (6).
  \item \textsuperscript{158} Professional title university professor chapter procedure.
\end{itemize}}
b. **Dr. Ernst Fehrer-Prize**\(^{159}\)
   - Deans of the Faculty of Civil Engineering, Technical Chemistry, Electrical Engineering and IT, Mechanical and Industrial Engineering and Physics are members of the Dr. Ernst Fehrer-Prize-selection committee.

c. **Medal of Honour of a faculty**\(^{160}\)
   - Deans can propose both employees of TU Wien and external persons due to special scientific accomplishments in a special field or for special accomplishments in the scientific organisation or within teaching at their faculty for being awarded with honours.
   - The Medal of Honour is awarded by the relevant Dean.

d. **Helmut Richter-Memorial Award**\(^{161}\)
   - Deans of the Faculty for Architecture and Spatial Planning and the Faculty for Civil Engineering jointly decide amongst others with the Chamber of Architects and Consulting Engineers for Vienna, Lower Austria and Burgenland about the composition of the committee for selecting the winners of the Helmut Richter-Gedächtnispreis.

e. **Hannspeter Winter Prize**\(^{162}\)
   - Deans decide about the nomination of the applicant if there is more than one application per year due to a proposal in ranking order of the Faculty Council.

f. **Professorship with honours**\(^{163}\)
   - Deans of the relevant faculty must be heard by the Rectorate concerning the awarding of an honorary professorship.

g. **Ressel Prize**\(^{164}\)
   - Deans decide about the nomination of the applicant if there is more than one application per year due to a listed proposal of the Faculty Council.

h. **Science Award**\(^{165}\)
   - Deans nominate young scientists with a project and submit the relevant documents to the Rectorate.

### 3.1.10 Quality and document management

a. Deans support the evaluation of research, teaching and administration.\(^{166}\)

b. Deans guarantee the transparency of legally relevant activities (archiving and documentation).

c. Deans support the further development of the quality management.\(^{167}\)

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159 [Ernst Fehrer Prize](#).
160 [Awards § 1 t.q.](#).
161 [Helmut Richter Memorial Award](#).
162 [Hannspeter Winter Prize](#) at TU Wien nominations und requirements.
163 [Awards § 7](#).
164 [Ressel Prize](#) at TU Wien.
165 [Science Award of TU Wien, Nomination](#).
166 Evaluation and Quality Assurance Preamble.
167 HB Quality Management, 14.
**3.1.11 Qualification profile, incompatibility, term, remuneration**

Deans are appointed by the Rectorate on proposal of the university professors of the relevant faculty after the Faculty Council has given an opinion. Deans should fulfil the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,
- expertise,
- leadership skills,
- methods expertise,
- personality competence,
- social competence.

Incompatibility with the function as Dean is given in case of

- membership in appointment commissions,
- membership in the Faculty Council,
- membership in the Rectorate,
- membership in the Senate,
- membership in Studies Commissions,
- membership in the University Council,
- being active as head of institute,
- being active as Dean of Studies and Vice Dean of Studies.

The functional period is limited to 4 years and is based on the functional period of the Rectorate. The appointment becomes effective on 01 January each after a new period of the Rectorate has begun and terminates on 31 December after the forth year of the functional period of the Rectorate. As far as Deans withdraw during the functional period of the Rectorate, the new Dean replaces the former one, however, only for the remaining period of the functional period of the Rectorate.

Reappointment is allowed. Dismissal for an important reason is possible.

For exercising their function Deans receive a remuneration (functional allowance), which is determined by the Rectorate. In addition, Deans are entitled to a leave for one semester after having exercised the full functional period (4 years). In total only the maximum of 3 leaves for one semester each are possible after having exercised the full functional period.

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168 GO of the Rectorate 3.6 lit e).
169 University professors emeriti and retired university professors (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
170 Appointment procedure § 4 (4).
171 Electoral Regulations § 5.
172 GO of the Rectorate Item 1
173 Electoral Regulations § 3.
174 § 21 (5) UG.
175 Eg beginning on 01 Jan 2020 – terminating on 31 Dec 2023.
176 Dismissal does not automatically terminate the employment contract.
177 Guide leaves V.3.
3.2 Head of institute

Heads of institutes are heads of the respective institute with the corresponding power. They assume responsibility eg for the following fields: \(^{178}\)

3.2.1 Strategic tasks, competences and development

a. right of proposal for determining the internal structure of their institute,
b. right of proposal concerning the appointment of heads of research units,
c. right of giving opinion concerning the appointment of heads of research groups,
d. communication concerning matters of their institute.

3.2.2 Powers

Heads of institutes may only conclude legal transactions covered by the budget allocated and exclusively concerning their institute.

3.2.2.1 Powers for awarding contracts and purchases (power for contracts and purchases)

The power is granted by the Rector and entitles to award contracts and purchases up to and including a volume of EUR 50.000 excl. VAT (incl. taxes and fees) per transaction. If the amount of EUR 50.000 excl. VAT is exceeded, the head of institute must neither conclude nor sign the contract. In this case the awarding of contract/purchase is effected by the competent member of the Rectorate according to GO or by TUGiB.

3.2.2.2 Power for concluding research contracts (research power)

The power is granted by the Rector and entitles to conclude research contracts with a TU project volume\(^{179}\) of up to and including EUR 400.000 excl. VAT. If the amount of EUR 400.000 excl. VAT is exceeded, the head of institute must neither conclude nor sign the contract. In this case conclusion of contract or signing is effected by the competent member of the Rectorate according to GO.

3.2.2.3 Legal power

The amount limits mentioned under 3.1.2.1 and 3.1.2.2 and the provisions mentioned under 2.4 (reserved transactions, obligations to submit) for § 28 powers are also applicable for the legal power according to § 27 (1) UG.

\(^{178}\) This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and parts of the Statutes of TU Wien.

\(^{179}\) Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)]
3.2.3 Studies and teaching

- Heads of institutes must be informed about intended topics to be assigned to diploma and master theses, which require funds or equipment of TU Wien. As far as teaching and research would be seriously affected, heads of institutes can forbid the topic within one month.\textsuperscript{180}
- The dissertation topic must be submitted to the heads of institutes by the doctoral students within their doctoral thesis agreement if the subject requires funds or equipment of the institute concerned. If not approved, heads of institutes must give reasons.\textsuperscript{181}

3.2.4 Financial responsibility\textsuperscript{182}

Heads of institutes are responsible for the financial management (proper budgeting, compliance with the budget and participating in bookkeeping). Financial planning includes detailed planning of the fields:

- appointments,
- basic budget (incl. performance budget),
- innovation projects,
- investments,
- special budgets.

Heads of institutes negotiate their budget with the Deans.

Heads of institutes can distribute the basic budget (incl. performance budget) on research unit level. After instruction of the heads of institutes, the service unit Controlling allocates the budget.

The heads of institutes are responsible for the compliance of the budget on institute level. SAP and the Reporting Portal TUinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development. The service unit Controlling offers trainings on TUinsight within internal further education several times per semester.

Heads of institutes having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

At the institute heads of institutes provide sufficient liquidity (positive balance) in the field of externally financed research projects (third party funds) and are responsible for the administration of the resources required. This is effected by approving project applications within their power, provided that the resources required are available.

Heads of institutes – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines\textsuperscript{183} and the guidelines mentioned therein like eg

\textsuperscript{180} § 81 (3) UG.
\textsuperscript{181} Study law provisions § 23 (5).
\textsuperscript{182} Handbook for Accounting in process.
\textsuperscript{183} Financial Management Guidelines, in particular III.
Functional descriptions (Governance) – Head of institute

- Handbook for Accounting,184
- Travel Guideline,185
- Audit Regulation,186
- Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universities Act 2002 (UG)],187
- handling of employee inventions188

and are responsible for compliance in their institute(s).

The contents of the internal control system of TU Wien are available on the Sharepoint-Server under https://intranet.finanz.tuwien.ac.at/co/iks (Login with TU Wien password).

3.2.5 Infrastructure

3.2.5.1 Coordinating building projects, maintenance, relocations, buying scientific equipment

a. Heads of institutes are interfaces between users of institute areas and Deans concerning building projects (renovations and adaptations) and maintenance and relocations. They undertake project-specific information, communication and participating obligations both towards the Dean and within the institute and actively plan in advance.

b. Heads of institutes actively coordinate the required infrastructure measures (e.g., rooms, statistics, building service) concerning the purchase of scientific equipment189 with the Deans in time. This agreement is made before the annual target agreement talks of the Deans with the Rectorate. Concerning appointment procedures, this agreement including the estimated appointment infrastructure budget is made before the appointment negotiations of the Deans with the Rector in any case.

c. If heads of institutes do not agree with the Deans concerning the purchase according to lit. b, the costs incurred must be covered by the global budget and the third party funds of their institute.

3.2.5.2 Spatial management

a. Heads of institute manage the institute and project areas allocated by the Deans based on the space code model of the service department GUT.

b. Heads of institute agree required room resources for employees and for new devices regarding their institute areas with the Deans.

c. Heads of institutes agree furnishing and equipment (except scientific equipment190) of their institute areas with the service department GUT.

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184 In process.
185 Reiserichtlinie der TUW
186 Audit Regulation
187 See Guideline
188 See Handling of employee inventions
189 Scientific devices and installations.
190 Scientific devices and installations.
d. Before any guests (e.g., visiting researchers, fellows) are invited, heads of institutes guarantee that required room resources of institute areas are available.

e. In the course of project application by project leaders allocated to them, heads of institutes confirm on the TISS project database (PDB)\(^\text{191}\) that sufficient and appropriate room resources (e.g., areas) are available and agree this with the Deans, if areas of other institutes are used.

### 3.2.5.3 IT Infrastructure

a. Heads of institutes are interfaces between employees of their institute and the service department Information Technology Solutions concerning implementation and compliance with the IT strategy of TU Wien\(^\text{192}\) and IT projects or projects with a major IT part. They undertake project-specific information, communication, and participating obligations both towards the Deans, the service department IT Solutions and within the institute and actively plan in advance.

b. Heads of institutes can appoint employees of the institute as IT officers of the institute. IT officers undertake tasks, rights, and obligations allocated by the heads of institute.

c. Heads of institutes actively coordinate the purchase of strategically important and relevant IT infrastructure with the service department IT Solutions in time.

### 3.2.6 Safety

#### 3.2.6.1 Safety provisions (including occupational safety) of TU Wien\(^\text{193}\)

a. Heads of institutes are interfaces between employees of their institute and the Deans concerning all safety provisions (including occupational safety) of TU Wien. They actively undertake information, communication, and participating obligations\(^\text{194}\) both towards the Deans and within the institute.

b. Heads of institutes have the right of proposal in the context of the Safety Guideline concerning the appointment of

- safety officers\(^\text{195}\): If no proposal is made, heads of institutes are responsible for their matters or undertake tasks according to provisions of employee protection.
- first aiders\(^\text{196}\): If no proposal is made, the responsibility to carry out the tasks remains with the heads of institutes.
- poison officers\(^\text{197}\): If no proposal is made, the responsibility to carry out the tasks remains with the heads of institutes.

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\(^{191}\) Electronic workflow in the PDB planned. Up to EUR 100,000 approval is made by the head of research unit, up to EUR 400,000 by the head of institute or the Dean, more than EUR 400,000 by the competent member of the Rectorate according to GO.

\(^{192}\) IT strategy in process.

\(^{193}\) See House Regulations

\(^{194}\) Resulting from provisions of ASchG.

\(^{195}\) A specially trained and appointed person, see Safety Guideline § 7 (3) lit b.

\(^{196}\) A specially trained and appointed person, Safety Guideline § 7 (3) lit c.

\(^{197}\) A specially trained and appointed person in charge of safety-relevant tasks, see Safety Guideline § 7 (3) lit d.
Functional descriptions (Governance) –
Head of institute

- radiation protection officers: If no proposal is made, the responsibility to carry out the tasks remains with the heads of institutes.
- laser protection officers: If no proposal is made, the responsibility to carry out the tasks remains with the heads of institutes.

After persons have been appointed to carry out tasks concerning employee protection, the heads of institutes inform the service department GUT and in case of appointment of radiation protection officers additionally the municipal department 64.

c. Heads of institutes have the following rights and obligations with regard to the Laboratory and Workshop Regulations:

- Heads of institutes can appoint laboratory officers. If no proposal is made, the responsibility to carry out the tasks remains with the heads of institutes.
- Heads of institutes are responsible for safeguarding the dissemination of information eg the Laboratory and Workshop Regulations, special guidelines for laboratories and workshops and occupational instructions.
- Heads of institutes must take care that external persons using laboratories of TU Wien are instructed by an expert.
- Heads of institutes have to draft a control plan to supervise the functionality of the safety-relevant laboratories and to manage it.
- Heads of institutes are in charge of appointing a person who is responsible for the introduction of the control plan and the maintenance of the technical equipment and devices. If no appointment is made, the responsibility to carry out the tasks remains with the heads of institutes.
- Heads of institutes can draft special guidelines for laboratories and workshops of TU Wien, the service unit Occupational Safety and Occupational Medicine of the service department GUT to be involved.
- In case of minor danger, heads of institutes can make exceptions for students with regard to the ban on single employment, in accordance with the relevant person in charge for the practical workshop, the person in charge of the laboratory and the service department GUT.
- Heads of institutes approve additional and detailed safety provisions for the use of laboratories of TU Wien and submit these to TU GUT Occupational Safety and Occupational Medicine if required.

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198 A specially trained and appointed person in charge of radiation protection tasks, see Safety Guideline § 7 (3) lit. e.
199 A specially trained and appointed person in charge of laser protection tasks, see Safety Guideline § 7(3) lit. f.
200 See Laboratory and Workshop Regulations.
201 A specially trained person appointed by the head of institute for the laboratories concerned, who takes care of the relevant instructions in the laboratory concerned, the safe and harmless operation (eg availability of the personal protective equipment (Persönliche Schutzausrüstung [PSA]) and the behaviour in case of special events and hazardous waste disposal, see Laboratory and Workshop Regulations.
202 Laboratory and Workshop Regulations § 3 (1).
203 Both legal and natural persons not associated with TU Wien.
204 Laboratory and Workshop Regulations § 3 (2).
205 A person with special expert knowledge and professional experience who safeguards the proper implementation of the tasks allocated (according to regulations of the ASchG), see Safety Guideline, definitions.
206 Eg emergency shower.
207 Laboratory and Workshop Regulations § 5 (2).
208 Laboratory and Workshop Regulations § 11 (6).
209 Laboratory and Workshop Regulations § 14 (1), (3).
210 The person who carries out the lecture or a part of it in laboratories and bears responsibility. In case of diploma students and doctoral students the person in charge of the practical workshop is meant to be the relevant mentor.
211 Laboratory and Workshop Regulations § 12 (5).
212 Laboratory and Workshop Regulations § 14 (5).
• Heads of institutes can send away\textsuperscript{213} persons persistently not complying with the Laboratory and Workshop Regulations.
• Heads of institutes take care that the annual inspections of the institute premises are carried out by employees in charge of preventive measures and support employees of the institutes implementing the measures resulting therefrom.\textsuperscript{214}

\textbf{d. Heads of institutes have the following rights and obligations with regard to the Fire Protection Rules\textsuperscript{215}:}

• Heads of institutes have a right of proposal with regard to the appointment of the fire prevention officers.\textsuperscript{216} If no proposal is made, heads of institutes undertake the tasks of the fire prevention officers according to the Fire Protection Rules.
• Heads of institutes are responsible to inform employees of the Fire Protection Rules by announcement or in another appropriate way.\textsuperscript{217}
• Heads of institutes take care that external persons\textsuperscript{218} are instructed\textsuperscript{219} by experts\textsuperscript{220} in the field of fire protection.

\textbf{e. Heads of institutes have the following rights and obligations with regard to the House Regulations\textsuperscript{221}:}

• Heads of institutes supervise the areas of the institutes\textsuperscript{222} not open for the public or have spatial responsibility.
• Heads of institutes are responsible to inform employees of the House Regulations by announcement or in another appropriate way.\textsuperscript{223}
• Heads of institutes must take care that external persons\textsuperscript{224} are instructed\textsuperscript{225} by an expert\textsuperscript{226} with regard to the House Regulations.
• Heads of institutes can issue a confirmation for the proper use for guest scientists without employment relationship to TU Wien, who need learning rooms, laboratories or similar working rooms beyond the stated opening hours.\textsuperscript{227}
• Heads of institutes are responsible for key administration.\textsuperscript{228}
• Heads of institutes can approve in writing to bring and use private household appliances and to use, establish and put machinery and equipment into operation.\textsuperscript{229}
• Heads of institutes have to guarantee\textsuperscript{230} that the service department GUT is informed with regard to hazardous waste.\textsuperscript{231}

\textsuperscript{213} Laboratory and Workshop Regulations § 13 (3).
\textsuperscript{214} § 88 ASchG.
\textsuperscript{215} Fire Protection Rules
\textsuperscript{216} Fire prevention officer, a specially trained and appointed person, who supports the fire protection officer with fire protection tasks and controls the fire safety within special local or technical fields of the workplace, see Fire Protection Rules § 2 (4) lit. B.
\textsuperscript{217} Fire Protection Rules § 3 (2).
\textsuperscript{218} Both legal and natural persons not associated with TU Wien.
\textsuperscript{219} Fire Protection Rules § 3 (3).
\textsuperscript{218} A person with special expert knowledge and professional experience who safeguards the proper implementation of the tasks allocated (according to regulations of the ASchG).
\textsuperscript{220} See House Regulations
\textsuperscript{221} See House Regulations § 4 (1).
\textsuperscript{222} House Regulations § 3 (3).
\textsuperscript{223} Both legal and natural persons not associated with TU Wien.
\textsuperscript{224} House Regulations § 3 (4).
\textsuperscript{225} Regarding expert see FN 193.
\textsuperscript{227} House Regulation § 4 (7).
\textsuperscript{228} House Regulation § 11 (2).
\textsuperscript{229} House Regulation § 14 (1) and (2).
\textsuperscript{230} House Regulation § 16 (2).
\textsuperscript{231} See Regulation of the Federal Ministry for Environment, Youth and Family about the determination of hazardous waste and problematic materials.
• Heads of institutes can exclude persons from further use or entering university premises or parts thereof for a limited time in case of repeated or serious breaches against the House Regulations.\textsuperscript{232}

3.2.6.2 Data protection (including information security)\textsuperscript{233}

a. Heads of institutes are interfaces between employees of their institute and the service department Data Protection and Document Management or the Data Protection Coordinator in their faculty concerning data protection. They actively undertake their information, communication and participating obligations both towards the Dean and within the institute.

b. Within the institute, heads of institutes are responsible for complying with data protection and the implementation of the GDPR and data protection measures of TU Wien and can appoint employees of their institute as data protection contact persons\textsuperscript{234}. If no data protection contact persons are appointed on institute level, the heads of institute undertake the tasks allocated to the data protection contact persons according to the data protection organisation of TU Wien.

3.2.7 Personnel matters

With regard to personnel matters heads of institute have the following tasks:

3.2.7.1 Tasks as immediate superiors

Heads of institutes are immediate superiors of and exercise supervision of

• non-scientific employees not associated with research units (eg secretariats),
• heads of research units.

If heads of institutes are immediate superiors, they have the rights and obligations mentioned under 3.10.1.\textsuperscript{235}

3.2.7.2 Tasks due to function

a. Participation:

• personal evaluation,\textsuperscript{236}
• assigning and filling tenure track positions,\textsuperscript{237}
• re-entry of scientific project assistants after maternity leave and parental leave.\textsuperscript{238}

\textsuperscript{232} House Regulations § 17 (3).
\textsuperscript{233} GDPR General Data Protection Regulation EU 2016/679
\textsuperscript{234} Tasks of data protection contact persons, see data protection organisation of TU Wien.
\textsuperscript{235} Instructions in terms of labour law. These are obligatory.
\textsuperscript{236} Evaluation and quality assurance, item 1 and works agreement (Betriebsvereinbarung, BV) evaluation § 4.
\textsuperscript{237} Tenure track positions 3.4.1., 5.1. and 10.1.2.
\textsuperscript{238} Re-entry, item 1
b. **Giving opinion:**
   - changing employment contracts concerning globally financed positions (period, extent, changes of assignment, extensions),
   - recruiting employees (global budget and third party funds) and freelancers,
   - recruiting trainees,
   - advertisement of globally financed positions,
   - removals of time limits,
   - payment regulations (salary, bonuses, classification, excess payments),
   - taking disciplinary measures,
   - leaves, study leave and research sabbatical semester,
   - terminations by TU Wien,
   - secondary employments.

c. **Taking notice of:**
   - mutual dissolution of employment contracts,
   - parental leaves, partial retirement and parental leave time,
   - terminations by employees,
   - dissolution of employment relationships during the trial month,
   - other special leaves,
   - teleworking
   - compulsory retirements.

The competent member of the Rectorate according to GO makes the decision on the items mentioned above.

d. **Decision:**
   - changing employment contracts concerning third party funds positions (period, extent, changes of assignment, extensions),
   - advertisement of third party funds positions.

### 3.2.7.3 Other tasks

a. concluding user agreements for official cars and administration,

b. confirming resources if guests are invited.

### 3.2.8 Honours und Prizes

a. **Ressel Prize**

   Heads of institutes of the 8 faculties, who have shown the highest overhead paid during the last 3 years within their faculty, but do not propose candidates for the Prize are members of the jury to award the Ressel Prize. If candidates belong to the institute, which has shown the

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239 Guide – recruiting new employees
240 Guide trainees and volunteers
241 Guide leaves VII.3
242 Leaflet – secondary employment.
243 Teleworking 4.2.
244 Private use official cars, MBL 8/2006.
245 Laid down in workflow.
246 Ressel Prize at TU Wien
highest overhead paid during the last 3 years within the faculty, the head of institute, which has shown the second highest overhead sum, is member of the jury.

b. **Science Award**\(^{247}\)
   - Heads of institute have the possibility to give an opinion with regard to the research profile of the institute/the TU research matrix and the proven employment possibility of the candidate at the institute for the duration of the project applied for.

3.2.9 **Quality and document management**

a. Heads of institutes support the evaluation of research, teaching and administration.\(^{248}\)

b. Heads of institutes guarantee the transparency of legally relevant activities (archiving and documentation).

c. Heads of institutes support the further development of the quality management.\(^{249}\)

3.2.10 **Qualification profile, incompatibility, term**

Heads of institutes are appointed by the Deans on proposal of the university professors of the relevant institute after information of the Faculty Council.

Heads of institutes should meet the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,\(^{250}\)
- expertise,
- leadership skills,
- methods expertise,
- personality competence,
- social competence.

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\(^{247}\) Science Award, formal requirements and forms,
\(^{248}\) Evaluation and quality assurance preamble
\(^{249}\) HB Quality Management, 14.
\(^{250}\) University professors emeriti and retired university professors (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
Incompatibility with the function of head of institute is given in case of

- membership in the Rectorate,²⁵¹
- membership in the University Council²⁵²
- being active as Dean,
- being active as Dean of Studies and Vice Dean of Studies.

The functional period is limited to 4 years and is based on the functional period of the Rectorate. The appointment becomes effective on 01 March each after a new period of the Rectorate has begun and ends on 28 February²⁵³ after the forth year of the period of the Rectorate.²⁵⁴ As far as heads of institute withdraw during the functional period of the Rectorate, the new head of institute replaces the former on, however, only for the remaining duration of the functional period of the Rectorate.

Reappointment is allowed. Dismissal for an important reason is possible.²⁵⁵

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²⁵¹ GO Rectorate, Item 1
²⁵² § 21 (5) UG.
²⁵³ In leap years on 29 February.
²⁵⁴ Eg beginning on 01 March 2020 – terminating on 28 February 2024.
²⁵⁵ Dismissal does not automatically terminate the employment contract.
3.3 **Head of research unit**

Heads of research units are heads of the respective research unit with the corresponding power. They assume responsibility for eg the following fields:  

3.3.1 **Strategic tasks, competences and development**

a. right of proposal concerning the appointment of heads of research groups.

3.3.2 **Powers**

Heads of research units may only conclude legal transactions covered by their budget and exclusively concerning their research unit.

3.3.2.1 **Power for awarding contracts and purchases (power for contracts and purchases)**

Granting of power is effected by the Rector and entitles to award contracts and purchase up to and including a volume of EUR 50,000 excl. VAT (including taxes and fees) per transaction. If the amount of EUR 50,000 excl. VAT is exceeded, the head of research unit must neither conclude nor sign the contract. In this case the awarding of contract / the purchase is effected by the competent member of the Rectorate according to GO or by TUGIB.

3.3.2.2 **Power to conclude research contracts (research power)**

Granting of power is effected by the Rector and entitles to conclude research contracts of a TU Wien project volume of up to including EUR 100,000 excl. VAT. If the amount of EUR 100,000 excl. VAT is exceeded, the head of research unit must neither conclude nor sign the contract. In this case, conclusion of contract or signing is effected by the head of institute or the Dean or, if the TU Wien project volume exceeds EUR 400,000 excl. VAT, by the competent member of the Rectorate according to GO.

3.3.3 **Financial responsibility**

Heads of research units are responsible for the financial management of their research unit, as far as budget is allocated to them (proper budgeting, compliance with the budget and participating in bookkeeping).

Financial planning includes detailed planning of the fields:

- appointments,
- basic budget (incl. performance budget),
- innovation projects,
- investments,
- special budgets.

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256 This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tu-wien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and parts of the Statutes of TU Wien.

257 Guideline by the Rectorate on powers and research project [ §§ 26, 27 and 28 Universitätsgesetz 2002 (UG)].

258 HB on accounting in process.
Heads of research units can distribute the basic budget (including performance budget) on research group level. After instruction of the head of research unit, the service unit Controlling allocates the budget.

Heads of research units are responsible for budget compliance on research unit level. SAP and the Reporting Portal TUinsight ([https://insight.tuwien.ac.at/](https://insight.tuwien.ac.at/)) allow for proper monitoring of the ongoing development. The service unit Controlling offers training on TUinsight several times a semester within internal further education.

Heads of research units having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

Heads of research units provide sufficient liquidity (positive balance) in the field of externally financed research projects (third party funds) and are responsible for the administration of the resources required. This is effected by approving project applications within their power(s), provided that the resources required are available.

Heads of research units – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines259 and the guidelines mentioned therein like

- Handbook for Accounting260,
- Travel Guideline261,
- Audit Regulation262,
- Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)]263,
- handling of employee inventions264

and are responsible for compliance in their research units.

The contents of the internal system of TU Wien are available on the Sharepoint-Server under [https://intranet.finanz.tuwien.ac.at/co/iks](https://intranet.finanz.tuwien.ac.at/co/iks).

### 3.3.4 Infrastructure

#### 3.3.4.1 Spatial management

a. Heads of research units agree the required spatial resources for employees and new devices with their heads of institute.

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259 Financial Management Guidelines, in particular III
260 Work in progress.
261 Reiserichtlinie der TUW
262 See Audit Regulation
263 See Guideline
264 See Handling of employee inventions
b. In the course of project application by project leaders allocated to them, heads of research units confirm that sufficient and appropriate spatial resources (e.g., statics) are available - after agreement with their heads of institutes who are in charge of the spatial resource - in the TISS project database (PDB).²⁶⁵

3.3.4.2 IT Infrastructure

If IT infrastructure is acquired, heads of research units comply with the IT strategy of TU Wien²⁶⁶ and actively coordinate strategically important and relevant IT infrastructures with their heads of institutes in time.

3.3.5 Safety²⁶⁷

3.3.5.1 Safety provisions (including occupational safety) of TU Wien

Heads of research units immediately inform their heads of institutes about all major topics on safety, operational hazards, disturbances and/or interferences.

Heads of research units undertake supervision or spatial responsibility of areas not open to the public allocated to the research unit.²⁶⁸

3.3.5.2 Data protection (including information security)²⁶⁹

Heads of research units actively contribute to the compliance with data protection and the implementation of the GDPR and the data protection measures of TU Wien.

3.3.6 Personnel matters

With regard to personnel matters heads of research units have the following tasks:

3.3.6.1 Tasks as immediate superiors

Heads of research units are immediate superiors of and exercise supervision of

- all employees directly allocated to the research unit,
- heads of research groups.

If heads of research units are immediate superiors, they have the rights and obligations mentioned under 3.10.1.²⁷⁰

3.3.6.2 Tasks due to function

a. Giving opinion:

²⁶⁵ Electronic workflow in the PDB planned. Up to EUR 100.000 approval is effected by the head of research unit, up to EUR 400.000 by the head of institute or Dean, more than EUR 400.000 by the competent member of the Rectorate according to GO.
²⁶⁶ IT strategy in process.
²⁶⁷ See House Regulations
²⁶⁸ See Laboratory and Workshop Regulations
²⁶⁹ See Fire Protection Rules
²⁷⁰ See Safety Guideline
Functional descriptions (Governance) –
Head of research unit

- changing employment contracts concerning globally financed and third party funds positions (period, extent, changes of assignments, extensions),
- recruiting new employees (global and third party funds budget) and freelancers,
- advertisement of globally financed positions and third party funds positions,
- removal of time limits,
- payment regulations (salary, bonuses, classification, excess payments),
- taking disciplinary measures,
- leaves, study leave and research sabbatical semester,
- terminations by TU Wien,
- secondary employments.

b. Taking notice of:
- mutual dissolution of employment contracts,
- parental leaves, partial retirement and parental leave time,
- terminations by employees,
- dissolution of employment relationships during the trial month,
- other special leaves,
- teleworking,
- compulsory retirements.

The competent member of the Rectorate according to GO makes the decision on the items mentioned above or in case of advertisement and changes of the employment contract of third party funds positions the head of institute.

3.3.6.3 Other tasks

a. Confirming resources if guests are invited.

3.3.7 Quality and documentation management

a. Heads of research units support the evaluation of research, teaching and administration.

b. Heads of research units guarantee the transparency of legally relevant activities (archiving and documentation).

c. Heads of research units support the further development of the quality management.

3.3.8 Qualification profile, incompatibility, term

Heads of research units are appointed by the Deans on proposal of the heads of institutes after information of the Faculty Council.

Heads of research units should meet the following requirements or have the following competences:

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271 Leaflet – recruiting new employees (non-scientific staff), information leaflet recruiting project staff, information leaflet recruiting freelancers.
272 Leaflet – secondary employments
273 Presented in workflows.
274 Evaluation and quality assurance preamble
275 HB Quality Management, 14.
Functional descriptions (Governance) –
Head of research unit

- ongoing contractual relationship with the Federal Government or employment contract with TU Wien,276
- expertise,
- leadership skills,
- methods expertise,
- personality competence,
- social competence.

Incompatibility with the function of head of research unit is given in case of

- membership in the Rectorate,277
- membership in the University Council.278

The functional period is limited to 4 years and is based on the functional period of the Rectorate. The appointment becomes effective on 1 March each after a new Rectorate period has begun and ends on 28 February279 after the forth year of the Rectorate period.280 As far as heads of research units withdraw during the functional period of the Rectorate, the new head of research unit replaces the former one, however, only for the remaining of the functional period of the Rectorate.

Reappointment is allowed. A dismissal for an important reason is possible.281

276 University professors emeriti and retired university professors (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
277 GO of the Rectorate, item 1
278 § 21 (5) UG.
279 In leap years on 29 February.
280 Eg beginning 01 March 2020 – terminating on 28 February 2024.
281 Dismissal does not automatically terminate the employment contract.
3.4 **Head of research group**

Heads of research groups are heads of the respective research group with the corresponding power. They assume responsibility for eg the following fields:\(^{282}\)

### 3.4.1 Powers

Heads of research groups may only conclude legal transactions covered by their budget and exclusively concerning their research group.

#### 3.4.1.1 Powers for awarding contracts and purchases (power for contracts and purchases)

Granting of power is effected by the Rector and entitles to award contracts and purchases up to and including a volume of EUR 10.000 excl. VAT (including taxes and fees) per transaction. If the amount of EUR 10.000 excl. VAT is exceeded, the head of research group must neither conclude nor sign the contract. In this case, the conclusion of contract / signing is effected by the superior structural element as far as the amount of EUR 50.000 excl. VAT is not exceeded (eg head of research unit). If the amount of EUR 50.000 excl. VAT is exceeded, the award of contract / purchase is effected by the competent member of the Rectorate according to GO or by TUGiB.

### 3.4.2 Financial responsibility\(^{283}\)

Heads of research groups are responsible for the financial management of their research group, as far as budget is allocated to them (proper budgeting, compliance with the budget and participating in bookkeeping).

Financial planning includes detailed planning of the areas:

- appointments,
- basic budget (incl. performance budget),
- innovation projects,
- investments,
- special budgets.

Heads of research groups are responsible for budget compliance on research group level. SAP and the Reporting Portal TUsinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development. The service unit Controlling offers training on TUinsight several times a semester within internal further education.

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\(^{282}\) This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and parts of the Statutes of TU Wien.

\(^{283}\) HB for Accounting in process.
Heads of research units having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

Heads of research groups – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines\textsuperscript{284} and the guidelines mentioned thereunder like eg

- Handbook for Accounting\textsuperscript{285}
- Travel Guideline\textsuperscript{286}
- Audit Regulation\textsuperscript{287}
- Guideline by the Rectorate on powers and research projects (§§ 26, 27 and 28 Universitätsgesetz 2002 (UG))\textsuperscript{288}
- handling of employee inventions\textsuperscript{289}

and are responsible for compliance in their research groups.

The contents of the internal system of TU Wien are available on the Sharepoint-Server under \url{https://intranet.finanz.tuwien.ac.at/co/iks} (Login with TU Wien password).

### 3.4.3 Infrastructure

#### 3.4.3.1 Spatial management

Heads of research groups agree the required spatial resources for employees and new devices with their heads of research unit.

#### 3.4.3.2 IT Infrastructure

If IT infrastructure is acquired, heads of research units comply with the IT strategy of TU Wien\textsuperscript{290} and actively coordinate strategically important and relevant IT infrastructures with their heads of research units in time.

### 3.4.4 Safety

#### 3.4.4.1 Safety provisions (including occupational safety) of TU Wien\textsuperscript{291}

Heads of research groups inform their heads of research units immediately about all major topics on safety, operational hazards, disturbances and/or interferences.

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\textsuperscript{284} Financial Management Guidelines, in particular III.
\textsuperscript{285} In process.
\textsuperscript{286} Reiserechtlinie der TUW
\textsuperscript{287} See Audit Regulation
\textsuperscript{288} See Guideline
\textsuperscript{289} See Handling of employee inventions
\textsuperscript{290} IT strategy in process.
\textsuperscript{291} See House Regulations

See Laboratory and Workshop Regulations

See Fire Protection Rules

See Safety Guideline
Heads of research groups undertake supervision or spatial responsibility of areas not open to the public allocated to the research group.\textsuperscript{292}

3.4.4.2 Data protection (including information security)\textsuperscript{293}

Heads of research groups actively contribute to the compliance with data protection and the implementation of the GDPR and the data protection measures of TU Wien.

3.4.5 Personnel matters

Heads of research groups are immediate superiors of and exercise supervision of all employees directly allocated to the research group.

If heads of research groups are immediate superiors, they have the rights and obligations mentioned under 3.10.1.\textsuperscript{294}

3.4.6 Quality and documentation management

Heads of research groups guarantee the transparency of legally relevant activities (archiving and documentation).

3.4.7 Qualification profile, incompatibility, term

Heads of research groups are appointed by Deans on proposal of the heads of research units after positive opinion of the relevant head of institute and after information of the Faculty Council.

Heads of research groups should meet the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,\textsuperscript{295}
- expertise,
- leadership skills,
- methods expertise,
- personality competence,
- social competence.

Incompatibility with the function of the head of research group is given in case of

- membership in the Rectorate,\textsuperscript{296}
- membership in the University Council.\textsuperscript{297}

\textsuperscript{292} House Regulations § 4 (1).
\textsuperscript{293} GDPR General Data Protection Regulation EU 2016/679
\textsuperscript{294} Instructions in terms of labour law. These are obligatory.
\textsuperscript{295} University professors emeriti and retired university professors (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
\textsuperscript{296} GO Rectorate, item 1
\textsuperscript{297} § 21 (5) UG.
Functional descriptions (Governance) –
Head of research group

The functional period is limited to 4 years and is based on the functional period of the Rectorate. The appointment becomes effective on 1 March each after a new Rectorate period has begun and ends on 28 February after the forth year of the Rectorate period. As far as heads of research groups withdraw during the functional period of the Rectorate, the new head of research group replaces the former one, however, only for the remaining functional period of the Rectorate.

Reappointment is allowed. A dismissal for an important reason is possible.

298 In leap years on 29 February.
299 Eg beginning 01 March 2020 – terminating on 28 February 2024.
300 Dismissal does not automatically terminate the employment contract.
3.5 Head of service department

Heads of service departments are heads of the respective service department with the corresponding power. They assume responsibility for eg the following fields: 301

3.5.1 Strategic tasks, competences and development

a. concluding target agreements with the competent member of the Rectorate according to GO for their service department, 302
b. right of proposal for determining the internal structure of their service department,
c. right of proposal concerning the appointment of heads of service units,
d. right of proposal concerning the appointment of heads of service groups,
e. communication concerning matters of their service department.

3.5.2 Powers

Heads of service departments may only conclude legal transactions covered by their budget and exclusively concerning their service department.

3.5.2.1 Power to award contracts and purchases (power for contracts and purchases)

Granting of power is effected by the Rector and entitles to award contracts and purchase up to and including a volume of EUR 50,000 excl. VAT (including taxes and fees) per transaction. If the amount of EUR 50,000 excl. VAT is exceeded, the head of service department must neither conclude nor sign the contract. In this case the award of contract / the purchase is effected by the competent persons according to GO of the Rectorate or by TUGIB.

3.5.3 Financial responsibility 303

Heads of service departments are responsible for the financial management of their service department (proper budgeting, compliance with the budget and participating in bookkeeping).

Financial planning includes equipment and investment budgeting. The equipment and investment budget of the service department is negotiated between the Rector or the respective Vice Rector in charge.

Heads of service departments can distribute the equipment and investment budget on service unit level. After instruction of the head of service department the service unit Controlling of TU Wien allocates the budget.

Heads of service departments are responsible for budget compliance on service department level. SAP and the Reporting Portal TUsinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development. The service unit Controlling offers training on TUinsight several times a semester within internal further education.

301 This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and parts of the Statutes of TU Wien.
302 GO Rectorate.
303 HB for Accounting in process.
Heads of service departments having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

Heads of service departments – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines\textsuperscript{304} and the guidelines mentioned thereunder like

- Handbook for Accounting\textsuperscript{305}
- Travel Guideline\textsuperscript{306}
- Audit Regulation\textsuperscript{307}
- Guideline of the Rectorate on powers and research projects (\textsection\textsection 26, 27 and 28 Universitätsgesetz 2002 (UG))\textsuperscript{308}
- handling of employee inventions\textsuperscript{309}

and are responsible for compliance in their research groups.

The contents of the internal system of TU Wien are available on the Sharepoint-Server under https://intranet.finanz.tuwien.ac.at/co/iks (Login with TU Wien password).

### 3.5.4 Infrastructure

#### 3.5.4.1 Coordinating building projects, maintenance, relocations, buying scientific equipment

a. Heads of service departments are interfaces between users of service department areas and the service department GUT concerning building projects (renovations and adaptations), maintenance and relocations. They undertake project-specific information, communication and participating obligations – involving the competent member of the Rectorate according to GO – both towards the service department GUT and within their service department.

#### 3.5.4.2 Spatial management

a. Heads of service departments coordinate the required resources for employees and new devices with the competent member of the Rectorate according to GO.

b. Heads of service departments coordinate furnishing and equipment with the service department GUT.

c. Heads of service departments guarantee the availability of required spatial resources of service department areas before any guests are invited (eg employees of other universities).\textsuperscript{310}

\textsuperscript{304} Financial Management Guidelines, in particular III.
\textsuperscript{305} In process.
\textsuperscript{306} See Travel Guideline
\textsuperscript{307} See Audit Regulation
\textsuperscript{308} See Guidline
\textsuperscript{309} See Handling of employee inventions
\textsuperscript{310} Electronic workflow on TISS planned.
3.5.4.3 IT Infrastructure

a. Heads of service departments are interfaces between employees of their department and the service department Information Technology Solutions concerning the implementation of and the compliance with the IT strategy of TU Wien\textsuperscript{311} and IT projects. They actively undertake project-specific information, communication and participating obligations in advance, both towards Information Technology Solutions and within the service department.

b. Heads of service departments can appoint employees of the service department as IT officers of their service department. IT officers undertake tasks, rights and obligations allocated by the heads of service departments.

c. Heads of service departments actively coordinate the acquisition of strategically important and relevant IT infrastructure with the service department Information Technology Solutions in time.

3.5.5 Safety

3.5.5.1 Safety provisions (including occupational safety) of TU Wien\textsuperscript{312}

a. Heads of service departments are interfaces between their employees and the service department GUT concerning all safety provisions (including occupational safety) of TU Wien. They actively undertake their information, communication, instruction and participating obligations\textsuperscript{313} both towards the service department GUT and within the service department.

b. Heads of service departments have a right of proposal in the context of the Safety Guideline\textsuperscript{314} to appoint

- safety officers\textsuperscript{315}: If no proposal is made, heads of service departments are responsible for these tasks or undertake tasks according to the provisions of employee protection.
- first aiders\textsuperscript{316}: If no proposal is made, the responsibility to carry out the tasks remains with the heads of service departments.
- poison officers\textsuperscript{317}: If no proposal is made, the responsibility to carry out the tasks remains with the heads of service departments.
- radiation protection officers\textsuperscript{318}: If no proposal is made, the responsibility to carry out the tasks remains with the heads of service departments.
- laser protection officers\textsuperscript{319}: If no proposal is made, the responsibility to carry out the tasks remains with the heads of service departments.

After persons have been appointed to carry out tasks concerning employee protection, the heads of service departments inform the service department GUT and in case of appointment of radiation protection officers additionally the municipal department 64.

\textsuperscript{311} IT strategy in process.
\textsuperscript{312} House Regulations Guideline, Laboratory and Workshop Regulations
\textsuperscript{313} Resulting from provisions of the ASchG.
\textsuperscript{314} Safety Guideline
\textsuperscript{315} A specially trained and appointed person, see Safety Guideline § 7 (3) lit b.; appointment form
\textsuperscript{316} A specially trained and appointed person, see Safety Guideline § 7 (3) lit c.
\textsuperscript{317} A specially trained and appointed person in charge of safety tasks, analogously to the Safety Guideline § 7 (3) lit d.
\textsuperscript{318} A specially trained and appointed person in charge of radiation protection tasks, analogously to the Safety Guideline § 7 (3) lit e.
\textsuperscript{319} A specially trained and appointed person in charge of relevant laser protection tasks, analogously to the Safety Guideline § 7 (3) lit. f.
c. Heads of service departments have the following rights and obligations with regard to the Laboratory and Workshop Regulations:

- Heads of service departments can appoint laboratory managers. If no appointment is made, the responsibility to carry out the tasks remains with the heads of service departments.
- Heads of service departments are responsible for safeguarding the dissemination of information eg the Laboratory and Workshop Regulations, special guidelines for laboratories and workshops, operating instructions.
- Heads of service departments must take care that external persons using the laboratories of TU Wien are instructed by an expert.
- Heads of service departments have to draft a control plan to supervise the functionality of safety-relevant laboratories and to manage it.
- Heads of service departments are in charge of appointing a person who is responsible for introducing the control plan and the maintenance of the technical equipment and devices. If no appointment is made, the responsibility to carry out the tasks remains with the heads of service departments.
- Heads of service departments can draft special guidelines for laboratories and workshops of TU Wien, the service unit Occupational Safety and Occupational Medicine of the service department GUT to be involved.
- If required, heads of service departments approve additional and detailed safety measures for the use of laboratories of TU Wien and submit these to the service unit Occupational Safety and Occupational Medicine of the service department GUT.
- Heads of institutes can send away persons persistently not complying with the Laboratory and Workshop Regulations.
- Heads of service departments take care that annual inspections of the service department premises are carried out by employees in charge of preventive measures and support the employees implementing the measures resulting therefrom.

d. Heads of service departments have the following rights and obligations with regard to the Fire Protection Rules:

- Heads of service departments have a right of proposal with regard to the appointment of fire prevention officers. If no proposal is made, the heads of service departments undertake the tasks of the fire prevention officers according to the Fire Protection Rules.

320 Laboratory and Workshop Regulations
321 A specially trained person appointed by the head of service department for the laboratories concerned, who takes care of the relevant instructions in the laboratory concerned, the safe and harmless operation (eg availability of the personal protective equipment (Persönliche Schutzausrüstung [PSA]) and the behaviour in case of special events and hazardous waste disposal, see Laboratory and Workshop Regulations.
322 Laboratory and Workshop Regulations § 3 (1).
323 Both legal and natural persons not associated with TU Wien.
324 Laboratory and Workshop Regulations § 3 (2).
325 A person with special expert knowledge and professional experience who safeguards the proper implementation of the tasks allocated (according to regulations of the ASchG).
326 Laboratory and Workshop Regulations § 5 (2).
327 Laboratory and Workshop Regulations § 11 (6).
328 Laboratory and Workshop Regulations § 14 (1), (3).
329 Laboratory and Workshop Regulations § 14 (5).
330 Laboratory and Workshop Regulations § 13 (3).
331 § 88 ASchG.
332 Fire Protection Rules
333 Fire Protection Rules
334 A specially trained and appointed person, who supports the fire protection officer with fire protection tasks and controls the fire safety within special local or technical fields of the workplace, see Fire Protection Rules § 2 (4) lit. b.
Functional descriptions (Governance) –
Head of service department

- Heads of service departments are responsible to inform employees of the Fire Protection Rules by announcement or in another appropriate way.\textsuperscript{335}
- Heads of service departments take care that external persons\textsuperscript{336} are instructed by an expert\textsuperscript{337} in the field of fire protection.\textsuperscript{338}

\textbf{e. Heads of service departments have the following rights and obligations with regard to the House Regulations\textsuperscript{339}:}
- Heads of service departments supervise the areas of the service department not open to the public or have spatial responsibility.\textsuperscript{340}
- Heads of service departments are responsible to inform employees of the House Regulations by announcement or in another appropriate way.\textsuperscript{341}
- Heads of service departments are responsible for key administration.\textsuperscript{342}
- Heads of service departments can allow their employees in writing to bring and use private household appliances and to use, establish and put machinery and equipment into operation,\textsuperscript{343}
- Heads of service departments have to guarantee\textsuperscript{344} that TU GUT is informed with regard to hazardous waste\textsuperscript{345}.
- Heads of service departments can exclude persons from further use or entering university premises or parts thereof for a limited time in case of repeated or serious breaches against the House Regulations.\textsuperscript{346}

\textbf{3.5.5.2 Data protection (including information security)\textsuperscript{347}}

\textbf{a. Heads of service departments are interfaces between employees of their service department and the service department Data Protection and Document Management in charge of the operative implementation or the Data Protection Coordinator in the relevant department of the Vice Rectorate concerning data protection. They actively undertake their information, communication and participating obligations both towards the service department Data Protection and Document Management or the Data Protection Coordinator and within the service department.}

\textbf{b. Heads of service departments are responsible for the compliance of data protection and the implementation of the GDPR and measures of TU Wien and must appoint employees of the service department as data protection contact.}\textsuperscript{348}

\textsuperscript{335} Fire Protection Rules § 3 (2).
\textsuperscript{336} Both legal and natural persons not associated with TU Wien.
\textsuperscript{337} A person with special expert knowledge and professional experience who safeguards the proper implementation of the tasks allocated (according to regulations of the ASchG).
\textsuperscript{338} Analogously to Fire Protection Rules § 3 (3).
\textsuperscript{339} House Regulations
\textsuperscript{340} House Regulations § 4 (1).
\textsuperscript{341} House Regulations § 3 (3).
\textsuperscript{342} House Regulations § 11 (2).
\textsuperscript{343} House Regulations § 14 (1) and (2).
\textsuperscript{344} House Regulations § 16 (2).
\textsuperscript{345} See Regulation of the Federal Ministry for Environment, Youth and Family about the determination of hazardous waste and problematic materials.
\textsuperscript{346} House Regulations § 17 (3).
\textsuperscript{347} GDPR General Data Protection Regulation EU 2016/679
\textsuperscript{348} Tasks of data protection contact persons, see data protection organisation of TU Wien.
3.5.6 Personnel matters

With regard to personnel matters heads of service departments have the following tasks:

3.5.6.1 Tasks as immediate superior

Heads of service departments are immediate superiors of and exercise supervision of

- non-scientific staff and employees not allocated to service units (e.g. secretariats)
- heads of service units.

If heads of service departments are immediate superiors, they have the rights and obligations mentioned under 3.10.1.349.

3.5.6.2 Tasks due to function

a. **Participation:**
   - personal evaluation.350

b. **Decision:**
   - advertisement of third party funds positions,
   - changing employment contracts concerning third party funds positions (period, extent, changes of assignment, extensions).

c. **Giving opinion:**
   - globally financed positions,
   - recruiting employees (global and third party funds budget) and freelancers,351
   - recruiting trainees,352
   - changing employment contracts concerning globally financed positions (period, extent, changes of assignments, extensions),
   - payment regulations (salary, bonuses, classification, excess payments),
   - removals of time limits,
   - secondary employments,353
   - taking disciplinary measures,
   - terminations by TU Wien.

d. **Taking notice of:**
   - parental leaves, partial retirement and parental leave time,
   - other leaves,
   - teleworking,354
   - other special leaves,
   - dissolutions of employment relationships during the trial month,
   - mutual dissolution of employment contracts,
   - terminations by employees,
compulsory retirements.

The competent member of the Rectorate according to GO makes the decision on the items mentioned above.

3.5.7 Quality and document management

a. Heads of service departments support the evaluation of research, teaching and administration.\(^{355}\)
b. Heads of service departments guarantee the transparency of legally relevant activities (archiving and documentation).
c. Heads of service departments support the further development of the quality management.\(^{356}\)

3.5.8 Qualification profile, incompatibility, term

Heads of service departments are appointed on proposal of the competent member of Rectorate according to GO. Heads of service departments should meet the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,\(^{357}\)
- expertise,
- leadership skills,
- methods expertise,
- personality competence,
- social competence.

Incompatibility with the function of the head of service department is given in case of

- membership in the University Council.\(^{358}\)

Heads of service departments are appointed until revocation. A dismissal for an important reason is possible.\(^{359}\)

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355 Evaluation and quality assurance, preamble
356 HB Quality Management, 14.
357 Retired persons (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
358 § 21 (5) UG.
359 Dismissal does not automatically terminate the employment contract.
3.6 **Head of service unit**

Heads of service units are heads of the respective service unit with the corresponding power. They assume responsibility for eg the following fields:360

3.6.1 **Powers**

Heads of service units may only conclude legal transactions covered by their budget and exclusively concerning their service unit.

3.6.1.1 **Power for awarding contracts and purchases (power for contracts and purchases)**

Granting of power is effected by the Rector and entitles to award contracts and purchase up to and including a volume of EUR 50,000 excl. VAT (including taxes and fees) per transaction. If the amount of EUR 50,000 excl. VAT is exceeded, the head of service unit must neither conclude nor sign the contract. In this case the awarding of contract / the purchase is effected by the competent member of the Rectorate according to GO or by TUGIB.

3.6.2 **Financial responsibility**361

Heads of service units are responsible for the financial management of their service unit, as far as budget is allocated to them (proper budgeting, compliance with the budget and participating in bookkeeping).

Financial planning includes equipment and investment budgeting. Equipment and investment budgeting of the service units is negotiated with the respective heads of service departments.

Heads of service units can distribute the equipment and investment budget on service group level. After instruction of the head of service unit the service unit Controlling of TU Wien allocates the budget.

Heads of service units are responsible for budget compliance on service unit level. SAP and the Reporting Portal TUinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development. The service unit Controlling offers training on TUinsight several times a semester within internal further education.

Heads of service units having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

Heads of service units – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines362 and the guidelines mentioned therein like eg

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360 This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and the parts of the Statutes of TU Wien.

361 HB Accounting in process.

362 Financial Management Guidelines, in particular III.
Functional descriptions (Governance) –
Head of service unit

- Handbook for Accounting,
- Travel Guideline,
- Audit Regulation,
- Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 University Act 2002 (UG)],
- handling of employee inventions

and are responsible for the compliance in their service unit.

The contents of the internal control system of TU Wien are available on the Sharepoint-Server under: https://intranet.finanz.tuwien.ac.at/co/iks (Login with TU Wien password).

3.6.3 Infrastructure

3.6.3.1 Spatial management

Heads of service units agree the required spatial resources for employees and new devices with their heads of service departments.

3.6.3.2 IT Infrastructure

If IT infrastructure is acquired, heads of service units comply with the IT strategy of TU Wien and actively coordinate strategically important and relevant IT infrastructures with their heads of service departments in time.

3.6.4 Safety

3.6.4.1 Safety provisions (including occupational safety) of TU Wien

Heads of service units immediately inform their heads of service departments about all major topics on safety, operational hazards, disturbances and/or interferences.

Heads of service units undertake supervision or spatial responsibility of areas not open to the public allocated to the service unit.

3.6.4.2 Data protection (including information security)

Heads of service units actively contribute to the compliance of data protection and the implementation of the GDPR and data protection measures of TU Wien.

363 In process.
364 Reiserichtlinie der TUW
365 Revisionsordnung
366 See Guideline
367 Diensterfindungen
368 IT strategy in process.
369 See House Regulations
See Laboratory and Workshop Regulations
See Fire Protection Rules
See Safety Guideline
370 House Regulations § 4 (1)
371 GDPR General Data Protection Regulation EU 2016/679
372 GDPR
3.6.5 Personnel matters

With regard to personnel matters heads of service units have the following tasks:

3.6.5.1 Tasks as immediate superiors

Heads of service units are immediate superiors and exercise supervision of:

- all employees directly allocated to the service unit,
- heads of research groups.

If heads of service units are immediate superiors, they have the rights and obligations mentioned under 3.10.1. 373

3.6.5.2 Tasks due to function

a. Giving opinion:
   - changing employment contracts concerning globally financed and third party funds positions (period, extent, changes of assignment, extensions),
   - recruiting employees (global and third party funds budget) and freelancers,374
   - advertisement of globally and third party funds positions,
   - removal of time limits,
   - payment regulations (salary, bonuses, classification, excess payments),
   - taking disciplinary measures,
   - terminations by TU Wien,
   - secondary employments.375

The competent member of the Rectorate according to GO takes the decision or the head of service department in case of advertisement and changes of the employment contract concerning third party funds positions.

b. Taking notice of:
   - mutual dissolution of the employment contract,
   - parental leave, partial retirement and parental leave time
   - terminations by employees,
   - dissolution of employment relationships during the trial month,
   - other special leaves,
   - teleworking376,
   - compulsory retirements.

3.6.6 Quality and document management

a. Heads of service units support the evaluation of research, teaching and administration.377
b. Heads of service units guarantee the transparency of legally relevant activities (archiving and documentation).

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373 Instructions in terms of labour law. These are obligatory.
374 Guide – recruiting new employees (non-scientific staff), information leaflet recruiting project staff, information leaflet recruiting freelancers.
375 Leaflet – secondary employment.
376 Teleworking
377 Evaluation and quality assurance preamble.
3.6.7 Qualification profile, incompatibility, term

Heads of service units are appointed by the competent member of the Rectorate on proposal of the head of service department. Heads of service units should meet the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,378
- expertise,
- leadership skills,
- methods competence,
- personality competence,
- social competence.

Incompatibility with the function as head of service unit is given in case of

- membership in the University Council.379

Heads of service units are appointed until revocation. A dismissal for an important reason is possible.380

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378 Retired persons (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
379 § 21 (5) UG.
380 The dismissal does not automatically end the employment contract.
3.7 Head of service group

Heads of service groups are heads of the respective service group with the corresponding power. They assume responsibility for eg the following fields:

3.7.1 Powers

Heads of service groups may only conclude legal transactions covered by their budget and exclusively concerning their service group.

3.7.1.1 Power for awarding contracts and purchases (power for contracts and purchases)

Granting of power is effected by the Rector and entitles to award contracts and purchase up to and including a volume of EUR 10,000 excl. VAT (including taxes and fees) per transaction. If the amount of EUR 10,000 excl. VAT is exceeded, the head of service group must neither conclude nor sign the contract. In this case signing is effected by the head of service department or the service unit concerned. If the amount exceeds EUR 50,000 excl. VAT, the awarding of contract / the purchase is effected by the competent persons according to GO or by TUGiB.

3.7.2 Financial responsibility

Heads of service units are responsible for the financial management of their service unit, as far as budget is allocated to them (proper budgeting, compliance with the budget and participating in bookkeeping).

Financial planning includes equipment and investment budgeting. Equipment and investment budgeting of the service group is negotiated with the respective heads of service units.

Heads of service groups are responsible for budget compliance on service group level. SAP and the Reporting Portal TUinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development. The service unit Controlling offers training on TUinsight several times a semester within internal further education.

Heads of service groups having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

381 Handbook for Accounting in process.
Heads of service groups – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines\textsuperscript{382} and the guidelines mentioned therein like eg

- Handbook for Accounting\textsuperscript{383},
- Travel Guideline\textsuperscript{384},
- Audit Regulation\textsuperscript{385},
- Guideline by the Rectorate on powers and research projects\textsuperscript{386} [§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)],
- handling of employee inventions\textsuperscript{387}

and are responsible for the compliance in their service group.

The contents of the internal control system of TU Wien are available on the Sharepoint-Server under: https://intranet.finanz.tuwien.ac.at/co/iks (Login with TU Wien password).

### 3.7.3 Infrastructure

#### 3.7.3.1 Spatial management

Heads of service groups agree the required spatial resources for employees and new devices with their heads of service units.

#### 3.7.3.2 IT Infrastructure

If IT infrastructure is acquired, heads of service units comply with the IT strategy of TU Wien\textsuperscript{388} and actively coordinate strategically important and relevant IT infrastructures with their heads of service units in time.

### 3.7.4 Safety

#### 3.7.4.1 Safety provisions (including occupational safety) of TU Wien\textsuperscript{389}

Heads of service groups immediately inform their heads of service units about all major topics on safety, operational hazards, disturbances and/or interferences.

Heads of service groups undertake supervision or spatial responsibility of areas not open to the public allocated to the service group.\textsuperscript{390}

\begin{itemize}
\item 382 Financial Management Guidelines, in particular, III.
\item 383 In process.
\item 384 See Travel Guideline
\item 385 See Audit Regulation
\item 386 See Guideline
\item 387 See Handling of employee inventions
\item 388 IT strategy in process.
\item 389 See House Regulations
\item See Laboratory and Workshop Regulations
\item See Fire Protection Rules
\item See Safety Guideline
\item 390 House Regulations § 4 (1).
\end{itemize}
3.7.4.2 Data protection (including information security)\textsuperscript{391}

Heads of research groups actively contribute to the compliance of data protection principles of TU Wien\textsuperscript{392}.

3.7.5 Personnel matters

Heads of research groups are immediate superiors and exercise supervision of

- all employees directly allocated to the service group.

If heads of research groups are immediate superiors, they have the rights and obligations mentioned under 3.10.1.\textsuperscript{393}

3.7.6 Quality and document management

Heads of service groups guarantee the transparency of legally relevant activities (archiving and documentation).

3.7.7 Qualification profile, incompatibility, term

Heads of service groups are appointed by the competent member of the Rectorate according to GO on proposal of the head of service department. Heads of service groups should meet the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,\textsuperscript{394}
- expertise,
- leadership skills,
- methods competence,
- personality competence,
- social competence.

Incompatibility with the function as head of service group is given in case of

- membership in the University Council.\textsuperscript{395}

Heads of service groups are appointed until revocation. A dismissal for an important reason is possible.\textsuperscript{396}

\textsuperscript{391} GDPR General Data Protection Regulation EU 2016/679

\textsuperscript{392} GDPR General Data Protection Regulation EU 2016/679

\textsuperscript{393} Instructions in terms of labour law. These are binding.

\textsuperscript{394} Retired persons (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.

\textsuperscript{395} § 21 (5) UG.

\textsuperscript{396} The dismissal does not automatically end the employment contract.
3.8 **Dean of Studies and Vice Dean of Studies**

Deans of Studies and Vice Deans of Studies\(^{397}\) assume responsibility for the following fields\(^{398}\):

### 3.8.1 Strategic tasks and competences

a. concluding target agreements with the Rectorate together with the Dean concerning teaching including determination of the budget for teaching\(^{399}\),

b. assigning and approving of lectures,

c. expert counselling of university bodies,

d. coordinating and organising the teaching and examining activities,

e. participating in collegial bodies and boards,

f. developing and further developing of teaching and studies,

g. safeguarding and quality assurance of the teaching and examining activities,

h. performing study tasks as study law body.

### 3.8.2 Powers (delegations)

Deans of Studies and Vice Deans of Studies exercise the tasks allocated in the name of the competent member of the Rectorate for teaching according to GO. They are accountable to the competent member of the Rectorate for teaching according to GO and bound to her/his instructions.

Powers end

- by ending the employment relationship with the Federal Government or the employment contract with TU Wien,
- with loss of function,\(^{400}\)
- automatically upon expiry if a time limit was agreed on or upon the end of the project,
- any time by revocation by the competent member of the Rectorate for teaching according to GO.

Additionally, Deans of Studies and Vice Deans of Studies are entitled to withdraw from their function.\(^{401}\)

If Deans of Studies or Vice Deans of Studies are not available, the regulations under 2.6 are applicable.

### 3.8.2.1 Powers in study law

Deans of Studies and Vice Deans of Studies perform the tasks determined in § 1 (1), study law provisions of the Statutes as study law body due to their powers granted by the competent

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\(^{397}\) It is not compulsory to appoint Vice Deans of Studies.

\(^{398}\) This is not an exhaustive list. Further rights and obligations are available under [https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/](https://www.tuwien.at/tuwien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/) in the binding guidelines and parts of the statutes of TU Wien.

\(^{399}\) This is exclusively applicable to Deans of Studies.

\(^{400}\) Eg withdrawal is also possible.

\(^{401}\) See 2.4.5.
member of the Rectorate for teaching according to GO. The determinations are mostly made via decision. The power granted must be published in the University Gazette.

a. Tasks according to UG

- carrying out orientation sessions on study preparatory / accompanying counselling,
- recognition of foreign study degrees as degree of a domestic ordinary study (nostrification),
- recognition of exams and scientific theses passed at other educational institutions as far as they are equivalent to examinations prescribed in the curriculum,
- nullifying negatively evaluated exams in case of serious shortcomings in performance,
- issuing certificates about study degrees,
- selecting lectures (exams in the lectures), to be taken within the admission to master or doctoral studies to achieve full equivalence of the pre-studies within the studies,
- modifications of the requirements of the curricula for studies with disabled students,
- appointing examiners for admission and additional exams, determining the examination method and the examination mode as individual exam or board examinations,
- installing and carrying out beginners tutorials together with the students’ union at TU Wien,
- approving that exams for studies can be taken at another university than the admitting university,
- approving applications to exclude the use of scientific or creative theses for more than 5 years,
- nullifying the evaluation of an exam or a scientific thesis if the registration was obtained by fraud or if the evaluation, in particular the use of illegal means or by ignoring the regulations of good scientific practice,
- safeguarding that evaluation documents not issued are preserved for at least six months from notification of the evaluation,
- awarding academic degrees to graduates of regular studies,
- awarding academic degrees to graduates of university courses,
- revoking academic degrees.

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402 Dean of Studies and Vice Dean of Studies coordinate the operational implementation of tasks.
403 See study law provisions § 1 (2).
404 § 60 (1b) UG.
405 § 90 UG.
406 §§ 78 (1) and 85 UG.
407 § 79 (1) UG.
408 § 74 (3) UG.
409 § 64 (3) and (4) UG and Regulation (Verordnung, VO) Senate concerning admission to master’s degrees at TU Wien item 2.
410 § 58 (11) UG.
411 § 75 (1) UG.
412 § 60 (1c) UG.
413 § 63 (9) Z 2 UG.
414 § 86 (4) UG.
415 § 73 UG.
416 § 84 (1) UG.
417 § 87 (1) UG.
418 § 87 (2) UG.
419 § 89 UG.
b. Tasks according to the Statutes\textsuperscript{420}

- registering for exams,\textsuperscript{421}
- advertising and awarding excellence scholarships according to §§ 57 to 61 and scholarships according to §§ 63 to 67 Study Promotion Act (Studienförderungsgesetz),
- selecting lectures (exams in the lecture), to be taken by graduates from studies of technical colleges within the admission to doctoral studies to achieve full equivalence of the pre-studies within the doctoral studies (in accordance with the mentor if appropriate),
- appointing heads of university courses,\textsuperscript{422}
- appointing examiners for bachelor exams and diploma exams (master exams)\textsuperscript{423}, for oral defences (Rigorosen)\textsuperscript{424}, for final exams of the university course\textsuperscript{425} and, if required, for exams in the lecture\textsuperscript{426},
- assigning persons to mentor and evaluate a diploma thesis (master thesis), prohibiting the topic or the mentor and initiating the evaluation of the finished thesis,\textsuperscript{427}
- assigning persons to mentor and evaluate a doctoral thesis, prohibiting the topic or the mentor and initiating the evaluation of the finished thesis,\textsuperscript{428}
- creating examination senates for board examinations,\textsuperscript{429}
- determining alternatives for a prescribed practice, which cannot be followed,\textsuperscript{430}
- determining alternative achievements for study achievements fulfilled before admission,\textsuperscript{431}
- determining examination dates and deadlines for registering for and dropping exams,\textsuperscript{432}
- determining, if an important reason is given for cancelling an exam,\textsuperscript{433}
- approving equivalent lectures and individual compositions of elective modules for supporting the mobility and the possibility to study,\textsuperscript{434}
- approving a deviating examination method,\textsuperscript{435}
- in the nostrifications proceedings: Tolerating in the context of submitting documents and proof and carrying out the investigation proceedings,\textsuperscript{436}
- possibility to examine for regular students on waiting lists,\textsuperscript{437}
- signing contracts with doctoral students concerning the online publication of the doctoral thesis,
- decreasing the ECTS scores of electives or periods as students’ representative,\textsuperscript{438}
- admitting to lectures providing interdisciplinary qualifications,\textsuperscript{439}
- approval to hold lectures in blocks,\textsuperscript{440}
- approval to use foreign languages when holding lectures or carrying out exams, writing scientific theses and issuing certificates, leaving certificates and documents awarding academic degrees.\textsuperscript{441} Exclusion from registering to exams and ending the suspension.\textsuperscript{442}

\textsuperscript{420} See study law provisions

\textsuperscript{421} Study law provisions § 18 (1).

\textsuperscript{422} Study law provisions § 5.

\textsuperscript{423} Study law provisions § 12 (2) to 4.

\textsuperscript{424} Study law provisions § 13 (2) and 3.

\textsuperscript{425} Study law provisions § 14 (2).

\textsuperscript{426} Study law provisions § 15 (1).

\textsuperscript{427} Study law provisions § 22 (3) to 6.

\textsuperscript{428} Study law provisions § 23 (5) to 8.

\textsuperscript{429} Study law provisions § 19.

\textsuperscript{430} Study law provisions § 10.

\textsuperscript{431} Study law provisions § 27 (4).

\textsuperscript{432} Study law provisions § 16.

\textsuperscript{433} Study law provisions § 20 (7).

\textsuperscript{434} Study law provisions § 27 (2) and 3.

\textsuperscript{435} Study law provisions § 17 (2).

\textsuperscript{436} Study law provisions § 24 (3).

\textsuperscript{437} Study law provisions § 16 (5).

\textsuperscript{438} § 31 Students’ Union Act (Hochschülerinnen- und Hochschülerschaftsgesetz, HSG) 2014.

\textsuperscript{439} Study law provisions § 3 (1) Z (number) 9 c.

\textsuperscript{440} Study law provisions § 9 (3).

\textsuperscript{441} Study law provisions § 11 (1) to 3.

\textsuperscript{442} Study law provisions § 18a.
3.8.2.2 Further powers \(^{443}\)

The competent member of the Rectorate for teaching according to GO can assign the following tasks in the field of „studies and examination matters“ to Deans of Studies or Vice Deans of Studies \(^{444}\):

- coordinating, organising and safeguarding the teaching and examining activities,
- carrying out quality control of the teaching and examining activities,
- assigning and approving of lectures \(^{445}\).

The competent member of the Rectorate for teaching according to GO can assign the following further tasks to Deans of Studies and Vice Deans of Studies:

- developing the studies and further education offered \(^{446}\),
- information about studies \(^{447}\).

3.8.3 Directly imposed tasks due to the Statutes, Guidelines and Regulations

- informing students of the statutory protection against discrimination and women’s and gender research and the contact points at TU Wien in case of sexual harassment, and mobbing \(^{448}\),
- reviewing the relevant expertise and equivalence of studies for a lateral entry into bachelor studies in the study field of informatics \(^{449}\),
- approval of the agreement between doctoral student and mentor on the cumulative form of a doctoral thesis and to using the one and same publication with more authors as part of more than one cumulative doctoral thesis \(^{450}\),
- right to give opinion within the reviewing procedure in case of changing and drafting curricula \(^{451}\),
- informing the study commissions in the course of applying to the competent member of the Rectorate for teaching according to GO for installing joint-degree-programmes \(^{452}\).

3.8.4 Financial responsibility \(^{453}\)

Deans of Studies are responsible for budgeting the budget of the Dean of Studies of their fields of studies.

The budget of the Deans of Study includes detailed planning of

- trips.

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443 Procedure see 3.8.2.
444 GO Rectorate item 3.3. lit. a).
445 Teaching assignment must be effected according to the "Guideline Vice Rector for Academic Affairs and aid for instruction and compensation of self-employed teaching at TU Wien (RL VR Studium und Lehre und Arbeitsbehelf zur Beauftragung bzw. Abgeltung der selbständigen Lehre an der TUW)"
446 GO Rectorate item 3.3. lit. d).
447 GO Rectorate item 3.3. lit. i.
448 Plan for Advancement of Women (Frauenförderungsplan) § 10 (3).
449 Regulation (Verordnung, VO) Rectorate Admission Procedures Informatics § 13 (2).
450 Guideline Vice Rector for Academic Affairs on cumulative doctoral theses (RL Vizerektor_in für Studium und Lehre über kumulative Dissertationen).
451 Study law provisions § 6 (6).
452 Guideline Vice Rector for Academic Affairs on educational and university management projects (RL VR Lehre betreffend Bildungs- und Hochschulmanagementprojekte).
453 This is exclusively applicable to Deans of Studies.
Within the target agreement talks held between themselves together with the Deans and the Rectorate, Deans of Studies negotiate their budget application with the competent member of the Rectorate for teaching according to GO, who finally approves the agreed budget. Study Deans are responsible for budget compliance of the budget of the Dean of Studies. SAP and the Reporting Portal TUinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development.

In the course of ongoing target agreement talks target values for permanent staff and the costs of teaching staff for the individual study years are determined together with the Deans and Deans of Studies. The responsibility for complying with these target values lies with the Deans. The Reporting Portal TUinsight (https://insight.tuwien.ac.at/) allows for proper monitoring of the ongoing development. The total value of the individual target values is regarded absolutely and must not be exceeded, however transfer from permanent staff to teaching staff and vice versa is possible in accordance with the Dean.

Staff planning is subject to regular agreement between Deans and Deans of Studies.

The budget (target value) for teaching staff includes the following groups of persons or categories:

- lecturers,
- senior lecturers,
- tutors,
- external lecturers,
- teaching costs for permanent staff (e.g. lecture fees),
- teaching of project staff,
- guest professors,
- guest lecturers / external examiners.

### 3.8.5 Infrastructure

Deans of Studies can propose at least one timetable coordinator for their field of study. If no proposal is made, the responsibility to carry out the activities remains with the Deans of Studies.

Timetable coordinators are responsible for the annual processing of room booking relating to teaching with support from the central administration for teaching rooms (Centre for Strategic Development of Teaching, Zentrum für strategische Lehrentwicklung). In this context they must fulfil the following tasks:

- coordinating the lectures of the relevant field of study in the first semesters,
- coordinating the allocation of rooms to those lectures to be classified as critical in terms of spatial availability.

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454 This is exclusively applicable to Deans of Studies.
455 Timetable coordinators are appointed by the competent member of the Rectorate for teaching according to GO.
456 Handbook on Booking of Rooms for Lectures
3.8.6 Safety

Deans of Studies and Vice Deans of Studies assess the needs of safety measures for lectures together with the timetable coordinators.

3.8.7 Personnel matters

Deans of Studies and Vice Deans of Studies are responsible for instructing external lecturers.\(^{457}\)

3.8.8 Bodies, committees, commissions

a. Appointment procedures
   - Deans of Studies must be invited as contact person to the sessions of the appointment commissions.\(^{458}\)

b. Faculty Council\(^{459}\)
   - Deans of Studies can be invited as contact person to the sessions of the relevant Faculty Council.\(^{460}\)

c. Habilitation proceedings\(^{461}\)
   - Deans of Studies must be involved as contact person in consultation sessions about granting the „venia docendi”.
   - Deans of Studies must be invited to the public defensio.\(^{462}\)

d. Tenure track positions\(^{463}\)
   - Deans of Studies are permanent members of the advisory board.\(^{464}\)

e. Senate\(^{465}\)
   - Deans of Studies, Vice Deans of Studies must be invited as contact person with application right to agenda items of the Senate concerning its competences, as far as matters are concerned which are carried out by the Deans of Studies in the name of the competent member of the Rectorate for teaching according to GO.\(^{466}\)

f. Sessions of the Deans of Studies\(^{467}\)
   - Deans of Studies and Vice Deans of Studies agree on the procedure with the competent member of the Rectorate for teaching according to GO.\(^{468}\)

g. Study commissions\(^{469}\)
   - Deans of Studies must be invited as contact person to the sessions of the study commission.\(^{470}\)

h. University entrance qualification examination commission

\(^{457}\) Instruction or compensation of self-employed teaching item 7 lit. g.
\(^{458}\) Appointment procedure § 5 (2) and § 20 (2).
\(^{459}\) Faculty Council § 3 together with GO collegial bodies § 16.
\(^{460}\) Deans of Studies can be substituted by Vice Deans of Studies.
\(^{461}\) See habilitation procedure § 10
\(^{462}\) Deans of Studies can be substituted by Vice Deans of Studies.
\(^{463}\) Tenure track positions item 3.4.1.
\(^{464}\) Deans of Studies can be substituted by Vice Deans of Studies.
\(^{465}\) Study law provision § 1 (3).
\(^{466}\) Deans of Studies can be substituted by Vice Deans of Studies.
\(^{467}\) GO Rectorate item 4
\(^{468}\) Deans of Studies can be substituted by Vice Deans of Studies.
\(^{469}\) Study law provisions § 2 (4).
\(^{470}\) Deans of Studies can be substituted by Vice Deans of Studies.
- Deans of Studies propose members for the university entrance qualification examination commission to the competent member of the Rectorate for teaching according to GO.\textsuperscript{471}
- Deans of Studies propose examiners for obligatory subjects of the university entrance qualification examination to the competent member of the Rectorate for teaching according to GO.\textsuperscript{472}\textsuperscript{473}
  
  i. **Selection committee\textsuperscript{474}**
  - Deans of Studies are members of the selection committee in the framework of the admission procedure for master studies of Building Science and Technology.\textsuperscript{475}

### 3.8.9 Honours and awards\textsuperscript{476}

a. **Renewal of academic degrees\textsuperscript{477}**
   - Deans of Studies can apply to the Rectorate for repeated awarding of an academic degree already awarded for a special reason. A special reason is given, in particular on the occasion of the fiftieth recurrence of the day of awarding the degree (eg „Golden Diploma”), if (i) this is justified with regard to special scientific merits or (ii) the excellent professional performance or (iii) the close relation of the graduates to TU Wien (iv) no other reasons against the renewal of the academic degree are available.

### 3.8.10 Quality and document management

a. Deans of Studies and Vice Deans of Studies must participate in the evaluations of teaching activities of the Faculty.\textsuperscript{478}

b. Every semester Deans of Studies and Vice Deans of Studies must submit the quantitative and qualitative results of lecture evaluation by students to the study commission in a way agreed upon with the study commission.\textsuperscript{479}

c. Deans of Studies and Vice Deans of Studies guarantee the transparency of legally relevant activities (archiving and documentation).

### 3.8.11 Qualification profile, incompatibility, term, remuneration

Deans of Studies and Vice Deans of Studies are appointed by the competent member of the Rectorate for teaching according to GO in accordance with the competent Dean and after consultation of the relevant study commission.

Deans of Studies and Vice Deans of Studies should meet the following requirements or have the following competences:

\textsuperscript{471} Regulation Rectorate on University Entrance Qualification Examination (Verordnung VO Rektorat über Studienberechtigungsprüfung § 2 (1)).
\textsuperscript{472} Regulation Rectorate on University Entrance Qualification Examination (Verordnung VO Rektorat über Studienberechtigungsprüfung § 3 (1)).
\textsuperscript{473} Deans of Studies can be substituted by Vice Deans of Studies.
\textsuperscript{474} Regulation Rectorate on University Entrance Qualification Examination (Verordnung VO Rektorat Aufnahmeverfahren § 7 (2) Z 1 lit. a.)
\textsuperscript{475} Deans of Studies can be substituted by Vice Deans of Studies.
\textsuperscript{476} This is exclusively applicable to Deans of Studies.
\textsuperscript{477} Honors § 4
\textsuperscript{478} Evaluation and quality assurance.
\textsuperscript{479} Study law provisions § 3 (5).
ongoing employment relationship with the Federal Government or employment contract with TU Wien, 480
• expertise,
• leadership skills,
• methods competence,
• personality competence,
• social competence.

Incompatibility with the function as Dean of Studies and Vice Dean of Studies is given in case of
• membership in appointment commissions, 481
• membership in habilitation commissions, 482
• membership in the Rectorate, 483
• membership in the Senate,
• membership in the University Council, 484
• membership in study commissions,
• being active as Dean,
• being active as head of institute.

The functional period is limited to 4 years and is based on the functional period of the Rectorate. The appointment becomes effective on 1 January each after a new Rectorate period has begun and ends on 31 December after the forth year of the Rectorate period. 485 As far as Deans of Studies or Vice Deans of Studies withdraw during the functional period of the Rectorate, the new Dean of Studies or Vice Dean of Studies replaces the former one, however, only for the remaining period of the functional period of the Rectorate.

Reappointment is allowed. A dismissal for an important reason is possible. 486

Deans of Studies receive a compensation (functional remuneration) determined by the Rectorate for exercising their function. A part of the compensation can be transferred to the Vice Deans of Studies. In addition, Deans of Studies (Vice Deans of Studies) are entitled to a leave for one semester after having exercised the full functional period (4 years). In total, only the maximum of 3 leaves for one semester each are possible after having exercised the full functional period. 487

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480 University professors emeriti and retired university professors (based on civil service law or contract) do neither have an active employment relationship with the Federal Government nor an ongoing employment contract with TU Wien.
481 Appointment procedure § 4 (4).
482 Habilitation procedure § 10.
483 GO of Rectorate item 1.
485 Eg beginning 01 January 2020 – terminating on 31 December 2023.
486 Dismissal does not automatically end the employment contract.
487 Guide leaves V.3.
3.9 Project leader

Project leaders head the specific project with the corresponding power. Projects are approved according to the 4-eyes-principle. If project leaders are heads of the faculty or the institute or the research unit or the research group concerned, approval is effected via the head of the superior structural element.

They assume responsibility for eg the following fields:488

3.9.1 Powers

Project leaders of § 27-projects and project leaders of § 26- FWF-projects (Austrian Science Fund, Fonds zur Förderung der wissenschaftlichen Forschung) receive the power under 3.9.1.1 from 1 January 2018 onwards.

The Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 Universitätsgesetz 2002 (UG)] is applicable to all project powers existing in January 2018; thus, the amount limit is EUR 10.000 excl. VAT (inc. taxes and fees).

3.9.1.1 Power for awarding contracts and purchases (power for contracts and purchases)

Granting of power is effected by the Rector and entitles to award contracts and purchase up to and including a volume of EUR 10.000 excl. VAT per transaction. If the amount of EUR 10.000 excl. VAT (including taxes and fees) is exceeded, the head of service group must neither conclude nor sign the contract. In this case signing is effected by the head of institute or research unit or faculty concerned, as far as the amount does not exceed EUR 50.000 excl. VAT.

If the amount exceeds EUR 50.000 excl. VAT, the awarding of contract / the purchase is effected by the competent persons according to GO or by TUGIB. Project leaders do not have any research power.489 The project powers are limited to the duration of the project and end automatically. Project leaders can carry out more projects at the same time.

3.9.2 Financial responsibility490

Project leaders are responsible for the financial management (proper budgeting, compliance with the budget, participating in bookkeeping) of their projects. Project leaders are responsible to calculate their projects of contract research at full costs.491

Project leaders must agree on the liquidity plans of the projects with the functionaries of the superior structural elements. It is not compulsory that every project has a positive liquidity status on project level; negative liquidity states are possible if these are covered by other positive project liquidity states within the faculty.

488 This is not an exhaustive list. Further rights and obligations are available under https://www.tuwien.at/tu-wien/organisation/zentrale-services/datenschutz-und-dokumentenmanagement/uebersicht/ in the binding guidelines and parts of the Statutes of TU Wien.
489 See 2.5.2.
490 HB Accounting in process.
491 Guideline on the Reimbursement of Costs (Kostenersatzrichtlinie).
Project leaders are responsible for budget compliance of their projects. SAP and the Reporting Portal TUsinsight (https://insight.tuwien.ac.at/) allow for proper monitoring of the ongoing development. This also applies to collective internal orders (Sammelinnenaufträge) allocated to the project leaders. The service unit Controlling offers training on TUsinsight several times a semester within internal further education.

Project leaders having budgetary power decide about cost approval of business trips and further education for allocated assignment objects. If business trips and further education are invoiced via several assignment objects, all persons with budgetary power of the relevant assignment objects must approve.

Project leaders – like all other employees of TU Wien – have to comply with the provisions of the Financial Management Guidelines and the guidelines mentioned therein like eg

- Handbook for Accounting
- Travel Guideline
- Audit Regulation
- Guideline by the Rectorate on powers and research projects [§§ 26, 27 and 28 University Act 2002 (UG)],
- handling of employee inventions

and are responsible for their compliance related to their project. Project leaders inform about the progress of their project upon request of the service unit Projectcontrolling and Projectsupport at the end of the business year. This project evaluation provides for presenting projects in the annual accounts of TU Wien.

The contents of the internal control system of TU Wien are available on the Sharepoint-Server under: https://intranet.finanz.tuwien.ac.at/co/iks (Login with TU Wien password).

### 3.9.3 Infrastructure

#### 3.9.3.1 Spatial management

Project leaders agree the required spatial resources for employees and new devices (statics etc) with the person entitled to approve.

#### 3.9.3.2 IT Infrastructure

If IT infrastructure is required, project leaders comply with the IT strategy of TU Wien and actively coordinate strategically important and relevant IT infrastructure with their immediate superior in time.

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492 Financial Management Guidelines, in particular, III.
493 In process.
494 Reiserichtlinie der TUW
495 See Audit Regulation
496 See Guideline
497 See Handling of employee inventions
498 Electronic workflow in PDB planned, approval up to EUR 100,000 by head of research unit, up to EUR 400,000 by head of institute or Dean, more than EUR 400,000 by the competent member of the Rectorate according to GO.
499 IT strategy in process.
3.9.4 Safety

3.9.4.1 Safety provisions (including occupational safety) of TU Wien

Project leaders immediately inform their immediate superiors about all major topics on safety, operational hazards, disturbances and/or interferences occurring within implementation of the project.

3.9.4.2 Data protection (including information security)

Project leaders actively contribute to the compliance of data protection and the implementation of the GDPR and data protection measures of TU Wien.

3.9.5 Personnel matters

With regard to personnel matters project leaders have the following tasks:

3.9.5.1 Tasks due to function

a. Participation:
   - re-entry for scientific project assistants after maternity leave and parental leave.

b. Giving opinion:
   - changing employment contracts concerning third party funds positions (period, extent, changes of assignment, extensions),
   - recruiting third party funds financed employees,
   - advertisement of third party funds financed positions,
   - removal of time limits,
   - payment regulations concerning third party funds financed positions (salary, bonuses, classification, excess payments),
   - taking disciplinary measures,
   - leaves, study leave and research sabbatical semester,
   - terminations by TU Wien.

c. Taking notice of:
   - mutual dissolution of the employment contract,
   - parental leaves, partial retirement and parental leave time
   - terminations by employees,
   - dissolutions of employment relationships during the trial month
   - other special leaves,
   - teleworking.

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500 See House Regulations
See Laboratory and Workshop Regulations
See Fire Protection Rules
See Safety Guideline.
501 GDPR General Data Protection Regulation EU 2016/679
502 Instructions in terms of labour law. These are obligatory.
503 Re-entry item 1.
504 Information leaflet recruiting project staff.
505 Teleworking
The decision is taken by the competent member of the Rectorate according to GO or in case of advertisement and changes of the employment contract concerning third party funds financed positions the head of institute.

3.9.6 Quality and document management
Project leaders guarantee the transparency of legally relevant activities (archiving and documentation).

3.9.7 Qualification profile, incompatibility, term
Project leaders are appointed by the person entitled to approve on the occasion of the project approval. Project leaders should meet the following requirements or have the following competences:

- ongoing employment relationship with the Federal Government or employment contract with TU Wien,\(^{506}\)
- expertise,
- leadership skills,
- methods competence,
- personality competence,
- social competence.

Incompatibility with the function as project leader is given in case of

- membership in the University Council.\(^{507}\)

Project leaders are appointed for the duration of the project. Dismissal for an important reason is possible.\(^{508}\)

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506 University professors emeriti and retired professors can exercise the function of a project leader after being made an emerita/emeritus professor or after retirement. Concluding an employment relationship with TU Wien is required.

507 § 21 (5) UG.

508 Dismissal does not automatically end the employment contract.
3.10 Immediate superior

Immediate superiors are not subject to an individual act of appointment, but become the respective immediate superior of the specifically allocated employees via appointment to another function. Immediate superiors have to supervise the compliance of the official duties and thus exercise the right of instruction towards all globally and third party funds financed employees allocated. Immediate superiors define the employment relationship with the right of instruction by allocating tasks, determining the precise process of the work and by coordinating the activity between more employees. Moreover, they are responsible for promoting and developing their employees and have to protect their employees due to the duty of care. Detailed regulations result from the Guidelines, the parts of the Statutes and the corresponding powers.

Immediate superiors are obliged to update their knowledge to the state of the art and have to inform themselves about news (eg parts of the Statutes, Guidelines, etc) under https://www.tuwien.ac.at/dle/datenschutz_und_dokumentenmanagement/ and to spread this information to their employees.

3.10.1 Personnel matters

The individual tasks of immediate superiors in personnel matters are amongst others:\textsuperscript{509}

a. Participation:
   - promoting external and internal further education,\textsuperscript{510}
   - personal evaluation,
   - assigning and filling tenure track positions,\textsuperscript{511}

b. Decision:
   - applications for approval of a business trip,
   - determination of the office hours,
   - applications for holidays of employees.

c. Application:
   - changing the employment contract (period, extent, changes of assignment, extensions),
   - recruiting employees (nomination proposal)\textsuperscript{512},
   - advertisement of positions,
   - removal of time limits,
   - payment regulations (salary, bonuses, classification, excess payments),
   - taking disciplinary measures,
   - terminations by TU Wien.

d. Giving opinion:
   - partial retirement and parental leave time,

\textsuperscript{509} Instructions in terms of labour law. These are obligatory.
\textsuperscript{510} External further education 3.1.
\textsuperscript{511} Tenure track position 3.6.
\textsuperscript{512} Guide – recruiting new employees (non-scientific staff), information leaflet recruiting project staff, information leaflet freelancers.
- changing the employment contract (period, extent, changes of assignment, extensions) on application by employees,
- mutual dissolution of the employment contract,
- removal of time limits in case of application of employees,
- leaves, study leave and research sabbatical semester\textsuperscript{513},
- reporting conflicts of interest\textsuperscript{514},
- secondary employments\textsuperscript{515},
- other special leaves,
- teleworking\textsuperscript{516}.

e. Reporting:
- dissolutions during the trial month.

f. Taking notice of:
- maternal leaves,
- sick leave,
- terminations by employees,
- filial leave,
- special leave,
- compulsory retirements.

g. carrying out performance reviews with allocated employees.\textsuperscript{517}

h. concluding target agreements based on the performance reviews carried out with allocated employees.

i. writing references.\textsuperscript{518}

3.10.2 Safety

3.10.2.1 Safety provisions (including occupational safety) of TU Wien\textsuperscript{519}

a. Immediate superiors guarantee that employees are instructed about the dangers for safety and health and measures to prevent dangers (eg House Regulations, Safety Regulation, Laboratory and Workshop Regulations, special laboratory and workshop guidelines, Fire Protection Rules and additionally applicable operating guidelines, if any) and can rely on experts\textsuperscript{520} in this context to manage these tasks.\textsuperscript{521}
b. Immediate superiors have to keep all evidence about instructions issued to employees. Evidence must be given in writing.

c. Immediate superiors are entitled to take appropriate measures in case of breaches of the House Regulations, Safety Regulation and Laboratory and Workshop Regulations.

  - Immediate superiors have to report work accidents of employees to the service unit Occupational Safety and Occupational Medicine of the service department GUT and the insurance company for public employees (Versicherungsanstalt öffentliche Bediensteter, BVA).
  - Immediate superiors can warn their employees to comply with the House Regulations in case of minor breaches of the House Regulations.
  - Immediate superiors can make exceptions from the ban on sole employment in laboratories.
  - Immediate superiors can take appropriate measures against default identified.
  - In case of persistent non-compliance with the Laboratory and Workshop Regulations immediate superiors can send away persons from the laboratory.
  - Immediate superiors must cooperate with the HR administration when initiating the prescribed sanitary control.
  - Immediate superiors are obliged to appoint device managers.

3.10.2.2 Data protection (including information security)

a. Immediate superiors support their employees in data protection topics and are responsible for raising awareness related to data protection.

b. Immediate superiors guarantee instructing their employees with regard to the data protection principles. They can rely on an expert in this context.

522 Laboratory and Workshop Regulations § 3 (3).
523 Laboratory and Workshop Regulations § 13 (1,2,3).
524 House Regulations § 13 (5). Laboratory and Workshop Regulations § 8 (4): Information on accidents.
525 House Regulations § 17 (2).
526 Laboratory and Workshop Regulations § 12 (4).
527 Laboratory and Workshop Regulations § 13 (2).
528 Laboratory and Workshop Regulations § 13 (3).
529 Safety Guideline § 8 (3) iv) lit. e.
530 A specially trained person appointed for the device concerned, who takes care of the relevant instructions in the laboratory concerned, the safe and harmless operation (eg availability of the personal protective equipment (Persönliche Schutzausrüstung [PSA]) and the behaviour in case of special events and hazardous waste disposal.
531 Laboratory and Workshop Regulations Definitions.
532 GDPR General Data Protection Regulation EU 2016/679.
533 Regarding the tasks of immediate superiors, see Data Protection Organisation of TU Wien.
4 Final provisions

4.1 Validity
This handbook supports all functionaries according to the Structure and Governance Guideline. The Guidelines and parts of the Statutes mentioned in this Handbook are obligatory. In addition, the tasks related to personnel matters are instructions in terms of labour law. These are to be considered obligatory as well.

4.2 Powers
The Guideline by the Rectorate on powers and research projects (§§ 26, 27 and 28 University Act 2002 (UG)) is applicable to all functionaries of TU Wien as from 1 January 2019. Granting of powers is now immediately combined with the relevant appointment to a function. A corresponding functionary is provided for heading each structural element (faculty, institute or service department, research unit or service unit, research group or service group).

4.3 Entry-into-force
The new structure and governance of TU Wien is applicable from 1 January 2019 onwards for all structural elements in the faculty area and the non-scientific area.
### Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriate time</strong></td>
<td>Individually agreed period of time, which is based on the size of the structural element, the complexity of the individual matter and the number of the employees. The maximum period to make a draft in case of structural changes is 6 months; however, to draft an appointment proposal not more than 3 months.</td>
</tr>
<tr>
<td><strong>Members</strong></td>
<td>Members of the university according to UG including amongst others employees and students</td>
</tr>
<tr>
<td><strong>Structural organisation</strong></td>
<td>Hierarchical structure of an organisation</td>
</tr>
<tr>
<td><strong>Power for contracts and purchases</strong></td>
<td></td>
</tr>
<tr>
<td><strong>External persons</strong></td>
<td>Persons or firms not members of TU Wien</td>
</tr>
<tr>
<td><strong>Fire prevention officer</strong></td>
<td>A specially trained and appointed person, who supports the fire protection officer concerning fire protection tasks and who controls fire protection within specific areas of the workplace in terms of location or contents</td>
</tr>
<tr>
<td><strong>Delegations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>First aider</strong></td>
<td>A specially trained and appointed person</td>
</tr>
<tr>
<td><strong>Expert</strong></td>
<td>A person with special expert knowledge and professional experience who safeguards the proper implementation of the tasks allocated (according to regulations of the ASchG).</td>
</tr>
<tr>
<td><strong>Research contracts</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Research power</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Person entitled to approve</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Functional descriptions</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Functionary</strong></td>
<td>Persons heading a structural element with the corresponding power</td>
</tr>
<tr>
<td><strong>Device manager</strong></td>
<td>A specially trained person appointed by the immediate superior of the laboratory manager on proposal of the laboratory manager for the device concerned, who takes care of the relevant instructions in the laboratory concerned,</td>
</tr>
</tbody>
</table>
the safe and harmless operation (e.g. availability of the personal protective equipment (Persönliche Schutzausrüstung [PSA])) and the behaviour in case of special events and hazardous waste disposal.

<table>
<thead>
<tr>
<th>Poison officers</th>
<th>A specially trained and appointed person in charge of safety tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>Functional descriptions from 3 onwards</td>
</tr>
<tr>
<td>Laboratory manager</td>
<td>A specially trained person appointed by the head of institute for the laboratories concerned, who takes care of the relevant instructions in the laboratory concerned, the safe and harmless operation (e.g. availability of the personal protective equipment (Persönliche Schutzausrüstung [PSA])) and the behaviour in case of special events and hazardous waste disposal.</td>
</tr>
<tr>
<td>Laser protection officer</td>
<td>A specially trained and appointed person in charge of laser protection tasks</td>
</tr>
<tr>
<td>Statutory power</td>
<td>2.5.3 A power granted by law or due to function, no further granting required</td>
</tr>
<tr>
<td>Organisational development project (Organisationsentwicklungsprojekt, OE Projekt)</td>
<td>1.1</td>
</tr>
<tr>
<td>Project power</td>
<td>2.5.3</td>
</tr>
<tr>
<td>Spatial manager</td>
<td>An appointed person who is contact person for the respective room towards the service department GUT with regard to maintenance, repairs, damages, etc and who also communicates the relevant necessity to GUT.</td>
</tr>
<tr>
<td>Departments of the Rectorate</td>
<td>Rectorate, Vice Rector for Research and Innovation, Vice Rector for Academic Affairs, Vice Rector for Digitalisation and Infrastructure, Vice Rector for Human Resources and Gender</td>
</tr>
<tr>
<td>Right to self-application</td>
<td>2.2</td>
</tr>
<tr>
<td>Non-scientific area</td>
<td>2.1</td>
</tr>
<tr>
<td>Safety officers</td>
<td>A specially trained an appointed person</td>
</tr>
<tr>
<td>Definitions / List of abbreviations</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Special power</strong></td>
<td>2.5.5</td>
</tr>
<tr>
<td><strong>Structural elements of the</strong></td>
<td>2.1</td>
</tr>
<tr>
<td>structural organisation</td>
<td></td>
</tr>
<tr>
<td><strong>TU Wien project volume</strong></td>
<td>2.5.2</td>
</tr>
<tr>
<td><strong>Immediate superior</strong></td>
<td>Fehler! Verweisquelle konnte nicht gefunden werden.</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td>The instruction aims at proper behaviour at a specific workplace or concerning a specific activity and must correspond to the level of experience and education of the person being instructed. The workplace-specific instruction includes instructions with regard to behaviour and acting about possible dangers, risk prevention and health protection at the specific workplace and within the scope of tasks. The workplace-specific and PSA instructions must be effected by an expert demonstrably orally or in writing. An oral instruction with written documents is recommended. Records about persons instructed, the dates and the specific contents of the instruction are sufficient.</td>
</tr>
<tr>
<td><strong>Reserved transactions</strong></td>
<td>2.5.4</td>
</tr>
<tr>
<td><strong>Scientific equipment</strong></td>
<td>Consisting of scientific devices and installations</td>
</tr>
</tbody>
</table>
### List of abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Abteilung (service department)</td>
</tr>
<tr>
<td>Abs.</td>
<td>Absatz („(„)“)</td>
</tr>
<tr>
<td>AL</td>
<td>Abteilungsleiter_in (head of service department)</td>
</tr>
<tr>
<td>ASchG</td>
<td>Bundesgesetz über Sicherheit und Gesundheitsschutz bei der Arbeit (ArbeitnehmerInnenschutzgesetz) <a href="https://www.wko.at/service/arbeitsrecht-sozialrecht/aushangpflichtige-gesetze.html">https://www.wko.at/service/arbeitsrecht-sozialrecht/aushangpflichtige-gesetze.html</a> Federal Act about the Safety and Health Protection at Work</td>
</tr>
<tr>
<td>BV</td>
<td>Betriebsvereinbarung (works agreement)</td>
</tr>
<tr>
<td>bzw.</td>
<td>beziehungsweise (or)</td>
</tr>
<tr>
<td>DDM</td>
<td>Datenschutz- und Dokumentationsmanagement ehemals Universitätskanzlei (Data Protection and Document Management, formerly University Office)</td>
</tr>
<tr>
<td>DEK</td>
<td>Dekan_in (Dean)</td>
</tr>
<tr>
<td>EP</td>
<td>Entwicklungsplan (Development Plan)</td>
</tr>
<tr>
<td>EUR</td>
<td>Euro</td>
</tr>
<tr>
<td>EIFS</td>
<td>Europäischer und internationaler Forschungssupport (European and International Research Support) ehemals EU Forschungssupport (formerly EU Research Support)</td>
</tr>
<tr>
<td>exkl.</td>
<td>exklusive (excluding)</td>
</tr>
<tr>
<td>FAB</td>
<td>Fachbereich (service unit)</td>
</tr>
<tr>
<td>FABL</td>
<td>Fachbereichsleiter_in (head of service unit)</td>
</tr>
<tr>
<td>FAG</td>
<td>Fachgruppe (service group)</td>
</tr>
<tr>
<td>FAGL</td>
<td>Fachgruppenleiter_in (head of service group)</td>
</tr>
<tr>
<td>FAK</td>
<td>Fakultät (faculty)</td>
</tr>
<tr>
<td>FOB</td>
<td>Forschungsbereich (research unit)</td>
</tr>
<tr>
<td>FOBLS</td>
<td>Forschungsbereichsleiter_in (head of research unit)</td>
</tr>
<tr>
<td>FOG</td>
<td>Forschungsgruppe (research group)</td>
</tr>
<tr>
<td>FOGL</td>
<td>Forschungsgruppenleiter_in (head of research group)</td>
</tr>
<tr>
<td>gem.</td>
<td>gemäß (according to)</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>ggf.</td>
<td>gegeben falls (if any)</td>
</tr>
<tr>
<td>GO</td>
<td>Geschäftsordnung (Rules of Procedure)</td>
</tr>
<tr>
<td>HB</td>
<td>Handbuch (Handbook)</td>
</tr>
<tr>
<td>IL</td>
<td>Institutsleiter_in (Head of Institute)</td>
</tr>
<tr>
<td>INS</td>
<td>Institut (institute)</td>
</tr>
<tr>
<td>insb.</td>
<td>Insbesondere (in particular)</td>
</tr>
<tr>
<td>iSd</td>
<td>im Sinne des (in terms of)</td>
</tr>
<tr>
<td>lit.</td>
<td>litera</td>
</tr>
<tr>
<td>MBL</td>
<td>Mitteilungsblatt (University Law Gazette)</td>
</tr>
<tr>
<td>OE</td>
<td>Organisationseinheit (organisational unit)</td>
</tr>
<tr>
<td>Orgplan</td>
<td>Organisationsplan (organisational plan)</td>
</tr>
<tr>
<td>REK</td>
<td>Rektor_in (Rector)</td>
</tr>
<tr>
<td>RL</td>
<td>Richtlinie (Guideline)</td>
</tr>
<tr>
<td>STUDEK</td>
<td>Studiendekan_in (Dean of Studies)</td>
</tr>
<tr>
<td>TISS</td>
<td>TU Wien Informations-Systeme &amp; Services (TU Wien Information Systems &amp; Services)</td>
</tr>
<tr>
<td>TU.it</td>
<td>Information Technology Solutions ehemals ZID (formerly ZID)</td>
</tr>
<tr>
<td>TUGIB</td>
<td>TU Wien Großgeräte-Investitions- und Betriebs- GmbH</td>
</tr>
<tr>
<td>TUGUT</td>
<td>Gebäude und Technik (Building and Technology)</td>
</tr>
<tr>
<td>TUW</td>
<td>Technische Universität Wien</td>
</tr>
<tr>
<td>u.a.</td>
<td>unter anderem (amongst others)</td>
</tr>
<tr>
<td>UG</td>
<td>Universitätsgesetz 2002 (University Act 2002)</td>
</tr>
<tr>
<td>USt</td>
<td>Umsatzsteuer (Value Added Tax, VAT)</td>
</tr>
<tr>
<td>VO</td>
<td>Verordnung (regulation)</td>
</tr>
<tr>
<td>VR</td>
<td>Vizerektor_in (Vice Rector)</td>
</tr>
<tr>
<td>z.B.</td>
<td>zum Beispiel (eg)</td>
</tr>
</tbody>
</table>