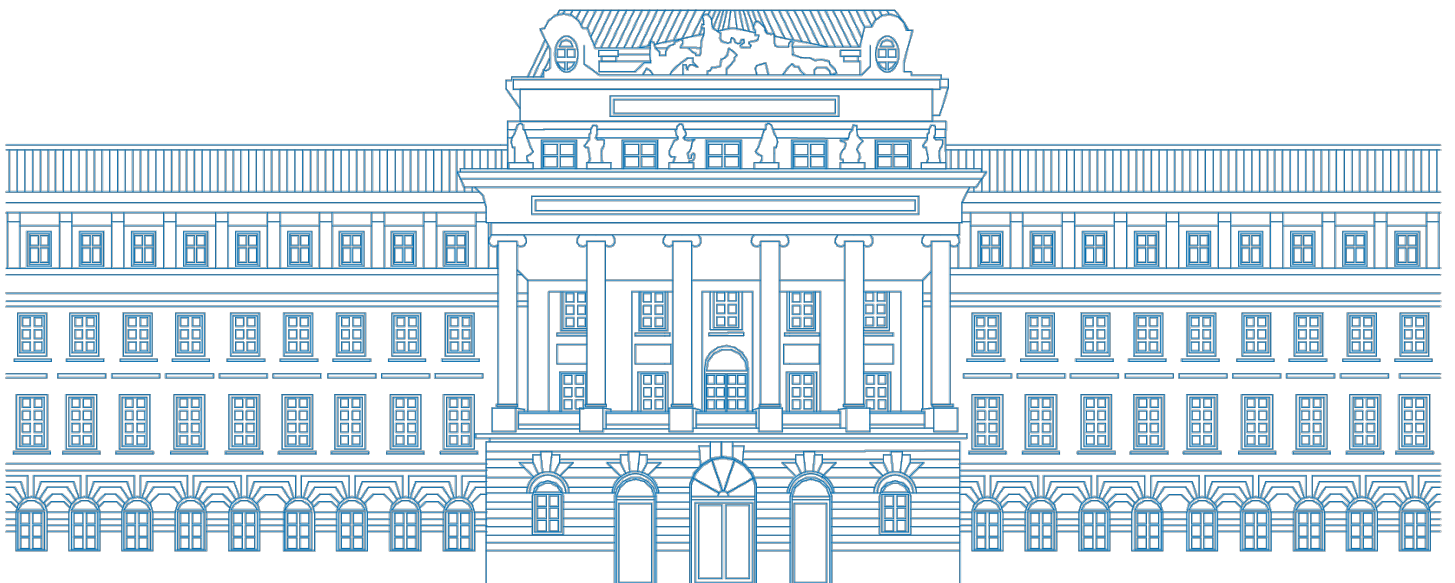




TECHNISCHE
UNIVERSITÄT
WIEN

Education and university management projects

Guideline of the Vice-Rector Studies and Teaching
concerning "International Education and
University Management Projects"



(online 23.06.2021)

Announcement in the newsletter no. 26/2021 dated 24.06.2021 (serial no. 291)

www.tuwien.at

Dieses Dokument wurde von einer KI übersetzt, nur die deutsche Version entfaltet Rechtswirkung!
This document was translated by an AI, only the German version has legal effect!

Document information

Resolution of the University Council on	-
Resolution of the Rectorate on	15.06.2021
Resolution of the Senate on	-
Clerks	-
GZ	30002.28/001/2021
Version from	24.06.2021

Contents

1	FUNDAMENTALS	2
2	APPLICATION	3
3	PROJECT APPROVAL AND CONTRACT SIGNING	3
4	PROJECT COMPLETION	4

1 Basic information

- 1) Definition: International education and higher education management projects are funding projects that concern the area of academic studies and teaching or the organization and structure of the higher education system.
- 2) The Vice-Rector for Studies and Teaching is responsible for concluding contracts.

Contracts are all contractual documents that TU Wien concludes with the funding body or with the project partners, e.g. project applications, letters of intent, mandates, project contracts, consortium agreements, etc.

- 3) The project funds received by TU Wien are processed financially via an internal EUM contract in the area of third-party funds. EUM internal contracts have a §27 profit center.

If TU Wien acts as project coordinator, the receipt and forwarding of funding installments to the project partners is recorded via a WUM internal order. WUM internal orders are based on the current account for financial coordinators.

- 4) The project manager with a power of attorney pursuant to § 27 para. 2 Universities Act 2002 (project power of attorney) manages the project funds of TU Wien, or if TU Wien acts as project coordinator, also the project funds for the entire project consortium. This power of attorney authorizes the project manager:
 - a) to conclude the legal transactions necessary for the fulfillment of the contract within the scope of the respective project and to dispose of the funds within the scope of the income from this contract,
 - b) to sign the documents required for the implementation of the project, e.g. timesheets, reports. Documents according to para. 2) are excluded.

This project power of attorney is subject to the provisions of the current version of the power of attorney guidelines of the Rectorate.

- 5) Study law aspects of the sovereign area according to the Universities Act 2002 (UG) may be affected, in particular:
- a) Development of new curricula or teaching modules and their introduction into studies at TU Wien;
 - b) Recognition of examinations according to § 78 UG,
 - c) Modifications to the admission procedure (§ 61 para. 5, § 63 para. 5 and 6 UG),
 - d) Establishment of joint-degree programs in accordance with § 54 para. 7 UG (responsibility of the Senate when establishing a new degree program by assigning a separate study code),
 - e) Conferral of academic degrees on the basis of a joint degree program pursuant to § 87 UG.

2 Application

- 1) The basic data of the project must be entered into the project database (PDB) by the TUW project manager before the application is submitted to the funding body. The option "It concerns academic studies and teaching or organization and structure of higher education" must be selected in the "Project proposal" section.
- 2) If the project concerns the sovereign area of TU Wien according to the UG (see 1.5. above), the participation of TU Wien in the project must be approved by the responsible bodies of TU Wien (Rectorate, Study Commission, Senate, etc.) before the project application is submitted.
- 3) As part of the application process, the resources required for the project must be approved by the respective institute director in the PDB.
- 4) The International Office then checks the application data and documents and forwards the relevant documents (e.g. Declaration on Honour, mandates, etc.) to the Vice-Rector for Academic Affairs for signature.

3 Project approval and contract signing

- 1) Once the project has been approved for funding by the funding body, detailed project data must be entered into the PDB by the project leader and the project submitted to TU Wien for internal approval.
- 2) After internal approval in the PDB by the Vice-Rector for Studies and Teaching, the Finance Department, Project Controlling and Support Division, assigns an EUM internal order number for the project. If TU Wien acts as project coordinator, the Finance Department, Project Controlling and Support Division, will also assign the corresponding WUM internal order number on the current account for financial coordinators. From this point onwards, however, no income can be recorded in the project expenses.
- 3) The rector authorizes a project manager to carry out the project in accordance with § 27 UG.
- 4) The International Office checks the project contract/consortium agreement or other contractual documents and forwards them to the Vice-Rector for Academic Affairs for signature.
- 5) The project manager forwards the original signed by all parties (or a copy if the original is not available to TU Wien) of the project contract/consortium agreement or other contractual documents to the Data Protection and Document Management Department, which archives these documents and uploads a copy to the project database.
- 6) Once the formal criteria have been met, the contract is released in the project database by the International Office. This means that income can also be posted to the internal project order.

4 Project completion

- 1) After the end of the project, i.e. after approval of the final project report by the funding body and after settlement of all outstanding payments, the project must be closed in the project database. The remaining funds due to TU Wien on the WUM internal order must be transferred to the corresponding project EUM internal order before the project is closed and the balance on the WUM internal order must therefore be set to € 0.00.
- 2) Once the project has been completed in the PDB, the EUM internal order is settled by the Finance Department, Project Controlling and Support Division, to a collective internal order set up for the respective organizational unit. The remaining amounts are still available for both the institutions and the service facilities in accordance with the relevant guidelines.