



universität
wien

start up

Welcome!
Information for new employees



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Welcome!

Dear employee,

As Rector I am pleased to welcome you as a new employee at our University.

To provide you with an initial overview and to make it easier for you to start working on your new tasks, the University of Vienna has compiled this *Start Up Brochure*.

With more than 9,600 employees and about 92,000 students, the University of Vienna is Austria's largest education and research institution and one of the largest universities in Europe. Our University is internationally renowned for its research and teaching achievements. In many research areas it ranks high within the international university landscape. With regard to research, the *Development Plan* defines a dynamically evolving profile and emphasises basic research that is open to application, expansion into new research areas and also interdisciplinarity as unique features of the University of Vienna.

From the self-conception of the University of Vienna comes the objective of offering a wide range of degree programmes that is attractive to international students. However, the



quantitative student-teacher ratios are not yet ideal in all degree programmes. Over the next few years, the new funding scheme for universities will enable the University of Vienna to achieve improvements in this area. To improve student-teacher ratios and further advance international competitiveness in research, the University has to make investments, as provided for in the *Development Plan* "University of Vienna 2025".

With their work, all employees can make an important contribution to help achieve these goals.

On behalf of the Rectorate, I wish you a lot of joy and success in your work at the University of Vienna.

Heinz W. Engl



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wien

Gehirnschmalz

seit 1365

The billboard is a large, dark rectangular panel mounted on a building facade. It features a central graphic of a human brain with different regions highlighted in vibrant colors: blue, orange, yellow, and green. The text 'universität wien' is in the top right corner, and 'Gehirnschmalz' is written in a large, white, serif font across the middle. Below it, 'seit 1365' is written in a smaller, white, serif font. The billboard is held up by three black cables.



1. University of Vienna – New since 1365

The University of Vienna has a clear mission: to educate the next generation of students and conduct research to contribute to the further development of the University's position and its capacity for innovation. The largest university in all German-speaking countries is steeped in tradition. The University of Vienna is a research university. Its outstanding academics conduct research and teach in the context of international networks and beyond the boundaries of existing research fields.

Their social mission: Finding suitable answers to the challenges of the present and asking the right questions for the future. Contributing to

the advancement of the economy, politics and society through research and innovation. With a wide range of degree programmes, the University of Vienna aims to provide its students with the best possible educational and career opportunities. This is made possible through a wide range of disciplines under one roof and the associated opportunities for individual specialisation.

People studying and working at the University of Vienna are part of an international community and stand for commitment, personal responsibility and active participation.

1.1. The Development Plan – University of Vienna 2025

The ***Development Plan*** is the university-wide strategic plan for the entire University which defines the focuses for the coming years. In addition, the *Development Plan* provides the basis for the performance agreement. The performance agreements are concluded between the individual universities and the Federal Government (Federal Ministry of Education, Science and Research) within the framework of the law, for periods of three years. They form the basis for the work programme of the University and determine the available budget.

In preparation for the upcoming performance agreement for the years 2019 to 2021 concluded with the Federal Ministry of Education, Science and Research, the University has compiled the *Development Plan* "University of Vienna 2025". Upon proposal of the Rectorate – following consent by the Senate – the University Board unanimously approved the Development Plan on 15 December 2017.

The central topics of the Development Plan "University of Vienna 2025"

In research, the *Development Plan* defines a dynamically developing profile, lists the research strengths within and across faculties and emphasises basic research that is open to applica-

tion. Expansion into new areas of research and interdisciplinarity are a particular opportunity to make the University an attractive location for the best academics and students.

"Active studying", which enables mobility during the degree programme and after graduation ("horizontal and vertical mobility"), is an objective of the University in research and teaching. However, the University does not only want to ensure that its graduates have professional qualifications, it also wants to create curious young people with critical ability who continue to educate themselves.

Investment in additional professorships and tenure track positions in disciplines with particular potential for innovation that aim at building bridges regarding subjects within or between faculties or continuing to build on the existing research strengths.

Planning is based on the new funding scheme for universities and the related increase in budget.

With regard to its **positioning and profile**, the University of Vienna is not only looking for comparison with other universities in Austria, it also measures its achievements according to

international standards. The developments in the European Research and Higher Education Area form the basis for the objectives set out in the *Development Plan*.

The progress over the last 15 years shows impressively that the University has been able to undergo many positive developments in recent years, which is due to the autonomy that was granted by the 2002 Universities Act. The University has been able to significantly increase the number and impact of its published research findings, the third-party funds it has attracted and the research awards it has won, as well as the number of graduates. Every year, around **10,000 students graduate** from the University of Vienna.

Research is an important driving force for the University of Vienna. It inspires high-quality teaching, enables technological and social innovation and requires constant critical reflection on generally accepted knowledge. The University of Vienna is a research university with a high international profile. The research profile of the University of Vienna is characterised by interdisciplinary cooperation based on high-quality disciplinary research. Interdisciplinarity only has high innovation potential where it is based on excellent disciplinary research and at the same time goes beyond and newly defines the boundaries of academic fields and disciplines. The academic focuses of recent years are being continued and new elements will be added, e.g. the promotion of interdisciplinary research via the tool of **research platforms** and the establishment of inter-university **research clusters**.

The University of Vienna covers a historically developed wide range of subject areas in research. Nevertheless, the University should not avoid the question of what it stands for and what research areas are its particular strengths. The research profile cannot be reduced to only a few fields, as the University has to assume institutional responsibility for all academic disciplines. **Cross-faculty research specialisations** are based on outstanding achievements of excellent academics who have received international awards and project funding. They develop dynamically on the basis of defined criteria and allow the University of Vienna to focus on current issues in research. University research specialisations – both on the level of faculties as well as of the entire University – are

research areas characterised by a high international level and visibility.

Research at the University of Vienna has an excellent **international reputation** in many areas. Research and education, both are international. Therefore, it is a major goal of the University of Vienna to increase the mobility of students and academics, either through study visits at partner universities in the framework of the Life Long Learning Programme of the European Union, or through research stays of academics at internationally renowned research institutions.

Appointments to professorships and tenure track positions are essential for providing new stimulus to the academic disciplines. In addition to building on existing strengths, the University of Vienna also wants to establish new fields of development in research in a target-oriented manner and in line with its profile. These areas have a lot of potential but still require additional investments to build critical mass in order to become a cross-faculty research specialisation of the University of Vienna and be able to catch up with international leading-edge research. Examples of areas with high development potential at the University of Vienna include the neurosciences, the field of digital humanities and data science, and in cooperation with the Medical University of Vienna, microbiome research.

The future development of research at the University of Vienna requires special attention to the creative and innovative potential of young researchers. Their contribution to the development of research is highly respected which is why an appropriate highly competitive form of **promoting young scholars** has to be designed. The success of appointments and the strength of young academics are reflected in areas such as the successful acquisition of **third-party funding**. In order to improve international competitiveness, it is essential to further strengthen the University's position in the area of third-party funding and innovation and to extensively promote young academics – with particular focus on doctoral programmes.

At the **interface between research and teaching** is the **doctoral programme** which comprises aspects such as the transfer of interdisciplinary competences and the individual doctoral

thesis agreements. It aims at structuring the collaboration between and supervision of doctoral candidates and supervisors and focusing on the writing of the doctoral thesis. As of the academic year 2018/19, qualitative access regulations are a prerequisite for admission to doctoral programmes. Assessing the suitability of the applicants and feasibility of the intended doctoral project aims at creating more commitment among supervisors and doctoral candidates. The University of Vienna wants to supervise its doctoral candidates as “early stage researchers” from the start.

In the area of studying and teaching, the University of Vienna offers a wide range of degree programmes, allowing students to specialise individually. The wide range of subjects available at the University of Vienna will open up varied options for students and, as a result, entirely new profiling opportunities with regard to career options.

One particular strength of the University of Vienna in this respect are the excellent possibilities of establishing networks beyond the boundaries of academic disciplines. The intensity of the students’ contact with research and their own involvement in it increase progressively from one study level to the next (bachelor’s, master’s, doctoral programme). Students can gain insight into other degree programmes by selecting extension curricula as early as during the **bachelor’s programme**, preparing them better for their desired career or for certain master’s programmes. From the viewpoint of the University of Vienna, the close link between research and teaching constitutes the major characteristic of university-based studies.

The **Bologna process** will unfold its full potential if “greater flexibility” becomes possible, i.e. if it is possible to do a non-consecutive master’s programme after the bachelor’s programme. This enables students to acquire **qualifications for completely new occupational fields** and these possibilities need to be increased. The key tasks of the University of Vienna are to allow students to pursue their studies without delay and provide high-quality content with the aim of **positioning its graduates successfully on the national and international labour markets**. This and the establishment of appropriate **student-teacher ratios** have high priority for the university management. The transition from school to university is a

huge change for young people, so the University of Vienna has designed the introductory period to ensure that students are – from the start – provided with a good basis to help them choose the right degree programme. Studying at university means students face the challenge of **shaping their learning processes autonomously**, dealing with the subject contents and methods intensively and, on this basis, participating in academic discourse. Based on the **principle of research-led teaching**, the teachers, as far as possible and if appropriate for study progress, integrate their research results directly in the course and incorporate the students as early as possible in current research processes. In addition to classic formats, other – in many cases **digitally supported** – courses are also increasingly used. The University of Vienna continues to focus on the expansion of open educational resources for blended learning courses.

Students at the University of Vienna are **part of a large and diverse community of around 92,000 students** and come from around 140 different countries. In the coming years, the University of Vienna also wants to **make societal and practical relevance more visible in studies**. It aims at being involved in initiatives which educate by means of a well thought-out link between the academic world and practical involvement.

Another key task of the University is the **education of future teachers**. The University of Vienna is the largest institution for teacher education in Austria. It offers a wide range of 27 teaching subjects. The institutions which cooperate in the North-East Schools’ Group (the University College of Teacher Education of Christian Churches Vienna/ Krems, the University College of Teacher Education in Lower Austria, the University College of Teacher Education in Vienna, the University College for Agrarian and Environmental Pedagogy, the University of Vienna) implemented a joint teacher education programme at secondary level (general education) in the winter semester of 2016/17. The **Centre for Teacher Education of the University of Vienna** acts as a central body for all teacher education matters, including cooperation with other institutions.

The extent to which the University of Vienna can achieve the objectives specified in the *Development Plan* depends not only on the mo-

tivation and the commitment of all university members but also on the available resources. The conversion to a new funding system as of the performance agreement period 2019-2021 gives the universities not only a significantly higher budget, but also creates new framework conditions to improve student-teacher ratios and invest in research, particularly in the STEM subjects.

In its *Development Plan*, the University of Vienna defines specific measures and plans the creation of about 50 new and thematically innovative professorships. This will be a major step towards guaranteeing international competitiveness in research and will also directly affect the areas of studying and teaching. Newly appointed professors will focus on new research areas in research and studying. Students of the University of Vienna benefit from teachers and courses at a high international level. The quality of the available degree programmes can only benefit students when the quantitative student-teacher ratios are right.

Some 30 % of Austrian students are enrolled at the University of Vienna, but its budget share by comparison is only around 15 %. The expected increase in budget to **improve the student-teacher ratios** is urgently needed, as is the continuous investment in equipment infrastructure to **remain internationally competitive** in research. The University of Vienna will then continue to make a decisive contribution to the future of the economic and academic location with achievements in research and teaching, with the research results of its academics, with top-class basic research and with its graduates.



1.2. Research and Teaching at the University of Vienna

The University of Vienna is a long-standing, strongly research-oriented and large university. It participates in international networks and is committed to diversity, interdisciplinarity and innovation. The core tasks of the institution with 9,600 employees, including 6,700 academics, are research and teaching, the promotion of early stage researchers and the dialogue with society. The University of Vienna was founded in 1365.

As a research university with high international visibility and a wide range of degree programmes, the University of Vienna is committed to basic research open to application, thereby contributing to society's capacity for innovation. Based on the principle of research-led teaching, the **92,000 students** from **140 countries** acquire subject-specific and methodological competences enabling them to contribute to solving societal challenges. The impact of the University of Vienna is reflected in the high number of research projects carried out, in the research awards presented to academics of the University of Vienna and in the results of regular evaluations of research. The academic diversity is also the basis of an extensive, internationally attractive range of degree programmes. About **10,000 students graduate** from the University of Vienna every year.

On the occasion of its 650th anniversary in 2015, the University of Vienna emphasised the importance of research and teaching for the further development of our society and the education of future generations. The University of Vienna aims to influence society with its academic expertise, also beyond the limits of the anniversary year.

The University of Vienna strives to raise awareness among the public of its achievements in research and teaching, its impact on all areas of life as well as the opportunities for cooperation with the University. The University wants to communicate a clear and comprehensible picture of the effect and effectiveness of research and teaching at the University of Vienna. The University of Vienna regards the equality and diversity of its employees and students as an opportunity and potential for its advancement.

The research spectrum – academic diversity

Research at the University of Vienna comprises **a wide array of academic disciplines** from theology, law, business and economics, computer science and cultural studies onto social sciences, natural sciences and mathematics.

The **15 faculties and 4 centres** are academic organisational units of the University of Vienna. These are managed by the deans and heads of the centres. The Centre for Teacher Education, which was established in 2013, is the “youngest organisational unit”.

The creativity and commitment of the academic and general university staff are key factors for the achievements of the University of Vienna in the field of research. While continuously developing the existing research fields, the University also supports the creation and development of innovative new research areas (e.g. via research platforms) as well as the establishment of a network for research activities at a national and international level.

The University of Vienna's cross-faculty research specialisations reflect the outstanding achievements of excellent academics who have received international prizes (such as an ERC grant) and project funding. Cross-faculty research specialisations develop dynamically on the basis of defined criteria and allow the University of Vienna to focus on current issues in research.

www.univie.ac.at/en/research

The range of degree programmes and courses

With around 92,000 students, more than **180 degree programmes** at bachelor's, master's, diploma and doctoral or PhD level and more than 40 university continuing education and training programmes, the University of Vienna is the largest and most diverse educational institution in Austria. **49 directorates of studies** are responsible for planning and organising the range of courses and examinations, introducing measures for quality assurance in teaching,

fulfilling tasks related to the organisation of studies and study law, and providing information and advice for students (in cooperation with the Austrian National Union of Students and the counselling services of the University).

Students of the University of Vienna acquire the basic competences that allow them to position themselves well on the labour market. With its continuing education and training programmes, the University of Vienna supports this lifelong learning and qualification process in a special way.

The University of Vienna is a research university, which lives by the principle of research-led teaching and therefore provides students with access to academic work during all stages of studies. The wide range of subjects available at the University of Vienna will open up varied study options for students and, as a result, entirely new profiling opportunities with regard to career options. Already during the bachelor's programme, students have the opportunity of completing extension curricula, which represent an important link to a non-consecutive master's programme. For example, students who have completed the bachelor's programme in Sociology could enrol in the master's programme in Business Administration, or in the master's programme in Computational Science after the bachelor's programme in Mathematics.

The structured doctoral programmes at the University of Vienna cover more than **80 fields of doctoral research**. In 2016, the University of Vienna has set up Vienna Doctoral Academies (VDA) and Vienna Doctoral Schools (VDS). These go beyond the offers of the relevant directorates of doctoral studies and bring together the most committed doctoral candidates and supervisors. In addition to promoting subject-specific academic work, they aim at equipping doctoral candidates with additional soft skills (e.g. project management, rhetoric). In addition, the University of Vienna has set itself the goal of promoting individual doctoral projects in a targeted way. This is done via the **uni:docs** programme.

As of the academic year 2018/19, qualitative admission requirements apply to doctoral programmes at the University of Vienna. Concrete qualitative requirements for the admission procedure aim at enabling students to study

more efficiently. This new procedure requires applicants to submit additional documents that make it easier for the University of Vienna to assess whether they fulfil the entry requirements and whether they will be able to undertake the intended doctoral project. Ultimately, the new procedure aims at creating more commitment among supervisors and doctoral candidates. The University of Vienna wants to supervise its doctoral candidates as "early stage researchers" from the start.

<https://slw.univie.ac.at/en/studying/degree-programmes/>

Internationality

In the majority of disciplines represented at the University, research is conducted in intensive **cooperation with international colleagues**. Such collaborations usually result in outstanding research achievements.

The expansion of international networks is also an important strategic goal in the area of teaching. The University of Vienna cooperates with European and international university networks to establish **joint degrees, European masters and European doctorates** and to increase student and teacher mobility.

The University of Vienna plays an active role in helping to shape the European Higher Education Area. It is involved in various international activities that are important for the higher education sector, and it is represented in interest groups including the Guild of Research-Intensive Universities, the European University Association (EUA) and Network of UNiversities from the CAPitals (UNICA). Moreover, it cooperates with a large number of partner universities from all over the world, including in the USA, the Asian region and Eastern and South-East European universities.

Academic knowledge and society

The University of Vienna also wants to introduce its university core competences from research and teaching directly into society and the economy by actively transferring knowledge, technologies and innovations. The goal is a mutual exchange process for problems and solutions which is for the benefit of all stake-

holders. The resulting knowledge exchange is more than the one-sided transfer of knowledge and comprises cooperation with a large number of external partners in a wide network from society, politics and the economy. Due to cooperation and exchanges with external partners, the University obtains valuable new stimuli from practice for academic research and teaching, and feedback loops with society and the economy enhance the impact of research findings. For students and graduates, later career options could arise due to cooperation projects in which they collaborate or which are dealt with in courses. Moreover, additional interdisciplinary and intersectoral projects and strategic partnerships can develop from new contacts.

Altogether, the University has the opportunity and the obligation to show its contribution to solving the great questions of the future by presenting work done in research and teaching in a comprehensible way and by communicating it to the general public. The goal of the University is to fulfil its role as a **pioneer of society** and, therefore, be recognised as an organisation with an **awareness of quality and innovation**. The achievements of the University in research and teaching are particularly important for society and the state – as a matter of fact, they are decisive for the quality of the jobs of tomorrow.



1.3. On the History of the University of Vienna

The University of Vienna was founded in 1365 by Duke Rudolf IV based on the example of the universities in Bologna and Paris. It is the **oldest university in the German-speaking world** and **one of the largest in Central Europe**.

The University of Vienna was named Alma Mater Rudolphina Vindobonensis after its founder. **On 12 March 1365, Duke Rudolf IV of Habsburg** and his brothers Albrecht III and Leopold III signed the foundation deed of the University and therefore introduced the studium generale with the right to award doctorates in all “permitted” academic disciplines. It was not until **1384** that Duke Albrecht III managed to expand it into a full-scale university with all four faculties: Theology, Law, Medicine and Liberal Arts (later Faculty of Philosophy).

Until the laws of religious tolerance of the Age of Enlightenment, access to the university was permitted only to Catholic students, and entry to the teaching body and academic functions was linked to the declaration of faith required after the Council of Trent. In **1778**, Protestants could be admitted to the secular doctoral degrees. In **1782**, Joseph II permitted the admission of Jews to doctoral degrees in Law and Medicine. At the same time, Vienna’s major poorhouse was converted into the city’s first General Hospital (today: Campus of the University of Vienna). The university reforms that took place under Maria Theresia and Joseph II were intended to eliminate the influence of the Church. The Vienna Uprising of **1848** gave the impetus for the extensive reforms of education of the following year: Based on the connection between research and teaching, the University of Vienna was reorganised according to the Humboldt model. In the following decades up to the First World War, the Alma Mater Rudolphina experienced the greatest single advance in its history. In many disciplines the „Vienna School“ achieved a reputation throughout the world.

In **1897** – after intense discussions – women were also allowed to study, initially only in the Faculties of Philosophy and of Medicine. In the interwar period, the University was temporarily closed on several occasions as a result of riots including those of an anti-Semitic nature. Long before the Anschluss to the Third Reich a sub-

stantial proportion of students and professors in Vienna had sympathised with the National Socialist camp. With the Anschluss of Austria, a wave of expulsions and deportations began. Less than a third of those expelled returned to the University of Vienna. In **1945**, many university buildings lay in ruins; by **1951** the reconstruction was essentially complete.

In **1965**, the Alma Mater Rudolphina celebrated its 600th anniversary with a high level of international participation. Three years later it was hit by the upheavals of the 1968 student movement. This was a „tame revolution“ in Vienna, however, which targeted the traditional university organisation. In 1975, the *Universitäts-Organisationsgesetz* (university organisation act) led to the achievement of one of the main demands of this period, the democratisation of the University.

In **1975**, the previous five faculties became eight (division of the Faculty of Law and Government into the Faculty of Law and the Faculty of Social Sciences, Business and Economics, the Faculty of Philosophy into the Faculty of Basic and Integrative Sciences, the Faculty of Humanities and the Faculty of Formal and Natural Sciences). The rapid development of academic fields led to an enormous increase in the number of disciplines, to the foundation of many new departments and a huge inflow of students.

The **1993** university organisation act was a first step towards more transparent decision-making and responsibility structures. Operational tasks were performed by the so-called monocratic bodies (rectors, deans, heads of departments), while the collegial bodies – in particular the Senate but also the faculty councils and the departmental conferences – were in charge of strategic decisions and strategic development. In the daily work, the limits of the *Universitäts-Organisationsgesetz* soon became visible. The separation of operational and strategic tasks could not be clearly defined in practice, whereas the strict provisions of the *Bundeshaushaltsrecht* (federal budget law) and the inflexible *Bundesdienstrecht* (civil service law) were unsuitable for modern universities that have to contend with international competition.

The *Universitäts-Organisationsgesetz* was replaced by the **2002 Universities Act**. It enabled **the most extensive university reform of recent decades**. Universities are now legal entities under public law and therefore have the long-demanded **full legal capacity**. The state's role is now limited to legal supervision. Control over staff, budget and organisational matters was extended, the universities are now partially subject to the provisions of the *Handelsgesetzbuch* (commercial code).

The 2002 *Universities Act* stipulates that funding must be specified globally for a period of three years in each case in the form of performance agreements between the state and the university. The decision-making powers of the heads of organisational units have been extended. The senior governing bodies are the University Board, the Senate, the Rectorate and the Rector. The University Board has monitoring and control tasks and undertakes supervisory functions, which were previously carried out by the respective minister at the ministry of science.

The **Organisation Plan**, which first came into force on **1 October 2004**, regulates the structure of the organisational units at the University of Vienna and also the tasks of the associated persons responsible. In the version that has been valid since **1 January 2013** the division of the University of Vienna into **15 faculties, 4 centres and 11 service units** is enshrined.

In the area of staff, the *Bundesdienstrecht* (civil service law) was replaced by the **Angestelltengesetz** (salaried employees act). The particular requirements of the university sector – for example freedom of research and teaching – are safeguarded in specific personnel law regulations. Generally, academic decisions such as those concerning curricula and habilitations are taken by representatives of the academic community (e.g. the Senate), while the University and its organisational units have to be directed by means of professional management measures for operational decisions.

Founded in 1365, the Alma Mater Rudolphina Vindobonensis celebrated its 650th anniversary in 2015 with a varied annual programme. The University of Vienna has used the anniversary year to open its doors and invite the public to find out more about the work at the University, both with regard to the development of society and the education of the next generations. **The**

650th anniversary provided an impetus for increasing the presence of women in the Arcaded Courtyard. Following an art competition that took place in 2014, monuments of seven female academics of the University of Vienna were erected in 2016: psychologist Charlotte Bühler, physicists Berta Karlik and Lise Meitner, sociologist Marie Jahoda, linguist Elise Richter, archaeologist Grete Mostny-Glaser and mathematician Olga Taussky-Todd. In the coming years, the presence of women in the Arcaded Courtyard will increase even further.

In **2018**, the University also celebrated the 20th anniversary of the Campus of the University of Vienna. In 1988, the city of Vienna donated the grounds of the former General Hospital, covering an area of 96,000 square metres, to the University of Vienna. Since 1998, the Campus has been home to departments of the Faculty of Philological and Cultural Studies and the Faculty of Historical and Cultural Studies, the Hörsaalzentrum as well as several service units for students. The University of Vienna has planned a diverse programme for all age groups, aimed at establishing the Campus as a permanent meeting point for research and communication.



University of Vienna – Overview

University management

► University Board

Office of the University Board

► Rectorate

Office of the Rectorate

► Senate

Office of the Senate

15 faculties and 4 centres

Faculty of Catholic Theology

Faculty of Protestant Theology

Faculty of Law

Faculty of Business, Economics and Statistics

Faculty of Computer Science

Faculty of Historical and Cultural Studies

Faculty of Philological and Cultural Studies

Faculty of Philosophy and Education

Faculty of Psychology

Faculty of Social Sciences

Faculty of Mathematics

Faculty of Physics

Faculty of Chemistry

Faculty of Earth Sciences, Geography and Astronomy

Faculty of Life Sciences

Centre for Translation Studies

Centre for Sport Science and University Sports

Centre for Molecular Biology

Centre for Teacher Education

Research platforms

Research platforms

Interest groups

Works Council for the General University Staff

Works Council of the Scientific Staff

Austrian National Union of Students at the
University of Vienna

Study law and study organisation

Studienpräses

49 directorates of studies

Service units and special support units

Vienna University Library and Archive Services

Accounting and Finance

Research Services and Career Development

International Office

Corporate Communications

Human Resources and Gender Equality

Postgraduate Center

Facility and Resources Management

Teaching Affairs and Student Services

Conference and Event Management

Vienna University Computer Center

Quality Assurance

Professors' Appointment Consulting Service

Internal Audit

Special bodies

Equal Opportunities Working Party

Ethics Committee

Arbitration Committee

Ombuds Office of the University of Vienna for Ensuring
Compliance with Good Scientific Practice

2. University Management

2.1. The University Board

The **University Board** is the senior governing body at the University of Vienna. Due to the way its members are appointed, the University Board cannot be dominated “from outside”. In the execution of its duties, the University Board acts as an interface between the University, the public authorities and society.

It consists of 9 members who are appointed for a term of office of 5 years (currently until February 2023). An equal number of members is appointed by the University and the Federal Government. These members elect the ninth member.

The University Board has to elect the Rector from a shortlist of three candidates nominated by the Senate and chooses the vice-rectors on the recommendation of the Rector. The University Board is responsible for approving the *Organisation Plan* and the *Development Plan* on the basis of suggestions by the Rectorate. This is a matter of the basic organisational structure of the University and also the strategic planning for future developments. In this connection, the University Board also has to adopt the draft of the performance agreement with the Federal Government.

The University Board is also responsible for approving the guidelines for financial management, the financial statements and the *Wissensbilanz* (intellectual capital report), and forwarding the same to the Federal Minister.

As a governing body, the University Board is an important institution at the University of Vienna.



Dr. Eva Nowotny

Current members of the University Board in the 4th term of office (until 28 February 2023):

Eva Nowotny (Chair)
Ursula Lehmkuhl
Helmut Kern
Barbara Dauner-Lieb
Bärbel Friedrich
Reinold Riedl
Friedrich Rödler
Georg Winckler
Ernst-Ludwig Winnacker

Contact

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Head of the Office
Dr. Christoph Gnant

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2.2. The Rectorate

The **Rectorate** is the **collegial body** which is responsible for the management of the University. The Rector is elected by the University Board from a shortlist of three candidates nominated by the Senate. Upon proposal of the Rector – following consent by the Senate – the University Board appoints the vice-rectors.

The tasks of the Rectorate include, in particular, **preparing the Development Plan** (strategic plan) and the **Organisation Plan** (defining the organisation of the University) to be presented to the Senate and the University Board. The Rectorate also defines the essential requirements for the **strategic orientation of the University**. These are determined by

creating the draft of the performance agreements with the responsible ministry and by concluding the **target agreements with the faculties and centres** of the University. The law (2002 *Universities Act*) stipulates that some tasks, in particular **appointments** on the basis of a shortlist of three persons drawn up by the appointment committees that are set up by the Senate, are the direct responsibility of the Rector.

The Rectorate of the University of Vienna (current term of office: 1 October 2015 to 30 September 2019) consists of the Rector and three vice-rectors. Rector Heinz W. Engl has been elected for another term of office (1 October 2019 to 30 September 2023).



Heinz W. Engl
Rector

Heinz W. Engl has been Rector of the University of Vienna since 1 October 2011. In January 2018, he has been elected for another term of office (1 October 2019 to 30 September 2023). In 2007, Heinz W. Engl moved to the University of Vienna as Vice-Rector for Research and Career Development from the Johannes Kepler University Linz. As Dean of the Johannes Kepler University Linz (1996 to 2000), as Reporter to the Austrian Science Fund (FWF) and as Vice-Chair of the University Board at the Graz University of Technology (2003 to 2007), the mathematician gained experience in university and research management. Since 1988, Heinz W. Engl has been full professor of Industrial Mathematics at the Johannes Kepler University Linz. Visiting professorships have taken him to the USA, Australia and Great Britain. From 2003 to 2011 he headed the Johann Radon Institute for Computational and Applied Mathematics (RICAM) – which he founded himself – at the Austrian Academy of Sciences (ÖAW), of which he is a full member. Since 2013, Rector Engl has been a member of Academia Europaea.

His tasks as Rector of the University of Vienna include:

- strategic planning (organisational and development planning) and concluding intra-university target agreements with the organisational units of the University in collaboration with the other members of the Rectorate within their respective fields of activity
- performance agreement with the Federal Government
- conclusions based on the results of institutional quality assurance (follow-up) together with the Vice-Rector for Research and International Affairs
- external representation of the University, public relations

- coordination and interaction with the University Board
- financial and budgetary affairs
- personnel matters including personnel structure planning
- coordinating measures for the advancement of women
- authorisations according to section 28, para. 1 of the 2002 Universities Act as far as they do not regard projects according to section 27, para. 2 of the 2002 Universities Act.



Jean-Robert Tyran
Vice-Rector for Research and International Affairs, Deputy of the Rector

Economist, professor of economics at the University of Vienna since 2010; Dean of the Faculty of Business, Economics and Statistics until his appointment to Vice-Rector on 1 February 2018. Tyran obtained his doctorate from the University of Zurich in 1997 and was a lecturer for economics at the University of St. Gallen. Research visits took him, among others, to the London School of Economics and Harvard KSG. Jean-Robert Tyran is laureate of the Prix Latsis Universitaire and has received offers from the universities of Strasbourg, Utrecht and St. Gallen. As of 2005, he was full professor at the University of Copenhagen where he was also director of the Centre for Experimental Economics.

His tasks as Vice-Rector include:

- research matters (including third-party funding and the associated granting of authorisations according to section 27, para. 2 of the 2002 Universities Act)
- institutional quality assurance: conclusions based on the results together with the Rector and the responsible members of the Rectorate
- career development of young academics (including assuming the Rectorate's responsibility with regard to the habilitation procedure)
- matters concerning doctoral programmes, including admission to doctoral programmes
- knowledge and technology transfer
- international relations
- national cooperation.



Regina Hitzemberger
Vice-Rector for Infrastructure

Physicist, since 2014 Board Member of the Association for Aerosol Research, from 2012 to 2015 Chair of the European Aerosol Assembly Working Group on PM_x (from 2010 to 2012 Co-Chair), since 2012 Full Professor of Aerosol and Cluster Physics at the University of Vienna, from 2009 to 2012 Deputy Head and since 2012 Head of the research platform Alternative Solvents as a Basis for Life Supporting Zones in (Exo) Planetary Systems (Exolife), since 2007 member of the Climate and Air Quality Commission of the Austrian Academy of Sciences (ÖAW), from 2006 to 2011 Vice-Dean of the Faculty of Physics, from 1997 to 2011 associate professor at the University of Vienna.

Her tasks as Vice-Rector include:

- resource planning and infrastructure (including research infrastructure, IT infrastructure and library infrastructure)
- estate and building planning; occupational health and safety
- further development of management information systems and of a university-wide coordinated reporting system
- participation in financial and budgetary affairs that exceed the ongoing business operations in accordance with section 22, para. 6 of the 2002 Universities Act
- coordination of the service units and the university's shares in companies, in collaboration with the Rector. On a case-by-case basis, the general secretariat of the Rectorate can be entrusted with the coordination of these responsibilities.



Christa Schnabl
Vice-Rector for Educational Affairs

Theologian/ethicist, from 2011 to 2015 Vice-Rector for Student and Educational Affairs, from 2007 to 2011 Vice-Rector for Student Affairs and Continuing Education, from 2004 to 2007 Vice-Dean of the Faculty of Catholic Theology, since 2004 associate professor at the Department of Social Ethics of the Faculty of Catholic Theology, visiting professor at several foreign universities (including the University of Tübingen and University of Fribourg).

Her tasks as Vice-Rector include:

- further development of the range of degree programmes as far as the Rectorate is responsible, as well as contact with the Senate regarding curriculum development. Questions of fundamental importance and financial matters require coordination with the Rector.
- contribution to quality assurance in matters regarding teaching
- organisational matters concerning teaching, organisation of teaching including coordination of and consultation with persons responsible in the area of teaching, planning the teaching budget, supervising the directors of studies
- admission of students and all related matters, except for doctoral programmes
- services for students
- continuing education and training.

<https://rektorat.univie.ac.at/en/rectorate/>

Office of the Rectorate

The **Office of the Rectorate** helps the Rector and the vice-rectors prepare the strategic decisions that have to be made in cooperation with the other university bodies (in particular the University Board, Senate, deans, directors of studies, etc.). The Office staff prepare the development of strategic measures, supervise their implementation if required, or control the implementation of strategic decisions. Moreover, the Office team supervises key projects of the University.

Contact

Rectorate A

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Rectorate B

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Head of the Office of the Rectorate

Claudia Kögler

Deputy Head of the Office

Florian Feldbauer

<https://rektorat.univie.ac.at/en/office-of-the-rectorate/>

2.3. The Senate

The Senate is a **representation body of all members of the University** and one of the senior governing bodies of the University. It works together with the Rector, with the Rectorate as a collegial body and with the University Board. The Senate of the University of Vienna has **18 members**: 9 professors, 4 representatives of the associate professors and academic staff in research and teaching, 4 student representatives and one representative of the non-academic university staff. These members are each elected directly for a period of three years by the respective group of university members; the students appoint representatives according to the *HochschülerInnenschaftsgesetz* (union of students act).

The most important tasks of the Senate according to section 25 of the 2002 Universities Act are:

- **Study law:** issuing and amending curricula; submission of expert reports in appeal procedures
- **Organisational law:** issuing and amending the statutes; cooperation regarding the *Organisation Plan* and the *Development Plan*; issuing guidelines for the work of collegial bodies; setting up the Equal Opportunities Working Party; appointing members of the Arbitration Committee
- **Appointment of governing bodies of the University:** election of four (of a total of nine) members of the University Board; election of the Rector together with the University Board, in particular creation of a shortlist of three candidates from which the University Board elects the Rector
- **Habilitations and appointments of professors:** Setting up the committees and appointing reviewers in these procedures.

Further tasks of the Senate are listed in particular in section 25 of the 2002 Universities Act but also in other parts of the law.

The Senate has set up two committees with decision-making power (whose decisions require the approval of the Senate, however):

- the **Curriculum Committee** for issuing and amending curricula as well as
- the **Appeal Committee** for handling appeals in the area of study law.



Michael Viktor Schwarz

Chair of the Senate

Michael Viktor Schwarz

Vice-Chairs

Ilse Reiter-Zatloukal

Christian Albert

The **Office of the Senate** supports the Senate and the collegial bodies set up by the Senate to help them fulfil their tasks (e.g. preparation of meetings, taking notes and minutes, drawing up draft decisions, correspondence, file management, carrying out elections).

Contact

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3. Faculties and Centres

3.1. Faculty of Catholic Theology

With around 1,100 students, 7 departments, around 70 academics and also 19 members of administrative staff, the Faculty of Catholic Theology is the biggest faculty in Austria. In 2009 it celebrated 625 years of existence, making it the oldest continually existing Catholic theology faculty in the German-speaking area (since 1384).

Research platform

- Ethics and Law in Medicine

Centres

- Religion and Transformation in Contemporary European Society
- Research Centre Human Rights
- Centre for Teacher Education

Key research areas

- religion and transformation
- ethics in religious and secular contexts

Third-party funded projects

Contact

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Dean

Johann Pock

Vice-Deans

Lukas Pock, Martin Stowasser

ktf.univie.ac.at/en

3.2. Faculty of Protestant Theology

The Faculty of Protestant Theology is the only one of its kind in Austria. Its history reflects the fate and history of Protestantism in the former Habsburg territories and in the area which is today Austria. In Austria, the Faculty of Protestant Theology therefore has the particular responsibility and obligation to represent the entire area of theology from the Protestant cultural and academic tradition in research and teaching and also to keep the historic memory of the individual Protestant tradition alive. The Faculty was set up in 1821 as a Protestant school, and in the second half of the 19th century it was gradually raised to the level of a faculty. In 1921/1922 it was incorporated into the University of Vienna.

In addition to traditional disciplines of theology such as old testament studies and biblical archaeology, new testament studies, church history, systematic theology and practical theology, there then followed canon and ecclesiastical law, Christian archaeology and biblical art in 1971, religious education in 1982 and study of religions in 2002.

Contact

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Dean

Martin Rothgangel

Vice-Deans

Rudolf Leeb, Annette Schellenberg

etf.univie.ac.at

3.3. Faculty of Law

The Faculty of Law (often also called “Juridicum”) is the oldest and biggest faculty in the German-speaking area. The Faculty’s organisational work is carried out by around 70 employees from the non-academic staff; more than 500 academic staff members provide a wide range of areas of teaching and research.

At the centre of the studies is the eight-semester diploma programme in Law (Mag. iur.) that qualifies holders for all legal professions (in particular attorneyship, notaryship and other advisory professions, judiciary, companies, public administration). There is also a series of postgraduate programmes, extension curricula for students of other degree programmes and also doctoral programmes. In the degree programmes there is a wide range of options to choose from, which is unique in the German-speaking area.

The academic staff are characterised by their high practical orientation; in addition to full-time professors and other teachers, practitioners from all fields of law also teach here. Particular features of teaching and research are the varied European and international connections (including a wide range of courses in English), extensive orientation towards all areas of business law and the legal foundations of the state and politics, and finally intensive coverage of the social, historical and philosophical foundations of law.

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Dean

Paul Oberhammer

Vice-Deans

Stefan Meissel, Brigitta Zöchling-Jud, Bettina Perthold

<https://www.juridicum.at/>

3.4. Faculty of Business, Economics and Statistics

The Faculty of Business, Economics and Statistics was established in 2004 as an independent faculty. The academic disciplines represented here can look back on a long academic tradition at the University of Vienna, for example the Austrian School of Economics. Back then, the subject representatives were highly research-oriented, and this is still the case today. The Faculty’s locations, which were previously distributed over the 1st, 9th and 21st district, were merged at the start of the academic year 2013/14 at Rossauer Lände, at Oskar-Morgenstern-Platz 1.

Members of the 6 departments of the Faculty provide high-quality, innovative teaching and are involved in many international and national research projects and cooperation ventures. The Faculty regularly has top positions in rankings.

Contact

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Dean

Nikolaus Hautsch

Vice-Deans

Michaela Schaffhasuer-Linzatti, Bernhard Kittel

wirtschaftswissenschaften.univie.ac.at/en

3.5. Faculty of Computer Science

The roots of research and teaching in the field of computer science and business informatics at the University of Vienna go back to the 1970s, but the Faculty of Computer Science itself is still a very young faculty – it was founded in 2004 as part of the implementation of the Universities Act 2002. This is one of the reasons why the Faculty of Computer Science considers itself an innovative and future-oriented faculty embedded in the teaching and research network of the University of Vienna that is steeped in tradition. The broad spectrum of expertise and programmes offered at the Faculty fits well with modern computer science, which increasingly locates its areas of application at the interfaces to the natural sciences, business and economics, medicine as well as social sciences and humanities.

The research groups represent the Faculty's three main research areas:

- distributed and multimedia systems
- algorithms, software and computing technologies
- knowledge-based methods and digitalisation technologies

Using modern didactic methods and technologies, the knowledge created through top research at the Faculty of Computer Science is imparted to motivated students. This ensures that qualified and innovative graduates of Computer Science or IT-related programmes can work in various areas of application and join the workforce of employers in the fields of economy and also research.

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Dean

Wilfried Gansterer

Vice-Deans

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3.6. Faculty of Historical and Cultural Studies

The Faculty of Historical and Cultural Studies is the institution at the University of Vienna where the cultural memory of society is constantly being developed in a highly varied way. This forms the basis for considering the present from a differentiated historical perspective and for responsible and creative actions whose perspectives are based on more than the amassed experiences of an individual. The knowledge and awareness generated at the Faculty of Historical and Cultural Studies are made available to the public, and the Faculty transfers the associated expertise to society: this takes place through schools, museums, libraries, archives, monument preservation and other cultural institutions.

Geographically, the work is concentrated in Europe (in particular Central, Eastern and Western Europe) and the entire Mediterranean region. In addition, there are also studies on specific transcontinental cultural regions. The concentration on studies on Western, Central, Eastern and South Eastern Europe, in connection with exemplary references to various cultures outside of Europe, gives a unique profile. It corresponds not only to the position of the University of Vienna in the Danube region – with its special place in the global and Europe's past, present and future – but also to current trends in cultural studies.

Contact

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Dean

Sebastian Schütze

Vice-Deans

Franz Eder, Dorothea Nolde

hist-kult.univie.ac.at/en/

3.7. Faculty of Philological and Cultural Studies

The Faculty of Philological and Cultural Studies at the University of Vienna is the biggest of its kind in Austria. Currently, 14 departments and the research centre CIRDIS belong to it. The Faculty of Philological and Cultural Studies has four large locations: the Main Building, in which the Dean's Office is also found, the Campus, in which the StudiesServiceCenter Philological and Cultural Studies is located, the new buildings in Sensengasse and the premises in Universitätszentrum Althanstrasse II and Schenkenstraße.

As part of the humanities, philological and cultural studies investigate the world's cultures in their linguistic and historical dimensions as well as their linguistic, literary, regional, national, ethnic, social, denominational and gender-related differences, and also with regard to supraregional and global contexts. The Faculty's research and teaching activities comprise basic research in the area of cultures and identities; they are not only oriented towards Europe and the European borders but also focus on other regions of the world and aim to acquire expertise in political, cultural and economic relationships with other cultures.

Contact

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Dean

Regine Malzahn

Vice-Deans

Michael Jursa, Stephan Müller, Michael Zach

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3.8. Faculty of Philosophy and Education

The Faculty of Philosophy and Education comprises three academic subunits – the Department of Philosophy, the Department of Education and the Institute Vienna Circle – as well as two subunits at the administrative level (Dean's Office and Studies Service Center). The Faculty has around 340 academics working in research and teaching and 30 non-academic staff members who are responsible for organising academic activities.

The disciplines represented at the Faculty have in common that they resemble reflection-oriented disciplines as far as methodology and content is concerned, and they are thus particularly committed to the purpose of universities to function as places of critical intellectual encounter. The underlying goal is to perform and critically advance the dual function of the university with regard education and training.

Contact

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Dean

Wilfried Datler

Vice-Dean

Georg Stenger

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3.9. Faculty of Psychology

The Faculty of Psychology consists of the Dean's Office, the StudiesServiceCenter as well as the Department of Basic Psychological Research and Research Methods, the Department of Applied Psychology: Health, Development, Enhancement and Intervention and the Department of Applied Psychology: Work, Education and Economy.

Research at the Faculty of Psychology concentrates on thematic areas, such as:

- mind and brain: cognition, emotion and methods of research
- applied psychology: work, education and economy
- resilience: prevention and mental health promotion and empowerment.

The key research areas that have been defined in these thematic areas have either been confirmed by the results of evaluation of this research, or they relate to perspectives of research from which evaluation-based research areas will be derived in the future. The current key research areas are concentrated on the psychological basis of decisions and changes in economic contexts: work, organisation, consumption and economics, promotion of life-long learning in educational institutions from a psychological perspective, and the psychology of aesthetics.

Contact

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Dean

Barbara Schober

Vice-Deans

Claus Lamm, Stefanie Höhl

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3.10. Faculty of Social Sciences

The Faculty of Social Sciences was established as an independent organisational unit in 2004 and is one of the largest faculties of the University of Vienna. It includes the following academic institutions: International Development, Social and Cultural Anthropology, Nursing Science, Political Science and Communication, Sociology, Government Science and Technology Studies. In addition to the academic institutions, the Faculty also includes two administrative subunits. The Dean's Office deals with all organisational matters of the Faculty; the StudiesServiceCenter Social Sciences is responsible for the area of studying and teaching.

Apart from continuing and intensifying its research activities in the individual disciplines, the Faculty focuses on seven key research areas: families, generations and health prevention; gender and transformation; governance, democracy, solidarity; knowledge societies in turbulent times: science, democracy and public space; migration, citizenship and belonging; political parties, elections and representation; visual studies in social science.

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Dean

Hajo Boomgarden

Vice-Deans

Christoph Reinprecht, Birgit Sauer, Markus Wagner

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3.11. Faculty of Mathematics

The long-standing Faculty of Mathematics is today a European centre of research and teaching. It is only at the University of Vienna that such a wide range of mathematical content can be found in Austria. The teachers at the Faculty are not only in charge of the mathematics studies for the bachelor's, master's, teacher education and doctoral programmes in their entirety, they also regularly hold optional preparatory courses for the degree programmes in Physics, Astronomy, Meteorology, Geophysics and Biology, for the teacher education programme in Computer Science and also for the master's programmes Scientific Computing and Computational Science.

The Faculty attracts a lot of third-party funding, faculty members are cooperating (as managers) in major EU projects including two ERC Advanced Grants and an ERC Starting Grant; 85 Austrian Science Fund (FWF) projects are being carried out at the Faculty. Information about these projects and other externally funded research projects can be found on the Faculty's website, which also provides an overview of academic awards given to faculty members (including 3 Wittgenstein Awards and 6 START Prizes).

Contact

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Dean

Christian Krattenthaler

Vice-Deans

Radu Ion Bot, Bernhard Lamel

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3.12. Faculty of Physics

The Faculty of Physics is oriented towards basic research and has used this strength to repeatedly and successfully define new applications. The success of the basic research is demonstrated, for example, by many European and Austrian excellence programmes, including 11 ERC Grants, 6 FWF START Prizes and 1 Wittgenstein Award. Researchers at the Faculty of Physics have had their achievements internationally recognised on many occasions and are among the most cited in their field.

Physics at the University of Vienna stands on the "shoulders of giants". The history of the Faculty is characterised by personalities such as Christian Doppler, Lise Meitner, Josef Loschmidt, Victor Franz Hess (Nobel Prize), Josef Stefan, Erwin Schrödinger (Nobel Prize), Ernst Mach and Ludwig Boltzmann.

The Faculty's key research areas are described below:

- quantum optics, quantum nanophysics and quantum information
- computational physics
- particle physics, gravitational physics and mathematical physics
- complex nanoscale matter
- physics and the environment

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Dean

Martin Fally

Vice-Deans

Markus Arndt, Christos Likos

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3.13. Faculty of Chemistry

The world is rapidly changing, “withdrawing” from science- and technology-based civilisation is not a solution. Chemistry is a survival strategy that fundamentally improves the quality of life, whether through new materials or active agents. In addition, the entire material world is of a chemical nature, so chemistry plays a key role within natural sciences.

The degree programme in Chemistry is the professional basis for chemistry experts in research and development, technology, industry and the environment. In bachelor's programmes there is a well-founded basic education in chemistry (analytical, inorganic, organic, physical and theoretical chemistry and also biochemistry) and also an introduction to mathematics and physics. In the master's programme in Chemistry there is a wide range of courses available in the above key areas, while the master's programme in Biological Chemistry focuses on the two possible subject specialisations “Chemical Biology” and “Food Chemistry”. The master's programme in Chemistry and Materials Technology offered together with Vienna University of Technology provides subject specialisation in materials chemistry questions.

Contact

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Dean

Bernhard Keppler

Vice-Deans

Veronika Somoza, Lothar Brecker

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3.14. Faculty of Earth Sciences, Geography and Astronomy

The disciplines represented at the Faculty of Earth Sciences, Geography and Astronomy focus on elementary questions of human existence: How was the universe formed? And the Earth? How could life develop on our planet, and how has it evolved? How has Earth evolved to its present state, and can its future development be predicted? These questions form the background to major societal challenges and issues of the present day: environmental change and environmental pollution, a changing climate, water resources, biodiversity, migration and population dynamics, the sustainable use of resources and the resilience of natural systems. The scientists of the Faculty research and teach these topics at an interdisciplinary level, using the well-established methods of natural and social sciences.

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Dean

Petra Heinz

Vice-Deans

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3.15. Faculty of Life Sciences

The Faculty of Life Sciences is one of the biggest faculties at the University of Vienna and comprises the academic areas of biology, pharmacy and nutritional sciences. In total, 16 departments, 4 core facilities and 2 large-instrument facilities, the Dean's Office and the StudiesServiceCenter currently belong to it. Around 750 academic staff members and also 250 technicians, laboratory assistants and administrative employees work at the Faculty.

The Faculty of Life Sciences aims at the acquisition of a deep understanding of the principles of life and evolution. On the basis of this knowledge, the Faculty faces the multi-faceted challenges of the future, such as the effects of climate change on biological systems and the nutrition and health of an ageing human population. Basic research provides the basis for society-driven, applied research in order to find solutions to societal challenges and problems based on expertise in biological systems.

The success of basic research at the Faculty is proven, for example, by many acquired projects from European funding programmes (4 ERC Advanced Grants, 4 ERC Starting Grants, 6 Marie Curie ITNs, 6 IMIs) and by the awarding of five Austrian Awards for Excellence, such as FWF START and Wittgenstein as well as 5 thematic doctoral programmes and 1 special research programme/national research networks (SFB/NFN).

Contact

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Dean

Gerhard Ecker

Vice-Deans

Gerhard Herndl, Eva Millesi, Karl-Heinz Wagner

lifesciences.univie.ac.at

3.16. Centre for Translation Studies

In its research and teaching activities, the Centre for Translation Studies deals with all forms of professionally created communication across language and cultural barriers. Translation studies was established as a separate discipline in the 1980s and pursues interdisciplinary approaches. It systematically examines and describes translational and transcultural phenomena at the levels of processes, products and functions. Process-oriented research in this context focuses on the cognitive and action-related processes of translation and transcultural communication, while product-oriented analyses compare, describe and evaluate translations, texts and discourses in transcultural contexts. Function-oriented studies investigate the role, function and reception of translations, translators and transcultural communication in certain cultures, eras, societies and organisations.

Research and teaching comprise the subdisciplines of translation studies, interpreting studies, terminology studies and transcultural communication in particular. Here, fields of activity such as technical translation, literary and media translation, conference interpreting, dialogue interpreting, terminology management, etc. are covered as well as areas such as cultural studies-based transculturation research and multilingualism and also communication management, translation and language technologies, localisation, multilingual content management, technical documentation, diversity management.

Contact

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Head of the Centre

Hanna Risku

Deputy Head of the Centre

Gerhard Budin

transvienna.univie.ac.at/en

3.17. Centre for Sport Science and University Sports

The Centre for Sport Science and University Sports has two institutions assigned to it: The Department of Sport Science combines human and social science, natural science, physiology/sports medicine and coaching approaches in research and teaching. The broad interdisciplinary nature of the disciplines helps make cooperation projects possible in various sport science research areas.

The Centre for Sport Science and University Sports has therefore defined the following key research areas in the Development Plan:

- sport science in the context of natural sciences and medicine
- educational processes related to exercise and sport
- sport science in the context of human and social sciences.

The University Sport Institute offers students, staff and graduates of the University of Vienna a choice of more than 2,000 courses from various sports.

Contact

Office of the Centre for Sport Science and University Sports

1150 Vienna, Auf der Schmelz 6

T: +43-1-4277-590 01

Head of the Centre

Arnold Baca

Deputy Head of the Centre

Otmar Weiß

zsu-schmelz.univie.ac.at/en

3.18. Max F. Perutz Laboratories (Centre for Molecular Biology)

After the foundation of the Medical University of Vienna on 1 January 2004, the University of Vienna and the Medical University of Vienna set themselves the goal of intensifying and continuing to expand the cooperation in the area of molecular life sciences. The organisational umbrella is provided by the Max F. Perutz Laboratories (MFPL), founded in March 2005 – a joint subsidiary of both universities that incorporates the Department of Medical Biochemistry (Medical University of Vienna) and the Centre for Molecular Biology (University of Vienna).

Since 2008 11 MFPL junior groups, 4 WWTF Vienna Research Groups for Young Investigators and four tenure track positions have been set up. Together, the MFPL group leaders have won many high-class funding awards. These include two Wittgenstein Awards, 7 ERC Starting Grants, 3 ERC Consolidator Grants and 7 START Prizes. The MFPL also have 6 EMBO members and 2 EMBO Young Investigators in their Faculty. For doctoral and postdoctoral candidates, the MFPL also provide a fascinating environment: an international PhD programme with various thematic areas, more than 50 research groups, excellent research institutions, high-class seminar programmes and the lively international atmosphere at the Vienna Biocenter (VBC) ensure that young researchers find everything they need at this critical stage of their career.

Contact

Office of the Max F. Perutz Laboratories (Centre for Molecular Biology)

1030 Vienna, Dr. Bohr-Gasse 9

T: +43-1-4277-240 01

E: office@mfpl.ac.at

Head of the Centre

Arndt von Haeseler

Deputy Heads of the Centre

Kristin Tessmar-Raible, Peter Schlögelhofer

www.mfpl.ac.at/

3.19. Centre for Teacher Education

The University of Vienna is the largest institution for teacher education in Austria. The Centre for Teacher Education was established in March 2013 in order to combine, strengthen and advance the manifold initiatives aimed at improving the quality of teacher education at the University of Vienna. The centre also aims to become a central contact point for students. The centre is structured like a faculty that is concerned with the area of teaching and learning, focusing primarily on corresponding research and teaching. Together with all the faculties and centres involved in teacher education, future teachers are prepared for the changing requirements of a modern school and are qualified to shape schools as a place of learning and a living environment on the basis of academic expertise. People from all pillars of teacher education can be found at the centre.

The following areas of work in particular are currently located at the centre in Porzellangasse 4:

- Education
- Inclusive Education
- Didactics of Political studies
- The Language teaching and learning research
- Austrian Educational Competence Centers (AECCs)

Contact

Office of the Centre for Teacher Education
1090 Vienna, Porzellangasse 4

Stiege 1, 3rd floor

T: +43-1-4277-602 01

E: zlb@univie.ac.at

Head of the Centre

Manfred Prenzel

Deputy Head of the Centre

Andrea Lehner-Hartmann

lehrerinnenbildung.univie.ac.at/en/



4. Research Networks / Research Platforms Research Clusters

4.1. Research Networks

At the start of 2014, according to the *Organisation Plan*, the first two research networks “Gender and Agency” and “Environment” were set up at the University of Vienna by the Rectorate, initially for a period of three years. In 2015 the research network “Chemistry meets Microbiology”, in 2017 the research network “Interdisciplinary values research” was set up.

To address special responsibilities, the Rectorate may establish inter-faculty research and/or teaching networks for a limited period of time by entering into agreements with the faculties or centres in question.

Research networks help to reach a critical mass in socially relevant topics at the University of Vienna that are intended to be the basis for research platforms and third-party funded projects in the pillar “Societal Challenges” of the EU’s Horizon 2020 framework programme. The participating faculties and centres finance the research networks.

4.2. Research Platforms

For the advancement of especially innovative and interdisciplinary research projects, research platforms acting as organisational units between the faculties and centres can be implemented at the University of Vienna. Research platforms are set up on the initiative of individual academics and groups of researchers. They are dedicated to questions that can be researched only in an interdisciplinary manner and are funded for a maximum of six years. The establishment of research platforms follow announcements.

In the last few years, several of the current research platforms have already been evaluated and extended on account of the positive expert reports they were given. At the moment 19 research platforms are set up.

4.3. Research Centres

Successful research platforms can be converted into research centres after completion of the maximum 6-year funding. Research centres are subunits of a faculty/centre and are partly funded by it. They are established following presentation of a concept that is evaluated internationally. Research centres are regularly evaluated and are financed to a significant proportion by third-party funds. Research centres are only established for the duration of the employment of their head. At the moment there are three research centres established at university of Vienna.

4.4. Research Clusters University of Vienna Medical University of Vienna

The advancement of especially innovative interdisciplinary and translational research projects is supported by the establishment of research clusters between the faculties and centres of the University of Vienna and the Medical University of Vienna. Research clusters are meant to break new ground and to bridge basic research and patient-oriented research (bench-to-bedside). Research clusters are established for a limited period of 3 years based on an international evaluation. This instrument’s aim is to extend the funding for these projects after the end of the funding period by acquisition of third-party funds (e.g. Austrian Science Fund (FWF), Austrian Research Promotion Agency (FFG), EU).

The University of Vienna and the Medical University of Vienna jointly funded 1.3 million euros for the establishment of research clusters for a duration of up to three years. After an elaborate, two-stage selection process based on international reviews, the Rectorates of both universities agreed to fund the following six research clusters selected from a total of 16 full proposals:

Oncology & Infection Biology

Christoph Gasche, Medical University of Vienna, Department of Medicine III, together with Pavel Kovarik, University of Vienna, Centre for Molecular Biology: *Role of disbalanced mRNA stability in the development of inflammation-associated colorectal cancer.*

Imaging & Cognitive Biology

Roland Beisteiner, Medical University of Vienna, Department of Neurology, together with Tecumseh Fitch, University of Vienna, Faculty of Life Sciences: Shared Neural Resources for Music and Language: *Verification and Clinical Exploitation.*

Medicinal / Pharmaceutical Chemistry & Oncology

Thomas Erker, University of Vienna, Faculty of Life Sciences, together with Ulrich Jäger, Medical University of Vienna, Department of Medicine I: *Chalcones and hematological malignancies – a model for the development of a drug optimisation platform in malignant diseases.*

Oncology & Workflow Systems

Michael Binder, Medical University of Vienna, Department of Dermatology, together with Stefanie Rinderle-Ma, University of Vienna, Faculty of Computer Sciences: *Analyzing Health Data for the Evolution of Patient Treatment Processes – Pilot Project Skin Cancer.*

Biological Psychology & Imaging

Claus Lamm, University of Vienna, Faculty of Psychology, together with Rupert Lanzenberger, Medical University of Vienna, Department of Psychiatry and Psychotherapy: *Multimodal Neuroimaging in Clinical Neurosciences: Assessment of neurobiological markers for psychiatric disorders.*

Bioinformatics & Allergology / Immunology / Infectiology

Arndt von Haeseler, Max F. Perutz Laboratories, (University of Vienna/Medical University of Vienna), together with Sylvia Knapp, Medical University of Vienna, Department of Medicine I: *Microbial Infections & Host Immune Response.* The research clusters have been established since 1 May 2011.

Contact

Office of the Rectorate

Johannes Sorz

T: +43-1-4277-100 52

E: Johannes.Sorz@univie.ac.at

<https://www.univie.ac.at/en/research/research-overview/research-at-the-university-of-vienna/>



5. Study Law and Organisation of Studies

5.1. Studienpräses

To provide all members of the University – students, teachers and administrative staff – with the best possible support in study law matters, the position of the Studienpräses was set up at the University of Vienna.

Primarily, the tasks are to deal with study law-related issues (e.g. legal protection in respect of examinations pursuant to section 79 of the Universities Act), ensuring quality standards, quality assurance and quality control (e.g. appointment of assessors for doctoral programmes; ensuring compliance with good academic practice), and also cooperation to ensure compliance with good academic practice for theses through plagiarism checking.

Directors of studies contribute their specialist competence to help fulfill these tasks.

The Office of the Studienpräses is also responsible for the grants system at the University of Vienna and for drawing up implementing provisions and recognition regulations, it deals with second level support for the electronic submission of academic papers and is the first contact point at the University of Vienna for questions on the theme of nostrifications.

Since October 2014 **Peter Lieberzeit** has had the position of the Studienpräses and **Julia Wippersberg** the position of the Vice-Studienpräses.

Contact

Office of the Studienpräses
Main Building of the University of Vienna, 1st floor,
opposite Hörsaal 33
1010 Vienna, Universitätsring 1
T: +43-1-4277-121 51
E: buero.studienpraeses@univie.ac.at

studienpraeses.univie.ac.at (in German)
stipendien.univie.ac.at (in German)

5.2. Directorates of Studies

The organisation of studies at the University of Vienna is handled by the 49 directorates of studies. Depending on the number of students, they are in charge of one large degree programme or several small degree programmes. As “managers of studies including their organisation”, they form the interface between the students, teachers and the University’s administrative staff. The directorates of studies are responsible for a pool of degree programmes, organise the creation of the teaching programme and, together with their teams, handle issues related to study law and the organisation of studies.

Tasks of the directors of studies:

- fulfilling tasks related to the organisation of studies and study law
- planning and organisation of the available courses and examinations
- introduction of measures for quality assurance in teaching
- information and advice for students.

At the University of Vienna there are currently **49 directorates of studies (SPL)**.

<https://www.univie.ac.at/en/about-us/governance-structure/organisation-of-studies-courses/>

5.3. Studies Service Centers (SSC), Studies Service Units (SSS)

Studies service centers (SSC) and studies service units (SSS) are available to students and teachers for any questions concerning current studies.

A studies service center supports the directorates of studies (SPL) in all matters and provides services to students. With some studies, tasks such as the processing of recognitions or of the completion of bachelor's degrees are carried out directly by the studies service units (SSS) in the departments.

The staff of SSC/SSS support the directorates of studies and students:

- by providing legal advice in regard to studying at the University of Vienna up until the completion of a degree programme;

- in all relevant organisational matters;
- in all matters relevant to studies by offering guidance and information.

They serve as hubs and central contact points for students and teachers in the field of studying and teaching.

Their form differs depending on the size of the faculty/centre, the number of directorates of studies that have to be supervised, the number of students and the spatial distribution. At faculties/centres with facilities at several locations, there is a division into one central studies service center and several decentralised studies service units as contact points for students at the geographical focal point of the degree programmes.



6. Service Units / Central Support Units / Special Unit

6.1. Vienna University Library and Archive Services

The Vienna University Library and Archive Services comprise the University Library with the Main Library and 38 special libraries as well as the Vienna University Archive. The service unit's comprehensive range of services is provided by around 300 employees (in full-time equivalents).

The Vienna University Library in figures

Its more than 7 million books (2.7 million of which can be found in the Main Library), the most recent issues of 8.500 print journals, over 600 databases, some 520.000 e-books and over 60.000 e-journals make the Vienna University Library the academic information centre for the members of the University of Vienna and the general public. Every day some 45.000 online search queries are registered and thousands of books are borrowed, have their due date extended or are used on site.

Printed collection

At the special libraries the literature is selected by the respective heads and at the Main Library by subject specialists. While the Main Library mainly collects general, introductory and interdisciplinary works, the special libraries focus on specialist literature. A library card is required for borrowing books. It is available from the library card counter of the Main Library and at most of the special libraries upon submission of an official identity card. The library card is valid at all locations of the Library.

Electronic resources

The databases, e-journals and e-books licensed by the Vienna University Library are available via the Library's website. Different types of access exist depending on the respective licence: some resources are reserved for university members (registration via u:account), others can be accessed within the network of the University of Vienna without registration and from outside the university premises via VPN login, while others are accessible without restriction.

Research-supporting services

Research documentation at the University of Vienna (ucris.univie.ac.at) aims to record research achievements (publications, lectures, third-party funded projects, functions in bodies, etc.), PHAIDRA (Permanent Hosting, Archiving and Indexing of Digital Resources and Assets) serves as a digital asset management system with a digital preservation function (phaidra.univie.ac.at). Vienna University Library and Archive Services provide a wide range of infrastructure services for open access publications (openaccess.univie.ac.at), including the institutional repository u:scholar, which serves to collect and present the research output of the University of Vienna in full text (uscholar.univie.ac.at). The Bibliometrics team supplies academics, departments, faculties and other decision-makers.

Vienna University Archive

The Vienna University Archive is responsible for preserving, examining, classifying, disseminating and making accessible historical written records of the University of Vienna and the collections related to the University's history for the purpose of university administration, academic research and teaching and for representing justified personal interests.

The collections at the University of Vienna

One central support unit of the Library and Archive Services is responsible for systematically recording and presenting all collections and facilities to be found at the different departments of the University of Vienna for teaching and research purposes in order to enhance awareness of these both among the staff and the students of the University of Vienna and among the interested public.

Contact

Vienna University Library and Archive Services
1010 Vienna, Universitätsring 1
T: +43-1-4277-151 40
E: helpdesk.ub@univie.ac.at

Head

Maria Seissl

Deputy Head

Wolfgang Nikolaus Rappert

bibliothek.univie.ac.at/en/

6.2. Accounting and Finance

The Accounting and Finance service unit is responsible for all financial affairs of the University of Vienna. This includes, in particular, current financial accounting, preparation of the annual report, budgeting and controlling as well as reporting for the entire University. Accounting and Finance comprises some 55 employees and is organised in 10 teams (5 each in financial accounting and controlling) as well as 2 central support units.

In its capacity as a service unit, Accounting and Finance sees customer orientation and innovation in its provision of services as its key objectives. Its main tasks are the support of university members in all financial matters, the preparation of information for strategic decision-making by the university management and the operational implementation of strategic measures and projects.

Areas of responsibility in financial accounting

- preparation of the monthly, quarterly and annual reports of the University of Vienna also of those relating to the different shares of the University of Vienna
- ongoing accounts payable, accounts receivable and asset accounting
- handling of third-party funded projects from the perspective of accounting pursuant to sections 26 and 27 of the Universities Act 2002 and project settlement for projects pursuant to section 26 of the Universities Act 2002
- responsibility for the liquidity management of the University of Vienna

Areas of responsibility in controlling

- support for target agreements and performance agreements
- budget preparation and management of the budget distribution process within the University
- ongoing personnel, physical resources and investment controlling
- reporting as part of monthly, quarterly and annual reports
- provision of a decentralised reporting system via SAP R/3 and COGNOS
- preparation of cost and activity accounting
- controlling in the field of teaching
- third-party funds controlling

- responsibility for the contents of the university-wide reporting system (data warehouse)
- preparation of the Wissensbilanz (intellectual capital report)

finanzwesen.univie.ac.at (in German)

Contact

Accounting and Finance

1010 Vienna, Universitätsring 1

T: +43-1-4277-125 01

E: rechnungswesen@univie.ac.at

Head

Alexander Hammer

Deputy Head

Gerald Buchgeher

6.3. Research Services and Career Development

With about 17 employees (in full-time equivalents), the Research Services and Career Development service unit of the University of Vienna provides a wide range of services for staff members and doctoral candidates in the fields of research, legal advice, knowledge and technology transfer and the Center for Doctoral Studies.

The Research Services' staff advise young and well-established academics on different national and international research funding programmes. They support applicants for third-party funded projects.

The Knowledge and Technology Transfer team advises on all issues related to intellectual property and technology transfer (reporting of employee inventions, exploitation strategy, patent registrations) and – jointly with the lawyers of the Legal Advice team – supports the drafting of cooperation agreements in the fields of applied and contract research. Our Legal Advice section is also available for consultation on legal queries related to research projects as well as for negotiations and preparations of agreements related to exploitation activities.

Services for researchers

- information about current calls for research funding programmes (within the University, national and international, especially related to the EU framework programme Horizon 2020)
- advice on the submission of applications for third-party funded projects (e.g. calculation support)
- workshops and training for successful applications
- support in legal matters related to agreements, cooperation agreements, copyright and exploitation
- advice for inventors and on exploitation
- cooperation in knowledge transfer activities
- research funding counselling for newly appointed professors: upon the request of newly appointed professors and newly recruited postdocs, Research Services will gladly hold a consultation discussion in which it provides an overview of the funding landscape as well as tips and tricks for the successful submission and implementation of applications;

- EU project management: support in the implementation of major projects, support for project coordinators

Center for Doctoral Studies

The Center for Doctoral Studies is part of the Research Services and Career Development service unit and the central point of contact for queries related to doctoral programmes at the University of Vienna.

One key task of the Center for Doctoral Studies is to support doctoral candidates in pursuing and completing their dissertation projects.

Contact

Research Services and Career Development
1090 Vienna, Berggasse 7

T: +43-1-4277-182 24

Head

Lucas Zinner

Deputy head

Vivian Rainer

forschung.univie.ac.at/en

doktorat.univie.ac.at/en

6.4. International Office

The International Office acts as an information platform and service provider in the field of internationalisation and international relations of the University of Vienna.

They support and advise members of the University in all international tasks, especially in bilateral cooperation queries. The International Office plays a significant role in the implementation of the internationalisation strategy of the University of Vienna.

In close cooperation with the faculties, the International Office continually develops internationalisation programmes (education projects, international range of courses, mobility programmes) for students, academics and the non-academic university staff.

The International Office considers the management of mobility programmes as its main task in order to prepare students for a globally connected world.

Contact

**International Relations –
International Office**

Infopoint

Johanna Rieckh

1010 Vienna, Universitätsring 1

T: +43-1-4277-18 241

E: johanna.rieckh@univie.ac.at

Head

Lottelis Moser

Deputy head

Karin Krall

international.univie.ac.at/en

6.5. Corporate Communications

The Corporate Communications service unit sees itself as the central hub of external and internal communications of the University of Vienna. It makes a substantial contribution towards ensuring that the University of Vienna is perceived as a modern and excellent research and educational institution.

Corporate Communications covers the following areas:

- press services, uni:view, the online newspaper, social media and media monitoring
- publications and corporate design, English service
- web management and web services
- merchandising: items of the University of Vienna.

Links to the information channels of the University of Vienna:

Homepage

www.univie.ac.at/en/

Media portal

medienportal.univie.ac.at/uniview

Facebook

www.facebook.com/univienna

Twitter

twitter.com/univienna

Youtube

www.youtube.com/user/univienna

Instagram

instagram.com/univienna

Flickr

www.flickr.com/photos/univienna

Intranet

<https://weblogin.univie.ac.at/>

<https://public.univie.ac.at/en/>

<https://medienportal.univie.ac.at/uniview/>

Contact

Corporate Communications

1010 Vienna, Universitätsring 1

T: +43-1-4277-175 01

E: public@univie.ac.at

Head

Cornelia Blum

Deputy head

Veronika Schallhart

6.6. Human Resources and Gender Equality

The Human Resources and Gender Equality service unit comprises 4 subunits:

- Human Resources Reporting and IT Coordination
- Gender Equality and Diversity
- Human Resources Administration
- Human Resources Development.

Human Resources Reporting and IT Coordination

Human Resources Reporting and IT Coordination supports the staff and management of Human Resources and Gender Equality in the following fields:

- first level support (i3v) in the field of HR
- further development of the existing i3v/web applications in the field of HR
- support of ongoing operations, especially updating and maintaining the basic i3v data and tables
- compilation of requirements (requirements specifications)
- creation of field documentation and documentation of business processes in the field of HR
- target group-specific basic training in the implementation of new application packages
- assignment of authorisations
- development and management of IT projects in the field of HR.

Gender Equality and Diversity

Gender Equality and Diversity is a coordination and service provider of the University of Vienna. This section was set up in the autumn of 2000 and is part of the Human Resources and Gender Equality service unit. Its main tasks comprise the development and implementation of measures to promote women and equality initiatives at the University of Vienna, and additionally the section is also dedicated to the topic of diversity.

Human Resources Administration

In the field of human resources administration, the best possible support for all employees has top priority for the service-oriented Human Resources and Gender Equality service unit of the University of Vienna. This objective is ensured by making administrative procedures as non-bureaucratic as possible, fulfilling tasks

efficiently and quickly, and cooperating as smoothly as possible with the Works Councils and the Equal Opportunities Working Party.

Human Resources Administration covers the following areas:

- Personal Services
- Personal Services External Teaching
- University Office Administration
- Duty Trips
- Payroll
- Tenure Tracks/Qualification Agreements
- Positions/Budget.

Human Resources Development

Human Resources Development offers the staff of the University of Vienna a wide and diversified range of continuing education programmes in the form of seminars, IT courses, curricula and various individual measures. The seminars, which can be attended free of charge by the university staff, are geared towards the latest developments in the university sector, demand and requirements in the academic sphere and in administration as well as the employees' requirements. A new seminar programme is drawn up for each semester and is available online at the latest one month before the beginning of the semester.

personalwesen.univie.ac.at/en/for-personnel/human-resources-development
jobcenter.univie.ac.at/en
jahresgespraeche.univie.ac.at/en

Contact

Human Resources and Gender Equality

1010 Vienna, Universitätsring 1

T: +43-1-4277-123 00

E: personaladministration@univie.ac.at

Head

Irene Rottensteiner

Deputy Head

Christina Winter

personalwesen.univie.ac.at/en

6.7. Postgraduate Center

The Postgraduate Center is the competence centre for professional continuing education and training of the University of Vienna. It offers around 50 master's programmes, university continuing education and training programmes and certificate courses in the fields of "education and social care", "health and natural sciences", "international affairs and business", "communication and media" as well as "law". This service unit for postgraduate continuing education and training and for lifelong learning at the University of Vienna currently employs more than 40 staff members.

The portfolio of the Postgraduate Center is complemented by corporate programmes, lifelong learning projects and interdisciplinary series of events and projects aiming to create networks between the world of academia, economy and society. The Postgraduate Center is also actively involved in the Austrian and international discourse on lifelong learning.

Contact

Postgraduate Center

Campus of the University of Vienna

1090 Vienna, Spitalgasse 2, Hof 1

T +43-1-4277-108 00

E: info@postgraduatecenter.at

Head

Nino Tomaschek

www.postgraduatecenter.at/en

6.8. Facility and Resources Management

The Facility and Resources Management service unit (RRM) is responsible for the entire facility management of the University of Vienna. Facility and Resources Management is in charge of supplying the University of Vienna with all necessary resources and services (such as rooms, office equipment, energy, surveillance, cleaning, etc.) including the requirements of occupational health and safety from a technical perspective.

The service unit comprises the following sections:

- Health, Safety and Security
- Procurement, Controlling and Services
- Facility Infrastructure, Logistics and Space Management
- Law, Space and Organisation
- Construction Organisation and Project Management
- Facility and Technical Operations.

Contact

Facility and Resources Management
1010 Vienna, Universitätsring 1
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Head

Bernd Stampfl

Deputy head

Alexandra Kreuter-Hudec

Service number: T: +43-1-4277-127 77
Emergency number: T: +43-1-4277-127 00

rrm.univie.ac.at/en/

6.9. Teaching Affairs and Student Services

In its capacity as a service unit, Teaching Affairs and Student Services supports prospective students, students, teachers, academics and administrative staff of the University of Vienna in the organisation, administration and implementation of studies and teaching.

The focus is on:

- simplifying the administrative procedures for prospective students, staff and students
- developing long-term programmes to further enhance the quality of teaching at the individual level of teachers and at the level of curriculum development in degree programmes and
- providing target group-oriented information about the range of degree programmes and about study- and teaching-related processes.

Admission Office

Prospective students are entitled to enrol at the University of Vienna when they have successfully completed the admission procedure. Different legal provisions apply here depending on the mode of study, nationality and country of origin of the secondary-school leaving certificate/previous education.

Coordination of Student Services

The Coordination of Student Services develops user-oriented processes which are valid throughout the University for the administration of teaching, studies and examinations, coordinates their introduction and supervises the ongoing implementation. In cooperation with the Vienna University Computer Center, this section is responsible for further developing the administrative software i3v and the web applications based on it from a technical perspective.

Contact

Teaching Affairs and Student Services
1010 Vienna, Universitätsring 1
T: +43-1-4277-120 01

Head

Roland Steinacher

Deputy head

Sigrid Stehr

studien-service-lehrwesen.univie.ac.at/en/

6.9.1. Center for Teaching and Learning (CTL)

The Center for Teaching and Learning supports directorates of studies, curricular working groups and teachers with a bundle of programmes aiming at the continual enhancement of the quality of teaching. The focuses are on the professionalisation of teaching competence and on advising on the development and implementation of activities to further develop the quality of the degree programmes on offer.

Contact

Center for Teaching and Learning (CTL)
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Head

Charlotte Zwiauer

Deputy Head

Gisela Kriegler-Kastelic

ctl.univie.ac.at (in German)

6.10. Conference and Event Management

With lecture halls and other rooms at around 60 locations across Vienna, the University of Vienna is one of Austria's leading conference and event venues. More than 1,400 events took place at the University last year in addition to standard curricular teaching activities. Hosting about 280 national and international meetings and 10 to 15 congresses every year, the University of Vienna has contributed to Vienna's eminent position as a conference destination.

The Conference and Event Management service unit of the University of Vienna sees itself as a central point for organising, technically supporting and carrying out events, ranging from international conferences to inaugural lectures of newly appointed professors.

With some 500 events each year (meetings, conferences, exhibitions, etc.) Conference and Event Management provides comprehensive services in addition to being responsible for allocating rooms and also supports events both in the Main Building and at over 60 locations with event technology and services on site. A video conference system in the Main Building makes it possible to communicate with participants worldwide at up to four different locations.

In addition, it provides organisational and technical support for fairs, such as guidance and career fairs for students and graduates at the beginning of each semester. It also organises guided tours of the Main Building for school classes, international groups of students and tourists in German and English. Furthermore, Conference and Event Management supports all graduation ceremonies, organises the Dies Academicus, the annual foundation day of the University of Vienna and coordinates the conferral of honorary doctorates and other awards.

Contact

Conference and Event Management
1010 Vienna, Universitätsring 1
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E: event@univie.ac.at

Head

Falk Pastner

Deputy Head

Florian Krug

event.univie.ac.at/en

6.11. Vienna University Computer Center (ZID)

As a service unit for information and communication technology (ICT), the Vienna University Computer Center (ZID) supports the members of the University of Vienna by providing coordinated IT services. It offers a comprehensive package of IT services to the staff of the University of Vienna. With this access to a modern IT infrastructure, the ZID supports teaching, research and administration.

Services of the ZID:

- u:account
- landline phone system
- official mobile phone
- e-learning (Moodle)
- u:stream (audio and video streaming)
- Wi-Fi (eduroam)
- online storage space (file services)
- online storage space: u:cloud
- online storage space: personal websites
- online storage space: share
- ACOnet FileSender Tool
- u:print - printing and copying
- VPN (Virtual Private Network) – access to services from outside the University data network
- IT courses and information events
- u:book - affordable notebooks
- software
- workstations/remote installation
- MS Exchange Service
- university-wide Wiki
- UNIVIS (U:SPACE) and administration
- Helpdesk – advice and support

<https://zid.univie.ac.at/en/it-services-of-the-zid/>
<https://zid.univie.ac.at/en/it-services-of-the-zid/it-services-from-a-to-z/>

Helpdesk

NIG, ground floor, Stiege II
1010 Vienna, Universitätsstraße 7
T: +43-1-4277-444
helpdesk.zid@univie.ac.at

Contact

Vienna University Computer Center
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Head

Ulf Busch

Deputy head

Markus Ankner

zid.univie.ac.at/en

6.12. Unit for Quality Assurance

The Unit for Quality Assurance (BEfQS) supports the University of Vienna in its commitment to high quality in research and teaching activities and degree programmes. It contributes to the further development of the University's quality assurance system and the concomitant quality criteria, methods and instruments. The ongoing endeavour to adhere to international standards promotes a culture of quality and strengthens the University of Vienna's ability to be responsible for and manage its own affairs. The quality of the own work is subject to regular improvement based on feedback from the University and peers. The Unit for Quality Assurance develops innovative approaches towards quality assurance and development in an international discourse and tests and introduces them jointly with stakeholders inside and outside the University.

Contact

Unit for Quality Assurance

1010 Vienna, Universitätsstraße 5, 3rd floor

T: +43-1-4277-180 01

E: evaluation@univie.ac.at

Head

Michael Hofer

Deputy Head

Lukas Mitterauer

qs.univie.ac.at/en

6.13. Professors' Appointment Consulting Service

With its staff, the Professors' Appointment Consulting Service of the University of Vienna serves as the interface between the Rectorate, service units, central support units, faculties and centres, as well as the candidates for appointments to professorships.

The activities of the Professors' Appointment Consulting Service focus on supporting the Rector in matters related to advertisements for professorships and tenure track positions, appointment negotiations (salary and pension calculations, employment contracts, clarification of resources), retention negotiations, individual evaluations and support for newly appointed university professors (dual career, kindergarten and school places, search for accommodation, etc.).

In addition, it offers all staff advice and support with work-related problems by providing conflict resolution counselling services. The Conflict Resolution team not only offers one-on-one counselling but also, upon request, moderation of conflict resolution talks.

Contact

Professors' Appointment Consulting Service

1010 Vienna, Universitätsring 1

T: +43-1-4277-103 01

E: berufungsservice@univie.ac.at

Head

Gabriela Tröstl

Interim Deputy Head

Andrea Eder

neue-professuren.univie.ac.at/en

6.14. Internal Audit

The Internal Audit central support unit of the University of Vienna was founded in 2005 and examines all institutions, projects and processes of the University for compliance with the principles of efficiency, economy and expediency based on audit rules and the risk-oriented annual audit plan. Internal Audit also helps the organisational units set up and further develop an efficient, functioning and reliable internal control system.

Contact

Internal Audit
1010 Vienna, Universitätsring 1
T: +43-1-4277-104 01

Head

Monika Wageneder

Deputy Head

Herwig Wagner



7. Special Bodies

7.1. Equal Opportunities Working Party

The **Equal Opportunities Working Party** is a collegial body set up by the Senate of the University. It has 21 members (and 42 substitute members) from all groups of university members represented in the Senate. The Working Party is “responsible for combating gender discrimination as well as discrimination on the basis of ethnicity, religion or conviction, age, or sexual orientation by university governing bodies and for advising and supporting the university’s members and governing bodies in connection with these issues” (section 42, para. 1 of the 2002 Universities Act).

The Statutes of the University of Vienna, in particular the **Affirmative Action Plan for the Advancement of Women**, further regulate the responsibilities of the Equal Opportunities Working Party. One of the main tasks of the Working Party is to monitor personnel matters. The Working Party has to receive a list of applicants and a justified selection decision. The Statutes of the University of Vienna also give the Working Party the right to send representatives to habilitation and appointment committees. These representatives are entitled to submit requests, participate in the discussions and have their statements put on record. However, they do not have the right to vote. The members of the Working Party are not bound by any directions in the exercise of their duties. They may not be hindered in the fulfilment of their tasks and may not be disadvantaged in their career advancement as a result of their function at the Working Party. They are obliged to respect official secrecy (also towards the governing bodies of the University). Any reports submitted to the Working Party will be treated confidential. If the Equal Opportunities Working Party has reason to believe that the decision of a university body constitutes discrimination, it is entitled to issue an appeal to the Arbitration Committee within 3 weeks (2 weeks in the case of appointment procedures). The personnel decision has to be suspended until the issue is resolved.

The responsibility to end discrimination based on gender also includes measures in cases of sexual harassment. Persons affected personally and witnesses can contact the Working Party. All reports about cases of sexual harassment are treated strictly **confidential**, and no steps are taken without prior consultation with the contact persons. In such cases, the Working Party offers counselling and assistance and develops suitable measures aimed at combating sexual harassment in cooperation with the responsible university bodies. The effective **eradication of sexual harassment** and the **creation of a non-discriminatory work environment** can only be achieved if all members of the University collaborate.

Do not ignore any incidents that might be discriminatory in their nature or that might involve sexual harassment. Clarify the situation by contacting the office or a member of the Working Party. The Working Party will treat any information you provide strictly confidential.

Contact

Office of the Equal Opportunities Working Party
A-1010 Vienna, Universitätsring 1, (1st floor, room 01.185)

T: +43-1-4277-205 01

E: gleichbehandlung@univie.ac.at

Chair

Richard Gamauf

Vice-Chairs

Ursula Kastner-Koller Marianne Ertl

<http://gleichbehandlung.univie.ac.at>

7.2. Arbitration Committee of the University of Vienna

Handling conflicts in everyday university life sometimes requires assistance from an impartial institution. Therefore, the University of Vienna has set up the **Arbitration Committee** in addition to several other institutions. The Arbitration Committee is obliged to maintain confidentiality by law. As a consequence, all conversations with the Committee are confidential.

The Committee is an independent body that consists of 6 members and 6 substitute members from different disciplines with expertise in mediation and non-discrimination. The Senate, the University Council and the Equal Opportunities Working Party each nominate 2 members and 2 substitute members of the Committee for a term of office of 2 years.

The tasks of the Arbitration Committee according to section 43 of the 2002 Universities Act include:

1. mediating in disputes between university members, for example regarding defamation, problems related to space, strained or lacking atmosphere for conversation, unapproved leaves of absence, dismissal from a function, plagiarism allegations, degradation, disputes regarding editorship or supervision of students;
2. ruling on complaints by the Equal Opportunities Working Party with regard to discrimination on the basis of gender or ethnicity, religious denomination or conviction, age or sexual orientation through decisions of university governing bodies;
3. deciding on objections against the incorrect composition of collegial bodies by the Equal Opportunities Working Party (noncompliance with the statutory quota of 40 % women);
4. deciding on objections against the inadequacy of election proposals by the Equal Opportunities Working Party (noncompliance with the statutory quota of 40 % women).

The Arbitration Committee is not responsible for any matters subject to legal proceedings (e.g. proceedings in study-related affairs, habilitation procedures, as well as procedures pertaining to labour and salaried employees law) and performance assessment (e.g. assessment of exams and academic theses).

Contact

Marion Stahleder
Arbitration Committee
A-1010 Vienna, Schenkenstrasse 8-10
T: +43-1-4277-206 01
E: schiedskommission@univie.ac.at

Chair

Brigitte Lueger-Schuster

Vice-Chair

Helmut Ofner



7.3. Ethics Committee

Mission Statement

“The University of Vienna is committed to conducting research that respects the dignity and integrity of humans, animals and the environment. For this reason, the University of Vienna has established an Ethics Committee which is composed of representatives of various disciplines. The Ethics Committee is responsible for reviewing ethical issues raised by the implementation of research projects. Researchers at the University of Vienna can turn to this committee when their work touches upon ethically relevant aspects and they wish to ensure that their research projects adequately respect the fundamental values of human dignity, liberty and health and do not violate the legal provisions pursuant to the Ethics Committee section in the Statutes of the University of Vienna.”

It is also owing to the Ethics Committee and its broad interdisciplinary expertise that the University of Vienna is aware of the necessity to strongly encourage its academic staff to observe ethical principles and to adhere to the principles of good academic practice.

Research projects submitted to the Ethics Committee for assessment have to fulfil the following requirements:

- University project
- Third-party-funded research project at the University of Vienna (including project number/cost centre number)
- Doctoral thesis (PhD thesis)
- Master’s thesis/diploma thesis (submission possible by the supervisor or body responsible for study matters)

The Ethics Committee of the University of Vienna does NOT assess the following projects:

- Projects that are not carried out by the University of Vienna
- Projects that have already started or have already been completed
- Projects for which other ethics committees (e.g. the ethics committee of the Medical University of Vienna) are responsible

Contact

Queries to the Ethics Committee via:

Valerie Toriser

Unit for Quality Assurance

1010 Vienna, Universitätsstrasse 5

T: +43-1-4277-180 04

E: ethikkommission@univie.ac.at

<https://ethikkommission.univie.ac.at/mission-statement/>

7.4. Office of the Ombudsman of the University of Vienna for ensuring compliance with good academic practice

The **Office of the Ombudsman** of the University of Vienna is the first point of contact for researchers who are raising allegations concerning academic misconduct. The Rector appoints two experienced internationally renowned academics as the Ombudsperson and Vice-Ombudsperson.

The Rectorate appoints a **standing committee** that investigates any information provided as well as allegations regarding academic misconduct. On the basis of the free appraisal of evidence and the principle of material truth, the Committee examines whether there has been academic misconduct. When dealing with pending cases, it has to examine all incriminating and exculpatory evidence.

The Office of the Ombudsman is coordinated by the Unit for Quality Assurance. Please submit all documents (e.g. publications) relevant to the allegation before your first meeting with the Ombudsperson.

The University of Vienna is a member of the **Austrian Agency for Research Integrity**. Of course, it is up to you to approach the Agency directly. For plagiarism allegations regarding diploma theses or doctoral theses, please contact the **Studienpräses**.

Contact

Claudia Stermsek

Unit for Quality Assurance

A- 1010 Vienna, Universitätsstrasse 5, 3rd floor

T: +43-1-4277-180 01

E: evaluation@univie.ac.at

Ombudsperson

Stefan Hammer

Vice-Ombudsperson

Verena Jantsch-Plunger

<https://www.qs.univie.ac.at/en/services/ombuds-office/>



8. Interest Groups

8.1. The Works Council

The **Works Council** is the representative body of the employees. It is responsible for safeguarding and promoting the economic, social, health-related and cultural interests of the university employees.

The core task of the Works Council is to represent the interests of the employees. The legal basis for its activity is regulated by the Austrian labour constitution act (Arbeitsverfassungsgesetz). The Works Council grants the employees participation rights regarding the university operations that directly affect them, the organisation of workplaces, health protection and other matters. The Chair of the Works Council may participate in the meetings of the University Council, where s/he has restricted voting rights.

The Works Council is the legal representative of the employees' solidary interests and also has the power to intervene on behalf of individual employees, for example if they are being disadvantaged by decisions of the employer or decisions taken on behalf of the employer.

The members of the Works Council are obliged to maintain **confidentiality**. They are only allowed to share information entrusted to them by individual employees with people outside the Works Council, if the relevant employee has expressly authorised them to do so.

In addition to representing the staff and individual employees, the Works Council also has an information, steering and communication function at the University. It is – simply put – the link between the employees and university management. In carrying out its tasks, the Works Council collaborates with the ÖGB (Austrian trade union federation) and the professional association responsible for negotiating the Collective Bargaining Agreement (for the universities: the public service union GÖD), as well as the Austrian Federal Chamber of Labour.

There are two types of works councils at universities. On the one hand, **the Works Council for the General University Staff** and, on the other, **the Works Council of the Scientific Staff**. The two Works Councils form the Betriebsausschuss (works council executive committee) when collaborating on issues relevant to both councils. Working groups in both Works Councils address different topics, such as the negotiation of company-level agreements. The working groups of both Works Councils cooperate closely on certain issues (e.g. data protection, occupational health and safety).

The disability representatives (see item 8.2) have the right to participate in Works Council meetings. The Youth Representative Council (Jugendvertrauensrat, see item 8.1.c) has the right to participate in meetings of the Works Council for the General University Staff.

8.1.a. Works Council for the General University Staff

The Works Council for the General University Staff was newly elected in 2016. Its 17 members represent the 2,500 employees of the *general university staff*. Due to a change in legislation, the next election for the Works Council will be held in 4 years (autumn 2020). After that, elections for the Works Council for the General University Staff will be held every 5 years.

Representatives

17 members

(4 lists participating in the election: UVAB-UG|BIV-AUP|Unsere-Uni|FSG-UP)

Union

Public service union GÖD, federal branch 16 (BV 16)

As mentioned above, the Youth Representative Council (see item 8.1.c.) represents apprentices within the Works Council for the General University Staff.

Contact

Works Council for the General University Staff

A-1010 Vienna, Universitätsring 1

T: +430-4277180 -19201

E: br-aup@univie.ac.at

Chair

Norbert Irnberger

Vice-Chair

Marion Polaschek

<https://braup.univie.ac.at>

8.1.b. Works Council of the Scientific Staff

After the universities were granted full legal capacity in 2004, the first Works Council election had to be repeated in 2006 due to objections. Therefore, elections for the Works Council of the Scientific Staff and elections for the Works Council for the General University Staff do not take place in the same year. The academic staff comprises almost as many full-time equivalents as the general university staff. However, the academic staff comprises many more people in total. Since the election in May 2018, 28 members represent the almost 7,000 employees of the *academic university staff*. In addition, the Works Council of the Scientific Staff also represents the interests of lecturers working on independent service contracts.

Representatives

28 members

(3 parties: GAKU-PLUM-IG; ULV-UG; UPV – Wissen-schaft-Dialog)

Union

Public service union GÖD

Federal branch 13 (BV 13)

Contact

Works Council of the Scientific University Staff

A-1010 Vienna, Universitätsring 1

T: +43-1-4277-19101

E: br-wup@univie.ac.at

Chair

Karl Reiter

Vice-Chairs

Anna Babka, Christian Cenker

<http://brwup.univie.ac.at>

8.1.c. The Youth Representative Council

Companies who employ between 31 and 50 young employees have to establish a Youth Representative Council, comprising 3 members. Young employees are all employees below the age of 18. Apprentices are regarded as young employees until they reach the age of 21. Currently, 45 apprentices are undergoing training at the University of Vienna. The Youth Representative Council is invited to and has the right to participate in the meetings of the Works Council for the General University Staff. The members of the Youth Representative Council are elected for 2 years.

Contact

Works Council of the General University Staff,
Youth Representative Council
A-1010 Wien, Universitätsring 1

Chair

Jakob Engelhart

Vice-Chair

Anton Bilak

8.2. The Disability Representative

Disabled employees receiving special support (i.e. disabled persons with an officially recognised degree of disability of at least 50 %) are not only represented by the responsible Works Council, but also by the Disability Representative in all matters regarding their disability. The Disability Representative is usually elected together with the relevant Works Council. However, only disabled persons receiving special support are entitled to vote for the Disability Representative. The Disability Representative may participate in the Works Council meetings. S/he focuses on the accessibility of all facilities at the University of Vienna and compliance with the Behinderteneinstellungsgesetz (disabled persons employment act) and the *Behindertengleichstellungsgesetz* (disabled persons equality act).

Contact

For general university staff:

Wolfgang Novak

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For academic university staff:

Christina Sichtmann

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T: +43-1-4277-38038

<http://bvp.univie.ac.at>

<http://brwup.univie.ac.at/kontakt/behindertenvertretung/>



Code of Conduct of the University of Vienna

1. Preamble

„The University of Vienna is a place where knowledge for the present and future is generated, shared and critically reflected upon, under conditions of freedom of inquiry and expression. It therewith contributes to the enhancement of scholarship and to the solution of questions which are relevant to mankind and society. The University of Vienna is conscious of its special social responsibility and of the exemplary functions that come with it. It is for this reason that the conduct of the University of Vienna and of all its members shall be in accordance with the law, with the regulations and guidelines issued by the University of Vienna itself, as well as, in particular, with the highest possible academic and ethical standards.

The following Code of Conduct (CoC) is to be understood as a solemn affirmation on the part of the University of Vienna, defined as the community of its members, that it will always remain committed to the aforementioned values and ambitions. The CoC lays down a binding framework of conduct. The members of the University of Vienna shall familiarise themselves with the applicable regulations and guidelines and be conscious of the share which they personally take in this joint responsibility.

2. Good academic practice

Academic integrity is a value of utmost importance. In order to safeguard academic integrity, the members of the University of Vienna shall observe the Guideline of the Rectorate on Good Academic Practice (gute wissenschaftliche Praxis) and shall consult the Ethics Committee (Ethikkommission) of the University of Vienna in such research projects as are further specified in the University Charter (Satzung der Universität Wien). Members of the University shall refrain from any conduct that might, in whatever way or respect, undermine or do harm to the academic integrity of the University of Vienna. Members with an executive function shall act as role models to their staff and shall, to the

best of their ability, support students and junior researchers in developing a corresponding attitude.

3. Relations between members of the University of Vienna

The University of Vienna conceives itself as a community of all its members: individuals of different age and sex, of different social and geographic origin, shaped by different situations in life and by different experiences, world views, and abilities. Hence any dealings between members of the University shall be marked by mutual respect and esteem. Intolerance, discriminating or offensive behaviour, or favouritism, will not in any way be accepted at the University of Vienna; this also applies to third parties (see 4).

Requests on the part of students or other staff members shall always be answered in an appropriate and respectful manner and without undue delay. Members of the University of Vienna shall do their best to resolve conflicts in a problem-orientated manner, in an atmosphere of mutual understanding and respect, and with objectivity and fairness. The de-escalation measures and similar tools provided in the conflict control model of the University of Vienna shall be applied at the earliest possible stage.

Sexual harassment and mobbing of any kind are incompatible with the principle of mutual respect in interpersonal relations; they shall therefore not in any way be tolerated at the University of Vienna, and may prompt sanctions under criminal or labour law. In particular, in relationships of dependency (e.g., executive/staff, teacher/student), it is of the utmost importance to keep an appropriate distance. Where there are personal ties between members of the University of Vienna, and in particular where one of the partners finds him-/herself in a relationship of dependency with the other, all appropriate measures shall be taken to prevent potential conflicts of interest (see 5).

4. Relations with business partners and third parties

As a public contracting authority, the University of Vienna is subject to the Austrian Federal Public Procurement Act 2006 (Bundesvergabe-gesetz 2006). Contract tendering and awards shall be conducted under conditions of fair competition between providers, observing the four-eyes principle and the defined value limits.

Business partners shall be treated politely and with respect. No discrimination on the basis of ethnicity, religion or belief, of sex, sexual orientation, age, or disability shall be tolerated. Requests from business partners or third parties shall be dealt with and responded to within a reasonable period.

Sponsoring, i.e., donations in the form of money, material assets or services by third parties to the University of Vienna, must be transparent and appropriate.

Personal donations (gifts, invitations or other benefits) which are given in connection with the recipient's activities for the University of Vienna are acceptable only if their value is insignificant, and they are not directly connected with past or possible future business transactions. In case of doubt, the disciplinary superior shall be consulted.

5. Conflicts of interest of a personal and economic nature

The University of Vienna will be judged by the conduct and responsibility practised by all its members. Hence the staff (including executives) of the University of Vienna shall be loyal to the University of Vienna and to its key objectives in research and teaching and shall act accordingly. This includes the conscientious fulfilment of duties. In order to prevent conflicts of interest, they shall keep non-university activities and private financial interests separate from their activities at the University of Vienna.

Any person employed by the University of Vienna shall comply with the provisions on disclosure of information and duties to abstain as stated in the individual employment contracts and in the Collective Agreement (Kollektivvertrag) (§ 12), in the Public Service

Act (Beamten-Dienstrechtsgesetz, BDG) and the Federal Act regulating the rights and duties of contractual employees in public service (Vertragsbedienstetengesetz, VBG). They shall also refrain from undertaking any secondary employment that might impair the fulfilment of their obligations towards the University of Vienna.

Staff members of the University of Vienna shall not provide any remunerated services related to their University activities to students who are enrolled at the University of Vienna where the particular staff member is in any way involved in the assessment of student performance in the relevant degree programme.

Staff members of the University of Vienna shall prevent conflicts of interest that might arise through close personal relationships (partiality), e.g., concerning application and hiring procedures, evaluations, or the award of teaching and other service contracts. In the event that a conflict of interest of this kind might arise, the particular member of staff shall disclose the potential conflict in advance and shall, together with the executive in charge, develop a solution that is transparent and fair to all parties. Staff members of the University of Vienna shall likewise disclose any potential conflict of interest that might arise in the context of business transactions (in particular cases of „self-dealing“) in advance and in a documented manner. No such transaction may be concluded without executive approval, given in accordance with the four-eyes principle.

6. Use of resources and the environment

The premises and mobile equipment provided by the University of Vienna (furniture, hardware, software, telecommunication equipment, databases, networks, etc.) are for official use only. Members of the University of Vienna shall use the resources and facilities provided by the University for their designated purpose and in a cost-conscious and responsible manner. The house rules of the University of Vienna shall apply.

Occasional private use of certain ICT equipment will be accepted if such use is minor and provided it does not negatively affect the orderly conduct of University functions, does not serve non-University commercial purposes, or

is otherwise of an improper or abusive nature (e.g., the accessing, storing and forwarding of offensive, discriminatory, racist or sexist content).

The University of Vienna makes efforts to provide a health-seeking working environment. Compliance with the provisions of the Occupational Health and Safety Act (ArbeitnehmerInnenschutzgesetz, ASchG) shall be verified on a regular basis, in accordance with existing legal provisions.

The University of Vienna is committed to the principles of ecological sustainability and environmental protection. The members of the University of Vienna shall act according to these principles and make their personal contribution to the preservation of the environment and energy saving. Subject to financial means, the University shall implement a suitable monitoring process and introduce measures to save energy and prevent or minimise waste.

7. Handling of data and information (confidentiality)

University work involves the handling of classified, confidential or sensitive data. Therefore, the members of the University of Vienna shall make sure they observe the relevant legal provisions when dealing with data and information, during the time of their activities for the University of Vienna as well as after these activities have come to an end.

Members of the University of Vienna shall treat all data and information with special care and sensitivity, even when not explicitly marked as confidential, during the time of their activities for the University of Vienna and after these activities have come to an end.

They shall be mindful of data protection, in particular when passing on information or data to others (within or outside the University). The members of the University of Vienna shall make efforts to take appropriate precautionary and protective measures of a technical nature, in particular when processing electronic information and data and when accessing data on mobile devices.

8. Executive responsibilities, including financial administration

The University of Vienna bears significant social responsibility and also has important exemplary roles in the area of management and financial administration. Staff members of the University of Vienna shall therefore carry out their duties in accordance with the principles of lawfulness, appropriateness, economy and transparency. In financial transactions, they shall observe the principles of risk minimisation and conservation of value.

Executives shall take financial responsibility for the unit they are in charge of, bearing in mind the overall interests of the University of Vienna, and shall, together with their staff, ensure the efficient use of resources and seek to serve the commercial and academic interests of the University of Vienna.

Executives carry duties of an organisational and supervisory nature and bear responsibility for the members of staff entrusted to them. However, this responsibility does not exonerate individual members of staff from their own personal responsibility.

Executives shall know the legal provisions which are pertinent to their work and that of the unit entrusted to them, or at least familiarise themselves with the legal framework within a reasonable period of time.

Executives shall confer on their staff as many responsibilities and grant as much freedom as is appropriate. They shall ensure, by way of suitable supervision measures, compliance with the relevant laws and the internal regulations of the University of Vienna.

With regard to transactions made on behalf of the University of Vienna, staff members shall observe the relevant internal regulations of the University of Vienna including, specifically, the four-eyes principle.

Executives shall assess the qualification and abilities of staff members, with regard to the tasks entrusted to them, according to objective standards. Subject to the available resources they shall implement measures of human resources development, e.g., training and further education.

Executives shall encourage their staff to engage in the further development of internal structures and workflows and to make suggestions for improvement. Such suggestions shall always be taken seriously.

9. Implementation, reports and complaints

It is a joint task of all members of the University of Vienna to take account of the prominent role that universities in general – and the University of Vienna in particular – have in society. Every single member takes a share in the joint responsibility that rules of conduct will be observed. Members with an executive function carry a special responsibility for the implementation of and compliance with the provisions set out in this CoC.

In the light of this joint responsibility, complaints that the CoC has been breached may be addressed to the direct superior. Where the CoC has been breached, every member of the University also has the right, if necessary, to call on the head of the relevant Faculty or Centre or on the Rectorate. Any individual who is dealing with a complaint (e.g., executive, head of a unit) shall treat the complaint as confidential. Anonymous complaints will normally not be dealt with.

Individuals who, in good faith, call on their superior, the head of Faculty or Centre or on the Rectorate with regard to a suspected breach of the CoC – regardless of whether the allegations later prove to be justified or not – must not incur any disadvantage because of their action, especially not from their superiors.“

This information brochure for new employees at the University of Vienna has been created with helpful support and assistance in content matters by many colleagues in the central support units, service units, faculties and centres. A big thank-you to all of them!