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# START UP

Welcome!  
Information for new employees

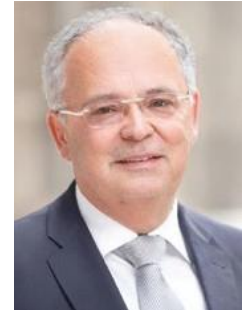


## WELCOME!

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*. It gives you general information on the University of Vienna, in particular its organisational structure and the tasks of the individual units.



With more than 9,600 employees and about 94,000 students, the University of Vienna is Austria's largest educational 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.

Located in the heart of Europe, the University of Vienna is part of the European Research and Higher Education Area. The University of Vienna is Austria's largest research and educational institution. Moreover, most of Austria's teachers are educated at the University of Vienna. About 30 % of Austrian university students are enrolled at the University of Vienna. The University of Vienna continues striving to create internationally comparable study conditions, which requires political decisions on the legal framework and on funding options. From this self-conception of the University of Vienna comes the objective of offering a range of degree programmes that is in line with the Bologna framework and attractive to international students.

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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# Gehirnschmalz

seit 1365







## 1. UNIVERSITY OF VIENNA – NEW SINCE 1365...

### 1.1. THE DEVELOPMENT PLAN – UNIVERSITY OF VIENNA 2020

*Upon the proposal of the Rectorate following consent by the Senate, the Development Plan of the University of Vienna was unanimously approved by the University Board on 23 January 2015.*

The University of Vienna celebrated its 650th Anniversary in 2015. The whole programme aimed at increasing the visibility of the significance of research and teaching for various areas of life. What impact do the University's activities have? The anniversary year tried to give answers to this question in the form of various activities.

The progress over the last 10 years has impressively shown 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 and also the third-party funds it has attracted and the research awards it has won. The number of students enrolled as well as the number of graduates has grown considerably in many degree programmes. During the academic year 2014/15 9,600 students graduated at the University of Vienna.

With the *Development Plan: University of Vienna 2020*, the University has put its **strategic planning** into words. In the *Development Plan* the University not only sets out its objectives but also shows how the University of Vienna plans to deal with upcoming challenges. Improving the quantitative student-teacher ratios and maintaining the international research reputation are the key issues at the University of Vienna. The extent to which the pursued goals can be achieved very much depends on the future funding of the University. The performance agreements and therefore the budget for the years 2016-2018 were negotiated in the autumn of 2015.

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 profile of **research** at 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 highly qualified disciplinary research and at the same time crosses and newly defines the boundaries of programmes and disciplines in cooperation. The academic focuses of recent years are being continued with the addition of new elements, e.g. in the form of the promotion of interdisciplinary research via the tool of **research platforms** and the establishment of inter-university **research clusters**.

Research at the University of Vienna has an excellent **international reputation** in many areas. Research and education, both are international. Therefore, it is important for the University of Vienna to increase the mobility of academics and students, whether with stays abroad at partner universities, for example as part of the Lifelong Learning Programme of the European Union, or with research stays by academics at the world's best research institutions. Despite particularly difficult financial



framework conditions, our academics demonstrate top achievements compared to other institutions of high international renown. **Appointments to professorships** and **tenure track positions** are essential for providing new stimulus to the respective disciplines. The further development of research at the University requires that the creative and innovative potential of young researchers in particular is respected and thus an appropriate form of **promoting young academics** committed to the principle of appreciating performance is set up. The success of appointments and the strength of young academics are reflected in areas such as the successful acquisition of **third-party funding**. In the last five years, the University of Vienna has managed to almost double EU third-party funds. 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** that comprises aspects such as the transfer of interdisciplinary competences and individual doctoral thesis agreements.

In the area of **studying and teaching** the focus is still on the newly designed introductory and orientation period. 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. The University of Vienna offers a highly varied range of degree programmes, which enables students to focus on many individual areas. The **Bologna process** will unfold its full potential if greater flexibilisation is achieved, i.e. if someone pursues a master's programme in Bioinformatics after a bachelor's programme in Mathematics, for example. This creates qualifications for completely new occupational fields, and these possibilities need to be increased. This and the establishment of appropriate **student-teacher ratios** have high priority for the university management.



One of the key tasks of the University is also 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 subjects. Since 2013 the University of Vienna has a **Centre for Teacher Education**. This centre acts as a central body for all teacher education matters, including cooperation with other institutions.

**Studying** at the University is closely **connected with research**. One particular strength of the University of Vienna in this respect lies in 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). When studying in a **bachelor's programme**, students can already gain insight into other studies by selecting extension curricula, preparing themselves 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 extent to which the University of Vienna can achieve the objectives set out in the *Development Plan* depends not only on the motivation and the commitment of all university members but also on the available resources. The structuring possibilities of the University reach their limits when the imbalance between possible student-teacher ratios at the University and the number of **new entrants** becomes too great. The University of Vienna provides its students with world-class teachers and courses. This is demonstrated in particular by the new appointments of internationally renowned academics in the last few years. This quality concerning the range of degree programmes can only benefit students when the 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 %. Increasing the budget to **improve the student-teacher ratios** is urgently required, as is the regular renewal of the device infrastructure to **maintain international competitiveness** 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

2015 was a special year for the University of Vienna and for its **9,700 employees, 93,000 students** and also for its alumni/ae. In **2015** the University of Vienna celebrated its **650th Anniversary**.

In today's knowledge societies, universities are vital for the country's social, economic and cultural development. This applies in particular to the University of Vienna – it is, after all, by far the **largest university** and the **university with the broadest range of disciplines in Austria**.

The importance is reflected in the high number of **research projects** carried out, in the **research awards** presented to academics from the University of Vienna and in the results of regular evaluations of research, for example. The academic diversity is also the basis of an **extensive, internationally attractive range of degree programmes**.

The University of Vienna endeavours to ensure that the public is aware of its achievements in research and teaching, its significance for all areas of life and also the opportunities of cooperating with the University. A clear and comprehensible picture of the effect and effectiveness of research and teaching at the University of Vienna needs to be communicated.

### 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 academic organisational units of the University of Vienna are the **15 faculties and 4 centres**. These are managed by the deans and heads of the centres. The Centre for Teacher Education was set up in 2013.

The creativity and commitment of around 6,900 academics are the 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) and also the establishment of a network for research activities at a national and international level. The University is trying to particularly take these aspects into account in its organisational and development planning.

[www.univie.ac.at/en/research](http://www.univie.ac.at/en/research)

### The range of degree programmes and courses

With around 93,000 students and more than 180 degree programmes at bachelor, master, 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.

The more real the knowledge society becomes, the more branches are knowledge-driven in their development and the more important become ongoing further and new qualifications of employees for the respective employers. By studying at the University of Vienna, students acquire the basic competences that make it possible



to constantly adapt to new requirements of 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.

Doctoral candidates have a choice of more than **80 fields of doctoral research**. The structured **doctoral programmes** of the University of Vienna (in particular **FWF thematic doctoral programmes**) add one-on-one supervision to doctoral programmes and, as an alternative option, offer group supervision for doctoral theses. From 2016 Vienna Doctoral Academies (VDA) and Vienna Doctoral Schools (VDS) will be set up at the University of Vienna. These will go beyond what is offered by the respective directorates of doctoral studies (DSPL) to bring together the most committed doctoral candidates and supervisors and, in addition to particular support for subject-related academic work, will also promote the interdisciplinary communication skills of doctoral candidates and supervisors. Vienna Doctoral Schools focus on the formation of cohorts by enabling specialist exchange beyond the limits of research groups and are a platform for the announcement of doctoral positions, while Vienna Doctoral Academies focus on the quality assurance and timely completion of the doctoral programme by means of improved supervision mechanisms. In addition, the University of Vienna has set itself the goal of promoting individual doctoral projects. This is done via the **uni:docs programme**. The Center for Doctoral Studies was created to support doctoral candidates and help them finish their dissertation projects successfully.

**49 directorates of studies** are responsible for areas including the planning and organisation of the range of courses and the examinations, the introduction of measures to ensure quality assurance in teaching, the fulfilment of tasks related to the organisation of studies and study law, and providing information and advice for students (together with the Austrian National Union of Students and the counselling services of the University, e.g. Student Point).

[www.univie.ac.at/en/study](http://www.univie.ac.at/en/study)

## Internationality

In the majority of disciplines represented at the University research is conducted in broad areas in intensive **cooperation with international colleagues**. Outstanding research achievements are usually the product of such cooperation.

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

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 European University Association (EUA) and Network of Universities from the Capitals (UNICA). It also has a network 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

Academic knowledge, technology and **courage to innovate** are absolutely essential requirements in order to be able to face the challenges of society. The development towards a **knowledge society** depends on being able to provide new knowledge and also communicate and apply it. Universities as places of research and teaching play a leading role in this process.

Enthusiasm for academic knowledge and an understanding of its contribution to solving the major societal issues must be generated before studies begin. During the studies, the University already wants to strengthen the connection to society and increase the practical relevance of the study contents. It also wants to become involved in initiatives that educate people by providing a deliberate link between academic knowledge and practical involvement. In university-based teaching, academic learning needs to be combined with social commitment in the interest of ensuring the ability to innovate in society overall.

Innovation usually emerges from the findings of high-quality basic research. As a consequence of ever shorter planning periods in society and the economy, university-based research that is interdisciplinary and pursues long-term goals is particularly important. Excellent basic research thus makes the University an attractive cooperation partner for commercial enterprises.

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 this to the general public. The goal of the University is to fulfil its role as a **pioneer of society** and therefore be seen to a greater extent as an organisation with **awareness of values, quality and innovation**. The activities in the anniversary year 2015 were also carried out with this goal in mind. 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. 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 substantial 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 *Universitäts-Organisationsgesetz*** 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 department), while the collegial bodies – in particular the Senate but also the faculty councils and the departmental conferences were in charge of strategic decisions and the 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 *Ange-stelltenengesetz* (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.



## ORGANISATION CHART (AS AT JANUARY 2015)

### 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

16 Research Platforms

### interest groups

Works Council for the General University Staff  
Works Council of the Scientific Staff  
Austrian National Union of Students

### study law and study Organisation

Studienpräses  
49 directorates of studies

### divisions

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  
Arbitration Committee







## 2. UNIVERSITY MANAGEMENT

### 2.1. THE UNIVERSITY BOARD



Eva Nowotny

The University Board is the senior governing body at the University of Vienna. The way its members are appointed means the University Board cannot be dominated "from outside". When fulfilling its tasks, it also acts as an interface to the public sector and to society.

It consists of nine members who are appointed for a term of office of five years (currently until February 2018). 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 given the task of 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 areas including 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.

[www.univie.ac.at/universitaetsrat](http://www.univie.ac.at/universitaetsrat) (in German)

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**Head of the Office**  
Christoph Gnant

**Eva Nowotny** (Chair)  
**Marlis Dürkop-Leptihn**  
**Anneliese Stoklaska**  
**Johannes Ditz**  
**Ursula Lehmkuhl**  
**Johannes Schnizer**  
**Georg Winckler**  
**Bärbel Friedrich**  
**Hermann Hauser**



## 2.2. 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. The vice-rectors are recommended by the Rector and are also appointed by the University Board.

The tasks of the Rectorate include, in particular, **creating the *Organisation Plan* and *Development Plan*** to be presented to the Senate and the University Board. The Rectorate also defines the essential requirements for the **strategic direction 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.

### Heinz W. Engl Rector

Heinz W. Engl has been Rector of the University of Vienna since 1 October 2011. In May 2014 he was appointed for another term of office until 30 September 2019. In 2007 Heinz W. Engl moved to the University of Vienna as Vice-Rector for Research and Career Development. 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 further 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 countries including 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 Minister
- 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 unless they concern projects according to section 27, para. 2 of the 2002 Universities Act.



**Heinz Faßmann**

**Vice-Rector for Research and International Affairs, Deputy of the Rector**

Geographer, specialising in migration and urban research, from 2011 to 2015 Vice-Rector for Human Resources Development and International Relations at the University of Vienna, since 2011 Chair of the Expert Council for Integration at the Federal Ministry of the Interior, full member of the Austrian Academy of Sciences (ÖAW), from 2006 to 2011 Dean of the Faculty of Earth Sciences, Geography and Astronomy, from 2003 to 2009 member of the Senate of the University of Vienna (professors' curia spokesperson), in 2000 appointed at the University of Vienna, from 1996 to 2000 professor at the Munich University of Technology.

**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 the perception of the Rectorate's competency 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<sub>x</sub> (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 collaboration with the Rector. On a case-by-case basis, the General Secretariat of the Rectorate can be entrusted with this coordination.

#### 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 University of Tübingen, 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, whereas 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.

[rektorat.univie.ac.at/en/home](http://rektorat.univie.ac.at/en/home)

#### 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, respectively.

[rektorat.univie.ac.at/en/rectors-office](http://rektorat.univie.ac.at/en/rectors-office)

#### Contact

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**Rector Engl**  
**Vice-Rector Schnabl**  
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 right wing  
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**Rectorate B**  
**Vice-Rector Faßmann**  
**Vice-Rector Hitzenberger**  
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**Head of the Office of the Rectorate**  
**Claudia Kögler**

**Deputy Head of the Office**  
**Cornelia Blum**

### 2.3. SENATE

The Senate is a representation **body of all members of the University** and one of the senior governing bodies of the University. Here 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 *HochschülerInnen-schaftsgesetz* (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; from 1 January 2014 onwards submission of expert reports in appeal procedures
- **organisational law**: issuing and amending the statutes; cooperation in 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**: use of the committees and appointment of 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 and also
- the **Appeal Committee** for handling appeals in the area of study law.

The Office of the Senate supports the Senate and the collegial bodies used 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).

[senat.univie.ac.at](mailto:senat.univie.ac.at) (in German)

#### Contact

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#### Chair of the Senate

Michael Viktor Schwarz

#### Vice-Chairs

Michaela Schaffhauser-Linzatti  
Christian Albert







### 3. FACULTIES AND CENTRES

#### 3.1. FACULTY OF CATHOLIC THEOLOGY

With around 1,200 students, 8 departments, around 70 academics and also 19 members of administrative staff, the **Faculty of Catholic Theology** is the biggest faculty of its kind in Austria. In 2009 it celebrated 625 years of existence, making it the oldest continually existing Catholic theology faculty in the German-speaking area (1384).

##### Research platforms

- Religion and Transformation in Contemporary European Society
- Ethics and Law in Medicine
- Vienna Eastern Europe Forum

##### Centres

- Research Centre Human Rights
- Centre for Teacher Education

##### Thematic areas

- philosophy, social ethics and study of religion
- biblical studies
- historical theology and Eastern Church ecumenism
- systematic theology
- practical theology

##### Key research areas

- religion and transformation
- ethics in religious and secular contexts
- scripture and mysticism
- theological medieval studies

##### Third-party funded projects

- The Historico-Systematic Position of Meister Eckhart's Latin Bible Commentaries (Austrian Science Fund)
- *Gottesrede* in the Gospel of John (Austrian Science Fund – Hertha Firnberg)
- Annotation of Friedrich Nietzsche's *Die Fröhliche Wissenschaft* (Austrian Science Fund)
- The Enarxis of the Byzantine Divine Liturgy (Austrian Science Fund)
- Theological Conflicts of the *Nouvelle Théologie* (Austrian Science Fund – Lise Meitner)
- Monotheismus unter Gewaltverdacht (monotheism under suspicion of violence; private foundation)
- Beratung und Begleitung im Kontext pränataler Diagnostik (advice and support in the context of prenatal diagnosis; private foundation)
- European Values Study 2017/*Wertebildung "Inhalte–Orte–Prozesse"* (formation of values 'contents–places–processes'; Federal Ministry of Science, Research and Economy, private foundation)
- Qualitative Erforschung der Gottsdienstkultur in der Erzdiözese Wien (qualitative research on common worship services in the Archdiocese of Vienna; pastoral office)
- Pastorales Forum (pastoral forum)

##### Contact

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office.ktf@univie.ac.at

##### Dean

Sigrid Müller

##### Vice-Deans

Jan-Heiner Tück  
Hans Gerald Hödl

### 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. The last few decades in the Faculty's history have been characterised by the expansion of the range of courses in particular.

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.

The following third-party funded projects are currently ongoing:

- Sahidic Version of the Gospel of John
- The Gospel of John and its Original Readers
- The Beginnings of Domestic Religion in Ancient Christianity
- Die Didache im Kontext (the didache in context)
- Edition of Schelling's Theological Writings from his Youth
- Edition of vol. I, 14 of the Historical-Critical Edition of F.W.J. Schelling
- Spiritual Competence
- Pilotstudie LK (pilot study LK).

[etf.univie.ac.at](http://etf.univie.ac.at) (in German)

#### Contact

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#### Dean

Martin Rothgangel

#### Vice-Deans

Rudolf Leeb  
Marianne Grohmann

### 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.

[juridicum.univie.ac.at](http://juridicum.univie.ac.at) (in German)

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#### Dean

Paul Oberhammer

#### Vice-Deans

August Reinisch  
Friedrich Rüffler  
Bettina Perthold

### 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.

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#### Dean

Jean-Robert Tyran

#### Vice-Deans

Gyöngyi Lóranth

Members of the 5 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. In the *Handelsblatt* ranking, which is very significant for the German-speaking area, Business Administration is in second place, and measured by the number of professors, it is still in first place. 3 professors from the Department of Business Administration are included in the top five in the category "life's work".

[wirtschaftswissenschaften.univie.ac.at/en](http://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 2002 Universities Act.

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 key research areas:

- distributed and multimedia systems
- algorithms, software and computing technologies
- knowledge-based process management.

Using modern didactic methods and technologies, the knowledge created through top research at the Faculty of Computer Science is imparted to motivated students – as of winter semester of 2012 in our new faculty building at Währinger Strasse 29, 1090 Vienna. 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.

[cs.univie.ac.at](http://cs.univie.ac.at)

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#### Dean

Wolfgang Klas

#### Vice-Dean

Stefanie Rinderle-Ma

#### Vice-Dean for Teaching

Torsten Möller

### 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. The qualities of the Faculty include the short path between research, academic teaching and the public, for example with the training of teachers for academic secondary schools, higher-level secondary technical and vocational colleges and other initial and continuing education establishments.

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.

[www.univie.ac.at/dekanat-hist-kult](http://www.univie.ac.at/dekanat-hist-kult) (in German)

#### Contact

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#### Dean

Claudia Theune-Vogt

#### Vice-Deans:

Peter Eigner  
Wolfgang Schmale

### 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, 13 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 Studies Service Center Philological and Cultural Studies is located, the new buildings in Sensengasse and the premises in Universitätszentrum Althanstrasse II.

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.

[phil-kult.univie.ac.at/en](http://phil-kult.univie.ac.at/en)

#### Contact

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#### Dean

Melanie Malzahn

#### Vice-Deans

Michael Jursa  
Stefan Hulfeld  
Michael Zach



### 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.

Key research areas – *Development Plan 2020*:

- justification and critique of norms in ethics, law and politics
- theories of knowledge, of science and of the social world
- arts – bodies – culture
- philosophy and education in a global world
- educational spaces
- educational trajectories and transitions
- horizons of education.

#### Contact

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#### Dean

Barbara Schneider-Taylor

#### Vice-Dean

Wilfried Datler

[philbild.univie.ac.at/en](http://philbild.univie.ac.at/en)

### 3.9. FACULTY OF PSYCHOLOGY

The **Faculty of Psychology** consists of the Dean's Office, the Studies Service Center 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 three thematic areas:

- 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 lifelong learning in educational institutions from a psychological perspective, and the psychology of aesthetics.

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#### Dean

Barbara Schober

#### Vice-Deans

Germain  
Weber  
Claus Lamm

[psychologie.univie.ac.at/en](http://psychologie.univie.ac.at/en)

### 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 nine academic institutions: Faculty Centre for Methods in the Social Sciences, Social and Cultural Anthropology, Nursing Science, Political Science, Communication, Sociology, Government, Science and Technology Studies and Austrian Institute for Family Studies (ÖIF). 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 Studies Service Center 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.

In addition, the researchers at the Faculty are currently active in five different university research platforms – Research Platform Elfriede Jelinek, Mobile Cultures and Societies, Religion and Transformation in Contemporary European Society, Responsible Research and Innovation in Academic Practice, Vienna Eastern Europe Forum.

[sowi.univie.ac.at/en](http://sowi.univie.ac.at/en)

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#### Dean

Ulrike Felt

#### Vice-Deans

Gerit Götzenbrucker  
Hanna Mayer  
Wolfgang C. Müller

### 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 also regularly holds further education events for teachers to place additional special focus on the part-time education sector.

The Faculty attracts a lot of third-party funding, faculty members are cooperating (as leaders) in seven major EU projects including two ERC Advanced Grants and an ERC Starting Grant; 72 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).

Members of the Faculty work in key positions at the Erwin Schrödinger International Institute for Mathematical Physics, Vienna and the Wolfgang Pauli Institute, Vienna.

[mathematik.univie.ac.at/en](http://mathematik.univie.ac.at/en)

#### Contact

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#### Dean

Christian Krattenthaler

#### Vice-Deans

Radu Ioan Bot  
Bernhard Lamel

### 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 8 ERC Grants, 5 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.

The Faculty of Physics cooperates with many research institutes in Austria and abroad. There are particularly close cooperation projects with the Institute for Quantum Optics and Quantum Information, the Stefan Meyer Institute for Subatomic Physics and the Erich Schmid Institute of Materials Science of the Austrian Academy of Sciences (ÖAW), the Center for Computational Materials Science (CMS), the Vienna Center for Quantum Science and Technology (VCQ) and also the Austrian Education Competence Center.

The Faculty is involved in three cross-faculty research platforms (ExoLife, QuNaBioS, ESI) and also in the Environmental Sciences Research Network.

[physik.univie.ac.at/en](https://physik.univie.ac.at/en)

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#### Dean

Robin Golser

#### Vice-Deans

Martin Fally  
Philip Walther

### 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 **Faculty of Chemistry** at the University of Vienna focuses on 3 areas: biological chemistry including food chemistry, materials chemistry and computational chemistry. Biological chemistry takes into account that complex biological questions can be answered only from a chemical platform. Materials chemistry is the strategy of replacing the increasingly diminishing natural materials with artificial ones with improved characteristics. The increasingly difficult predictions about complex systems can be achieved only with computer modelling.

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

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#### Dean

Bernhard Keppler

#### Vice-Deans

Veronika Somoza  
Lothar Brecker

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.

[chemie.univie.ac.at/en](http://chemie.univie.ac.at/en)

### 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.

[fgga.univie.ac.at/en](http://fgga.univie.ac.at/en)

#### Contact

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#### Dean

Joao Alves

#### Vice-Deans

Thilo Hofmann  
Stephan Glatzel  
Jürgen Kriwet

### 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 Studies Service Center 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 (3 ERC Advanced Grants, 2 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 4 thematic doctoral programmes and 2 special research programmes/national research networks (SFB/NFN).

The Faculty's key research areas are described below:

- evolution of organismal complexity
- cognition, neuroscience and behaviour
- patterns and processes in plant evolution and ecology
- symbioses
- microbial ecology and ecosystems
- climate change biology

#### Contact

Dean's Office of the Faculty of Life Sciences  
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[dekanat.lewi@univie.ac.at](mailto:dekanat.lewi@univie.ac.at)

#### Dean

Gerhard Herndl

#### Vice-Deans

Gerhard Ecker  
Ulrich Technau  
Karl-Heinz Wagner



- ecology and biodiversity of tropical forests
- nutrition-associated molecular mechanisms of ageing
- drug discovery from nature
- computational life sciences.

[lifesciences.univie.ac.at](http://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.

#### Contact

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for Translation Studies  
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[translation@univie.ac.at](mailto:translation@univie.ac.at)

#### Head of the Centre

Larisa Schippel

#### Deputy Heads of the Centre

Gerhard Budin  
Alexandra Krause

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.

[transvienna.univie.ac.at/en](http://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.

[zsu-schmelz.univie.ac.at/en](http://zsu-schmelz.univie.ac.at/en)

#### Contact

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and University Sports  
1150 Vienna, Auf der Schmelz 6  
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F: +43-1-4277-9 590

#### Head of the Centre

Otmar Weiß

#### Deputy Head of the Centre

Arnold Baca

### 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).

The University of Vienna is therefore continuing its policy of creating an innovative structure for inter-university cooperation and focuses with the Medical University of Vienna. The joint venture MFPL means that cooperation with the non-university research institutions at the Vienna Biocenter (VBC) can become easier and better, and greater international visibility can be generated in the field of molecular biology. When recruiting academics at the MFPL, the focus is on early stage researchers and junior group leaders.

Since 2008 ten MFPL junior groups, four 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, six ERC Starting Grants, an ERC Consolidator Grant and five START Prizes. The MFPL also has seven EMBO members and three EMBO Young Investigators in their Faculty. For doctoral and postdoctoral candidates, the MFPL also provides a fascinating environment: an international PhD programme with various thematic areas, more than 60 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.

[zmb.univie.ac.at/en](http://zmb.univie.ac.at/en)  
[www.mfpl.ac.at](http://www.mfpl.ac.at)

#### Contact

Office of the Max F. Perutz Laboratories  
 (Centre for Molecular Biology)  
 1030 Vienna, Dr. Bohr-Gasse 9  
 T: +43-1-4277-240 01  
 F: +43-1-4277-824 001  
[office@mfpl.ac.at](mailto:office@mfpl.ac.at)

#### Head of the Centre

Graham Warren

#### Deputy Head of the Centre

Manuela Baccarini

### 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
- Science Education Research (AECC)
- Research into Language and Teaching
- Islamic Religious Education.

[lehrerinnenbildung.univie.ac.at](http://lehrerinnenbildung.univie.ac.at) (in German)

#### Contact

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[zlb@univie.ac.at](mailto:zlb@univie.ac.at)

#### Head of the Centre

Lutz-Helmut Schön

#### Deputy Head of the Centre

Eva Vetter



## 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 'Environmental Sciences' 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' 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 establishments of research platforms follows 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.

For 2015 the Rectorate has decided to set up the following four additional research platforms:

#### **Global African Diaspora Studies**

(Faculty of Philological and Cultural Studies and  
Faculty of Historical and Cultural Studies) Head:  
Adams Bodomo

#### **Metabolomics School University of Vienna (working title)**

(Faculty of Life Sciences, Faculty of Chemistry and Faculty of Earth Sciences,  
Geography and Astronomy)  
Head: Wolfram Weckwerth

#### **Nano-Norms-Nature**

(Faculty of Law, Faculty of Philosophy and Education and Faculty of Earth Sciences,  
Geography and Astronomy)  
Head: Angela Kallhoff



Research platforms (set up prior to 2015):

**Mobile Cultures and Societies**

(Faculty of Philological and Cultural Studies and Faculty of Social Sciences)

Head: N.N.

**Elfriede Jelinek: Texts – Contexts – Reception**

(Department of German Studies, Faculty of Philological and Cultural Studies,

Faculty of Historical and Cultural Studies, Faculty of Social Sciences)

Head: Pia Janke

**Quantum Phenomena and Nanoscale Biological Systems**

(Centre for Molecular Biology and Faculty of Physics)

Head: Alipasha Vaziri

**Marine Rhythms of Life**

(Centre for Molecular Biology, Faculty of Chemistry and Faculty of Life Sciences)

Head: Kristin Tessmar-Raible

**Active Ageing**

(Faculty of Life Sciences, Centre for Sport Science and University Sports)

Head: Karl-Heinz Wagner

**Cognitive Science**

(Faculty of Philosophy and Education, Faculty of Historical and Cultural Studies,

Faculty of Psychology, Faculty of Life Sciences, Centre for Translation Studies)

Head: Franz-Markus Peschl

**Gödel Research Center**

(Faculty of Mathematics)

Head: Sy-David Friedman

**Ethics and Law in Medicine**

(Faculty of Protestant Theology, Faculty of Catholic Theology, Faculty of Law;

in cooperation with the Medical University of Vienna)

Head: Ulrich Körtner

**Translational Cancer Therapy Research**

(Faculty of Chemistry)

Head: Bernhard Keppler

**Decoding mRNA Decay in Inflammation**

(Centre for Molecular Biology, Faculty of Chemistry)

Head: Pavel Kovarik

**Alternative Solvents as a Basis for Life Supporting Zones  
in (Exo)Planetary Systems**

(Faculty of Earth Sciences, Geography and Astronomy, Faculty of Physics)

Head: Regina Hitzenberger

**Characterisation of Drug Involved Mechanisms** (Faculty of Life Sciences, Faculty of Chemistry) Head: Claudia Valenta

**Vienna Eastern Europe Forum**

(Faculty of Historical and Cultural Studies, Faculty of Catholic Theology, Faculty of Law, Faculty of Philological and Cultural Studies, Faculty of Social Sciences, Faculty of Earth Sciences, Geography and Astronomy)

Head: Oliver Schmitt

**Religion and Transformation in Contemporary European Society**

(Faculty of Catholic Theology, Faculty of Protestant Theology, Faculty of Law, Faculty of Philological and Cultural Studies, Faculty of Philosophy and Education, Faculty of Social Sciences)

Head: Kurt Appel

**Computational Science Center**

(Faculty of Mathematics and Faculty of Computer Science)

Head: Otmar Scherzer

**Erwin Schrödinger International Institute for Mathematical Physics**

(Faculty of Mathematics and Faculty of Physics)

Head: Joachim Schwermer

**European Integration Research**

(Faculty of Social Sciences, Faculty of Law, Faculty of Business, Economics and Statistics and Faculty of Historical and Cultural Studies)

Head: Gerda Falkner

**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.

Research centres that have been set up (January 2015):

**Human Rights**

(Faculty of Law, Faculty of Business, Economics and Statistics, Faculty of Philological and Cultural Studies, Faculty of Psychology, Faculty of Social Sciences)

Head: Manfred Nowak

**CIRDIS – Center for Interdisciplinary Research and Documentation of Inner and South Asian Cultural History**

Continuing the previous research platform with the same name (Faculty of Philological and Cultural Studies, Faculty of Historical and Cultural Studies, Faculty of Earth Sciences, Geography and Astronomy)

#### 4.4. RESEARCH CLUSTERS OF THE 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.*

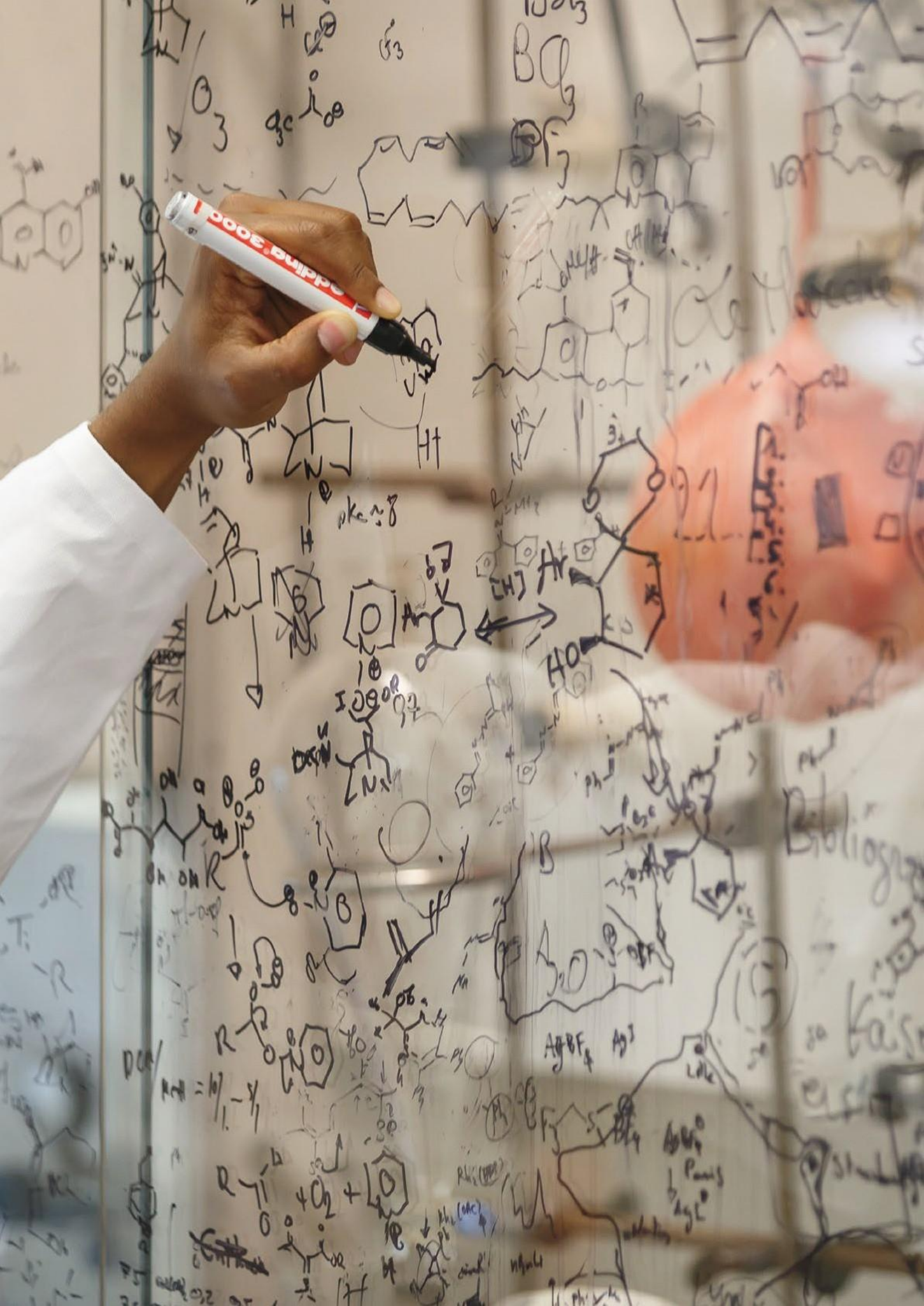
##### **Bioinformatics & Allergology/Immunology/Infectiology**

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  
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## 5. STUDY LAW AND ORGANISATION OF STUDIES



Peter Lieberzeit

### Contact

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University of Vienna,  
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F: +43-1-4277-1 2159  
[buero.studienpraeses@univie.ac.at](mailto:buero.studienpraeses@univie.ac.at)

### 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, his tasks include 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 fulfil 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.

[studienpraeses.univie.ac.at](https://studienpraeses.univie.ac.at) (in German)

[stipendien.univie.ac.at](https://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).

[www.univie.ac.at/en/about-us/governance-structure/broad-overview](https://www.univie.ac.at/en/about-us/governance-structure/broad-overview)

### 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 supported, 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.

[intra.univie.ac.at/themen-a-z/s](https://intra.univie.ac.at/themen-a-z/s) (in German – see 'Studien Service Center')







## 6. SERVICE UNITS, CENTRAL SUPPORT UNITS, SPECIAL UNIT

### 6.1. VIENNA UNIVERSITY LIBRARY AND ARCHIVE SERVICES

The **Vienna University Library and Archive Services** comprises the University Library with the Main Library and 37 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 7,400 print journals, over 1,200 databases, some 325,000 e-books and over 80,000 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 40,000 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 Vienna University 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](http://ucris.univie.ac.at)) aims at recording 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](http://phaidra.univie.ac.at)). Vienna University Library and Archive Services provides a wide range of infrastructure services for open access publications ([openaccess.univie.ac.at](http://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](http://uscholar.univie.ac.at)). The Bibliometrics team supplies academics, departments, faculties and other decision-makers with processed bibliometric data.

**[bibliometrie.univie.ac.at](http://bibliometrie.univie.ac.at) (in German)**

#### 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.

#### Contact

**Vienna University Library  
and Archive Services**  
1010 Vienna, Universitätsring 1  
T: +43-1-4277-151 40  
F: +43-1-4277-9 150  
[helpdesk.ub@univie.ac.at](mailto:helpdesk.ub@univie.ac.at)

#### Head

Maria Seissl

#### Deputy Head

Wolfgang Nikolaus Rappert



### 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.

[bibliothek.univie.ac.at/english](http://bibliothek.univie.ac.at/english)

[bibliothek.univie.ac.at/archiv/vienna\\_university\\_archive.html](http://bibliothek.univie.ac.at/archiv/vienna_university_archive.html)

## 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 45 employees and is organised in 8 teams (4 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 2002 Universities Act and project settlement for projects pursuant to section 26 of the 2002 Universities Act
- 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](http://finanzwesen.univie.ac.at) (in German)

#### Contact

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1010 Vienna, Universitätsring 1  
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F: +43-1-4277-9 125  
[rechnungswesen@univie.ac.at](mailto: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.

[forschung.univie.ac.at/en](https://forschung.univie.ac.at/en)  
[doktorat.univie.ac.at/en](https://doktorat.univie.ac.at/en)

#### Contact

**Research Services and  
Career Development**  
 1090 Vienna, Berggasse 7  
 T: +43-1-4277-182 24

#### Head

Lucas Zinner

## 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.

It supports and advises 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**  
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johanna.riechh@univie.ac.at

### Head

Lottelis Moser

[international.univie.ac.at/en](http://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: products of the University of Vienna.

### Links to the information channels of the University of Vienna:

Homepage: [www.univie.ac.at/en/](http://www.univie.ac.at/en/)  
Media portal: [medienportal.univie.ac.at/uniview](http://medienportal.univie.ac.at/uniview)  
Facebook: [www.facebook.com/univienna](http://www.facebook.com/univienna)  
Twitter: [twitter.com/univienna](http://twitter.com/univienna)  
YouTube: [www.youtube.com/user/univienna](http://www.youtube.com/user/univienna)  
Instagram: [instagram.com/univienna](http://instagram.com/univienna)  
Flickr: [www.flickr.com/photos/univienna](http://www.flickr.com/photos/univienna)  
Intranet: [weblogin.univie.ac.at/idp/Authn/UserPassword](http://weblogin.univie.ac.at/idp/Authn/UserPassword)

### Contact

**Corporate Communications**  
1010 Vienna, Universitätsring 1  
T: +43-1-4277-175 01  
public@univie.ac.at

### Interim Head

Veronika Schallhart

[public.univie.ac.at/en](http://public.univie.ac.at/en)  
[medienportal.univie.ac.at](http://medienportal.univie.ac.at)

## 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.

[edvkoordinationpwff.univie.ac.at](http://edvkoordinationpwff.univie.ac.at) (in German)

### 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.

[gleichstellung.univie.ac.at/en/gender-equality](http://gleichstellung.univie.ac.at/en/gender-equality)

### 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.

[personaladministration.univie.ac.at/en](http://personaladministration.univie.ac.at/en)



**Contact**

**Human Resources and Gender Equality**  
 1010 Vienna, Universitätsring 1  
 T: +43-1-4277-123 00  
 F: +43-1-4277-9 123

**Head**

Irene Rottensteiner

**Deputy Head**

Christina Winter

**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](https://personalwesen.univie.ac.at/en/for-personnel/human-resources-development)

[jobcenter.univie.ac.at/en](https://jobcenter.univie.ac.at/en)

[jahresgespraeche.univie.ac.at/en](https://jahresgespraeche.univie.ac.at/en)

[personalwesen.univie.ac.at/en](https://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 30 staff members.

The portfolio of the Postgraduate Center is complemented by corporate programmes, lifelong learning projects and interdisciplinary series of events and projects aiming at creating 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.

[www.postgraduatecenter.at/en](https://www.postgraduatecenter.at/en)

**Contact**

**Postgraduate Center**  
 Campus of the University of Vienna  
 1090 Vienna, Spitalgasse 2, court 1  
 T +43-1-4277-108 00  
 F+43-1-4277-9 108  
[info@postgraduatecenter.at](mailto:info@postgraduatecenter.at)

**Head**

Nino Tomaschek

**Deputy Head**

Elke A. Gornik

**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:

- Operational Health & Safety
- Procurement, Controlling and Services
- Facility Infrastructure, Logistics and Space Management
- Legal Affairs, Space and Organisation
- Construction Planning and Project Management
- Building Management and Technical Operations.

[rrm.univie.ac.at](https://rrm.univie.ac.at) (in German)

**Contact**

**Facility and Resources Management**  
 1010 Vienna, Universitätsring 1  
 T: +43-1-4277-17 77  
 F: +43-1-4277-127 99  
[rrm.service@univie.ac.at](mailto:rrm.service@univie.ac.at)

**Head**

Bernd Stampfl

**Service number**

T: +43-1-4277-127 77

**Emergency number**

T: +43-1-4277-127 00

## 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.

[studien-service-lehrwesen.univie.ac.at](https://studien-service-lehrwesen.univie.ac.at) (in German)

### Student Point

The Student Point is the first information and contact point of the University of Vienna for prospective students, applicants and students from Austria and abroad.

[studentpoint.univie.ac.at/en](https://studentpoint.univie.ac.at/en)

[schule.univie.ac.at](https://schule.univie.ac.at) (in German)

[barrierefrei.univie.ac.at/en](https://barrierefrei.univie.ac.at/en)

### 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.

[studien-service-lehrwesen.univie.ac.at/team\\_studienzulassung](https://studien-service-lehrwesen.univie.ac.at/team_studienzulassung) (in German)

### 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.

[studien-service-lehrwesen.univie.ac.at/team\\_koordination](https://studien-service-lehrwesen.univie.ac.at/team_koordination) (in German)

#### Contact

Teaching Affairs and Student Services  
1010 Vienna, Universitätsring 1

T: +43-1-4277-120 01

F: +43-1-4277-9 120

#### Head

Roland Steinacher

## 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.

[ctl.univie.ac.at](https://ctl.univie.ac.at) (in German)

#### Contact

Center for Teaching and Learning (CTL)  
1010 Vienna, Universitätsstraße 5

T: +43-1-4277-120 23, 120 24, 120 61

F: +43-1-4277-120 66

#### Head

Charlotte Zwiauer

#### Deputy Head

Gisela Kriegler-Kastelic

## 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 1,500 events took place at the University last year in addition to standard curricular teaching activities. Hosting about 250 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  
T: +43-1-4277-176 76  
F: +43-1-4277-176 99  
event@univie.ac.at

### Head

Falk Pastner

[event.univie.ac.at/en](http://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  
[zid.univie.ac.at/en/services/services-from-a-z/u/uaccount/for-employees](http://zid.univie.ac.at/en/services/services-from-a-z/u/uaccount/for-employees)
- landline phone system  
[zid.univie.ac.at/en/services/services-from-a-z/u/uphone](http://zid.univie.ac.at/en/services/services-from-a-z/u/uphone)
- official mobile phone  
[zid.univie.ac.at/mobilfunk](http://zid.univie.ac.at/mobilfunk) (in German)
- e-learning (Moodle)  
[zid.univie.ac.at/en/services/services-from-a-z/e/e-learning-platform](http://zid.univie.ac.at/en/services/services-from-a-z/e/e-learning-platform)
- u:stream (audio and video streaming)  
[zid.univie.ac.at/en/services/services-from-a-z/u/ustream-video-audio-streaming](http://zid.univie.ac.at/en/services/services-from-a-z/u/ustream-video-audio-streaming)
- Wi-Fi (eduroam)  
[zid.univie.ac.at/en/wi-fi](http://zid.univie.ac.at/en/wi-fi)

· online storage space (file services)	<a href="https://zid.univie.ac.at/en/file-services">zid.univie.ac.at/en/file-services</a>	
· online storage space: u:cloud	<a href="https://zid.univie.ac.at/en/services/services-from-a-z/u/ucloud-cloud-storage">zid.univie.ac.at/en/services/services-from-a-z/u/ucloud-cloud-storage</a>	
· online storage space: personal websites	<a href="https://zid.univie.ac.at/en/personal-websites">zid.univie.ac.at/en/personal-websites</a>	
· online storage space: share	<a href="https://zid.univie.ac.at/share">zid.univie.ac.at/share</a> (in German)	
· ACOnet FileSender Tool	<a href="https://filesender.aco.net">filesender.aco.net</a> (in German)	
· u:print - printing and copying	<a href="https://zid.univie.ac.at/uprint">zid.univie.ac.at/uprint</a> (in German)	
· VPN (Virtual Private Network) – access to services from outside the University data network	<a href="https://zid.univie.ac.at/en/services/services-from-a-z/v/vpn-virtual-private-network">zid.univie.ac.at/en/services/services-from-a-z/v/vpn-virtual-private-network</a>	
· IT courses and information events	<a href="https://zid.univie.ac.at/it-kurse">zid.univie.ac.at/it-kurse</a> (in German)	
· u:book - affordable notebooks	<a href="https://zid.univie.ac.at/ubook">zid.univie.ac.at/ubook</a> (in German)	
· software	<a href="https://zid.univie.ac.at/standardsoftware">zid.univie.ac.at/standardsoftware</a> (in German)	
· workstations/remote installation	<a href="https://zid.univie.ac.at/pc-arbeitsplaetze">zid.univie.ac.at/pc-arbeitsplaetze</a> (in German)	
· MS Exchange Service	<a href="https://zid.univie.ac.at/exchange">zid.univie.ac.at/exchange</a> (in German)	<a href="#">Helpdesk</a> NIG, ground floor, staircase II 1010 Vienna, Universitätsstraße 7 T: +43-1-4277-444 helpdesk.zid@univie.ac.at
· university-wide Wiki	<a href="https://zid.univie.ac.at/en/services/services-from-a-z/u/university-wiki">zid.univie.ac.at/en/services/services-from-a-z/u/university-wiki</a>	
· UNIVIS (U:SPACE) and administration	<a href="https://uspace.univie.ac.at/en">uspace.univie.ac.at/en</a>	<a href="#">Contact</a> Vienna University Computer Center 1010 Vienna, Universitätsstraße 7 (NIG) T: +43-1-4277-444 F: +43-1-4277-9 146
· Helpdesk – advice and support	<a href="https://zid.univie.ac.at/helpdesk">zid.univie.ac.at/helpdesk</a> <a href="https://zid.univie.ac.at/en">zid.univie.ac.at/en</a>	<a href="#">Head</a> Ulf Busch

## 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.

[www.qs.univie.ac.at/en](https://www.qs.univie.ac.at/en)

[Contact](#)  
Unit for Quality Assurance  
1010 Vienna, Universitätsstraße 5,  
3rd floor  
T: +43-1-4277-180 01  
evaluation@univie.ac.at

[Head](#)  
Michael Hofer

[Deputy Head](#)  
Lukas Mitterauer



### 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.

[neue-professuren.univie.ac.at/en](https://neue-professuren.univie.ac.at/en)

#### Contact

**Professors' Appointment  
Consulting Service**  
1010 Vienna, Universitätsring 1  
T: +43-1-4277-103 01  
F: +43-1-4277-9 103  
[berufungsservice@univie.ac.at](mailto:berufungsservice@univie.ac.at)

#### Head

Gabriela Tröstl

#### Interim Deputy Head

Andrea Eder

### 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).

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.

The responsibility to **end discrimination based on gender** also includes **measures in cases of sexual harassment**. The Working Party can be contacted by those affected and by witnesses. All announcements about cases of sexual harassment are treated with the strictest confidence, and no steps are taken without prior consultation with the contact persons.

[gleichbehandlung.univie.ac.at](mailto:gleichbehandlung.univie.ac.at) (in German)

#### Contact

Office of the Equal Opportunities  
Working Party  
1010 Vienna, Universitätsring 1  
(staircase VI, 2nd floor)  
T: +43-1-4277-205 01  
F: +43-1-4277-9 205  
[gleichbehandlung@univie.ac.at](mailto:gleichbehandlung@univie.ac.at)

#### Chair

Richard Gamauf  
T: +43-664-60277-205 00  
[richard.gamauf@univie.ac.at](mailto:richard.gamauf@univie.ac.at)

#### Vice-Chairs

Ursula Kastner-Koller  
Marianne Ertl

### 7.2. ARBITRATION COMMITTEE OF THE UNIVERSITY OF VIENNA

#### Responsibilities

The Arbitration Committee is an independent body that consists of members of the University from various disciplines with expertise in mediation and non-discrimination. The tasks of the Arbitration Committee according to section 43 of the 2002 Universities Act include:

1. mediating in disputes between university members
2. ruling on complaints by the Equal Opportunities Working Party with regard to discrimination on the basis of gender or ethnicity, religion 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
4. deciding on objections against the inadequacy of election proposals by the Equal Opportunities Working Party.

[schiedskommission.univie.ac.at/en](mailto:schiedskommission.univie.ac.at/en)

#### Contact

Marion Stahleder  
Arbitration Committee  
c/o Professor's Appointment  
Consulting Service  
1010 Vienna, Schenkenstraße 8-10  
T: +43-1-4277-103 11 or 206 01  
F: +43-1-4277-9 103  
[marion.stahleder@univie.ac.at](mailto:marion.stahleder@univie.ac.at)  
[schiedskommission@univie.ac.at](mailto:schiedskommission@univie.ac.at)



Mission Statement

### 7.3. ETHICS COMMITTEE

"The University of Vienna is committed to conducting research that respects the dignity and integrity of humans, animals and the environment. For this reason, an Ethics Committee is established at the University of Vienna 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 ethically relevant aspects are touched upon in their work 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."

#### Contact

Queries to the Ethics Committee via:  
Unit for Quality Assurance  
Valerie Toriser  
1010 Vienna, Universitätsstraße 5  
T: +43-1-4277-180 04  
ethikkommission@univie.ac.at

[ethikkommission.univie.ac.at/en/mission-statement](https://ethikkommission.univie.ac.at/en/mission-statement)

## 8. INTEREST GROUPS

### 8.1. WORKS COUNCIL

The interest group of employees is the Works Council: the **Works Council for the General University Staff** represents the interests of the non-academic staff in the service units, faculties, centres and research platforms. The non-academic staff also includes apprentices being educated at the University of Vienna.

Anyone with research and/or teaching duties who is employed at the University of Vienna is represented by the **Works Council of the Scientific Staff**. Quasi-free-lancers are, de facto, not represented by the Works Council. The Works Council of the Scientific Staff at the University of Vienna is also prepared to advise lecturers with a quasi-freelance contract, however. In the case of colleagues who belong to both personnel categories, the type of activity for which there are questions decides which Works Council is responsible. At the same time, in their particular area, both Works Councils also act as the staff representatives for civil servants assigned to the University of Vienna. Together the Works Councils form the *Betriebsausschuss* (works committee).

The members of the Works Council are obliged to **maintain confidentiality**.

The Works Councils are one of those authorities to which employees can turn in cases of conflict. Unlike other bodies (e.g. conflict resolution or mobbing counselling, work psychology), the Works Councils focus mainly on **advice on labour law matters**.

Employees and quasi-freelancers can also receive advice on labour law matters at the **Federal Chamber of Labour**, because they are legally members there. Membership in a trade union is voluntary but provides good legal protection in the event of labour conflicts. The **Union of Public Services (GÖD)** is responsible for universities.

### 8.2. DISABILITY REPRESENTATIVES

The elected **disability representatives** for academic and non-academic staff closely cooperate with the Works Council in order to safeguard the economic, social, cultural and health-related interests of staff with disabilities. The aim is barrier-free access to all facilities at the University of Vienna and compliance with the *Behinderteneinstellungsgesetz* (disability employment act) and the *Behindertengleichstellungsgesetz* (disability equality act).

[bvp.univie.ac.at](http://bvp.univie.ac.at) (in German)

### 8.3. UNION OF STUDENTS

The **Austrian National Union of Students (ÖH)** is the legal representation of students at Austrian universities of applied sciences, university colleges of teacher education and universities. Membership in the ÖH is compulsory, which means all students are automatically members of the Union of Students.

[www.oeh.univie.ac.at](http://www.oeh.univie.ac.at) (in German)

#### Contact

**Works Council for the General University Staff**  
[br-aup@univie.ac.at](mailto:br-aup@univie.ac.at)  
 T: +43-1-4277-191 02  
[braup.univie.ac.at](http://braup.univie.ac.at) (in German)

#### Chair

Norbert Irnberger

#### Vice-Chairs

Wolfgang Novak  
 Marion Polaschek  
 Kurt Schneider

#### Works Council of the Scientific Staff

[br-wup@univie.ac.at](mailto:br-wup@univie.ac.at)  
 T: +43-1-4277-191 01  
[brwup.univie.ac.at](http://brwup.univie.ac.at) (in German)

#### Chair

Karl Reiter

#### Vice-Chairs

Christian Cenker  
 Norbert Mauser

#### Contact

**For non-academic university staff:**  
 Wolfgang Novak  
[wolfgang.nowak@univie.ac.at](mailto:wolfgang.nowak@univie.ac.at)  
 T: +43-664-60277-491 08

#### For academic university staff:

Anne-Marie Hecker  
[anne-marie.hecker@univie.ac.at](mailto:anne-marie.hecker@univie.ac.at)  
 T+43-1-4277-421 20

#### Contact

**Austrian National Union of Students at the University of Vienna**  
 Campus of the University of Vienna  
 1090 Vienna, Spitalgasse 2, Hof 1  
 T: +43-1-4277-195 01  
 F: +43-1-4277-9 195  
[oeh@oeh.univie.ac.at](mailto:oeh@oeh.univie.ac.at)







## 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 (*Bundesvergabegesetz* 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."

*December 2015*



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!**

