

Rules of Procedure of the Rector’s Council

Rules of Procedure of the Rector’s Council of WU (Vienna University of Economics and Business) (Valid as of October 1, 2021)

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Pursuant to § 22 (6) of the Universities Act 2002 (*Universitätsgesetz 2002, UG 2002*), the following Rules of Procedure, authorized by the University Board of WU in its meeting on September 27, 2021, are issued:

Members of the Rector's Council

§ 1 The Rector's Council is composed of the Rector and four Vice-Rectors with the following responsibilities:

Vice-Rector for Financial Affairs and University Development

Vice-Rector for Research and Human Resources

Vice-Rector for Infrastructure and Digitalization

Vice-Rector for Academic Programs and Student Affairs

Election, term

§ 2 The election and recall of the Rector and Vice-Rectors as well as their terms of office are governed by the applicable statutory provisions.

Rector's Council

§ 3 (1) The following matters require a joint decision of all members of the Rector's Council:

1. Responsibilities pursuant to § 22 (1) of the UG 2002 and all other responsibilities expressly assigned to the Rector's Council as stipulated by the UG 2002 (see Annex), unless they are specifically assigned to a member of the Rector's Council by these Rules of Procedure
2. Basic principles of fulfilling tasks specific to the members' individual areas of responsibility
3. All matters of strategic importance, i.e. measures with a long-term or far-reaching impact and matters with significant internal or external consequences
4. In keeping with the principle of risk-averse financial management, providing guidelines on financial management and financial risk management for all relevant risk types, especially loan, market, liquidity, reputational, and legal risks as well as deciding which organizational unit is responsible for ensuring adherence to these guidelines, with due regard to any obligation to seek prior approval of the University Board pursuant to § 21 (1) item 12 of the UG 2002 and/or the federal minister responsible for universities pursuant to § 15 (4a) of the UG 2002, as well as all matters that fall under the responsibility of the Rector's Council pursuant to these guidelines
5. All matters that fall within the area of responsibility of more than two Vice-Rectors
6. All matters of the Rector's Council that require approval or permission of the University Board
7. Conflicts between two areas of responsibility that cannot be resolved bilaterally
8. Conflicts of competence between the Rector's Council and its individual members

(2) The Rector acts as both chair and spokesperson of the Rector's Council.

- (3) The Rector calls the Rector's Council meetings. Each member of the Rector's Council may request a meeting.
- (3a) Rector's Council meetings can be held in the form of video conferences. It is possible to make resolutions in such video conference meetings. When such a meeting is convened, the members must be informed of the fact that it is intended to be held, and resolutions are intended to be passed, in the form of a video conference. A meeting can be held in that form unless a member objects to the intended video conference by email no later than 24 hours before the planned start of the meeting. The Rector shall ensure that the identification of the members participating in the video conference can be verified, that they can speak and vote via video and audio transmission, and that the fulfillment of the requirements for passing resolutions can be determined reliably. The Rector must call upon all Rector's Council members participating in the video conference to form their opinions and decisions free from any outside interference. The participants are obligated to take appropriate steps to ensure compliance with the applicable legal requirements, e.g. confidentiality of the meeting and data protection regulations. All participants in the video conference are counted as in attendance.
- (4) The Rector's Council has a quorum if all members of the Rector's Council have been invited to the meeting in question and at least three members are present at the meeting. The resolutions of the Rector's Council are made unanimously.
- (5) Resolutions of the Rector's Council may also be passed by written consent in lieu of a meeting, as long as all members agree to this.
- (6) Crucially important resolutions that, due to their urgency, could not be made in a timely manner even when passed pursuant to (5) can be made by the Rector in lieu of the Rector's Council as long as the matter does not have far-reaching consequences. The Rector shall inform the members of the Rector's Council of this measure immediately and report on it in the next meeting.
- (6a) Editorial changes to resolutions passed by the Rector's Council that do not go beyond purely linguistic corrections (such as typographical errors, commas, etc.) may be made without further resolution by the Rector's Council.
- (7) Official notifications issued in matters concerning the Rector's Council pursuant to (1) shall be signed with the note "on behalf of the Rector's Council."

Management of matters concerning the Rector's Council

- § 4
- (1) All matters concerning two areas of responsibility must be jointly handled by the members of the Rector's Council concerned.
 - (2) Financial matters (§ 22 [6] penultimate sentence of the UG 2002) must be handled by the Vice-Rector for Financial Affairs and University Development and the other member of the Rector's Council concerned, or, for matters that concern the Vice-Rector for Financial Affairs and University Development, by her/him and the Rector. Financial matters are defined as all matters that do not form part of WU's day-to-day operations. In particular, this includes matters (e.g. legal transactions, contracts, bank transfers) that exceed a volume of €500,000. Notwithstanding the provision in sentence 2, the members of the Rector's Council are authorized to independently enter into transactions in keeping with the principle of risk-averse financial management and in accordance with the guidelines stipulated by the Rector's Council¹. The respective member of the Rector's Council shall report on such matters in the next Rector's Council meeting.

¹ This stipulation has no bearing on the requirement to co-sign financial transactions.

- (3) Decisions on matters falling under the jurisdiction of the Rector's Council that are to be made by one member of the Rector's Council alone, jointly by two members, or by all members of the Rector's Council are decisions of the Rector's Council.

Rector

- § 5 The following matters fall within the Rector's sole responsibility:
- (1) Matters specific to his/her area of responsibility:
 1. International matters (excluding international affairs related to teaching and academic programs)
 2. Marketing
 3. Internal and external communications
 4. Accreditations
 5. Internal auditing
 6. Concluding target agreements with the heads of the organizational units within his/her areas of responsibility as specified in the Organizational Structure Plan pursuant to § 22 (1) item 6 of the UG 2002
 - (2) Matters that are not specific to his/her area of responsibility:
 1. Coordinating the Rector's Council with regard to the various responsibilities pursuant to § 3 (1), with the exception of matters concerning teaching and student affairs pursuant to § 8 (2)
 2. Coordinating the implementation of decisions passed by the Rector's Council
 3. Heading and coordinating the Council of Department Chairs
 4. Coordinating strategic WU matters that concern several areas of responsibility
 5. Cooperating with the University Board
 6. Authorizations pursuant to § 27 (2) of the UG 2002
 7. Awarding habilitation (venia docendi) degrees pursuant to § 22 (1) item 11 of the UG 2002
 - (3) Official notifications issued in matters pursuant to (1) and (2) shall be signed with the note "the Rector" or "on behalf of the Rector."

Vice-Rector for Financial Affairs and University Development

- § 6 (1) The following matters fall within the Vice-Rector for Financial Affairs and University Development's sole responsibility:
1. Finance and accounting (with the exception of technical matters concerning risk management in accordance with the guidelines issued pursuant to § 3 [1] item 4)
 2. Forwarding the draft budget to the Senate for the purpose of informing its members pursuant to § 22 (1) item 14a of the UG 2002
 3. Financial Control
 4. Documenting shareholding activities pursuant to § 10d (6)
 5. Corporate relations and alumni services

6. Concluding target agreements with the heads of the organizational units within his/her areas of responsibility as specified in the Organizational Structure Plan pursuant to § 22 (1) item 6 of the UG 2002
- (2) Official notifications issued in matters pursuant to (1) shall be signed with the note "the Vice-Rector for Financial Affairs and University Development" or "on behalf of the Vice-Rector for Financial Affairs and University Development."

Vice-Rector for Research and Human Resources

- § 7 (1) The following matters fall within the Vice-Rector for Research and Human Resources' sole responsibility:
1. Research and research-related issues
 2. Quality management with regard to research, in particular initiating evaluations and publishing evaluation results pursuant to § 22 (1) item 10 of the UG 2002 in matters concerning his/her area of responsibility
 3. Human resources
 4. Personnel development and planning, including diversity management and organizational development
 5. Position announcements pursuant to § 107 (1) of the UG 2002
 6. Assessing whether contractual employees have met the requirements that make them eligible for permanent contracts (see § 52a and § 52b of the Contractual Employees Act 1948 [Vertragsbedienstetengesetz 1948]) pursuant to § 126 (6) of the UG 2002
 7. Assigning university staff (§ 94 [1] items 2 to 6 of the UG 2002) to organizational units pursuant to § 22 (1) item 7 of the UG 2002
 8. General legal affairs
 9. Matters concerning study regulations (excluding the responsibilities of the Vice-Rector for Academic Programs and Student Affairs in his or her capacity as representative for study regulations and academic legislation pursuant to § 19 [2] item 2 UG and the By-Laws of WU)
 10. Concluding target agreements with the heads of the organizational units within his/her areas of responsibility as specified in the Organizational Structure Plan pursuant to § 22 (1) item 6 of the UG 2002
- (2) Official notifications issued in matters pursuant to (1) shall be signed with the note "the Vice-Rector for Research and Human Resources" or "on behalf of the Vice-Rector for Research and Human Resources."
- (3) The Vice-Rector for Research and Human Resources heads the University Office of WU (*Amt der Universität*) on behalf of the Rector.

Vice-Rector for Infrastructure and Digitalization

- § 8 (1) The following matters fall within the Vice-Rector for Infrastructure and Digitalization's sole responsibility:
1. Matters concerning the WU University Library
 2. Matters concerning campus management, in particular room and facility management

3. Purchasing and procurement
 4. Investments in facilities, infrastructure, and equipment
 5. IT
 6. Matters concerning digitalization and innovation
 7. Concluding target agreements with the heads of the organizational units within his/her areas of responsibility as specified in the Organizational Structure Plan pursuant to § 22 (1) item 6 of the UG 2002
- (2) Official notifications issued in matters pursuant to (1) shall be signed with the note "the Vice-Rector for Infrastructure and Digitalization" or "on behalf of the Vice-Rector for Infrastructure and Digitalization."

Vice-Rector for Academic Programs and Student Affairs

§ 9 The following matters fall within the Vice-Rector for Academic Programs and Student Affairs' sole responsibility:

- (1) Matters specific to his/her area of responsibility:
1. Academic programs and examinations
 2. Admitting students pursuant to § 22 (1) item 8 of the UG 2002
 3. Collecting tuition fees in the legally stipulated amount pursuant to § 22 (1) item 9 of the UG 2002
 4. Deciding on the remission of tuition fees pursuant to § 92 (2) and (2a) of the UG 2002
 5. Deciding on required supplementary examinations pursuant to § 64 (2) to (5) of the UG 2002
 6. Deciding on a suspension from studies pursuant to § 19 (2a) of the UG 2002
 7. Setting the general admission period and arranging exceptions for admission to degree programs subject to different admission, enrollment, or selection procedures, pursuant to § 61 (1) of the UG 2002
 8. Declaring the expiry of admission to a degree program or non-degree program pursuant to § 68 (3) and § 71 (2) of the UG 2002
 9. Waiving the obligation to submit documents required for admission pursuant to § 60 (3) of the UG 2002
 10. Declaring admissions null and void pursuant to § 63 (8) of the UG 2002
 11. University entrance qualification examination pursuant to § 64a of the UG 2002
 12. Requiring students to pay double the normal tuition fee pursuant to § 92 (4) of the UG 2002
 13. Requiring students to retroactively pay tuition fees pursuant to § 92 (3) of the UG 2002
 14. Prescribing supplementary examinations to prove proficiency in the German language pursuant to § 63 (10a) and (10b) of the UG 2002
 15. Setting the period for re-registration pursuant to § 62 (1) of the UG 2002
 16. Admission pursuant to § 60 (1) of the UG 2002
 17. International affairs related to teaching and academic programs

18. Quality management of teaching, in particular initiating evaluations and publishing evaluation results pursuant to § 22 (1) item 10 of the UG 2002 in matters concerning his/her area of responsibility
 19. Matters of continuing education and training and postgraduate education (especially with regard to the WU Executive Academy)
 20. Determining course fees for continuing education courses pursuant to § 56 (5) of the UG 2002
 21. Deciding on required supplementary examinations for non-degree program students at the bachelor's and master's levels pursuant to § 70 (1) of the UG 2002
 22. Determining what counts as compelling grounds for changing the form, dates, methods, or grading criteria of a course or examination during the semester, pursuant to § 76 (4) of the UG 2002
 23. Concluding target agreements with the heads of the organizational units within his/her areas of responsibility as specified in the Organizational Structure Plan pursuant to § 22 (1) item 6 of the UG 2002
- (2) Matters that are not specific to his/her area of responsibility:
Coordinating the Rector's Council with regard to matters concerning teaching and academic programs that the UG 2002 places under the responsibility of the Rector's Council.
 - (3) Official notifications issued in matters pursuant to (1) and (2) shall be signed with the note "the Vice-Rector for Academic Programs and Student Affairs" or "on behalf of the Vice-Rector for Academic Programs and Student Affairs."

Right to represent the university

- § 10 The following regulations govern the right to represent WU, especially in legal matters involving third parties:
- (1) The Rector's Council is represented by the Rector unless otherwise stipulated as follows.
 - (2) In matters concerning several areas of responsibility or financial matters, the Rector's Council is represented by its competent members pursuant to § 4. Especially matters (e.g. legal transactions, contract conclusions) with a financial scope of more than €500,000 must be co-signed by the Vice-Rector for Financial Affairs and University Development or, in matters that concern the Vice-Rector for Financial Affairs and University Development, by the Rector (joint representation). Notwithstanding the provision in sentence 2, the members of the Rector's Council may independently sign transactions in keeping with the principle of risk-averse financial management and the guidelines stipulated by the Rector's Council². The respective member of the Rector's Council shall report on such matters in the next Rector's Council meeting.
 - (3) The Rector and Vice-Rectors represent WU independently in their respective areas of responsibility, with the exception of matters pursuant to (2).
 - (4) The provisions stipulated in (2) and (3) also apply to matters that require approval or permission of the University Board.

² This stipulation has no bearing on the requirement to co-sign financial transactions.

Representing WU

§ 10a Unless representative actions according to § 10 are concerned, the Rector represents WU as chair and spokesperson of the Rector's Council.

Special provisions for legal transactions with affiliated persons

§ 10b For legal transactions concluded by a member of the Rector's Council on behalf of WU

- a) with a person affiliated with him- or herself or
- b) with a person affiliated with an employee who directly reports to him- or herself,

the following provisions apply:

1. These legal transactions must be concluded according to the arm's length principle. The arm's length principle stipulates that services must be procured at an appropriate rate and that a contract with unaffiliated third parties would be concluded under similar conditions. To prove that a transaction is concluded at arm's length, three written quotes must be obtained.
2. Such legal transactions must be concluded in writing, comprising at least the essential elements of the legal transaction (e.g. type and scope of service, payment/quid pro quo, time of performance). The regulations specified in § 10c (2) apply. In case the conclusion of employment contracts and freelance service contracts is concerned, the Personnel Office must also be informed.
3. Such legal transactions require approval by the University Board before they are concluded.
Legal transactions concluded with persons affiliated with a member of the Rector's Council that fall within the respective area of responsibility of the concerned member of the Rector's Council must be co-signed by the chair of the University Board.
4. Establishing an employment relationship (especially employment contracts and freelance service contracts) between a member of the Rector's Council as direct or indirect supervisor and a natural person affiliated with him or her is not permitted. The Rector's Council may grant an exception in individual, justified cases, subject to prior approval by the University Board.
5. Affiliated persons may be natural or legal persons or other organizations. Affiliated natural persons include

Spouses

Lineal relatives and collateral, second-degree or third-degree relatives

Lineal relatives by marriage and collateral, second-degree or third-degree relatives by marriage; applies analogously to civil partnerships

Adoptive parents and children and foster parents and children

Persons who live together as well as children, grandchildren, and great-grandchildren of one of these persons in relation to the other person

Civil partners

A person remains affiliated through marriage even after the marriage has ended. A person remains affiliated through civil partnership even after the civil partnership has ended.

Legal persons and other organizations are considered affiliated if the respective member of the Rector's Council or natural persons affiliated with him/her have considerable influence over this legal person/organization.

6. These provisions apply regardless of the source providing the funds for WU to cover the costs of the legal transaction.

Special provisions on conflicts of interest of members of the Rector's Council

- § 10c
- (1) In their decisions, the members of the Rector's Council must not pursue any personal interests and must not take personal advantage of any opportunities that present themselves to the university.
 - (2) Members of the Rector's Council shall immediately disclose any conflicts of interest that may exist and inform the other members of the Rector's Council of these conflicts of interest.
 - (3) In matters concerning the tasks and responsibilities of the Rector's Council, the members of the Rector's Council must not perform any commercial activities, neither in the form of self-employed work nor in the form of work carried out for third parties. Such forms of secondary employment can and shall not be approved by the University Board.
 - (4) Any secondary employment or secondary gainful work carried out by members of the Rector's Council is subject to approval by the University Board, unless the employment contract of the respective Rector's Council member requires him or her to perform the functions in question.

Special regulations on shareholding and membership in associations by Vienna University of Economics and Business

- § 10d
- (1) Pursuant to § 22 (1) of the Universities Act, any decision on the founding of companies and foundations, shareholding in companies, and membership in associations by WU shall be made by the Rector's Council. The University Board shall be consulted in matters pursuant to § 21 (1) item 9 of the Universities Act (approving the establishment of companies and foundations as well as shareholding in companies) (see also [5] below).
 - (2) The Rector and the Vice-Rector for Financial Affairs and University Development are jointly responsible for decisions concerning shareholding by WU in companies and foundations as well as memberships in associations. However, the Rector's Council may authorize individual members of the Rector's Council to make decisions on these matters and combine this decision-making authority with a power of attorney in accordance with (3).
 - (3) The Rector and the Vice-Rector for Financial Affairs and University Development are jointly responsible for representing WU in companies, foundations, and associations. However, the Rector's Council may authorize individual members of the Rector's Council to represent WU in companies, foundations, and associations. The power of representation includes the right to represent WU in shareholders' meetings, advisory boards, other bodies, and written resolutions and to exercise all membership rights on behalf of WU, especially voting rights, in shareholders' meetings, advisory boards, other bodies, and written resolutions.
 - (4) The decision-making authority granted to a member of the Rector's Council pursuant to (2) above does not include the right to make decisions for WU in financial matters pursuant to § 22 (6) of the Universities Act and § 4 (2) of the Rules of Procedure of the Rector's Council and/or to enter into commitments over and above the regular

operating activities of WU. In such matters and when entering into such commitments, decisions shall be made in writing by the member of the Rector's Council entrusted with the matters pursuant to (2) and the Vice-Rector for Financial Affairs and University Development, in matters within the responsibility of the Vice-Rector for Financial Affairs and University Development by him/her and the Rector (by email is sufficient). For implementation and exclusively within the framework of such a joint decision, the member of the Rector's Council authorized pursuant to (3) may also represent WU alone in financial matters or when entering into commitments in companies, foundations, and associations over and above the regular operating activities of WU.

- (5) In cases pursuant to § 15 (4) in conjunction with § 21 (1), item 12 of the Universities Act (commitments that extend beyond the regular operating activities of WU), the approval of the University Board must also be obtained before entering into the commitment. In addition, universities require the approval of the Federal Minister in cases pursuant to § 15 (4a) of the Universities Act (entering into liabilities or taking out loans exceeding €10 million).
- (6) The Vice-Rector for Financial Affairs and University Development is responsible for the administration of the relevant data and documents concerning WU's shareholdings in companies and foundations as well as its membership in associations. In particular, these documents include copies/scans of by-laws (including articles of association, certificate of incorporation, etc.), register excerpts (excerpts from the commercial register, register of associations, etc.), and key resolutions passed by the various bodies of the companies, foundations, and associations. The member of the Rector's Council with decision-making authority over shareholdings/memberships will provide the Vice-Rector for Financial Affairs and University Development with the relevant documents.

Information and reporting obligations to the University Board

- § 10e (1) The Rector's Council shall keep the University Board informed and report all relevant topics pursuant to the Universities Act to the University Board regularly, promptly, and comprehensively.
- (2) On an annual basis, the Rector's Council shall report fundamental questions related to the university's future operating activities to the University Board and provide the Board with information about future developments regarding the university's assets and financial situation.
 - (3) The Rector's Council shall inform the University Board regularly, at least on a quarterly basis, about the development of WU's operating activities, also taking future developments into account (quarterly report).
 - (4) Important developments or events must be reported to the chair of the University Board without delay. In addition, any circumstances that are of significant importance to the university must be reported to the University Board without delay (special report).
 - (5) The annual report and the quarterly reports must be submitted in writing. The University Board may request additional oral explanations on the contents of the reports. The reports must be sent to every member of the University Board. Special reports can be made in writing or orally.

Supervision of WU entities

- § 11 (1) Each member of the Rector's Council is in charge of supervising the WU entities assigned to him/her according to the Organizational Structure Plan pursuant to § 22 (2) of the UG 2002.
- (2) The respective Vice-Rector also acts as highest-ranking disciplinary and functional supervisor of all employees within the WU entities assigned to him/her according to the Organizational Structure Plan on behalf of the Rector. As an exception from this provision, the functional supervisor of WU's risk management operations in compliance with regulations pursuant to § 3 (1) item 4 is to be chosen by the Rector's Council from among the members of the Rector's Council who are not responsible for finance and accounting.

Substitution

- § 12 (1) The individual members of the Rector's Council specify their substitutes on a case-by-case basis and communicate their decision to the Rector's Office.
- (2) In case that no substitutes have been specified and especially in cases of imminent danger or a conflict of interest, the following rules for substitution apply:

Position	Substitute
Rector	Vice-Rector for Research and Human Resources
Vice-Rector for Financial Affairs and University Development	Vice-Rector for Infrastructure and Digitalization
Vice-Rector for Research and Human Resources	Rector
Vice-Rector for Infrastructure and Digitalization	Vice-Rector for Academic Programs and Student Affairs
Vice-Rector for Academic Programs and Student Affairs	Vice-Rector for Financial Affairs and University Development

- (3) If not only the Rector's Council member to be substituted pursuant to paragraph 2 above but also the designated substitute is unavailable or has a conflict of interest, the Rector's Council member specified under item a shall act as a substitute. In case of further unavailability or conflicts or interest, the sequence of substitutions is based on items b to e (in this order). The Rector's Council member to be substituted and the designated substitute pursuant to paragraph 2 are to be excluded from the sequence in such cases.
- a. Rector
 - b. Vice-Rector for Research and Human Resources
 - c. Vice-Rector for Financial Affairs and University Development
 - d. Vice-Rector for Infrastructure and Digitalization
 - e. Vice-Rector for Academic Programs and Student Affairs
- (4) Paragraph 3 also applies if the Rector's Council member or members designated pursuant to paragraph 1 are unavailable or have a conflict of interest.

Obligations of the members of the Rector's Council

- § 13 The members of the Rector's Council shall perform their tasks with due care. In doing so, they must comply with legal provisions and the basic principles of fulfilling the tasks specific to their individual areas of responsibility. The members of the Rector's Council are not bound by any instructions or orders in the performance of their duties (art.

81c para.1 of the Austrian Federal Constitutional Law [*Bundes-Verfassungsgesetz*]); neither shall the Vice-Rectors be bound by any instructions or orders of the Rector.

Effective date

§ 14 (1) The amendments to this regulation as published in the WU Bulletin, issue 60, no. 332, of September 29, 2021, shall enter into force on October 1, 2021.

(2) § 9 (1) items 5, 7, and 15, as well as the tasks relating to study regulations and academic legislation contained in the Annex pursuant to item 4 letters d and e, item 5 letters c and d, and item 6 of the amendment to the Rules of Procedure published in the WU Bulletin, issue 60, no. 332, of September 29, 2021, shall enter into force on October 1, 2022, in accordance with § 143 (76) ff of the UG 2002.

Vienna, September 29, 2021

On behalf of the Rector's Council:

Edeltraud Hanappi-Egger

Rector

Annex

Responsibilities of the Rector's Council pursuant to § 22 (1) of the UG 2002	Legal basis	Performed by
Preparing a draft of the By-Laws and any changes to the By-Laws for submission to the Senate	§ 22 (1) item 1 UG 2002	Rector's Council
Drafting the Strategic Plan of the university for submission to the Senate and University Board	§ 22 (1) item 2 UG 2002	Rector's Council
Drafting the Organizational Structure Plan of the university for submission to the Senate and University Board	§ 22 (1) item 3 UG 2002	Rector's Council
Preparing a draft Performance Agreement for submission to the University Board	§ 22 (1) item 4 UG 2002	Rector's Council
Appointing and recalling the heads of organizational units	§ 22 (1) item 5 UG 2002	Rector's Council
Concluding target agreements with the heads of organizational units	§ 22 (1) item 6 UG 2002	Member of the Rector's Council to whom an organizational unit is assigned according to the Organizational Structure Plan
Assigning university employees (§ 94 [1] items 2 to 6 UG 2002) to individual organizational units	§ 22 (1) item 7 UG 2002	VR for Research and Human Resources
Student admission	§ 22 (1) item 8 UG 2002	VR for Academic Programs and Student Affairs
Collecting tuition fees in the legally stipulated amount	§ 22 (1) item 9 UG 2002	VR for Academic Programs and Student Affairs
Determining the tuition fees for certificate programs according to § 56 (5) UG 2002	§ 22 (1) item 9a UG 2002	VR for Academic Programs and Student Affairs
Initiating evaluations and publishing evaluation results	§ 22 (1) item 10 UG 2002	VR for Research and Human Resources and VR for Academic Programs and Student Affairs for matters

		within their areas of responsibility
Awarding habilitation degrees (venia docendi)	§ 22 (1) item 11 UG 2002	Rector

Responsibilities of the Rector's Council pursuant to § 22 (1) of the UG 2002	Legal basis	Performed by
Initiating the issuing and amendment of curricula and informing the Senate	§ 22 (1) item 12 UG 2002	Rector's Council
Issuing regulations on the structural form of curricula after having received the opinion of the Senate	§ 22 (1) item 12a UG 2002	Rector's Council
Establishing and discontinuing degree programs, giving opinions on curricula, prohibiting curricula or changes thereto if they do not comply with the Strategic Plan or the provisions pursuant to item 12a or if they are financially not feasible, or if an expert opinion commissioned by the Rector's Council and prepared based on internationally recognized scientific criteria concludes that the content of the curriculum is not sufficient for scientific and artistic training and the qualification for professions that require the application of scientific and artistic knowledge and methods; discontinuing a degree program or prohibiting a curriculum or changes thereto and commissioning an expert opinion shall take place in consultation with the Senate, wherever possible	§ 22 (1) item 12b UG 2002	Rector's Council
Establishing an accounting and reporting system	§ 22 (1) item 13 UG 2002	Rector's Council
Preparing a draft budget for submission to the University Board and allocating budgets	§ 22 (1) item 14 UG 2002	Rector's Council
Forwarding the draft budget to the Senate for the purpose of informing its members	§ 22 (1) item 14a UG 2002	VR for Financial Affairs and University Development
Preparing the financial statement and the intellectual capital report	§ 22 (1) item 15 UG 2002	Rector's Council
Enacting directives for authorizations of university employees pursuant to § 28 (1)	§ 22 (1) item 16 UG 2002	Rector's Council
Establishing a planning and reporting system which guarantees the fulfillment of the reporting obligations of universities according to the legal provisions and the directives of the Austrian Federal Minister of Finance on the establishment of a system for financial control and for the control of entities subject to federal government oversight or entities in which the federal government holds a majority interest	§ 22 (1) item 17 UG 2002	Rector's Council

Other responsibilities assigned to the Rector's Council by the UG 2002	Legal basis	Performed by
Deciding on an initiative for a merger with one or more universities	§ 6 (4) UG 2002	Rector's Council
Submitting the intellectual capital report to the University Board	§ 13 (6) UG 2002	Rector's Council
Delegating lay members to the Arbitration Committee	§ 13a (2) UG 2002	Rector's Council
Preparing the Strategic Plan	§ 13b (1) UG 2002	Rector's Council
Conducting the financial affairs of WU in accordance with the law and the principles of efficiency, expediency, frugality, and transparency, and managing WU's budget with due care	§ 15 (1) UG	Rector's Council
Establishing an accounting and reporting system	§ 16 (1) UG	Rector's Council
Submitting a financial statement, together with an auditor's report, to the University Board	§ 16 (4) UG 2002	Rector's Council
Submitting proposals for the By-Laws and changes thereto	§ 19 (1) UG	Rector's Council
Deciding on a suspension from studies	§ 19 (2a) UG 2002	VR for Academic Programs and Student Affairs
Drafting an Organizational Structure Plan	§ 20 (4) UG 2002	Rector's Council
Appointing and recalling the heads of organizational units with research and teaching tasks	§ 20 (5) and (5a) UG 2002	Rector's Council
Appointing the heads of interuniversity organizational units, in cooperation with the rectorates of the other participating universities	§ 20c (2) UG 2002	Rector's Council
Participating in the recall of a member of the University Board	§ 21 (14) UG 2002	Rector's Council
Providing resources to the University Board	§ 21 (16) UG 2002	Rector's Council
Issuing the Rules of Procedure of the Rector's Council	§ 22 (6) UG 2002	Rector's Council
Deciding on the use of expense compensations	§ 26 (3), § 27 (3) UG 2002	Rector's Council

Prohibiting projects pursuant to § 26 (1) UG 2002	§ 26 (4) UG 2002	Rector's Council
Withdrawing entitlements pursuant to § 27 (1) UG 2002	§ 27 (1) UG	Rector's Council

Other responsibilities assigned to the Rector's Council by the UG 2002	Legal basis	Performed by
Allocating resources to the Equal Opportunities Committee subject to budgetary considerations	§ 42 (11) UG 2002	Rector's Council
Filing appeals pursuant to Art. 133 of the Federal Constitutional Law (<i>Bundes-Verfassungsgesetz, B-VG</i>)	§ 46 (4) UG 2002	Rector's Council
Setting periods or acting as a substitute for bodies with regard to their failure to meet their responsibilities in a timely manner	§ 47 (1) UG	Rector's Council
Conclusion of an "Agreement on academic performance" with academically inactive students who have completed at least 120 ECTS credits in a diploma or bachelor's degree program	§ 59b (3) UG 2002	Rector's Council
Admissions to degree programs	§ 60 (1) UG	VR for Academic Programs and Student Affairs
Waiving the obligation to submit documents for admission	§ 60 (3) UG 2002	VR for Academic Programs and Student Affairs
Setting the general admission period and arranging exceptions for admission to degree programs subject to different admission, enrollment, or selection procedures	§ 61 (1) UG	VR for Academic Programs and Student Affairs
Setting the period for re-registration	§ 62 (1) UG	VR for Academic Programs and Student Affairs
Declaring an admission null and void	§ 63 (8) UG 2002	VR for Academic Programs and Student Affairs
Prescribing supplementary examinations to prove proficiency in the German language	§ 63 (10a) and (10b) UG 2002	VR for Academic Programs and Student Affairs
Deciding on required supplementary examinations	§ 64 (2) to (5) UG 2002	VR for Academic Programs and Student Affairs
University entrance qualification examination	§ 64a UG 2002	VR for Academic Programs and Student Affairs
Declaring the expiry of admission to a degree program or non-degree program	§ 68 (3), § 71 (2) UG 2002	VR for Academic Programs and Student Affairs

Deciding on required supplementary examinations for non-degree program students at the bachelor's and master's levels	§ 70 (1) UG	VR for Academic Programs and Student Affairs
Imposing admission and selection procedures and a mandatory registration process for prospective students	§ 71b (4) and (5) UG 2002	Rector's Council

Other responsibilities assigned to the Rector's Council by the UG 2002	Legal basis	Performed by
Determining the number of new students and restricting admission by means of pre-admission or post-admission selection procedures for master's and PhD programs taught in a foreign language	§ 63a (8) UG 2002	Rector's Council
Determining what counts as compelling grounds for changing the form, dates, methods, or grading criteria of a course or examination during the semester	§ 76 (4) UG 2002	VR for Academic Programs and Student Affairs
Deciding on a waiver of tuition fees	§ 92 (2) and (2a) UG 2002	VR for Academic Programs and Student Affairs
Obligating students to retroactively pay tuition fees	§ 92 (3) UG 2002	VR for Academic Programs and Student Affairs
Obligating students to pay double the normal tuition fee	§ 92 (4) UG 2002	VR for Academic Programs and Student Affairs
Position announcements for full professors	§ 98 (2) UG 2002	Rector's Council
Informing employees who have produced inventions of WU's intention to claim title to these inventions	§ 106 (3) UG 2002	Rector's Council
Advertising positions	§ 107 (1) UG	VR for Research and Human Resources
Appointing a representative to the National University Federation	§ 108 (2) UG 2002	Rector's Council
Assessing whether contractual employees have met the requirements that make them eligible for permanent contracts (see § 52a and § 52b of the Contractual Employees Act 1948 [<i>Vertragsbedienstetengesetz</i> 1948])	§ 126 (6) UG 2002	VR for Research and Human Resources

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All fields marked with an asterisk (*) are required.

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Examples of short/long titles:

- Short title = category and keyword, e.g. WUPOL Software
- Long title or subtitle = designation provided by the organizational unit, e.g. "Regulation on the use of WU Software"

No more than 60 characters; do not use any diacritics, special characters, and spaces