

## **Statute of the Students' Union of the Academy of Fine Arts Vienna**

<b>§1 SCOPE OF APPLICATION AND DEFINITIONS</b>	<b>2</b>
<b>§2 POLITICAL AGENDA</b>	<b>2</b>
<b>§3 STUDENT PARTICIPATION</b>	<b>3</b>
<b>§4 DECISION-MAKING PROCESSES/PLURALISTIC AND EQUAL REPRESENTATION</b>	<b>3</b>
<b>§5 BODIES OF THE STUDENTS' UNION</b>	<b>4</b>
<b>§6 CONSTITUENT MEETING (ACCORDING TO §59 OF THE STUDENTS' UNION ACT 2014)</b>	<b>5</b>
<b>§7 UNIVERSITY STUDENT REPRESENTATION (GERMAN: UV)</b>	<b>5</b>
<b>§8 CONVENING THE UNIVERSITY STUDENT REPRESENTATION MEETING (UV-SITZUNG)</b>	<b>5</b>
<b>§9 AGENDA OF THE UNIVERSITY STUDENT REPRESENTATIVE MEETING</b>	<b>7</b>
<b>§10 PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATIVE MEETING</b>	<b>7</b>
<b>§11 FILING MOTIONS AT THE UNIVERSITY STUDENT REPRESENTATIVE MEETING</b>	<b>7</b>
<b>§12 DEBATE PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATIVE MEETING</b>	<b>8</b>
<b>§13 DECISION-MAKING AT A UNIVERSITY STUDENT REPRESENTATIVE MEETING</b>	<b>9</b>
<b>§14 RECORDING THE MINUTES</b>	<b>9</b>
<b>§15 CHAIRPERSON OF THE UNIVERSITY STUDENT REPRESENTATIVES</b>	<b>10</b>
<b>§16 DEPUTIES OF THE STUDENT OFFICES</b>	<b>11</b>
<b>§17 OFFICES OF THE UNIVERSITY STUDENT REPRESENTATION</b>	<b>12</b>
<b>§18 COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION</b>	<b>14</b>
<b>§19 PERMANENT COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION</b>	<b>15</b>
<b>§20 STUDY REPRESENTATIONS</b>	<b>17</b>
<b>§21 STUDENT PARTICIPATION IN UNIVERSITY BOARDS AND COMMITTEES</b>	<b>18</b>
<b>§22 REMUNERATION PAYMENTS AND DUTY TO REPORT</b>	<b>20</b>
<b>§23 CONFLICT OF INTERESTS</b>	<b>21</b>
<b>§24 SUPERVISION RIGHTS OF MANDATARIES</b>	<b>21</b>
<b>§25 AMENDMENT AND ENTRY INTO FORCE OF THE STATUTES</b>	<b>21</b>

## **§1 SCOPE OF APPLICATION AND DEFINITIONS**

- (1) The Students' Union of the Academy of Fine Arts Vienna is a public corporation.
- (2) All degree students and continuing education students are members of the Students' Union of the Academy of Fine Arts Vienna. All degree students and continuing education students within the territory of the Republic of Austria are members of the Students' Union (ÖH).
- (3) All mandataries, study representatives, officers and employees of the Students' Union shall fulfill their legal obligations, abide by the statute, and pursue the political agenda of the Students' Union within their internal organization, work, and attending public functions. Failure to comply with this may result in being called before the Chair for an explanation.
- (4) The purpose of the Students' Union media is to serve the student body; it consists of: the Website of the Students' Union of Fine Arts Vienna ([www.oehakbild.info](http://www.oehakbild.info)), the info screens and all social media channels run by the Students' Union, its mandataries and officers.
- (5) E-mail is regarded as a "written form".
- (6) Regulations and rules of procedure shall be published on the Students' Union Website. Study representatives, mandataries, officers and employees shall upload all official Students' Union documents and files to the archive in the Students' Union's own Cloud.
- (7) Provisions in other laws referenced in these statutes to shall apply as amended.
- (8) If the feminine is used in these statutes, it is a generic feminine and includes all genders.

## **§2 POLITICAL AGENDA**

Those who assume a function within the Students' Union commit to the following:

- (1) Endeavoring to improve the legal situation of students in study-related, social, political and financial matters.
- (2) Providing advice with special regard to the situation of socially and economically marginalized and underrepresented students, particularly students living in migration (EEC/EU and beyond).
- (3) Giving priority to marginalized and underrepresented students and those with no or limited access to the labor market when allocating funds and resources. This includes transparency in the use and application of student union fees in the students' interest. All activities, particularly those of financial nature, shall be accountable and transparent.
- (4) A particular focus on creating equality among all students, regardless of external markers based on origin, class, racialization, gendering, sexual orientation, religion, ability, or any other factors of discrimination.
- (5) Representing a position that reflects social relations and structures, including mechanisms of exclusion and discrimination, and resolutely working to eradicate the latter from one's own political practice.

(6) The use of gender-diverse terms and forms of speech in all announcements, publications and meetings. The gender of any person involved shall always be respected.

(7) Each person holding a function within the Students' Union—as elected representatives, heads or deputies of an office, persons in charge, or study representatives—shall do everything they can to fight discrimination resulting from language requirements and standardizations at the Academy of Fine Arts Vienna, for instance, in curriculum design or when applying to admission.

(8) The Students' Union upholds a policy of language plurality and is committed to requiring and carrying this out in the Students' Union, and in the entire Academy of Fine Arts Vienna.

(9) People who hold an office or are active within the Students' Union, such as mandataries, shall work together in a heterarchical manner. All mandataries, officers and employees are expected to carry out their work in a transparent, conscientious and responsible manner.

(10) All organs, committees, and Chairpersons of the Students' Union shall agree on rules of procedure, which reflect that they perform their tasks in a transparent manner and are accountable to the members of the Students' Union. These rules of procedure shall be published on the Students' Union Website.

(11) The Students' Union conducts its work and documents this in writing. Work agreements and orders with numerous or complex tasks are to be laid out in a work order that clearly defines the aims, milestones, persons responsible and resources.

### **§3 STUDENT PARTICIPATION**

(1) Mandataries, officers and employees of the Students' Union shall consider the interests of all students – not merely those of the students actively involved in the Students' Union.

(2) Those committees already established at the start of the semester shall be immediately announced publicly in an adequate manner– at the latest seven days prior to the meeting. This shall ensure that study representations are pluralistic, equal and from a variety of different institutes, and that as many students as possible may vote.

(3) Mandataries, officers and employees of the Students' Union hold a joint responsibility for knowledge transfer within the organization, particularly when onboarding and mentoring successors to take over.

(4) Mandataries, officers and employees of the Students' Union take part in mentoring within the Students' Union.

### **§4 DECISION-MAKING PROCESSES/PLURALISTIC AND EQUAL REPRESENTATION**

(1) Decisions made by committees shall be transparent. An application is considered accepted when there is a simple majority of the valid votes cast (exceptions include: amendments to the statutes, motions to vote out, etc.). Abstentions shall not be considered as votes cast. Circular resolution is not permissible for any body of the Students' Union.

(2) Unless otherwise provided in the Students' Union Act 2014, a decision shall require at least half of a body's members entitled to vote to be present.

(3) Boards and committees in which decisions on student matters are made, shall be composed of pluralistic and equal representatives.

(4) Equal representation is given when students from as many different departments and institutes as possible are represented in meetings, committees and other working groups of the University Student Representation, Study Representations, and Students' Union Offices, and are delegated to take part in boards and committees of the Academy of Fine Arts Vienna.

(5) The chairperson, officers, mandataries and employees of the Students' Union shall formally execute the decisions made in the bodies, boards and committees of the Students' Union.

(6) At Students' Union meetings, all persons present have the right to speak.

## **§5 BODIES OF THE STUDENTS' UNION**

(1) The bodies of the Students' Union of the Academy of Fine Arts are:

1st University Student Representation

2nd Study Representation and, where applicable, Department Representation

3rd Election Committee

(2) All bodies, with the exception of the election committee, are subject to the statute.

(3) Study Representations are voted in or out on the basis of a two-thirds majority in accordance with the regulations in §19 (2) of the Students' Union Act 2014. The decision shall be taken as its own item on the agenda. Such decisions are only valid, if more than four months lie between the decision and the next Students' Union elections; except when the University announces changes to the university structure, in which case adaptations shall be made. In such an instance, decisions are valid as long as they are necessary for the required adjustment.

(4) According to §3, decisions become invalid in the event that ten percent of the eligible voters for the joint Study Representation apply in writing to the competent election committee and request an election of their own study representations.

(5) Voting in and out of Study Representations come into effect after the following Students' Union election.

(6) In accordance with the abovementioned provisions, the chair of the Students' Union shall maintain an up-to-date list of all Study Representations, including their respective study programs and allocations to governing bodies at the university. In the event of a change, the list shall be amended immediately. This list can be found as appendix to the statute. The current list shall be available upon request, and published on the Students' Union Website. This list forms the basis for the Students' Union elections.

## **§6 CONSTITUENT MEETING (ACCORDING TO §59 OF THE STUDENTS' UNION ACT 2014)**

(1) The constituent meeting is the first time the newly elected mandataries of a body convene following the announcement of the election results.

(2) The chairperson of the election committee, or the sub-election committee shall send the invitation to the constituent meeting. The invitation to the constituent meeting shall be made without delay after the election results are announced, and sent in writing at least fourteen days prior to the meeting. The chairperson of the election committee, or sub-election committee shall set the date for the constituent meeting. The meeting shall be held no later than the 30th of June of the election year.

(3) The minutes and the facilitation of the constituent meeting shall be conducted by the chairperson of the election committee. The agenda shall include the following points, in particular:

(4) Greeting, verification of an orderly invitation, attendance and presence of a quorum

1st Approval of the agenda

2nd Election of the chairperson of the bodies

3rd Election of the first deputy chairperson

4th Election of the second deputy chairperson

5th Any other business

## **§7 UNIVERSITY STUDENT REPRESENTATION (GERMAN: UV)**

(1) The University Student Representation consists of:

1st Mandataries with the right to vote and the right to file motions

2nd Heads of offices as non-voting members, and with the right to file motions on matters regarding the affairs of their office

3rd Mandataries of the Study Representations as non-voting members with the right to file motions.

(2) All students of the Academy of Fine Arts Vienna are members of the Students' Union and have the right to attend and speak at all public meetings of the University Student Representation.

## **§8 CONVENING THE UNIVERSITY STUDENT REPRESENTATION MEETING (UV-SITZUNG)**

(1) The chairperson shall convene a full meeting of the University Student Representation at least twice per semester.

(2) All mandataries and officers of the Students' Union shall receive an invitation in writing to the general assembly of the University Student Representation at least fourteen days prior and shall include a request to submit agenda points and motions to be decided upon at the assembly. Agenda points shall be submitted at least seven days prior in order to ensure that the invitation complies with the proper process. Authorized recipients included in the University Student Representation lists shall

provide the chairperson of the University Student Representation with their mandataries' e-mail addresses.

(3) In urgent matters, the chairperson shall respond to a written request for a meeting by at least two mandataries, and call for an extraordinary meeting, which must include the agenda, within 5 study days. The invitation shall be extended to all mandataries and officers in writing and indicate the time, location and agenda. Should the chairperson fail to call the meeting in due time, those requesting the meeting are entitled to call for an extraordinary meeting of the University Student Representation themselves, in compliance with the abovementioned stipulations.

(4) If a mandatory is indisposed, they shall immediately give notice in writing.

(5) Meetings of the University Student Representation shall be published on the Students' Union Website.

(6) Meetings of the University Student Representation shall be open to the public; a closed session is permissible if a two-thirds majority accepts a motion with reasonable grounds. The reason for the closed session shall be stated in the minutes.

(7) In exceptional cases with reasonable grounds, it is permissible to hold meetings in the form of a videoconference. In order for individual mandataries to request a hybrid convening of the meeting and take part using a video link, they are required to state their reason in writing at least five days before the meeting.

(8) In the event that the meeting is held as a video conference, the Chairperson shall ensure that the digital means of communication comply with the following:

1st the members are able to hear each other on both sides;

2nd the members are visible, at least for the purpose of identification;

3rd the attendance and participation of third parties is possible;

4th authorized elections and voting shall be possible;

5th the registration and identification of members attending is established verbally and simultaneously through being visible on video.

(9) Should mandataries leave an online meeting without proper notice, it is assumed that it is due to technical difficulties. In such a case, the Chairperson shall pause the meeting, and telephone or utilize other technical aides to contact the mandataries and help them to join the meeting again. If contact could not be established or they were unable to join the meeting again after 10 minutes, the meeting shall continue without that mandatory. This shall be recorded in the minutes as the time the mandatory "left the meeting".

(10) It is not permissible to hold a University Student Representation meeting during the following periods:

1st 1 July until 30 September

2nd 1 February until 28/29 February

3rd 20 December until 10 January

4th One week before and after Easter Sunday

5th Sundays and statutory holidays

### **§9 AGENDA OF THE UNIVERSITY STUDENT REPRESENTATIVE MEETING**

(1) Every agenda shall include a minimum of the following agenda items:

1st Greeting, verification of an orderly invitation, attendance and presence of a quorum

2nd Approval of the agenda

3rd Approval of the minutes documenting the decisions made in the previous session

4th Decisions

5th Any other business

(2) Under the point “approval of the agenda” proposals may be made to add, remove or change the order of items on the agenda. If necessary, items on the agenda and decisions to send delegations to the university collegial organs may be added to the agenda.

(3) It is not permissible to make any resolutions under the point “Any other business”.

### **§10 PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATIVE MEETING**

(1) A chairperson or a person commonly agreed upon and delegated, ideally, in the previous University Student Representation meeting shall chair and facilitate the meeting.

(2) The meeting begins by establishing that the invitation was extended in an orderly manner and by establishing of the presence of a quorum. A quorum is present when at least half of the mandataries are in attendance, unless otherwise provided for in the Students’ Union Act 2014. In the event that a quorum is not present, the meeting shall be suspended. If the quorum is not reached within one hour, the meeting shall be terminated and within three working days, a new meeting shall be announced pursuant to §8 para 3 of these statutes.

(3) The agenda items shall be discussed in the order approved.

(4) A list of speakers shall be made. The speakers shall be given the floor to speak in the order, in which the attendees have requested to speak.

(5) Persons attending the University Student Representation meeting for the first time shall be provided with a brief introductory round along with notes on gender diverse use of language, speaking time, and a short introduction to the use of hand gestures.

(6) The language used in the meeting shall be determined on the basis of the common language of the majority of persons present. Should there be any difficulty in following the meeting, adequate translation shall be arranged.

### **§11 FILING MOTIONS AT THE UNIVERSITY STUDENT REPRESENTATIVE MEETING**

(1) Motions shall be filed in written or verbal form as:

1st Principle motions: a principal motion is the initial motion made about an issue.

2nd Counter motion: a counter motion is a motion that treats the issue of a principle motion in a manner that formally, or in terms of its content, is incompatible with it.

3rd Amendment: an amendment is a motion that expands upon, limits or clarifies a principle motion or a counter motion.

(2) In the case that multiple motions are filed, the voting shall take place as follows: the principle motion shall be voted upon prior to the amendment; the counter motion shall be voted upon prior to the principle motion. If the counter motion is accepted, the principle motion is declined. If the counter motion is declined, a vote shall take place on the principle motion.

(3) Right to file motions (applications) – without prejudice to other legal provisions, students of the Academy are permitted to file a motion. The application shall fall within the scope of remit of the University Student Representation. Applications by students shall be submitted to the chairperson at least seven days prior to the meeting. Applications received after this deadline shall be postponed until the following meeting of the respective body. The first signatory of an application is its representative. Students who have filed a motion are entitled to speak in favor of their application at the meeting of the respective body.

## **§12 DEBATE PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATIVE MEETING**

(1) Upon application by a mandatory and upon the request of two-thirds of the mandataries present, meetings or items on the agenda may be held in a closed session.

(2) Each person attending the meeting is entitled to speak on each agenda item, and may do so after the moderator as asked them to speak on the given item.

(3) The person filing the motion, or person reporting, is given the floor at the start of the debate, after which all other speakers may speak in the order they requested to speak.

(4) All participants, in particular the moderator, are responsible for maintaining an inclusive culture of debate, particularly by facilitating in a manner that attends to the needs of the participants, the requirements of the agenda item, and the available time resources. All participants do their utmost to maintain a respectful and just distribution of speaking time by keeping their points short and focusing on the most important point.

(5) The order of the speakers' list shall be suspended if a person requests to speak on:

1st The statutes

2nd Rectification

(6) Those requesting to speak on the statutes, that is, would like to point out a pursuant process that is not in accordance with the statutes, is permitted to speak immediately.



(7) Negotiations regarding an application or an agenda item are suspended if a person formally submits an application (files a motion) regarding:

- 1st Postponing of the issue
- 2nd Closing the list of speakers
- 3rd Closing the debate on an issue
- 4th Closing the debate on an agenda item
- 5th Postponing of the meeting
- 6th Closing the meeting

### **§13 DECISION-MAKING AT A UNIVERSITY STUDENT REPRESENTATIVE MEETING**

(1) Decisions shall be made in a transparent and democratic manner, by which all persons present actively vote. For an application to be adopted, at least half of the voting members must be present and, unless otherwise provided for by the Students' Union Act 2014, a simple majority of the valid votes cast is required. Abstentions shall not be considered as votes cast. Resolutions that require a two-thirds majority of the voting members are, in particular: the dismissal of delegated student representatives, voting out a chairperson, dismissal of heads of office (Referent:innen) and amendments to the statute. Members who are entitled to vote are mandataries.

Votes on a motion (application) are determined as follows:

- 1st Votes in favor
- 2nd Abstentions
- 3rd Votes in opposition

In case of a tie, the motion shall be denied.

(2) A vote is invalid if cast by a person who is not entitled to vote, or if cast after the voting has taken place.

(3) If the result appears to be questionable, the chairperson is to order a vote by roll call. A vote by roll call is obligatory if requested by at least two mandataries.

(4) A secret vote in writing is obligatory if requested by at least two mandataries.

(5) Mandataries, officers and employees of the Students' Union have the duty to represent and promote the interests of the members. They shall consider and formally implement the interests of the students, when it comes to decisions made by other Students' Union committees as well as when voting at the University Student Representation.

### **§14 RECORDING THE MINUTES**

(1) Comprehensive minutes shall be taken at University Student Representation meetings. The minutes shall convey a clear and transparent picture of the meeting and include the following:

- 1st Date and time the meeting started and finished.
- 2nd The names of all present members, bodies and persons reporting.

3rd Agenda items.

4th The motions filed for each agenda item, the decisions made in verbatim, and the names of the persons who filed the motions.

5th The result of votes on each application (motion).

6th The essence of the contributions made to the discussion of each agenda item.

7th Members are entitled to receive a copy of the minutes upon request.

(2) The minutes on decisions made shall be recorded immediately. The Chairperson and the Office for Economic Affairs shall publish the minutes on the Student Unions' Website. Additionally, mandataries and officers of the Students' Union shall receive the minutes in an adequate form, along with the invitation to the next meeting.

(3) Minutes on decisions made at University Student Representation meetings shall be published on the Students' Union Website, and a full transcript of the meeting shall be made available upon request.

### **§15 CHAIRPERSON OF THE UNIVERSITY STUDENT REPRESENTATIVES**

(1) The Chairperson and their deputies shall organize their collective work, pursuant to §35 (3) Students' Union Act 2014; without prejudice to the legal provisions, they shall aim to work collectively and act as a team. The internal division of labor shall be recorded and announced in written form.

(2) After one year of office, the positions of each Chairperson shall rotate, with each person on the Chairperson team assuming another position within the Chair.. The Chairpersons shall also make a concerted effort to invite at least one new person to take an office in Chairpersons' team. The provisions of the Student Unions' Act 2014 remain unaffected.

(3) The members, mandataries, officers and employees of the Students' Union shall be given the opportunity to work closely together with the chairpersons' team as a means to strengthen the cohesion and collaboration within the Students' Union. This also allows possible successors to become familiar with the work. The provisions of the Student Unions' Act 2014 remain unaffected.

(4) Should a Head of Office neglect their tasks or violate the statute, the Chairperson may suspend this person until the next University Student Representation meeting, but for not longer than 40 study days. Periods during which courses are not held lengthen this time period. In accordance with this time frame, at the first following meeting University Student Representation, the issue shall be presented with the aim of coming to a resolution. During the suspension, the capacities and agendas of the office as well as with the remuneration payment are suspended. Repeated suspensions on the same grounds are not permissible. Prior to a suspension, attempts shall be made to discuss the issue at hand.

(5) The Chairperson or a Deputy Chairperson represents the interests of the students of the Academy of Fine Arts Vienna at the Chairpersons' Conference, in accordance with §10 of the Students' Union Act 2014. The participation is laid out in the rules of procedure of the Chairpersons' Conference of the University Student

Representations. If a member is indisposed, they shall immediately give notice in writing.

(6) The Chairperson or Deputy Chairperson represents the interests of the students of the Academy of Fine Arts at the University Council meetings, in accordance with §21 para 15 of the Universities Act 2002. If a member is indisposed, they shall immediately give notice in writing.

(7) At least one member of the Chairpersons' team shall attend the Rectorate's Jour Fix meetings. It is permissible for the chair to invite additional mandataries, officers or students to take part in the Rectorate's Jour Fix meetings.

## **§16 DEPUTIES OF THE STUDENT OFFICES**

(1) The offices shall fall under the management of heads of office, or qualified employees; a deputy head may be elected for the head of the Office for Economic Affairs. All vacant positions are to be announced and published in the Students' Union media and via e-mail. A working group shall review the applications and make a shortlist. Before the University Student Representation appoints a head of office, the applicants shall attend an interview, for which all persons actively involved in the Students' Union receive a written invitation.

(2) According to §1 (2) of this statute, the heads of office shall be full members of the Austrian National Union of Students and have the qualifications required for that office.

(3) Until the University Student Representation has approved the head of the office, the chairperson may recommend qualified persons and entrust them with heading that office in the interim period. This interim assignment shall not exceed three months per assignment. Periods during which courses are not held, Sundays and legal holidays may extend this three-month period.

(4) The responsibility of the head of office commences with the election, or entrustment by a chairperson, to head the office and expires at the end of one year, the end of the preliminary entrustment, or on the date of resignation, suspension or voting out.

(5) Upon assuming the position as a head of office, a proposed work plan for their term in office shall be submitted to the Chairperson and the University Student Representation.

(6) The heads of office shall conduct their work in accordance with the resolutions of the University Student Representation and its committees, and act in accordance with the political agenda of the Students' Union.

(7) To accomplish the scope of tasks of any given office, the heads of office may receive support through appointing additional persons (Sachbearbeiter:innen) or project staff.

(8) Heads of office are obliged to take part in University Student Representation meetings and Reporting Committee meetings.

(9) It is not permissible for persons who already hold an office as a Chairperson of the Students' Union, as a Chair of the University Senate, as a member of the Equal

Opportunities Team, a Curricula Commission to simultaneously serve as a Head of Office of the Students' Union of the Academy of Fine Arts Vienna.

## **§17 OFFICES OF THE UNIVERSITY STUDENT REPRESENTATION**

To accomplish the statutory and administrative tasks of the Students' Union of the Academy of Fine Arts Vienna, offices dedicated to the following affairs have been established:

### **(1) Office for Economic Affairs**

The Office for Economic Affairs, in collaboration with the Chairperson, handles all of the economic affairs of the Students' Union. It is responsible for preparing annual accounts and handles the tasks concerning the annual audit along with the ongoing administration of all financial transactions of the Students' Union. The Office for Economic Affairs is responsible for communication with the control commission and for giving regular reports at University Student Representation meetings. In collaboration with the Office for Infrastructure, it manages investment and inventory lists; it also documents and administrates all contracts.

The head of the Office for Economic Affairs checks all of the receipts and other related bookkeeping documentation. In collaboration with the Study Representations and the Chairpersons, the Office for Economic Affairs executes the financial planning necessary for making an annual estimate. The Office for Economic Affairs also assists in applying for external funds for Students' Union projects. In order to ensure execution of the tasks are in compliance with the law, the Office for Economic Affairs receives support from an employee with the required qualifications.

### **(2) Office for Education Policy**

The Office for Education Policy is tasked with engaging with university education policy and develops statements in response to proposals of laws and guidelines. Working in close collaboration with the Study Representations, the student Chairpersons of the Senate, the Office for Economic Affairs and the General Secretariat, it inspects and documents the work done in boards and committees, on the basis of which the remuneration payment the Study Representations is established. Together with the student Chairperson of the University Senate, the Office for Education Policy coordinates the work done in the boards and commissions of the university collegial bodies and in the university Senate.

The Office for Education Policy functions as a contact point for the student representatives of the Study Representations (particularly regarding issues in the Study Representations as well as for student members of commissions, committees and juries of the Academy of Fine Arts Vienna). In addition, it is tasked with giving updates on current developments in educational policy at the university and beyond, in order to foster critical engagements with these issues.

### **(3) Office for Social Policy**

The Office for Social Policy informs students about social (service) provisions available and plays an active role in shaping policy of the University Student Representation around issues concerning "social welfare", "studying with a child", "mental stress" and "anti-ableism". It is responsible for providing counseling and support for students.

Together with the bodies and offices of the student union it strives to support structurally underrepresented persons. It also provides support for students with questions on stipends, funding, study allowance, family allowance, health insurance, accident and liability insurance of the Students' Union, etc. It also provides support and information concerning employment and housing,

The Office for Social Policy is part of the working group set up by the University Student Representation, which is responsible for allocating social funds in accordance with the guidelines set up by the University Student Representation.

A specially qualified employee is entrusted with the task of providing social counseling and information.

The Office for Social Policy works in close collaboration with the Office for Intersectional Political Practice.

#### (4) Office for Public Affairs

The Office for Public Affairs disseminates information about the activities of the student body through social media and on the Students' Union info screens. It is tasked with technically maintaining and updating the Students' Union Website. It ensures that the content of the Students' Union is available to students and the broader public, encourages critical engagement with political issues, and offers a place for critical standpoints and opinions.

The Office for Public Affairs is responsible for designing and printing information brochures of the Students' Union.

The Office for Public Affairs aims to regularly inform the students of the Academy of Fine Arts Vienna about issues and concerns that affect them via their newsletter.

#### (5) Office for Intersectional Political Practice

The task of the Office for Intersectional Political Practice is to develop political projects that deal with issues such as migration policy, class struggle, queer\*feminism, diversity, antidiscrimination, antiracism, anti-ableism, religious prejudice, etc.

This Office functions as a contact point for bringing political projects to the attention of the Students' Union, and coordinates the resulting tasks within the Students' Union. It makes sure that the students of the Academy of Fine Arts are not only informed about such projects, but also – when possible – may take part in them.

This Office works in collaboration with the Chair, General Secretariat, the Office for Public Affairs and the Office for Anti-Ableist Practices.

#### (6) Office for Infrastructure

The Office for Infrastructure actively assesses problems related to space and infrastructure at the Academy of Fine Arts Vienna, communicates them to the Rectorate, and appeals to the decision-makers to take action to solve these problems. This Office is also responsible for sharing information about available spaces and resources, particularly at the Academy of Fine Arts itself, and prepares proposals to optimize the current regulations around the utilization of space and infrastructure.

It aims to forge cooperation with other Students' Unions and organizations as a means to utilize and expand the Students' Union's infrastructure pools. In addition, it is tasked with coordinating and expanding the Students' Union's own equipment pool, in consultation with the Chairpersons and the Office for Economic Affairs. It is also responsible for organizing and maintaining this equipment.

The regular tasks include administering the borrowing of equipment, maintaining the equipment, upkeep and updating the infrastructure website, which provides an overview of the Students' Union's own equipment pool. It also provides technical support for Students' Union events.

In collaboration with the Office for Economic Affairs, the Office for Infrastructure conducts a full inventory once per semester.

#### (7) General Secretariat

The task of the General Secretariat is to coordinate the regular procedures and processes of the Students' Union together with the Chairpersons. It is responsible for planning and coordinating the processes related to the Students' Union's everyday business, as well as developing structures and processes that render the Students' Union more transparent, participatory and thus more effective and accountable.

The General Secretariat is also tasked with running a mentoring program that provides new officers with everything they need at the start of their work at the Students' Union. To accomplish this, the General Secretariat maintains close contact with all the offices and mandataries of the Study Representations. In addition, it is responsible for facilitating the flow of information and knowledge transfer within the Students' Union. It is the task of the General Secretariat – regarding general personnel – to ensure that the Academy of Fine Arts meets its legal obligations towards the Students' Union.

#### (8) Office for Anti-Ableist Practices

The Office for Anti-Ableist Practices is committed to representing the rights and needs of students with disabilities and neurodiversity and making their voices heard in the academic and social landscape of the Academy and beyond. Through events, workshops and awareness campaigns, the office aims to raise awareness of disability issues amongst the wider student body and work to break down societal prejudices.

The aim is to create a more empathetic academic culture. Promoting initiatives such as accessible universities and providing more accessible learning materials and mental health resources should enable a more equitable educational experience for all.

### **§18 COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION**

The University Student Representation can delegate tasks to committees. Unless otherwise provided in the Students' Union Act's (2014) detailed definition of the decision-making sovereignty of the University Student Representation, the committees act autonomously.

(1) The statutes entail regulations on the configuration and establishment of permanent committees; if the need arises, the University Student Representation may establish non-permanent committees and this may also be done ad hoc.

(2) Committees are required to establish guidelines including detailed descriptions of their rules of procedure, or respectively allocation modalities. Otherwise, the provisions established by the University Student Representation in these statutes apply.

(3) The Chairperson of the University Student Representation shall convene a constituent meeting for the permanent committees at least 21 days after the study year has begun; for non-permanent committees at least fourteen days after establishment. The committee's chairperson is determined at constituent meeting, with the exception of the Reporting Committee. In addition, a secretary and the dates for the coming study year are to be established. In the event that a committee chairperson is not longer able to carry out their tasks, the Chairpersons of the University Student Representation shall carry out these tasks in the interim.

(4) Rules of procedure, guidelines and meetings of the committees shall be published on the Students' Union Website.

(5) Minutes shall be taken at committee meetings and immediately sent in writing to [oeherichte@akbild.ac.at](mailto:oeherichte@akbild.ac.at).

(6) Committee meetings are obligatory for all members, unless otherwise stated; and attendance is compensated for through a remuneration payment.

## **§19 PERMANENT COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION**

### (1) Reporting Committee

The Reporting Committee ensures the flow of information and knowledge transfer within the Students' Union. It has no right to file motions or make resolutions.

1st Permanent Members of the Committee:

- a) At least one Chairperson of the University Student Representation
- b) Heads of office
- c) At least one mandatary of the Study Representations
- d) At least one of the Student members of the Senate, the Team for Equal Opportunities, the Curricula Committees as well as any personnel and habilitation committees.
- e) Chairpersons of the University Student Representation committees

2nd The Reporting Committee convenes four times a year, but not during periods during which courses are not held. In the event that members are indisposed, they are obliged to communicate this immediately in writing. In the case of indisposition, remuneration payment for attendance is not provided.

3rd Reporting Committee meetings are not open to the public and may be held in a hybrid form.

4th At least seven days prior to each meeting, the Chairperson of the University Student Representation shall send invitations to all committee members, and

include the time, location and agenda items. The dates shall be decided during the first committee meeting.

5th The agenda items shall include:

- a) Report by the Heads of Office
- b) Report by the Committee Chairperson
- c) Report by the Study Representations
- d) Report by the student members of the Senate, Team for Equal Opportunities, the Curricula Committees as well as any personnel and habilitation committees

6th Each student member of the Senate, Team for Equal Opportunities, Curricula Committees as well as any personnel and habilitation committees shall attend at least one meeting per semester; the same extends to heads of office and mandataries of the Study Representations. The student members of the Senate, Team for Equal Opportunities, the Curricula Committees may be substituted by the student chairpersons of these committees.

7th Attendance is compulsory for all members.

## (2) Finance Committee

1st The tasks of the Finance Committee are to work out an annual estimate, monitor monetary transactions, and support the Office for Economic Affairs in mid-term and long-term planning. The University Student Representation may also entrust the Finance Committee with additional tasks.

2nd Members of the committee consist of: one representative from the Office for Economic Affairs, Chairpersons team, representatives from the voting lists, and mandataries from the Study Representations.

3rd Finance Committee meetings are not open to the public and may be held in a hybrid form.

4th The Finance Committee shall meet at least once per semester, and upon the request of the University Student Representation.

## (3) Project Committee

1st The Project Committee allocates Students' Union funds to projects eligible for funding according to the guidelines laid out by the University Student Representation. At least one third of the Project Committee's funds shall be allotted to political projects.

2nd Members of the Project Committee consist of:

- a) at least one Chairperson from the University Student Representation
- b) Head of the Office for Economic Affairs
- c) Mandataries from the Study Representations
- d) Mandataries from the University Student Representation



- e) Head of the Office for Intersectional Political Practice, as a non-voting member with the right to file motions
- f) General Secretary and the Head of Office for Public Affairs, as a non-voting member with the right to file motions

3rd Project Committee meetings are not open to the public and may be held in a hybrid form.

#### (4) Statute Committee

The University Student Representation calls upon the Statute Committee to work on changes and additions to the statute.

A steering committee, consisting of the Chairperson of the University Student Representation, the student chairperson of the Senate and the Head of the Office for Economic Affairs, leads the committee and assumes the responsibility for addressing any needs or problems concerning the statute, and presents the changes and additions to the statute to the other members of the Statute Committee. They provide feedback on the proposed changes, which the steering committee considers in the course of their further work. The final version, including the proposed changes, shall be presented to the University Student Representation for approval.

The General Secretariat supports the Statute Committee, provides advice and organizes the practical steps of the work process.

### **§20 STUDY REPRESENTATIONS**

(1) The Study Representations form the basis of a body representing the interests of the students. The Study Representations at the Academy of Fine Arts Vienna are:

- 1st Study Representation Architecture
- 2nd Study Representation Fine Arts
- 3rd Study Representation Scenography
- 4th Study Representation Doctoral Studies
- 5th Study Representation Conservation and Restoration
- 6th Study Representation Master Critical Studies
- 7th Study Representation Education in the Arts

(2) The Study Representation shall reflect the open structures of the University Student Representation and organize its chair as a team, enabling the participation of all students at all times and actively work toward training members to take over the activities as successors. The regulations of the Students' Union Act 2014 remain unaffected by this.

(3) The Study Representations shall specify their own rules of procedure and publish these on the Students' Union's Website.

(4) For specific tasks, Study Representations may apply to the General Secretariat for additional persons to be appointed to a designated field of activity approved by the Chairperson of the Students' Union. Persons appointed shall receive remuneration, which is budgeted by the Study Representation together with the Office for Economic

Affairs on the basis of their budgetary means and in accordance with the provisions of §31 (1a) Students' Union Act 2014.

(5) In addition, at institutes in which studios are part of the study program, Study Representations shall discuss with the students and aim to appoint Studio Representatives, so that the needs and situations within the departments can be communicated to the Study Representations or the Chairperson of the Students' Union. Studio Representatives are entitled to remuneration payment.

(6) In order to encourage participation, each Study Representation shall hold a student assembly for the study program each semester. The Study Representative shall send the invitation at least fourteen days before the date to all students of the respective institute.

(7) The Study Representation shall provide information on issues regarding study law, respond to e-mails from students, and provide information available to prospective students; with special regard to offering the broadest possible range of information, to reach and encourage people from educationally marginalized and underrepresented backgrounds to consider studying.

(8) Based on their budgetary means, the Study Representations shall distribute funding to individuals or projects. To maintain transparency, the selection modalities shall be published on the Students' Union Website.

(9) The Study Representations shall provide a report of their work once per semester to [oehverichte@akbild.ac.at](mailto:oehverichte@akbild.ac.at); and publish this on the Students' Union Website. Remuneration payments may be withheld until the outstanding reports are submitted.

(10) It is permissible for Study Representations to accrue reserves, and request the University Student Representation to make this available for later use; however, the requested sum may not exceed the sum of the Student Representation's budget of the past financial year (minus the lump sum). In order to receive the reserves, a budget plan shall be submitted to the University Student Representation.

(11) Study Representations are obliged to attend the University Student Representation assemblies as well as committee meetings with agenda items pertaining to their study program.

## **§21 STUDENT PARTICIPATION IN UNIVERSITY BOARDS AND COMMITTEES**

All Study Representatives shall act in the interest of the students of the Academy of Fine Arts, and represent their interests in the respective boards and committees of the Academy of Fine Arts Vienna. Study Representatives are also legally bound to the statute.

Study Representatives are obliged to attend meetings of the boards and committees as well as the related preparatory meetings; if a member is indisposed, they shall immediately communicate this in writing to the Chairperson of the respective board or committee and to any alternate members (students).

At the start of the new academic year, Study Representative delegates from all boards and committees of the Academy of Fine Arts Vienna shall either confirm their delegation, or propose and nominate a new delegate.

At the start of each semester, the Chairperson and Study Representations shall inform the students in writing about the respective functions and delegate the allowed number of student representatives for each board and committee. Students interested in representing student interests in university boards or committees shall receive information from the General Secretariat about the modalities for student representation in the respective board or committee.

Study representatives are entitled to a remuneration payment in accordance with the statute, specifically with the annex on remuneration payment scheme.

It is permissible for a student representative to be voted out by a two-thirds majority at the University Student Representation meeting.

#### (1) Senate

Delegating student representatives to the University Senate shall proceed in accordance with the election procedure according to §52 Students' Union Act 2014, corresponding to the proportion of votes in the candidate groups represented in the University Student Representation; the candidate groups make a proposal for delegation to the University Student Representation.

The Senate Group consists of student members of the Senate and interested students. It meets at least once prior to the Senate meeting, but after the agenda items have been sent out.

The day before the Senate meeting, the student Chairperson invites the interested students to an onboarding session. These sessions are publicized on the Students' Union Website.

#### (2) Student Chairperson of the Senate

The Senate Group aims to select an appropriate representative to be elected as the student chairperson of the Senate. This shall be established at least on 7 June, following the election of the Senate. The Senate Group first presents the proposed candidate to the University Student Representation, which then makes the final decision.

The tasks entrusted to the Chairperson of the Senate include conducting structured preparatory meetings before the Senate meetings; actively participating in the Senate working group, attending meetings with the Rectorate, attending hearings of the Rectorate, maintaining active contact to members of the University Council; attendance of the Conference of the Chairpersons of the Senate; composing political statements and statements on bills; attending meetings and communicating transparently to the University Student Representation's Reporting Committee, particularly with regards to the agenda items 5 a and 5c in §20 of the statute.

#### (3) Curricula Committees, Appointment Committees, Habilitation Committees

Student representatives shall be delegated to and dismissed from university collegial bodies, in accordance with §25 para 8 of the Universities Act 2002, by the University

Student Representation upon proposal by the respective Study Representation. For delegations, the subsidiary principle applies, which means that first the Study Representation largely responsible for that field nominates representatives; in cases where multiple Study Representations are concerned, each shall be represented in the same number.

(4) Delegations in other Boards, Commissions, Bodies of the Academy of Fine Arts Vienna

The University Student Representation delegates student representatives to take part in various university collegial bodies, working groups and juries—in particular the Equal Opportunities Team and the associated working groups, working groups of the institutes, committees for creating barrier-free and discrimination-free conditions, such as the Council for Equal Opportunities, the anti-discrimination employment agreement working group, search committees for appointing professors, according to §99 (Fast track appointment procedure for university professors) of the Universities Act 2002, committees for stipends, award juries, etc.

The university collegial bodies established by the Academy of Fine Arts, in which student delegates may take part, shall be published on the Students' Union Website. This list shall include the name of the body, a short description of the tasks, and its composition.

## **§22 REMUNERATION PAYMENTS AND DUTY TO REPORT**

(1) The Chairperson, officers (heads of office and appointed staff), the mandataries of the Student Representations as well as the student delegates, according to §21 of this statute, shall receive a remuneration payment in accordance with §31 para 1a(f) Students' Union Act 2014. The bodies of the Students' Union determine the amount of the payment, whereby suggestions by the Finance Committee shall be taken into consideration.

(2) The remuneration payment for the Chairpersons, Heads of Office and appointed persons shall be paid out monthly, and in accordance with §31 para 1a Students' Union Act 2014, the fee shall be increased by the rate of inflation every two years.

(3) Heads of Office, appointed persons and the Chairpersons are obliged to provide a activities report each month in writing. At least once a semester, each Head of Office shall submit a work plan for the coming semester and an activities report at the end of each academic year in writing to [oehberichte@akbild.ac.at](mailto:oehberichte@akbild.ac.at). Failure to provide a work plan may result in a request to suspend the remuneration payments by the Chairperson and Office of Economic Affairs.

(4) The Study Representations determine autonomously, in accordance with §31 para 1a Students' Union Act 2014, the amount and frequency (per semester, per month) of the mandataries' remuneration payments. The respective budget shall be presented to the Finance Committee for consultation.

(5) Study representatives shall receive remuneration payments for ten months of the academic year. The calculation of the fee is made on the basis of the scheme for remuneration payments included in the appendix of this statute. In addition, the fee shall be determined on the basis of the following criteria: the responsibility associated

with an office, size of the area of competence, time and material expenditure, and the number of persons sharing a task. In accordance with §31 para 1b Students' Union Act 2014, the exact amount of the remuneration payment and the resulting total amount shall not have an adverse effect on the financial capacity of the Students' Union.

(6) Study representatives receiving a remuneration fee shall submit a written report via the form on the Students' Union Website at the end of each month, following the monthly meeting. Failure to submit the reports on time shall result in a suspension of the remuneration payment until the reports in question are delivered.

(7) For persons receiving remuneration payment for their office as a Chairperson of the Students' Union, of the Senate, the Equal Opportunities Team, a Curricula Committee or as a Chairperson, Head of Office or appointed person at another Students' Union, it is not permissible to receive a remuneration payment for fulfilling tasks as an appointed person within this function.

### **§23 CONFLICT OF INTERESTS**

In the event that a conflict of interests emerges for mandataries, officers or study representatives, between a mandate or office and a working relationship with boards and committees of the Academy, the issue shall be addressed at the University Student Representation meeting closest to the moment when the conflict of interest first emerged. A decision shall be made within the prescribed period of time. Measures to prevent possible conflicts of interests from taking effect in the first place shall be established by a simple majority. The student representative in question may be removed from office on the basis of a two-thirds majority. The Chairperson of the University Student Representation may suspend the person in question until the following University Student Representation meeting, in correspondence to the regulation in §14 para 4 of this statute.

In the case of a possible conflict of interests in which a mandatory or officer has a close relationship with representatives of other curia of the university, or through a work relationship with the university itself, the person in question shall abstain from voting and is not permitted to take part in any decision-making process, that may could interfere with the mandate of political representation of the students within the university.

### **§24 SUPERVISION RIGHTS OF MANDATARIES**

(1) The mandataries may request information at any time regarding matters that fall under the competence of the Chairpersons, Heads of Office and appointed persons, and the committees of the University Student Representation.

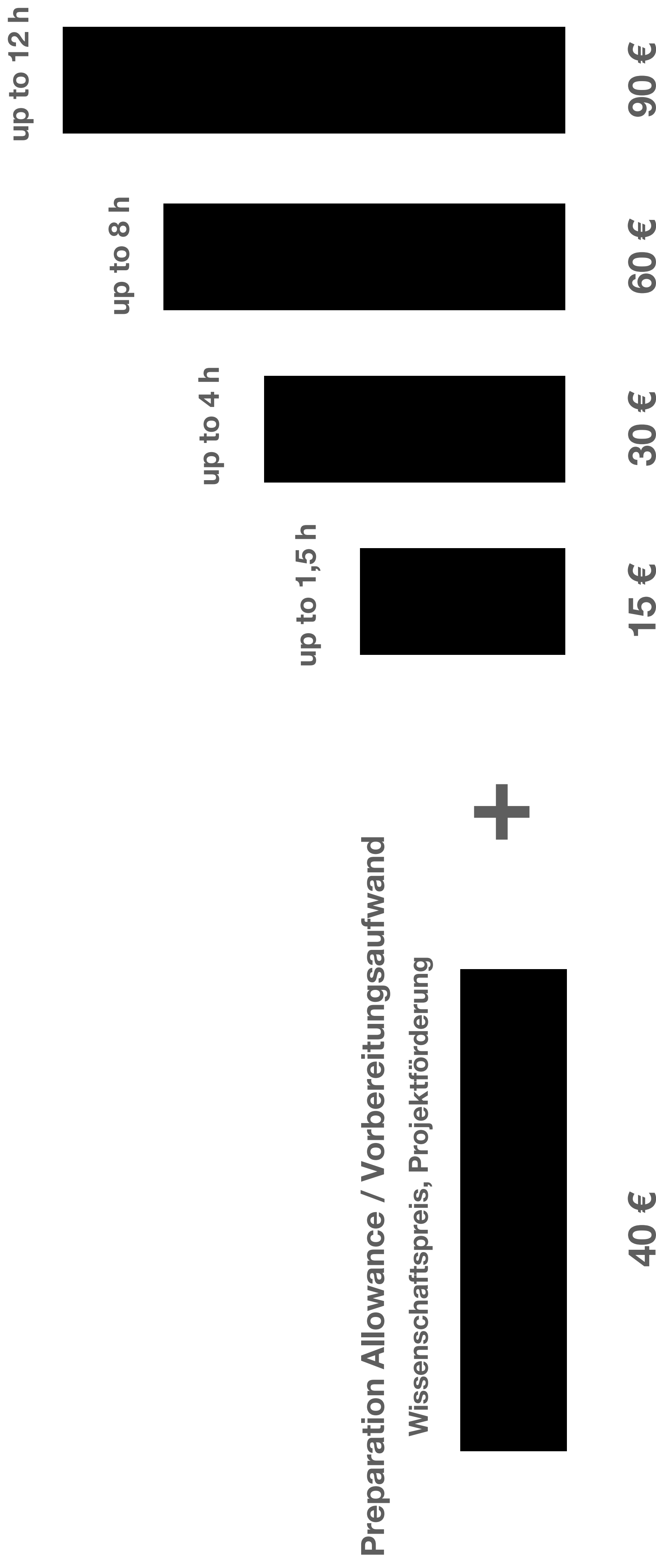
(2) Should a verbal response not be possible at the moment of inquiry, the Chairperson, Deputy Chairperson or Head of Office and appointed persons, shall provide a response in writing within two weeks.

### **§25 AMENDMENT AND ENTRY INTO FORCE OF THE STATUTES**

(1) Modifications of and amendments to the statute shall be permissible with a two-thirds majority vote at a University Student Representation meeting. The proposed modifications or amendments to the statute shall be publically announced as an item on the agenda together with the proposed change or amendment.

(2) The present statute shall enter into force upon approval by the University Student Representation, at which time the previously published statutes of the Students' Union of the Academy of Fine Arts Vienna shall expire and no longer be valid.

# Function Fees for Student Representation Funktionsgebühren für Studierendenvertretung



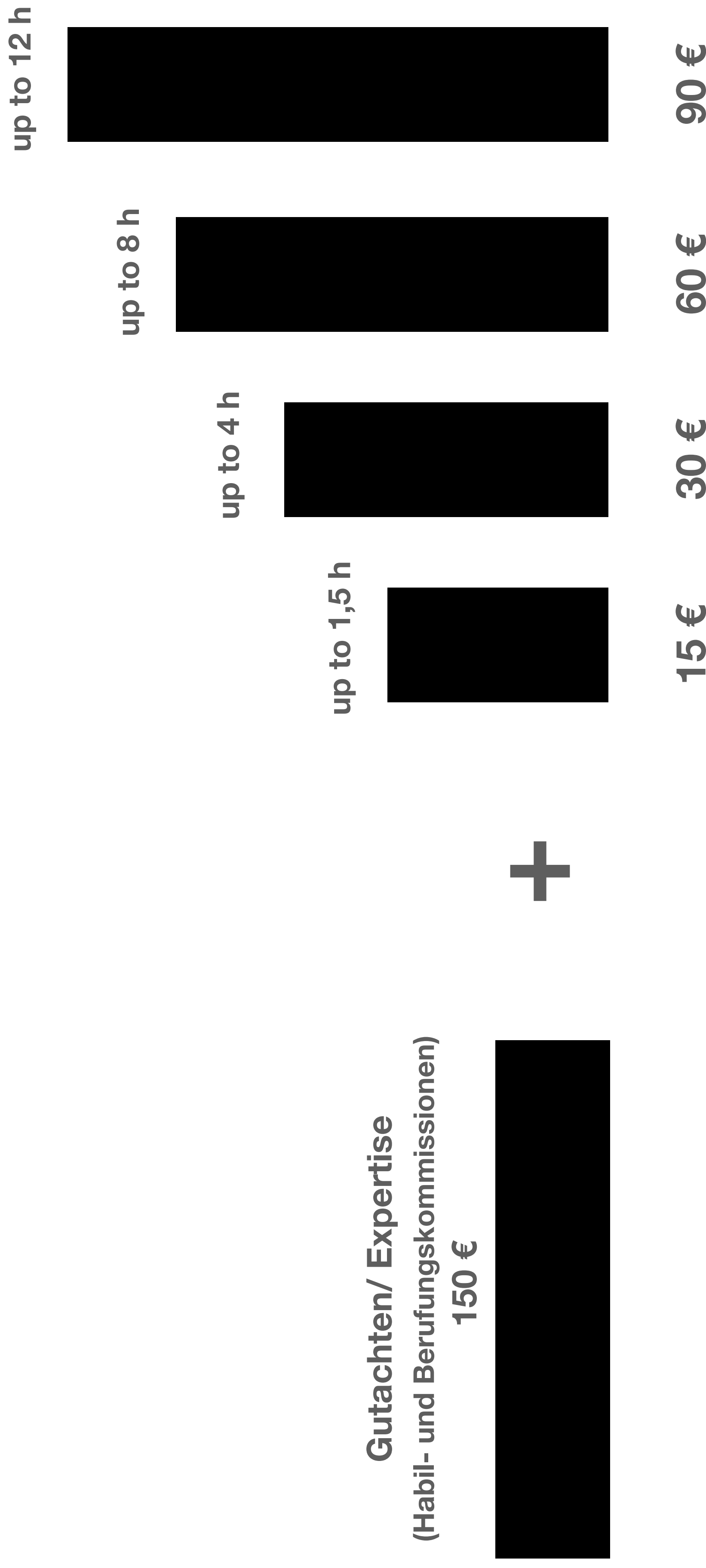
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meeting compensation / Entschädigung je Treffen

# Sitzungen des Senats und der Kollegialorgane

## Meetings of Senate and Collegial Organs

meeting compensation / Entschädigung je Treffen



Preparatory meetings can only be compensated once before each gremia meeting with 15 Euro.  
Vorbereitungssitzungen können einmal für jede Gremiensitzung mit 15 Euro entschädigt werden.



Kennzahl	Studienplan	Studienart	Studienrichtung	Abschluss	Zuordnung Studienvertretung
<b>Bachelorstudium</b>					
033 243	Architektur (UG2002/U18)	Bachelorstudium	Bachelorstudium Architektur	BArch	Architektur
<b>Masterstudium</b>					
066 443	Architektur (UG2002/U18)	Masterstudium	Masterstudium Architektur	MArch	Architektur
066 740	Critical Studies (UG2002/U17)	Masterstudium	Master in Critical Studies	M.A.	Master Critical Studies
<b>Diplomstudium</b>					
542	Bühnengestaltung (UG2002/U_17)	Diplomstudium	Bühnengestaltung	Mag.art.	Szenografie
588	Konservierung und Restaurierung (UG2002/U19)	Diplomstudium	Konservierung und Restaurierung	Mag.art.	Restaurierung Konservierung
605	Bildende Kunst (UG2002/U20)	Diplomstudium	Bildende Kunst		Bildende Kunst
606	Studienzweig Bildende Kunst (STZW von [605], UG2002/U20)	Diplomstudium	Bildende Kunst	Mag.art.	Bildende Kunst
607	Studienzweig Kunst und kulturwissenschaftliche Studien (STZW von [605], UG2002/U20)	Diplomstudium	Bildende Kunst	Mag.art.	Bildende Kunst
<b>Doktoratsstudium</b>					
094 607	PhD-Studium (Doctor of Philosophy) (UG2002/U20)	Doktoratsstudium	PhD in practice	PhD	Doktorate
786 443	Dr.-Studium d.technischen Wissenschaften (UG2002/U11)	Doktoratsstudium	Doktoratsstudium der technischen Wissenschaften	Dr.techn.	Doktorate
791 588	Dr.-Studium der Naturwissenschaften (UG2002/U13)	Doktoratsstudium	Dr.-Studium der Naturwissenschaften	Dr.rer.nat.	Doktorate
791 635	Dr.-Studium der Naturwissenschaften - Materialwissenschaften	Doktoratsstudium	Dr.-Studium der Naturwissenschaften	Dr. rer.nat	Doktorate
792 607	Dr.-Studium der Philosophie, Kunst- und kulturwiss. Studien	Doktoratsstudium	Dr.-Studium der Philosophie	Dr.phil.	Doktorate
792 297	Dr.-Studium der Philosophie , pädagogik	Doktoratsstudium	Dr.-Studium der Philosophie	Dr.phil.	Doktorate

### *Erweiterungsstudium Lehramt*

053 067	Erweiterungsstudium, Kunst und Bildung - UF Bildnerische Erziehung (UG2002/EW_BA_KB19)	Erweiterungsstudium m Lehramt	Künstlerisches Lehramt	BEEd	Künstlerisches Lehramt
053 074	Erweiterungsstudium, Gestalt. im Kontext - UF Technisches und Textiles Werken (UG2002/EW_BA_GK19)	Erweiterungsstudium m Lehramt	Künstlerisches Lehramt	BEEd	Künstlerisches Lehramt
056 067	Erweiterungsstudium - Master Kunst und Bildung	Erweiterungsstudium m Lehramt	Künstlerisches Lehramt	MEEd	Künstlerisches Lehramt

### *sonstiges Studium*

990	Besuch einzelner Lehrveranstaltungen (UG2002/U00)	sonstiges Studium	Besuch einzelner Lehrveranstaltungen	-	-
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### *Lehramt Bachelor*

193 067	Kunst und Bildung - UF Bildn. Erziehung (UG2002/BA_KB_19)	Lehramt Bachelor	Künstlerisches Lehramt	BEEd	Künstlerisches Lehramt
193 074	Gestaltung im Kontext - Technisches und textiles Werken (UG2002/BA_GK_19)	Lehramt Bachelor	Künstlerisches Lehramt	BEEd	Künstlerisches Lehramt

### *Lehramt Master*

196 067	Kunst und Bildung - UF Bildn. Erziehung (UG2002/MA_KB_19)	Lehramt Master	Künstlerisches Lehramt	MEEd	Künstlerisches Lehramt
196 074	Gestaltung im Kontext - Technisches und textiles Werken (UG2002/MA_GK_19)	Lehramt Master	Künstlerisches Lehramt	MEEd	Künstlerisches Lehramt