

University of Applied Sciences BFI Vienna Academic Council Election Regulations

Table of Contents

Article 1) Members of the Academic Council and terms of office	2
Article 2) Election of Academic Council members.....	3
Article 3) Election of the chair and deputy chair of the Academic Council; chairpersonship	3
Article 4) Election of representatives of teaching and research staff	4
Article 5) Election regulations for student representatives	6

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Article 1) Members of the Academic Council and terms of office

1. In accordance with section 10(2) *Fachhochschulgesetz* (Universities of Applied Sciences Act), the members of the Academic Council are as follows:
 - a) The chair of the Academic Council (=Academic Director) and his/her deputy (Deputy Academic Director)
 - b) Six directors of degree programmes established at the university of applied sciences
 - c) Six representatives of teaching and research staff on degree programmes established at the UAS, of whom four are to be elected from the university's external lecturers and two from the full-time teaching and research staff
 - d) Four representatives of students on degree programmes established at the university
2. The representatives in group (b) above are elected from among the degree programme directors.
3. In accordance with the regulations for the election of representatives of the teaching and research staff, the representatives in group (c) above are elected at electoral meetings of the teaching and research staff (separate meetings are held for full-time and external staff) and delegated to the Academic Council.
4. The representatives in group (d) above are elected from among the students of degree programmes established at the University of Applied Sciences BFI Vienna and delegated to the Academic Council.
5. When preparing nominations for the elected representatives, gender balance needs to be considered for each group, in accordance with section 10(2) Universities of Applied Sciences Act.
6. The term of office of the chair of the Academic Council (and his/her deputy) is four years, that of the representatives of the teaching and research staff is in principle also four years, and that of the student representatives is one year (in line with the term of office for student representatives).
7. If one of the chairpersons of the Academic Council resigns before the end of his/her term of office, a new chair or deputy must be elected for the remainder of the term.

If a member of groups (b)-(d) in point 1 above resigns before the end of his/her term of office, the next person on the list of deputy members will replace the member in question for the remainder of the term.

Article 2) Election of Academic Council members

1. The members of the Academic Council representing the groups specified above, as well as the deputy members, are elected in the course of electoral meetings.
2. Elections into the Academic Council are usually initiated by the chairpersons of the Academic Council. They are also responsible for the proper conduct of the election, together with the respective competent bodies. The election of the chairpersons of the Academic Council is initiated by and conducted in consultation with the provider.
3. The competent bodies must inform the chair of the Academic Council and the provider in writing of the procedures for and the results of the election of the Council members.
4. All representatives included in the groups specified in Article 1 1(b), 1(c) and 1(d) above have the active and passive right to vote. Elections must be held by secret ballot; voters must exercise their voting rights in person.
5. If one of the groups does not meet its voting obligations, the chair of the Academic Council will set an appropriate deadline. If this deadline expires without result, the Academic Council will be considered quorate without the representatives of the group concerned, allowing the Council to adopt valid resolutions.
6. A lecturer's membership of the Academic Council requires that they actively perform teaching activities (see also Article 4 point 3). The membership of student representatives requires a valid education contract. Representatives of the groups specified in Article 1(b)-1(d) above may resign from the Academic Council during their term of office without giving reasons. The chair of the Academic Council must be informed in writing.
7. A member who resigns during their term of office may be re-elected to the Academic Council at the following election.
8. If a low number of deputy representatives of students or teaching and research staff endangers the ability of these groups to participate in decision-making, the chair of the Academic Council must arrange for elections to be held to elect such deputy representatives.

Article 3) Election of the chair and deputy chair of the Academic Council; chairpersonship

1. The chair and deputy chair of the Academic Council are elected from three candidates proposed by the provider, in accordance with section 10(3)(1)

Universities of Applied Sciences Act. The persons proposed must be full-time employees. If the incumbent chair of the Academic Council and/or his/her deputy announces his/her interest in exercising the function for a further term of office, an appointment may be made without an election if the Academic Council agrees by a two-thirds majority, and also the provider agrees (Section 10 (3)(1) Universities of Applied Sciences Act). The chair of the Academic Council at the FH des BFI Wien shall be called "Academic Director", the deputy chair shall be called "Deputy Academic Director".

2. When an election of the chair and deputy chair of the Academic Council takes place based on the three candidates proposed by the provider, the candidates who win an absolute majority in the first round of voting are elected. If a second round of voting is necessary, the candidate with a simple majority will be elected.
3. Voters must exercise their voting rights in person and may not delegate their voting rights. Members of the Academic Council who are eligible to vote have the option of submitting a postal vote. Such members must apply to the chair of the Academic Council for a ballot card at least one week before the election, and hand in or deliver the ballot card to the relevant returning officer by the start of the election in question at the latest. Ballot cards received after this time will not be considered.
4. Motions for the recall of the chair or deputy chair of the Academic Council (see section 10(3)(2) Universities of Applied Sciences Act as amended) can only be submitted if a corresponding resolution has been adopted by a two-thirds majority of the Council members. This matter must be included on the agenda.

Article 4) Election of representatives of teaching and research staff

1. Representatives of the teaching staff are elected at electoral meetings:
 - a. An electoral meeting to elect two Academic Council members (and two deputy members) from among the full-time teaching and research staff, and
 - b. Electoral meetings of the degree programmes to elect four Academic Council members (and four deputy members) from among the external lecturers.
2. All full-time teaching and/or research staff with employment contracts including teaching and/or research with the university have the active right to vote in electoral meetings held in accordance with point 1(a) of this Article. Employees from this group who have been employed by the university for more than six months at the time of the election have the passive right to vote.
3. The chair of the Academic Council will inform all full-time employees who

have the active and passive right to vote of the date of the election and the possibility to stand as a candidate at least four weeks before the election takes place. The degree programme directors will also provide information to all external persons of the respective degree programme who have the active and passive right to vote at least four weeks before the election takes place.

4. To exercise the passive right to vote, an individual must provide written notification of their candidacy to the chair of the Academic Council (for the election of representatives of the full-time lecturers) and to the relevant degree programme director (for the election of representatives of the external lecturers) at least one week before the respective electoral meeting. The chair of the Academic Council and the degree programme directors, supported by the degree programme coordinators, assess whether the candidacy requirements are met. The various returning officers (i.e. the chair of the Academic Council and the degree programme directors) then notify the respective eligible voters of the names of the candidates who will stand for election at the electoral meetings.

5. The first two persons named in the ranking of candidates following the election for the representatives of the full-time lecturers are elected as full members of the Academic Council. The next two persons (as a maximum) named in the ranking of candidates are elected as deputy members. In the event of a tie, a run-off vote is held. If this results in another tie, lots will be drawn.

6. Electoral meetings in the meaning of point 1(b) of this Article are held for each of the degree programmes established at the university. External lecturers who (at the time of the election) are able to provide proof of a teaching workload of at least one teaching hour per week on the degree programme concerned in the current or previous semester have the active and passive right to vote. Such rights may relate to two or more degree programmes.

Deputy membership of the Academic Council requires that the external lecturer concerned supervises at least one master thesis or bachelor thesis on the relevant degree programme during the term of office, if the lecturer in question does not perform teaching duties at that time.

7. At least one secret ballot is held at each electoral meeting. After the ballot, a list of candidates ranked by the number of valid votes received is prepared.

8. The person who appears first on the ranking (for the respective degree programme) after the ballot(s) for the external lecturers is elected as a candidate for membership of the Academic Council, provided they have not been selected as a candidate in another electoral meeting.

9. The candidates elected by the various degree programmes to run for the post of representative of the external lecturers on the Academic Council then

hold another electoral meeting at which they choose four representatives and four deputy representatives from among themselves. The overall responsibility for this election lies with the chairpersons of the Academic Council or a person nominated by the chairpersons of the Academic Council.

If one of these members resigns from the Academic Council during the four-year term of office, the respective deputy member takes their place on the Council.

10. Teaching and research staff who are eligible to vote have the option of submitting a postal vote. This applies both to full-time and external lecturers at the university. Such staff members must apply to the chair of the Academic Council or the relevant degree programme director for a ballot card at least one week before the election, and hand in or deliver the ballot card to the relevant returning officer (the chair of the Academic Council or the degree programme director) by the start of the election in question at the latest. Ballot cards received after this time will not be considered.

11. The chair of the Academic Council is responsible for the proper conduct of electoral meetings specified in points 1(a) and 1(b) of Article 1. The respective degree programme directors are responsible for the proper conduct of electoral meetings specified in point 1(c) of Article 1. The degree programme directors notify the chair of the Academic Council of the election results by submitting the rankings of candidates.

12. The chair of the Academic Council formally declares the names of the elected members of the Council, and informs the elected members as well as the other lecturers and the Managing Board of the election result.

Article 5) Election regulations for student representatives

The term of office for student representatives is one year.

The student representatives independently oversee the procedure for elections, taking into account the applicable statutory regulations.