

Description	Rules of Procedure of the Academic Council	Created by:	A.Böhm/ Breinbauer	Approved by:	Academic Council/ providing organisation	Ceased to apply on:
Applicable since/from:	1 September 2013	Reviewed by:	Breinbauer	(most recently) on:	11 June 2013	



**FACHHOCHSCHULE DES BFI WIEN**  
UNIVERSITY OF APPLIED SCIENCES BFI VIENNA



## University of Applied Sciences bfi Wien GmbH

### Rules of Procedure of the Academic Council

#### Article 1: General provisions, formation, members and responsibilities

1. In accordance with section 10(2) *Fachhochschul-Studiengesetz* (Universities of Applied Sciences Studies Act), the members of the Academic Council are:
  - a) The chair and the deputy chair of the Council
  - 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 university, of whom four are to be elected from the university's part-time lecturers and two from the full-time teaching and research staff
  - d) Four representatives of students on degree programmes established at the university
  - e) Deputy members become members of the Academic Council when an elected member permanently gives up their membership.
2. The responsibilities of the Academic Council and of the chair are set out in section 10(3) and 10(4) Universities of Applied Sciences Studies Act as amended. The providing organisation and the Academic Council may mutually agree additional responsibilities of the Academic Council and the chair.

The deputy chair assumes all rights and duties of the chair in case the latter is indisposed. The chair may transfer part of their responsibilities to the deputy chair.

#### Article 2: Convening meetings

1. Ordinary meetings of the Academic Council are to be convened by the chair at least twice every calendar year and at least once a semester.
2. Invitations to meetings must be sent to all members of the Academic Council in writing or by e-mail.

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3. The chair must convene an extraordinary meeting without delay at the earliest possible time when this is requested by a quarter of members of the Academic Council or by all representatives of a specific group represented on the Council. The chair may also convene an extraordinary meeting at their own discretion, if they provide an important reason.
4. Invitations to meetings of the Academic Council must be sent at least two weeks prior to the intended date and include the proposed agenda.

### Article 3: Participation

1. All members, the chair and the deputy chair are obliged to take part in meetings of the Academic Council. For members of the Academic Council and other persons who have an employment relationship with the University of Applied Sciences BFI Vienna, participation in meetings is counted as working time; part-time lecturers are entitled to claim compensation for expenses.
2. The members of the Academic Council must not be disadvantaged as a result of their membership.
3. Deputy members are not entitled to attend a Council meeting, except when invited to provide information.
4. The chair must be informed in writing in advance if a member is partially or completely unable to take part in a meeting.
5. In case of justified absence, the absent member may transfer their voting right to another member of the Academic Council, for the duration of the entire meeting only. Members may only transfer their own voting right. A maximum of two voting rights may be transferred to a given member. The member who is absent from the meeting is responsible for adequately providing their representative with information required for the meeting.

Notification of a transfer of voting rights must be received by the chair a day before the meeting at the latest, otherwise the transfer will be invalid. Valid transfers of voting rights must be recorded in the minutes.

6. Persons providing information may participate in a meeting but have no voting rights.

### Article 4: Quorum and resolutions

1. A meeting is quorate when at least half of members with voting rights are present (at the time of the resolution). All members of the Academic Council have voting rights (see article 1[1]). If the Academic Council is not quorate at the beginning of the meeting, the meeting is reopened 30 minutes later. In this

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new sitting of the meeting, the Academic Council is quorate regardless of the number of members present.

2. A resolution is adopted when more than half of the votes cast are in favour of a motion; abstention is not permitted when electing the chair or the deputy chair of the Council.
3. Resolutions regarding changes to the Rules of Procedure require a two-thirds majority in the Academic Council and must be made in consultation with the providing organisation (section 10[3][10] Universities of Applied Sciences Studies Act).

### **Article 5: Consultation with the providing organisation**

1. In accordance with section 10(3) Universities of Applied Sciences Studies Act, certain responsibilities of the Academic Board must be carried out in consultation with the providing organisation. The chair is responsible for arranging consultation.
2. The representative of the providing organisation (management) may be invited to meetings of the Academic Council for this purpose. The providing organisation's representative must be invited to the Academic Council for discussion of the specified topics if this is requested by the providing organisation.

### **Article 6: Agenda**

1. Each member of the Academic Council may request the inclusion of an item on the agenda up to three weeks prior to the date of the meeting in question; the chair sends out a notification of the meeting date four weeks prior to the date.
2. The chair is responsible for drawing up the agenda. Members receive the invitation to the meeting and the agenda two weeks prior to the date of the meeting.
3. Further items that are submitted to the chair for inclusion on the agenda before the meeting takes place may be added to the agenda if approved by a two-thirds majority of the Academic Council.
4. Resolutions on items not included in the agenda are not permitted.

### **Article 7: Meetings of the Academic Council**

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1. Meetings are not open to the public and take place on the premises of the providing organisation. Motions to admit persons providing information to the meeting are voted on at the beginning of the meeting. The presence of a person providing information is restricted to the duration of discussion of the item on the agenda for which the person in question has been invited.
2. The chair opens, chairs and closes the meeting.
3. Following approval of the agenda, the chair reports to the Academic Council on the performance of his/her duties.
4. The principle of discretionary management of duties applies.

## Article 8: Voting

1. The chair of the Academic Council determines the order in which motions regarding an item are to be voted upon. A motion to postpone is always voted upon first.
2. A secret ballot is held for:
  - All personnel decisions
    - if the matter concerns a member of the Academic Council personally, or
    - if a motion is proposed by a member to decide on such a matter
3. Each motion must be read out before votes are cast.
4. Unless otherwise specified and resolved, votes are cast by raising hands.
5. The chair confirms the result of a vote.
6. In urgent cases, circular resolutions may be used at the instigation of the chair. The chair reports on the result of the procedure in the next meeting. In case of a tie, the chair has a casting vote. Article 4(1) applies in respect of quoracy.

## Article 9: Minutes

1. Minutes must be taken of every meeting of the Academic Council. The Academic Council determines whether a secretary is to be elected or minutes are to be taken by a suitable employee of the providing organisation.
2. The minutes record the results of proceedings and include motions, resolutions and the results of votes. The full wording of resolutions must always be recorded.

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Verbal contributions to the discussion must be minuted in full if requested by a member of the Academic Council. Likewise, voting behaviour must be minuted at the request of a member.

3. The minutes must be distributed two weeks following the meeting at the latest.
4. Minutes are approved in the next meeting. The members of the Academic Council may point out errors or omissions in the minutes.
5. Minutes must be signed by the chair of the meeting of the Academic Council and appropriately archived. A copy of the minutes is sent to the management.
6. Only members of the Academic Council and their representatives who were present at the meeting, as well as the chair and deputy chair of the Council, are entitled to inspect documentation of a meeting of the Council.

### **Article 10: Implementation of resolutions and correspondence**

1. The chair of the Academic Council is responsible for implementation of resolutions. The chair forwards resolutions to the responsible offices and reports on implementation in the following meeting of the Academic Council.
2. All resolutions that relate to a degree programme or to students must be appropriately announced four weeks following adoption of the resolution at the latest. In case of a complaint, in accordance with section 10(6) Universities of Applied Sciences Studies Act the time periods specified in the rules of procedure of the board of appeals apply.

### **Article 11: Confidentiality**

Individuals' contributions to discussions and their voting behaviour must be kept confidential.