

PART A: Regulations relating to the organisation of the university

Section 1 Organisational structure and organisational units

The University of Klagenfurt is divided into the following organisational units:

- Faculties (Sections 2-4)
- Departments (Section 5)
- Faculty Centres (Section 6)
- University Centres (Section 7)
- Central Facilities (Section 8)

Section 2 Faculties

- (1) Faculties are organisational units that consist of several departments and faculty centres that are related through their subjects or linked by other reasons relating to the academic system.
- (2) The following faculties have been established:
 - Faculty of Humanities
 - Faculty of Interdisciplinary Studies (IFF)
 - Faculty of Management and Economics
 - Faculty of Technical Sciences

Section 3 Faculty Management

- (1) The Dean is the head of a faculty. Each Dean is supported and represented by up to two Vice Deans.
- (2) The Dean and Vice Dean shall be appointed by the Rectorate for a period of office of 2 years, at the proposal of the full professors of the faculty, in accordance with Section 20, Paragraph 5 of the Universities Act [*Universitätsgesetz*]. The proposal should be accompanied by a statement from the Faculty Conference.
- (3) The tasks of the Dean/Vice Dean are in particular:
 1. Management of current business and representation of the faculty, in particular coordination of the organisational units of the faculty
 2. Preparation and conclusion of the target agreements for the faculty with the Rectorate
 3. Conducting of employee appraisals with the heads of the faculty's organisational units and concluding the target agreements with the faculty's organisational units on behalf of the Rectorate
 4. Hearing the Faculty Conference on the target agreements
 5. Drawing up a statement on and forwarding applications of all types from the organisational units to the Senate and Rectorate
 6. Participating in appointment procedures and in appointment negotiations with full professors
 7. Handling personnel matters on behalf of the Rector
 8. Assigning posts (except for full professors) to the organisational units
 9. Assigning resources to the organisational units as part of the target agreements
 10. Participating in quality assurance processes at the university and promoting quality discussions in the faculty
 11. Chairing the Faculty Conference

- (4) In exercising their duties, the Dean must take into account the recommendations made by the Faculty Conference. They are obliged to report regularly to the Faculty Conference on their activities.
- (5) The Rector may release a Dean from the obligation to carry out their duties in research and teaching for the duration of the exercise of their function, in whole or in part.
- (6) The Dean may not simultaneously perform the functions of a Rector, Rector of Studies, or chairperson of the Senate or those of their deputies.
- (7) The Rectorate may dismiss the Dean and/or Vice Dean before the end of their period of office in accordance with Section 20, Paragraph 5a of the Universities Act. The Faculty Conference must be consulted on this matter.

Section 4 Faculty Conference

- (1) A Faculty Conference is set up in each faculty.
- (2) The tasks of the Faculty Conference are in particular:
 1. Drawing up a statement on the proposal of full professors to the Rectorate to fill the office of Dean and Vice Dean
 2. Discussion of the target agreements with the organisational units of the faculty and the Rector
 3. Drawing up a statement on proposals for the establishment and abolishment of organisational units of the faculty
 4. Requesting reports and information from the Dean on certain matters within their remit
 5. Promoting the quality discussion of the faculty in research, teaching and continuing education
 6. Discussion of the university's development plan
- (3) The Faculty Conference is entitled to inform itself about all matters pertaining to the faculty. The Dean and the heads of the organisational units of the faculty are obliged to provide the Faculty Conference with all the necessary information.
- (4) The Faculty Conference includes:
 1. The Dean and the Vice Deans
 2. The heads of the faculty's organisational units
 3. Six student representatives
- (5) The Faculty Conference is convened at least once per semester for a meeting. The meetings must be open to members of the faculty. All members of the academic and general university staff (Section 94, Paragraphs 2 and 3 of the Universities Act) who are assigned to an organisational unit of the faculty concerned and in an employment relationship with the university, or who are assigned to permanent service as officials of the university are therefore entitled to participate in the meetings (Section 125, Paragraph 2 of the Universities Act).
- (6) A representative of the Equal Opportunities Working Group must be invited to each meeting of the Faculty Conference.
- (7) The invitation to the meetings of the Faculty Conference shall be issued by the Dean, enclosing an agenda, in writing or by electronic means, no later than one week before the meeting.
- (8) A meeting of the Faculty Conference must be convened by the Dean within two weeks if at least four of its members in accordance with Paragraph 4 request this, accompanied by a written proposal for the agenda.
- (9) The meetings of the Faculty Conference are chaired by the Dean or the Vice Dean.

Section 5 Departments

- (1) Departments are organisational units in which areas that are closely related due to their subjects are grouped, and which are responsible for the organisation and implementation of research and teaching in the immediate subject area.
- (2) The departments set up within a faculty are defined in the organisational plan.
- (3) Departments can be further subdivided by agreement with the Rectorate, but the subdivisions are not organisational units within the meaning of the Universities Act.
- (4) The leader of a department is the Head of the Department. They are supported and represented by up to two deputies. The Head of the Department and the deputy shall be appointed by the Rectorate for a period of office of two years at the proposal of the full professors of the department pursuant to Section 20, Paragraph 5 of the Universities Act. The proposal should be accompanied by a statement from the Departmental Conference.
- (5) The tasks of the Head of the Department are in particular:
 1. Managing current business and representing the department
 2. Organising the department's activities
 3. Performing the role of supervisor for the staff assigned to the department, including conducting the employee appraisals
 4. Concluding the target agreements with the members of the department in accordance with Section 20, Paragraph 5 of the Universities Act
 5. Making decisions on the use of the budget allocated to the department and checking on proper budget implementation
 6. Participating in evaluation measures and quality assurance processes, as well as promoting quality discussions in the department
 7. Supporting the university's reporting system, in particular ensuring that the department's research achievements are documented in the university research database
 8. Concluding legal transactions in accordance with Section 27, Paragraph 1 of the Universities Act on behalf of the university and taking into account the university's scheme for reimbursement of costs
- (6) A Departmental Conference is set up within each department, the meetings of which must be convened and chaired by the Head of the Department. The tasks of the Departmental Conference are in particular:
 1. Drawing up a statement on the proposal of full professors from the department to the Rectorate to fill the office of Head of the Department and their deputy
 2. Preparing general recommendations on the organisation of work within the department, in particular with regard to the right to use the instruments and other equipment (Departmental Policy)
 3. Discussing the target agreements with the faculty and possible subdivisions of the department
 4. Discussing the study issues affecting the department
 5. Discussing the department's annual report to the Rector regarding the evaluation in accordance with Part C, Section 3 of these Statutes
 6. Drawing up a statement on proposals for the establishment and abolishment of subdivisions of the department
 7. Requesting reports and information from the Head of the Department on certain matters within their remit
- (7) The Departmental Conference includes:
 1. All members of the academic and general university staff (Section 94, Paragraphs 2 and 3 of the Universities Act) who are assigned to the relevant department and in an employment relationship with the university, or who are assigned to permanent service as officials of the university (Section 125, Paragraph 2 of the Universities Act), and
 2. Student representatives in the same number as the number of full professors assigned to the department, but at least two representatives. They will be sent by the competent official bodies in accordance with the regulations of the Students' Union Act 1998 [*Hochschülerschaftsgesetz 1998*].

Section 6 Faculty centres

- (1) Faculty centres are organisational units based within the faculties and are described in the university's organisational plan. They are set up to provide teaching and conduct research in a specific subject area and/or to complete other tasks or achieve other faculty goals.
- (2) Areas of responsibility, management and organisational structure, equipment with resources and evaluation methods must be regulated in a foundation agreement with the Rectorate which involves the Dean and the Faculty Conference.

Section 7 University centres

- (1) University centres are non-faculty organisational units and are described in the university's organisational plan. They are set up to provide teaching and conduct research in a specific subject area and/or to complete other tasks or achieve other university goals.
- (2) Areas of responsibility, management and organisational structure, equipment with resources and evaluation methods must be regulated in a foundation agreement with the Rectorate.

Section 8 Central facilities

Central facilities primarily fulfil tasks in the area of administration and services. These include, for example, the specialist departments, the university library, central computing services and the university sports institute. Further details shall be recorded in the organisational plan.

Section 9 Coordination of the tasks of equality, the advancement of women and gender research

- (1) The Centre for Women's and Gender Studies is an organisational unit in accordance with Section 19, Paragraph 2, Item 7 of the Universities Act. It must be set up as a faculty centre or university centre (pursuant to Sections 6 and 7). Further details shall be recorded in the organisational plan.
- (2) The other responsibilities concerning equality and the promotion of women defined in Section 19, Paragraph 2, Item 7 of the Universities Act are fulfilled by the Equal Opportunities Working Group (Section 10) and the Specialist Department for Equality, the Advancement of Women and Protection Against Discrimination.

Section 10 Equal Opportunities Working Group

- (1) The Equal Opportunities Working Group consists of 16 members and 8 substitute members. The 16 members are made up of:
 1. Four people from the group of full professors, including the heads of organisational units with research and teaching tasks who are not full professors
 2. Four people from the group of university lecturers and academic staff in the areas of research and teaching
 3. Four people from the general university staff as well as
 4. Four studentsThe eight substitute members are made up of two people from each of the same groups of people. When designating members and substitute members, attention must be paid to ensuring a balanced representation of the sexes and the faculties as well as adequate diversity.
- (2) The members and substitute members are designated in accordance with Section 42, Paragraph 2 of the Universities Act, by decision of the representatives of the respective group of persons in the Senate. The members and substitute members of the Equal Opportunities Working Group must be announced in the university bulletin.
- (3) The period of office of the Equal Opportunities Working Group corresponds to that of the Senate in accordance with Section 25, Paragraph 5 of the Universities Act. The Senate must ensure that the newly established Working Group will be operational by October 1 of the year in question.

- (4) The chairperson of the Equal Opportunities Working Group issues invitations to the constituent meeting and chairs it until the election of the new chairperson from among the group of members.

Section 11 Electoral Code

(1) Electoral Code for the election of the members of the University Council by the Senate

1. Electoral principles

The members of the University Council are elected on the basis of direct, secret and personal voting rights in accordance with the regulations of the Universities Act 2002 and this Electoral Code.

2. Active and passive voting rights

- (a) The members of the Senate are actively entitled to vote (Section 21, Paragraph 6, Item 1 of the Universities Act).
- (b) Persons may only be elected to the University Council if they meet the requirements set out in Section 21, Paragraph 3 of the Universities Act, are not excluded from the eligibility according to Section 21, Paragraphs 4 and 5 of the Universities Act, and are proposed by a member of the Senate.

3. Election date and election nominations

- (a) The election date is determined by a decision of the Senate and must be announced in the university bulletin of the University of Klagenfurt.
- (b) Nominations for elections must be submitted to the Senate's office no later than two weeks before the election date, in accordance with Section 20a, Paragraph 3 and Paragraph 2 of the Universities Act, and must contain a justification as to why the nominated person seems particularly suitable to fulfil the role of a member of the University Council. Only those who have expressed their fundamental willingness to accept the election can be proposed.
- (c) If, after the deadline for submitting the election nominations, it becomes clear that the group of persons nominated does not include at least one woman, the Senate chairperson must strive to obtain at least one nomination for a woman, and must show that they have done so. Election nominations supplemented in this way must be available no later than one week before the election. The Senate must be informed of these efforts. In the event that these efforts are unsuccessful, the Senate will decide whether to postpone the election and extend the deadline for submitting election nominations.
- (d) The election will only take place if at least as many people are nominated as there are members of the University Council to be elected.

4. Conducting the election

- (a) The chairperson of the Senate is responsible for managing the election. They must ensure that the election is carried out correctly. Suitable ballot papers must be prepared for the election. A separate report on the election must be drawn up.
- (b) The election must only be carried out if at least two thirds of the members of the Senate are present.
- (c) The vote must be carried out separately for each member to be elected (i.e. for each mandate).
- (d) The person selected is the person who received more than half of the votes cast.
- (e) If a majority in accordance with letter (d) is not reached in the first ballot, a run-off ballot shall be held between those two persons who received the highest number of votes in the first ballot. If several people have the same entitlement to participate in the run-off ballot, all of these persons will participate in the run-off. The person selected is the person who received more than half of the votes cast. If more than two people take part in a run-off ballot and if the required majority is not reached in this run-off, a further run-

off will take place between those two people who reached the highest number of votes in the first run-off.

- (f) If it is not possible to allocate all mandates in this way, the election shall be suspended and shall continue at a later date to be set by the Senate in accordance with Item 3(a). The results of the elections already achieved at that time will be maintained. For the continued election, further election nominations may be submitted in accordance with Items 2(b) and 3(b), in which case the two-week deadline for obtaining election nominations may be derogated from at the decision of the Senate.
- (g) Once all mandates have been allocated, the chairperson closes the election.

5. Objection

Any member of the Senate may appeal until such point as the election is closed citing the violation of the regulations of the Universities Act or of procedural regulations of this Electoral Code. The objection must first be notified and set down in writing within five working days. The Senate will decide on this objection.

6. Special election

If a member of the University Council elected by the Senate leaves office prior to the end of the period of office in accordance with Section 21, Paragraph 13, Items 2-5 of the Universities Act, a special election must be carried out without delay for the remainder of the period of office, in accordance with the provisions of this Electoral Code (Section 21, Paragraph 8, final sentence of the Universities Act).

7. Communication and announcement of the election results

- (a) The chairperson of the Senate shall immediately notify the elected persons that they have been elected and obtain their consent to the acceptance of the election.
- (b) The result of the election must then be reported immediately to the responsible federal minister and announced in the university bulletin of the University of Klagenfurt.

(2) Appointment of the other member in accordance with Section 21, Paragraph 6, Item 3 of the Universities Act / Selection from the three-person nomination issued by the Executive Committee of the Austrian Academy of Sciences

1. The chairperson of the University Council from the previous period of office, or in the event that they are impeded the Rector, shall immediately invite the members of the University Council elected by the Senate in accordance with Paragraph 1 and those determined by the federal government to the first meeting. The meeting must be chaired by the oldest member of the University Council.
2. The University Council must immediately appoint the other member in accordance with Section 21, Paragraph 6, Item 3 of the Universities Act. The appointment must be made by mutual agreement. Mutual agreement within the meaning of this regulation is reached when there is a majority of votes in favour and no votes against. Abstentions are not considered to be votes against. The Rector must immediately be informed of the successful appointment. The other member must be informed immediately by the Rector and their consent to the acceptance of the election must be obtained. In addition, the Rector must announce the result in the university bulletin and communicate it to the responsible federal minister.
3. If the other member has not been appointed by 30 April of the year in question, the Rector must be informed. The Rector must subsequently inform the responsible federal minister.
4. If, in accordance with Section 21, Paragraph 7, second and third sentence of the Universities Act, the Senate has to elect the other member from the three-person nomination by the Executive Committee of the Austrian Academy of Sciences, the person who has obtained the simple majority of the votes cast is elected from the nomination. In addition, the election from the three-person nomination must take place in accordance with the principles of this Electoral Code. The chairperson of the Senate must publish the selection decision in the university bulletin and inform the responsible federal minister.

(3) Convening of further meetings; chairing of meetings

Until such time as a chairperson is successfully elected, the invitations to further meetings will be issued by the oldest member of the University Council, who will also chair said meetings.

(4) Senate Electoral Code

1. Scope of application

The Electoral Code governs the election of representatives of the following groups of people to the Senate:

- (a) The full professors, including the heads of organisational units with research and teaching tasks who are not full professors (Section 25, Paragraph 4, Item 1 of the Universities Act)
- (b) The university lecturers and the academic staff in the fields of research and teaching (Section 25, Paragraph 4, Item 2 of the Universities Act)
- (c) The general university staff (Section 25, Paragraph 4, Item 3 of the Universities Act)

Each of these three groups of people forms a separate electoral body.

2. Electoral principles

- (a) The elections must be conducted in secret and the right to vote must be exercised in person.
- (b) In principle, votes are cast by handing in the ballot paper in person at the polling station. In the event that a person is absent for an important reason, a postal vote may be carried out in accordance with Clause 11.a. Only those who appear in the register of eligible voters are entitled to vote.
- (c) It is the right and the duty of all those who are actively and passively entitled to vote to participate in the election to the Senate.
- (d) Student representatives shall be delegated (Section 32, Paragraph 1 of the Austrian Student Union Act (HSG) 2014, Section 25, Paragraph 4, Item 4 of the Universities Act). The representative body of the Student Union at the University of Klagenfurt shall inform the chairperson of the Senate of the members delegated. Membership shall continue until a new delegation is communicated.

3. Term of office and constituting session

- (a) The Senate's term of office lasts for three years and commences on the 1st of October of the respective year (Section 25, Paragraph 5 of the Universities Act).
- (b) The elections shall be held in good time so that the newly elected Senate can be convened within one week after the end of the term of office of the incumbent Senate. The newly elected Senate may hold the constituting session before the term of office begins.

4. Election officers

- (a) The representatives of the groups of persons in the Senate referred to in Section 25, Paragraph 4, Items 1 to 3 of the Universities Act shall each elect an election officer and a first and second deputy. The election officer and/or their deputies must belong to the relevant group of persons, but not necessarily to the Senate.
- (b) The election officer is responsible for preparing and conducting elections of representatives from the respective group of persons to the Senate, according to the regulations of the Universities Act and this Electoral Code. The election officer must implement all necessary measures and regulations to fulfil the tasks assigned to them. They are entitled to the support of the university administration.

5. Active voting right

- (a) All persons who, on the day that the election is called, are in an active employment relationship with the University of Klagenfurt or have been assigned to serve the University of Klagenfurt as civil servants, and who belong to the relevant group of persons named in Item 1 (a) – (c) hold active voting rights.
- (b) Anyone who is excused from official duties without pay on the day the election is called, is ineligible to vote.
- (c) In the event that a person is assigned to more than one of the groups set out in Item 1 lit. (a) – (c), the predominant activity is decisive; the right to vote can only be exercised once.

6. Passive voting right

- (a) All persons holding active voting rights in accordance with Item 5 of this Electoral Code hold passive voting rights, as well as pursuant to the following provisions.
- (b) Within the group of persons according to Item 1(a), the following must be elected:
 - I) One member and one substitute member from the Faculty of Humanities,
 - II) One member and one substitute member from the Faculty of Management and Economics,
 - III) One member and one substitute member from the Faculty of Interdisciplinary Studies (IFF),
 - IV) One member and one substitute member from the Faculty of Technical Sciences, as well as
 - V) the remaining members and substitute members from the University of Klagenfurt as a whole.
- (c) In the group of university lecturers and academic staff working in the fields of research and teaching, the members and substitute members must be selected from the university as a whole.
- (d) In the general university staff group, the member and substitute member must be selected from the university as a whole.
- (e) In the case of multiple assignments, the predominant activity is decisive.

7. Notification of the election

- (a) Notification of the election must take place no later than eight weeks before the specified date, by the Rector in the university bulletin of the University of Klagenfurt. The announcement is considered an invitation to the election.
- (b) The text calling the election must contain the following information at the least:
 - Place and time of the election, with a minimum of four hours (half a working day) to be provided to allow for voting,
 - Number of members and substitute members to be elected,
 - Description of the group of those holding active voting rights,
 - Deadline for submitting applications to stand as a candidate,
 - Deadline and location for viewing the register of eligible voters,
 - Information on where and when the approved candidatures will be announced,
 - Detailed provisions concerning postal voting,
 - Name of the respective election officer and their deputy.

8. Register of eligible voters

- (a) The university administration must provide the election officer with a register of persons holding active voting rights, no later than one week after the election is called.
- (b) The register must be kept for at least one week until the day before the election in the university administration area, for inspection by those holding voting rights. During the inspection period, objections to the register may be raised in writing. The respective

election officer shall decide on this within three working days after the end of the inspection period. The decision of the election officer shall be final.

9. Eligibility and candidature

- (a) In the notice calling the election, the Rector must specify that only those persons who have submitted their declarations of candidature to the respective election officer in writing by a deadline to be determined shall be eligible for election.
- (b) Members of the group of persons pursuant to Item 1(a) can run for both the respective faculty and the university as a whole.
- (c) The declarations of candidature received shall be examined by the respective election officer and subsequently forwarded to the Equal Opportunities Working Group. The latter has one week in which to comment on whether the nominations within the scope of Section 20a, Paragraph 4 UG include a sufficient number of women. Measures taken to additionally encourage women to run as candidates should be taken into account.
- (d) The candidatures shall be announced in alphabetical order immediately after notification by the Working Group confirming their waiver of objection or after the expiry of the objection period, and certainly no later than two weeks before the day of the election, and shall be posted in the polling station on the day of the election.

10. Ballot papers

The election officer must prepare ballot papers in the appropriate form. The ballot papers must always contain the designation of the election and the number of members and substitute members to be elected, as well as the names of the candidates in alphabetical order.

11. Conducting the election

- (a) The election officer is responsible for managing the election.
- (b) The election officer may, by agreement with the two deputies, call on other persons in the relevant group of persons for assistance.
- (c) The election officer shall draw up a report on the election, which must contain the essential information on the object, progress and outcome of the election. The report must be signed by the election officer.
- (d) The election officer closes the election.

11a. Postal vote

- (a) Persons entitled to vote who are unable to cast their vote in person for an important reason (e.g. absence, illness, official business), may apply to the chairperson of the Senate for a postal vote, stating the reason for their inability to vote in person. The request must be submitted to the Senate Office in writing by e-mail or in person starting from the end of the inspection period for the register of eligible voters until no later than one week before the day of the election.
- (b) Provided that the requirements are met, the chairperson of the Senate shall order the preparation of the following electoral materials for postal voters:
 - I) Ballot paper,
 - II) Ballot envelope (envelope without gum, identical to those used in the voting process itself),
 - III) A large return envelope pre-addressed to the Senate Office, containing a signature field and the sender's address details,

The electoral materials may be obtained in person from the Senate Office on the day of the publication of the candidatures at the earliest, and on the day before the election at the latest, after the identity of the person collecting has been ascertained. The handing over of the electoral materials must be recorded in the register of eligible voters. A delegation to a trusted proxy is permissible if a corresponding written authorisation is presented and the identity of both the person entitled to vote and the proxy is proven.

- (c) After casting his/her vote, the person entitled to vote shall put the ballot paper into the ballot envelope. The ballot paper must not be marked in any way. The ballot envelope is inserted into the return envelope. This must be sealed and signed in the space provided and returned to the Senate Office.
- (d) The return envelopes must be received in the Senate Office in due time by the day before election day, otherwise they will not be taken into account. The return envelopes shall be kept under lock and key in the Senate Office until the election and shall be handed over to the respective election officer together with the register of eligible voters immediately before the election begins.
- (e) The election officer shall, in the presence of his/her deputies, record the votes in the register of eligible voters, open the return envelopes and place the unopened ballot envelopes in the ballot box.
- (f) If the person entitled to vote does not avail him/herself of the requested postal vote, voting in person by handing in the ballot paper in accordance with the provisions of this electoral code shall remain permissible.

12. Voting, determination and announcement of the election result

- (a) Each person entitled to vote may mark on the ballot paper no more than as many people as members and substitute members are to be elected. Ballot papers that identify fewer people than members and substitute members to be elected are valid. Ballot papers that identify more people than members and substitute members to be elected are not valid. In the event of doubt, the election officer, together with their deputies and a representative of the Legal Affairs executive support office will decide on the validity and the voter's intention.
- (b) The election officer shall open the sealed ballot box and count the votes together with a deputy and a representative of the Legal Affairs executive support office. If the election officer is unable to attend, the two deputies and a representative of the Legal Affairs executive support office shall open the sealed ballot box. Item 11(b), first sentence of this Electoral Code shall apply analogously.
- (c) The number of valid votes cast shall be decisive for the ranking as member and substitute member. In the event of a tie, the results shall be determined by drawing lots.
- (d) The election officer must immediately arrange for the election result to be announced in the university bulletin of the University of Klagenfurt.

13. Determining the election result in the group of persons pursuant to Item 1(a)

- (a) The determination of the election result begins with a preliminary determination of the elected representatives for the university as a whole. Following this, the elected representatives of the respective faculties are provisionally determined. It is no longer necessary to take into account persons who have already been provisionally determined as having been elected on the basis of the election result for the university as a whole.
- (b) If, on the basis of the provisional determination of the results according to (a), at least two women have been elected, these provisional results should be established as final.
- (c) If, on the basis of the provisional determination of the result of the election according to (a), no woman has been elected, the determination process begins again. Firstly, the two women who have obtained the highest number of votes in accordance with the ranking defined by the number of votes for the university as a whole are determined to be elected. The remaining mandates are then allocated in accordance with this ranking. The persons determined to be elected in this way must no longer be taken into account when determining the outcome of the election for the faculties.
- (d) If, on the basis of the provisional determination of the election result according to (a), only one woman has been elected, said woman is always deemed to be elected. The determination process for the allocation of the remaining mandates begins again. Firstly, the woman who has obtained the highest number of votes in accordance with the ranking defined by the number of votes for the university as a whole is determined to be elected. The remaining mandates are then allocated in accordance with this ranking. The persons determined to be elected in this way must no longer be taken into

account when determining the outcome of the election for the faculties.

14. Determination of the election results in the group of university lecturers and academic staff in the field research and teaching

- (a) If, based on the ranking determined by the number of votes, no woman is elected, then the woman who has obtained the highest number of votes in accordance with this ranking is elected.
- (b) If, after this determination, no person with teaching authority is elected (Section 25, Paragraph 4, Item 2, final sentence of the Universities Act), then the person with teaching authority who has obtained the highest number of votes in accordance with this ranking is elected.
- (c) The remaining mandates are then allocated in accordance with the ranking.

15. Objections to the election

- (a) Any person entitled to vote may, within one week of the announcement of the election result, lodge a reasoned objection in writing with the election officer citing a breach of the regulations governing the election procedure.
- (b) The election officer must comment on the objection and forward the objection and the statement of opinion to the Rectorate.
- (c) The Rectorate must reach a definitive decision regarding the objection.
- (d) The objection must be allowed, and the election declared invalid if key regulations governing the election procedure were violated and it consequently became possible to influence the election result. An election that is declared invalid must be repeated.
- (e) If an objection is made solely with regard to the determination of the election result and if the objection is upheld, the determination must be corrected, the announcement of the election result that was made must be revoked and the correct election result must be made public.

16. Leaving office early, succession of substitute members, delegation

- (a) If a member leaves office early, the next ranking substitute member according to the election result will move up to the Senate. Here, in the group of persons pursuant to Item 1(a), faculty membership and representation by at least two women must be considered. In the group of university lecturers and academic staff in the fields of research and teaching, consideration should be given to representation by at least one woman and at least one person with teaching authority. The chairperson of the Senate must arrange for notification of the member who has moved up to the office, as well as for the announcement in the university bulletin.
- (b) Heads of organisational units with research and teaching duties who are not full professors hold active and passive voting rights in the group of persons according to Item 1(a), as long as they are in the position of Head. Elected members and substitute members remain so for the entire period of office of the Senate, even if they are no longer Head of an organisational unit with research and teaching duties.
- (c) If a member is prevented from attending for a longer period of time as a result of being released from his/her official duties without remuneration (e.g. leave of absence), the next ranking substitute member according to the election result will take over as a member of the Senate for the duration of the absence. In determining the member who is to move up, the procedure set out in (a) must be followed.
- (d) If the next-ranked substitute member according to the election result waives the right to move up as a member, this substitute member will be removed from the ranking of the substitute members.

Section 12 University Assembly

- (1) The University Assembly is a meeting of the members of the university.
- (2) It is convened by the Rector at least once in the academic year and in particular for important occasions relating to university policy, with an agenda being prepared.
- (3) It serves to inform and shape the opinions of the university public.

Section 13 Entry into force

- (1) Part A of the Statutes, published in the university bulletin of the University of Klagenfurt on 16.07.2014, No. 148.1, issue 22, shall enter into force on the day following publication, unless otherwise specified below.
- (2) Section 10 will enter into force on 01.10.2016 and will be applicable to the posting of members of the Equal Opportunities Working Group established on 01.10.2016.
- (3) With the entry into force of this Part A of the Statutes, Part A of the Statutes, published in the university bulletin of the University of Klagenfurt dated 16.06.2004, last amended by the university bulletin dated 06.04.2011, will cease to be valid, with the exception of Section 12. Section 12 in the version of the university bulletin dated 06.04.2011 will cease to be valid on 30.09.2016.
- (4) Sections 1 and 8 in the version of the university bulletin dated 04.02.2015, issue 9, No. 65.1, shall enter into force on the day after publication in the university bulletin.
- (5) Section 11, Paragraphs 1 to 3 in the version of the university bulletin dated 17.05.2017, issue 18, No. 117.1, shall enter into force on the day after publication in the university bulletin.
- (6) Section 11, Paragraph 4 (Senate Electoral Code) in the version of the university bulletin dated 15.12.2021, issue 7, No. 31.1, shall enter into force on the day after publication in the university bulletin and shall be applied for the first time in relation to the election of the Senate with a term of office beginning on 01.10.2022.