

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

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.

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, Clause 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, Clause 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 20 members and 12 substitute members. The 20 members are made up of:
1. Five people from the group of full professors, including the heads of organisational units with research and teaching tasks who are not full professors
 2. Five people from the group of university lecturers and academic staff in the areas of research and teaching
 3. Five people from the general university staff as well as
 4. Five students
- The twelve substitute members are made up of three 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 University Council 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, Clause 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, Clauses 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, Clause 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, Clause 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.

Section 12 Senate Electoral Code

(1) Scope of application

1. The Electoral Code governs the election of representatives of the following groups of people to the Senate:
 - (a) Full professors, including the heads of organisational units with research and teaching tasks who are not full professors (Section 25, Paragraph 4, Clause 1 of the Universities Act),
 - (b) University lecturers and the academic staff in the fields of research and teaching (Section 25, Paragraph 4, Clause 2 of the Universities Act) and

- (c) General university staff (Section 25, Paragraph 4, Clause 3 of the Universities Act).

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

2. Student representatives shall be delegated (Section 32, Paragraph 1 of the Austrian Student Union Act (HSG) 2014, Section 25, Paragraph 4, Clause 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.

(2) **Electoral principles**

The elections must be conducted in secret and the right to vote must be exercised in person. 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.

(3) **Term of office and constituting session**

The Senate's term of office lasts for three years and commences on October 1st of the respective year (Section 25, Paragraph 5 of the Universities Act). 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 / election committee**

1. The representatives of the groups of persons in the Senate referred to in Section 25, Paragraph 4, Clauses 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. The election committee is comprised of the election officer and their deputies. The election committee forms a quorum if at least half of its members are physically present. Resolutions of the election committee are passed by majority vote.
2. The election committee 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. It must implement all regulations and measures necessary to fulfil the tasks assigned to it. They are entitled to the support of the university administration.

(5) **Active and passive voting right**

1. All persons who, on the day that the election is called (reference date), 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 Clause 1 (a) – (c) hold active and passive voting rights.
2. Anyone who is excused from official duties without pay on the day the election is called does not have an active right to vote.
3. In the event that a person is assigned to more than one of the groups set out in Clause 1 lit. (a) – (c), the predominant activity is decisive; in the case of equal distribution of the contractual hours, voting rights shall be exercised in the group of persons holding the higher number of seats in the Senate. The right to vote may only be exercised in one group of persons, and the right to vote and to stand for election may only be exercised within the same group of persons.
4. The right of delegation exercised by the Student Union (Paragraph 1, Clause 2) shall

remain unaffected by any right to vote in one of the other groups of persons.

5. Membership of more than one of the senior bodies of the University is impermissible (Section 20, Paragraph 2 UG). Furthermore, concurrent membership of the Senate and the Equal Opportunities Working Group is impermissible (Section 42, Paragraph 2 UG). Members pursuant to Paragraph 1, Clause 1 lit. a - c may be elected for a maximum of four consecutive terms of office. Terms of office completed before 1 October 2021 are not taken into account (Section 25, Paragraph 4 final sentence in conjunction with Section 143, Paragraph 63 UG).

(6) Notification of the election

1. Notification of the election must take place no later than ten 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.
2. The text announcing the election shall contain as a minimum:
 - place and time of the election, with a minimum of four hours to be provided to allow for voting,
 - number of representatives to be elected per group of persons
 - inspection period and venue for viewing the list of eligible voters,
 - the invitation to submit declarations of candidature to the election officer in writing stating an authorised recipient no later than eight weeks (subject to a new announcement, see Paragraph 8, Clause 7) before the election day, otherwise they cannot be considered,
 - the provision that all nominations must contain the minimum number of candidates specified in Paragraph 8, Clause 2,
 - information on where and when the approved candidatures will be announced,
 - the provision that votes can only be cast in a valid manner for approved candidatures,
 - detailed provisions concerning postal voting,
 - name of the respective election officer and their deputies.

(7) Register of eligible voters

1. No later than one week after the announcement of the election, the university administration must provide the respective election commissioner with a list of those eligible to vote and to stand for election on the day of the election announcement.
2. 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 committee shall decide on this within three working days after the end of the inspection period. The decision of the election committee is final.

(8) Declarations of candidature

1. Anyone eligible to vote or to stand as a candidate may submit declarations of candidature in the form of a ranked list. These must be received by the election officer no later than eight weeks (subject to a new announcement, see item 7) before the election, contain a list designation and name an authorised recipient. In the absence of a list designation, the name of the submitter (surname, first name) is used as the list designation. If no authorised recipient is specified, the first person ranked shall be deemed to be the authorised recipient.
2. Declarations of candidature in respect of the groups of persons pursuant to Paragraph 1, Clause 1 lit. a and b must include at least as many candidates as half of the number of seats to be allocated. If there is an odd number of seats to be assigned, the minimum number of candidates is calculated by mathematically reducing the number of seats to be assigned by one seat. Declarations of candidature for the group of persons pursuant to Paragraph 1, Clause 1 lit. c must include at least two candidates. Declarations of candidature that do not contain the minimum number of candidates will not be approved.

3. Pursuant to Section 20a, Paragraph 4 UG, when drawing up the declarations of candidature, due consideration must be given to the fact that at least 50 per cent of those ranked in an electable position must be women. This can be accomplished, for example, by using a consistent sequence of women and men (alternating sequence) or by prioritising women on the list.
4. Declarations of candidature for the group of persons pursuant to Paragraph 1, Clause 1 lit. b must include at least one person with a university teaching qualification. Declarations of candidature that do not fulfil this requirement will not be approved.
5. Declarations of candidature must be accompanied by the personally signed declaration of consent of all candidates listed thereon. Standing as a candidate on more than one declaration of candidature is not permitted. A person listed more than once must be deleted from all declarations of candidature by the election committee. Candidates who are not eligible to stand (in particular, Section 25 Paragraph 4, last sentence in conjunction with Section 143, Paragraph 63 UG must be observed) must also be struck off. If candidates are struck off, the next candidates in line move up. If the declaration of candidature no longer meets the minimum number of candidates (see Clause 2) as a result of the striking off, it must be returned to the authorised recipient for amendment. Candidates who are nominated at a later date must be ranked after the candidates already nominated.
6. The election commission must examine the declarations of candidature received promptly following the submission deadline and, within two working days, must issue a request for rectification to the authorised recipient in the event of any deficiencies that can be rectified, which must be fulfilled within a further two working days. If the authorised recipient does not comply with the request for rectification within the prescribed period, the declaration of candidature shall not be approved. The decision of the election committee regarding the approval of declarations of candidature is final. Valid declarations of candidature must be numbered in the order in which they were first received (date, time).
7. If the examination of the (if applicable, amended) declarations of candidature reveals that a group of persons only has one nomination or that the total number of candidates is not at least one and a half times (rounded down) the number of seats to be assigned in the respective group of persons, the persons entitled to vote must be informed of this by the respective election committee and a new call for the submission of declarations of candidature must be made within two weeks. Declarations of candidature that have already been submitted and the candidates standing for election must not be announced by the election committee. Declarations of candidature already submitted shall continue to be deemed to have been submitted in this form unless the authorised recipient notifies the election committee of the withdrawal or amendment of the declaration. The call for the submission of additional declarations of candidature must be announced in an appropriate manner (electronically). The provisions governing declarations of candidature shall also apply to declarations of candidature submitted after a renewed call. If, even after a renewed call for declarations of candidature, there is only one nomination, the election shall be held, provided that the minimum number of candidates specified in the first sentence is met.
8. The approved declarations of candidature must be forwarded to the Equal Opportunities Working Group (Section 20a, Paragraph 4 & Section 42 Paragraph 8d UG). The latter has one week to determine whether the declarations of candidature fulfil the requirements of Section 20a, Paragraph 4 UG.
9. The approved declarations of candidature must be announced by the election officer in a suitable manner (electronically) without delay once the Equal Opportunities Working Group notifies them of a waiver of objection or once the objection period has expired, and no later than two weeks before the election, and must be on display at the polling station on election day.

(9) **Ballot papers**

The respective election committee must prepare ballot papers in the appropriate form, listing all approved declarations of candidature with the respective list designation in the order in which they were received. There must be a checkbox for the respective declaration of candidature.

(10) **Conducting the election and keeping written records**

1. The election committee may call upon other persons from the respective group of persons to assist with the election.
2. The lists with the respective candidates for each of the declarations of candidature must be displayed in the voting booths.
3. Subject to the possibility of postal voting, the ballot is cast in person at the polling station. The voter must prove their identity to the electoral officer if they are not personally known to the electoral officer.
4. Votes are cast in a valid manner only by using the ballot papers in line with Paragraph 9. This is considered to have been completed properly if it clearly reflects the intention of the voter.
5. The election officer must keep a written record of the election procedure. In any case, the written record must include the number of persons entitled to vote, the total number of votes cast, the total number of valid votes, the number of votes and seats allocated to the individual declarations of candidature and the names of the persons elected. The written record must be signed by the election officer.

(11) **Postal vote**

1. 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.
2. Provided that the requirements are met, the chairperson of the Senate shall order the preparation of the following electoral materials for postal voters:
 - (a) ballot paper,
 - (b) ballot envelope (envelope without gum, identical to those used in the on-site voting procedure itself),
 - (c) a large return envelope pre-addressed to the Senate Office, containing a signature field and the sender's address details,
 - (d) the lists with the respective candidates for the declarations of candidature,
 - (e) an extract from the electoral code concerning the provisions on postal voting.
3. 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.
4. After casting their 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.
5. 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.
6. The election officer shall, in the presence of their deputies, record the votes in the register of eligible voters, open the return envelopes and place the unopened ballot envelopes in the ballot box.

7. If the person entitled to vote does not avail themselves 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) **Determination of the election result**

1. Immediately after the end of the scheduled voting session, the election officer, together with their deputies, shall open the ballot box, check the validity of the ballot papers and, after counting the votes, determine the total number of votes cast, the number of invalid votes and the number of valid votes cast for each approved declaration of candidature.
2. The election officer shall determine the number of representatives attributable to the authorised Declarations of candidature by means of the „electoral number“. The „electoral number“ is determined as follows: The totals of the valid votes cast for each declaration of candidature are to be written side by side in order of size; under each of these sums the election officer shall write the number that is half of that number, and under that number the third, quarter, fifth, sixth, etc., as required. The „electoral number“ is the xth number of the numbers written in descending order, where x is the number of seats to be allocated to the relevant group of persons (D'Hondt method).
3. Each declaration of candidature must be assigned as many seats as the „electoral number“ in the total number of valid votes cast for that declaration. If, according to this calculation method, several declarations of candidature share the same claim to the last seat to be awarded, the decision is made by drawing lots. The lot shall be drawn by the 2nd deputy under the supervision of the election officer and the 1st deputy.
4. The mandates attributable to the declaration of candidature are allocated to the candidates listed in the nomination in the order in which they are nominated. Substitute members are those candidates, ranked according to their nomination, who follow the elected candidates on the declaration of candidature.
5. If there is no person with a teaching authorisation among the elected representatives of the group of persons pursuant to Paragraph 1, Clause 1 lit. b, a seat shall in any case be allocated to the person with a teaching authorisation who is named on the declaration of candidature receiving the most votes (Section 25 Paragraph 4, Clause 2 UG). If multiple persons qualify, the order in which they are listed on the declaration is binding. The person thus designated is deemed to be an elected member and replaces the member of the same declaration of candidature who is ranked last among those elected.
6. If it is not possible to fill the seats allocated to a declaration of candidature in accordance with the voting results due to the declaration of candidature being fully depleted, the vacant seats must be distributed among the remaining declarations of candidature. The rules applicable to the allocation of seats shall apply *mutatis mutandis*.
7. If only one declaration of candidature is submitted for a group of persons, the candidates ranked on the declaration of candidature are deemed elected if the declaration of candidature has received a simple majority of the valid votes cast. The seats to be assigned shall be allocated to the candidates according to their ranked position on the declaration of candidature. The candidates listed after the elected members on the declaration of candidature are substitute members in the order in which they are named. If the declaration of candidature does not achieve a simple majority of the votes cast, the election for this group of persons must be repeated immediately. Section Section 20 (3) UG applies.
8. The election officer must immediately arrange for the election result to be announced in the university bulletin of the University of Klagenfurt.

(13) **Objections to the election**

1. Anyone who is entitled to vote or to stand as a candidate 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 provisions governing the election procedure.
2. The electoral committee must consider the objection. The objection must be upheld and

the election declared invalid if essential provisions of the election procedure have been breached and the election result may have been influenced as a result. An election that has been declared invalid must be repeated.

3. If an objection is made solely with regard to the mathematically flawed calculation of the election result (including the allocation of seats) 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.

(14) **Leaving office early, succession of substitute members, delegation**

1. If a member leaves office early, the next ranking substitute member according to the declaration of candidature will move up to the Senate. If a substitute member waives the right to move up in favour of a subsequent substitute member, this substitute member is eliminated from the ranking and shall not be taken into account at a later date.
2. 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. A substitute member who is not a university professor may only move up if the substitute member is the head of an organisational unit with research and teaching duties at the time of moving up.
3. Membership of the Senate ends if the member no longer belongs to the relevant group of persons for which they were elected as a representative.
4. 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 declaration of candidature will take over as a member of the Senate for the duration of the absence. The Chair of the Senate must be notified of the duration of the absence.

If, following the resignation of a member, it is not possible to appoint a replacement member due to the total depletion of the declaration of candidature, the vacant seat shall be allocated to the declaration of candidature to which it belongs in accordance with the provisions on the allocation of seats. This applies *mutatis mutandis* in the event that a member is unable to attend.“

Section 13 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 14 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
- (7) Section 10 in the version of the university bulletin dated 06.04.2022, issue 15, No. 69.1, shall enter into force on the day after publication in the university bulletin and shall first apply with effect from the beginning of the next term of office of the Equal Opportunities Working Group starting on 01.10.2022.
- (8) Section 10, Paragraph 1 in the version of the university bulletin dated 01.06.2022, issue 19, No. 92.1, shall enter into force on the day after publication in the university bulletin and shall first apply with effect from the beginning of the next term of office of the Equal Opportunities Working Group starting on 01.10.2022.
- (9) Section 2 in the version of the university bulletin dated 07.12.2022, issue 5, No. 33.1., shall enter into force on 01.01.2023.
- (10) The amendments to Section 11, Section 12 including the heading, Section 13 and Section 14 in the version published in the University Bulletin dated 3 July 2024, Issue 22, No. 110.1, shall enter into force on the day following publication in the University Bulletin. Section 12 shall first be applied to the election of the Senate with a term of office from 1 October 2025.