

Part E/I: Advancement of Women Plan at the University of Klagenfurt

In response to the proposal from the Equal Opportunities Working Group, Part E/I of the Statutes (Advancement of Women Plan, German version) was passed by the Senate (legally binding version), using asterisks in the notation () to take into account the diversity and equality of the sexes in all texts written in German. Since this notation leads to problems when reading via a screen reader, this part of the Statutes is also provided in conventional notation (non-legally binding version) as an alternative. [Go to the German screen reader version](#)*

Preamble

The University of Klagenfurt is strongly committed to equal opportunities for the sexes. Aware that equal opportunities do not arise by themselves, the University of Klagenfurt is pursuing an active policy of equality. To this end, structural disadvantages must be identified and eliminated or compensated for by support measures. Equal opportunities are based on the understanding that all sexes are equal.

In the spirit of its mission statement, the University of Klagenfurt is committed to gender democracy. According to this, all sexes have an equal and equivalent effect on the prosperous development of the University of Klagenfurt. Gender democracy, within the framework of the university organisation, also means the freedom to pursue one's own career path independently, without it being impeded or denied by gender attributions.

The Advancement of Women Plan is designed to meet these objectives. Furthermore, the Advancement of Women Plan also pursues objectives such as the promotion of women in underrepresented areas, which constitute aspects on the road to equal opportunities for all sexes. The Advancement of Women Plan applies to all members of the University of Klagenfurt and supplements the Equality Plan as follows: It is an extension of said plan, focusing in particular on reducing barriers and on the structural development of equal opportunities for women in the university context.

Section 1 Legal bases

- (1) The relevant legal bases of the Advancement of Women Plan of the University of Klagenfurt are the Federal Constitutional Law [*Bundes-Verfassungsgesetz*], the Federal Equal Treatment Act [*Bundes-Gleichbehandlungsgesetz*], the Universities Act [*Universitätsgesetz*] and the Federal Disability Equality Act [*Bundesbehindertengleichstellungsgesetz*].
- (2) The guiding principles of women's advancement include the general imperative for the advancement of women and the imperative for women's advancement with regard to admission, career advancement and education/continuing education. These result from the Federal Equal Treatment Act and the Universities Act.

Section 2 General regulations

- (1) Through the implementation of the Advancement of Women Plan, the University of Klagenfurt is pursuing the following strategic and operational objectives:
 1. Equal opportunities for women: Achieving equal opportunities for women at all levels of the hierarchy and in all functions and activities is a guiding principle for all measures and decisions taken by the University of Klagenfurt. In this context, framework conditions must be established and maintained that allow women access to all university functions, and all areas of university work and activities. Discrimination against women in connection to an educational or employment relationship or in connection to a programme of study at the University of Klagenfurt is impermissible.

2. Gender mainstreaming: In the case of university decisions, care must be taken as to how they affect the sexes – especially with regard to the differing life situations. The principle of equal opportunities must be upheld.
3. Balanced representation of women: Existing under-representation of women within the meaning of Section 11, Paragraph 2 of the Federal Equal Treatment Act is to be eliminated in all organisational units, at all levels of hierarchy and in all functions at the University of Klagenfurt.
4. Specific measures for the advancement of women: In order to achieve a balanced gender representation (Item 3), the University of Klagenfurt aims to promote the academic achievements of women in science, young female scientists, female students and the achievements of female administrative employees, in addition to promoting a balanced proportion of women in research projects and habilitation theses. The university supports the career development of female administrative and academic staff, in particular for management positions, by encouraging participation in appropriate training measures and continuing education.
5. The University of Klagenfurt does not tolerate discrimination on the grounds of gender. Sexual and gender-related harassment is also considered discrimination on the grounds of gender (Sections 8 and 8a of the Austrian Gender Equality Act (B-GIBG)). Notwithstanding existing legal prohibitions, the university strives to ensure that such behaviour is not accepted across all areas of the university - research, teaching, and administration. All members and bodies of the university must refrain from discriminatory behaviour.

The prohibition of discrimination applies throughout all areas of the university. It covers conduct in the workplace, in courses, in examination situations, on excursions and other events that are part of the sphere of the university. The prohibition must also be observed when planning the content of courses and examinations.

The prohibition of discrimination applies to all members of the university, which means that it also applies to relationships with students and to relationships between students.

Discrimination on the grounds of gender constitutes a breach of official duty and is subject to sanctions in accordance with the provisions of service and labour law (Section 9 of the Austrian Gender Equality Act). All university members holding management positions in the fields of research, teaching and administration are required to ensure that discrimination on the basis of gender is not tolerated in their working areas (duty of care).

6. Adequate infrastructure: An adequate infrastructure for achieving equality and the advancement of women must be ensured. Gender budgeting in the sense of gender-appropriate budget design and management as well as gender-appropriate allocation of resources is to be guaranteed.
 7. Raising awareness: Internal information and communication on the subject of equality and the advancement of women is an essential prerequisite for the active implementation of this content and for the establishment of gender-appropriate awareness among all persons working at the University of Klagenfurt.
 8. Compatibility of programmes of study/work with family obligations: Improvements in the working environment are to be achieved by making programmes of study and work compatible with family obligations and by protecting dignity in the workplace through preventive action against discrimination of all kinds, in particular sexual harassment (see also Part E/III of the Statutes).
- (2) In a qualitative sense, the advancement of women is also realised through the development of measures for the integration of women's and gender research into research, teaching and continuing education, and is also to be reflected in administration and organisation.

- (3) In quantitative terms, the advancement of women is realised through the efforts to increase the proportion of female employees in all areas (e.g. organisational units, hierarchy levels, functions and activities, etc.) to at least 50%, or to maintain a 50% female quota that has already been achieved, regardless of the duration of the employment relationship. All members of staff at the university, and in particular management bodies, are obliged to organise measures that directly or indirectly effect the attainment and upholding of the female quota to this end and, where appropriate, to work towards the elimination of existing discrimination against women in connection with the employment relationship. Measures for the advancement of women must be integrated into staff planning and development. The urgency of the advancement of women is determined by the extent of the under-representation within the meaning of Section 11, Paragraph 2 of the Federal Equal Treatment Act.
- (4) No one should be discriminated against on grounds of sex. Anti-discrimination as a guiding principle, the facts of discrimination and the consequences of this are regulated in Part E/III of the Statutes (in Sections 3, 4 and 5, among others).

Section 3 Programmes of study and teaching

- (1) As part of the curricula of Bachelor's and Master's degree programmes and certain university certificate programmes, students and teachers deal with gender issues in the context of courses, research projects, lectures, etc., so that gender competence and gender sensitisation are implemented on a broad basis.
- (2) Within the sense of qualitative women's research, the University of Klagenfurt is committed to ensuring that women's and gender research is anchored in the curricula of Bachelor's and Master's degree programmes, as well as in university certificate programmes with at least 60 ECTS credits. That means, in concrete terms, that:
 1. The Bachelor's degree programmes must contain at least one restricted elective for women's and gender research and diversity worth at least 12 ECTS credits. This rule may be derogated from if the curriculum of a Bachelor's degree programme includes restricted electives conferring 8 ECTS credits. In this case, the specification is met if 8 ECTS credits are provided.
 2. The Master's degree programmes must include at least one restricted elective for women's and gender research and diversity worth at least 8 ECTS credits. In justified exceptional cases – for example, if restricted electives are only provided with a significantly greater number of credits – at least one compulsory course with a minimum scope of 4 ECTS credits must be provided instead of a restricted elective.
 3. At least one course on women's and gender research and diversity must be included in the university certificate programmes which have a scope of at least 60 ECTS credits, as a required subject or unrestricted elective.

The integration of women's and gender research into required subjects should be sought.

- (3) The Curricular Committee must submit the draft amending or issuing a curriculum to the University Centre for Women's and Gender Studies and the Equal Opportunities Working Group (hereinafter referred to as the Working Group) for comment, within the framework of the evaluation procedure. The Curricular Committee must provide evidence that it has considered the comments received and, if necessary, must adapt the draft.
- (4) In order to ensure a sufficient range of courses on women's and gender research for a wide range of subjects, at least 40 semester hours are funded per academic year (including the teaching activities of the staff of the University Centre for Women's and Gender Studies with all-in contracts). In addition, a visiting professorship with 4 semester hours per academic year is advertised and funded. Organisational processing is carried out via the University Centre for Women's and Gender Studies.

- (5) Contents covered in courses are taught with a focus on equality and, in particular, in a gender-appropriate manner (e.g. use of gender-appropriate and anti-discriminatory language and didactics, no gender-discriminatory examples and topics, etc.). The University of Klagenfurt offers relevant training measures for this.
- (6) When evaluating the teaching, the University of Klagenfurt takes into account whether the contents are taught in a way that is focused on equality and, in particular, gender-appropriate.
- (7) When awarding external teaching contracts, a 50% share of women is to be sought. Equal placement of the course in the pay categories must also be ensured. If teaching contracts are awarded on the basis of applications, preference will be shown to women where there is under-representation and equivalent applications are received.
- (8) The University of Klagenfurt uses appropriate content-related, personnel and organisational measures to promote female students with the aim of:
 1. Promoting women's access to programmes of study in which they are under-represented
 2. Implementing non-discriminatory selective admissions processes
 3. Successful completion of programmes of study by women
 4. Promoting participation in conventions, conferences and workshops such as "Summer Schools"
- (9) The University of Klagenfurt ensures that gender-appropriate and non-discriminatory representation is chosen in both text and images for all measures implemented to recruit and welcome potential students.
- (10) The University of Klagenfurt ensures equal access to scholarship programmes and explicitly calls on women to apply. It also ensures that scholarship programmes are targeted at particular life circumstances that are structurally more common for women (e.g. possibility to interrupt scholarships for parental leave or leave for family reasons, increase of age limit for scholarships in the case of family commitments). As far as possible, the University of Klagenfurt works to convince other funding institutions to take such special circumstances into account. In order to eliminate under-representation of women, specific scholarships for women may also be set up as a structural support measure if necessary.

Section 4 Research

- (1) The University of Klagenfurt supports the research of its members through various programmes. In order to ensure equal distribution of funding, the principle is that all award decisions are always and exclusively based on transparent criteria such as the academic quality of the individual projects. This applies not only to the centrally managed funds, but also to the award decisions within the individual organisational units.
- (2) At least 50% of the members of the Research Council of the University of Klagenfurt are women. In addition, the following points apply:
 1. If the application volume exceeds the existing budget, women, or predominantly female teams of authors, will be favoured for applications of equal quality.
 2. Within individual funding programmes such as Young Scientist Mentoring, women with equal suitability will be favoured if the volume of applications exceeds the available capacities.
 3. Special circumstances (e.g. child care) may play a role in the support channels, such as measures to promote mobility. These are taken into particular account (e.g. through special assumption of costs).

4. The FWF's women's support programmes are particularly promoted and any project submissions are supported.
- (3) The systematic subject-specific, organisational and social introduction, guidance and support of young female scientists, for example through mentoring and coaching, is an important aspect of career development. In addition to existing programmes, a model is being sought that will specifically help young female scientists to reflect on and advance their academic careers with the support of experienced and professionally trained persons.
- (4) Within an academic career, circumstances can occur that lead to a structural disadvantage which affects women more frequently. In order to promote the return to academic work, the University of Klagenfurt provides additional funds up to the amount of three months' salary of a full-time student assistant, in accordance with Section 30 of the University Health Insurance (20 hours/week, total costs incl. employer's contribution) after returning from parental leave. These funds will be allocated to the respective organisational unit upon application made to the Rectorate, subject to the applicant's authorisation to dispose of them. The funds are to be used within one year and can be used, in particular, for the appointment of student assistants, to maintain full cover during the period of leave while the applicant initially only returns from leave for a small number of hours or during a short-term interruption to the period of leave, for travel or for the purchase of hardware. Those eligible to apply are female graduates from the academic staff who work at the University of Klagenfurt on at least a 50% basis.
- (5) The University of Klagenfurt supports women's and gender research and its integration into the individual academic disciplines.
- (6) The University of Klagenfurt is considering setting up a professorship in the field of women's and gender research as part of its development plan for 2022-2024.

Section 5 Personnel procedures

- (1) The working group monitors all personnel procedures at the University of Klagenfurt. It must be consulted in particular, but not exclusively, with regard to job postings, selection of the people to be invited to interview, interviews and recruitment.
- (2) General procedural principles are as follows:
1. Job advertisement texts and suitability assessments (selection of people to be invited to interview and recruitment proposal) are impermissible if they constitute discrimination within the meaning of the Equality Plan or contradict the regulations of the Advancement of Women Plan. Assessment criteria (hereinafter referred to as "criteria") that result in a disadvantage for the underrepresented group of people in question or which are based on a discriminatory, role-stereotyped understanding of the genders may not be included.
 2. Criteria not specified in the text of the job advertisement may not be taken into account in any suitability assessments. If the above criteria are not sufficient for adequate differentiation of the candidates, criteria drawn up subsequently can be used in exceptional cases. The necessity of such criteria and the personnel decision made in this way must then be justified in writing to the Working Group. Similarly, they must constitute an appropriate means of decision-making; Item 1 applies analogously.
 3. Circumstances such as caring for children or relatives in need of care, which often affect women, can lead to interruptions in employment, reduced working hours or delays in completing education. These circumstances must not place anyone at a disadvantage.

4. Texts of job advertisements, the selection of the people to be invited to interview and the recruitment proposal are subject to monitoring by the Working Group. If the Working Group has reason to believe that there is discrimination within the meaning of the Equality Plan or that the regulations of the Advancement of Women Plan are being breached, it shall be entitled to send a written, substantiated objection to the official body that is advertising the position, within one week. In the event that the official body advertising the position persists in its actions, the three-week period for convention of the arbitration committee shall commence on the next working day following receipt of the decision in this regard by the Working Group. The execution of further procedural steps is impermissible until a decision is reached by the arbitration committee.
 5. All necessary documents must be made available to the Working Group throughout the procedure; access to these must be granted at all times. Submission is via the office of the Working Group.
- (3) The following applies to job advertisements:
1. Job advertisement texts must contain a requirement profile, areas of responsibility and concrete criteria that are clear for third parties as an objective basis for decision-making.
 2. Job advertisement texts for management positions, professorships and career positions must contain gender competence and diversity competence as a criterion. This is viewed as a positive differentiator and not as a hiring requirement. Accordingly, relevant research activities (in particular women's and gender research), commitment to this in teaching and university policy, and related socio-political activities outside university should be acknowledged.
 3. Job advertisement texts are written in a form that is neutral with regard to gender. In all organisational units where the 50% share of women in the relevant personnel category has not yet been reached, job advertisement texts for filling positions must include the following addition: "The University of Klagenfurt seeks to increase the ratio of women in scientific positions and therefore encourages qualified female candidates to apply. Among equally qualified applicants, women will receive preferential consideration." In all other job advertisement texts, the University of Klagenfurt shows its commitment to equal opportunities by means of the following addition: "As part of its human resources policy, the University of Klagenfurt places particular emphasis on anti-discrimination, equal opportunities and diversity."
 4. Job advertisement texts which are so general that they do not constitute an objective decision-making basis for the subsequent selection of personnel are impermissible. The same applies to highly specific job advertisements where there is reason to suspect that the potential group of applications is to be improperly restricted in favour of or to the detriment of a particular person, group of people or gender. Factual reasons can justify job advertisements specifically directed at women.
 5. Job advertisement texts and any job descriptions must be transmitted to the Working Group by the official body advertising the post, via the office of the Working Group. The Working Group has the right to comment on the advertisement within two weeks from receipt of the advertisement (Section 42, Paragraph 6 Clause 1 of the Universities Act).
 6. Potential female applicants must be motivated to apply by means of targeted contacts (see also Article 4, Item 3 on possible documentation requirements).
- (4) The following applies to the selection of people to be invited for interviews:
1. The Working Group must be informed of the list of all applications received immediately after the deadline for application.

2. An individual assessment of all candidates is to be carried out when selecting candidates for the interviews. An overview in tabular form is recommended, especially in the case of a large number of applications. Criteria not mentioned in the advertisement text may not be taken into account during the selection process.
 3. All persons who fulfil the criteria defined as a prerequisite for recruitment must be invited to interview. In cases worthy of particular consideration (for example an unusually large number of applications), the number of persons to be invited to interview can be reduced with care. In this case, the persons must be ranked by their qualifications and the better-qualified applicants must be invited. The decision, together with the reasoning on which it is based, must be brought to the attention of the Working Group in writing. If women are under-represented, then the proportion of women among the persons to be invited to interview must be kept to at least the same level as among the candidates overall and, if they are equally qualified, female candidates must be invited in preference to male candidates.
 4. If no applications have been received from women who fulfil the criteria for recruitment by the deadline for application, the official body advertising the position must prove in writing to the Working Group that measures (see Article 3, Item 6) have been taken to motivate women to apply. The Working Group then issues a statement stating that there is no need to re-advertise the job. Otherwise, the job advertisement must be repeated. If, based on the new, properly executed job advertisement procedure and in spite of a demonstrable active search for suitable women (Section 3, Item 6), once again no applications from women who meet the criteria for recruitment are received, the selection procedure must be continued.
 5. The selection of persons to be invited to interview must be transmitted to the Working Group by the official body advertising the post, via the office of the Working Group, observing a one-week decision-making period (Article 2, Item 4).
- (5) The following applies to the interviews:
1. Interviews are conducted during the selection procedure for a job or function to be filled.
 2. Within the scope of the selection procedure, the Working Group shall be invited by the official body advertising the position to participate in the interviews, one week in advance in written form, via the office of the Working Group. The official body advertising the position has the option of sending the invitation to the interviews to the Working Group at the same time as the selection of the persons to be invited. If the official body advertising the position takes this opportunity, it undertakes, in the event that the group of people invited to interview is extended by the Working Group, to invite the persons subsequently nominated to interviews – if need be on a second date.
 3. In interviews, discriminatory questions must be avoided.
- (6) The following applies to the final assessment and the recruitment proposal:
1. The final assessment must be made in a factual and non-discriminatory manner. Each person shall be considered individually.
 2. The best candidates (up to three) must be included in the recruitment proposal, with due consideration given to a balanced weighting of the information from the written documents and the interview; failing this, no recommendation should be made for recruitment.
 3. If women are under-represented and no woman has been proposed for recruitment, the official body advertising the position must explain in detail the reasons for not taking into account each female applicant, in a factual manner and with reference to the criteria in the job advertisement.

4. If women are under-represented, female applicants who are as suitable as the most suitable competitors must be given priority on inclusion in the recruitment proposal. The same applies to the ranking within the recruitment proposal.
5. The final assessment and the recruitment proposal must be transmitted to the Working Group by the official body advertising the position, via the office of the Working Group, observing a one-week decision-making period (Article 2, Item 4).

Section 6 Appointment procedure

- (1) Section 5, Paragraphs 1 to 5 shall apply analogously to appointment procedures in accordance with Section 98 of the Universities Act. In addition, the following regulations apply:
- (2) In the constituent meeting, the chairperson of the Senate draws attention to the imperative for women's advancement and the regulations of the Advancement of Women Plan.
- (3) The Working Group is to be invited to all meetings one week in advance, via the office of the Working Group. If this is not the case, the meeting must be postponed or repeated unless the Working Group waives this in writing. The Working Group has the right to make applications, to determine biases within the meaning of the Senate guidelines, to minute special votes and to have certain contributions to the discussion by members of the Appointments Committee minuted and, if necessary, to obtain reports and opinions from experts within the meaning of Section 42, Paragraph 5 of the Universities Act.
- (4) The selection and assessment of candidates must be carried out in a non-discriminatory (considering academic age) and detailed manner, taking into account the expert reports. Objective criteria and benchmarks should be sought. For this purpose, a tabular, comparative overview is recommended as part of the assessment, especially where there are many people to be assessed.
- (5) In the case of under-representation, female applicants who are as suitable as the most suitable competitors must be given priority on inclusion in the proposal for appointment. This proposal must be communicated to the Working Group without delay.
- (6) If women are under-represented, the Rector may reject a proposal for appointment if it does not include any women, even though there were enough applications received from women who meet the criteria for recruitment. Alternatively, the termination of the procedure and a new job advertisement may be considered. In general, Section 5, Paragraph 6, Item 3 applies.
- (7) In the case of under-representation, appointment procedures must be conducted giving priority to the female candidates in the proposal for appointment who are as suitable as the best-suited male candidates.
- (8) The selection decision concerning the appointment must be notified in writing to the Working Group before commencing the appointment procedure. In accordance with Section 98, Paragraph 9 of the Universities Act, the Working Group has the right to file a complaint within two weeks. The arbitration committee shall rule on this complaint. In the continuing proceedings, Section 98, Paragraph 10 of the Universities Act shall apply.
- (9) Within the framework of the appointment negotiations, the Rector must consider any requirement to ensure the advancement of women.
- (10) For shorter appointment procedures pursuant to Section 99 of the Universities Act, Paragraphs 7 and 8 shall apply; Paragraph 6 shall apply analogously.

Section 7 Organisational development

- (1) Equal opportunities for all members of the university form the foundation for outstanding research and teaching, as well as in organisation and administration. The aim of any development at the University of Klagenfurt is to create fair and transparent framework conditions and to design work areas, processes and responsibilities according to gender-appropriate criteria.
- (2) The development and consolidation of the gender and diversity competences of all employees are at the centre of gender-appropriate organisational development. This is organisationally and structurally anchored at the University of Klagenfurt (see also Section 10, Paragraph 5).
 1. All members of the university are offered continuing education on gender, diversity and anti-discrimination in the areas of research, teaching and organisation.
 2. In the context of new appointments, in addition to leadership qualities, attention should also be paid to the development of gender and diversity competences. The University of Klagenfurt offers corresponding continuing education opportunities.
 3. If an external consultation is commissioned at the University of Klagenfurt on personnel-related matters, the regulations of the Advancement of Women Plan apply to this work.
- (3) The management of all organisational units at the University of Klagenfurt should be in line with the basic principle of equality.
 1. Decisions on the appointment of general university staff with management functions and decisions on changes in use and promotions should be taken by the decision-making official body after consultation with the Working Group.
 2. Part-time employment (equivalent to at least 50%) must not be used as a criterion for the selection decision such as to place applicants at a disadvantage.
- (4) Family care commitments are more common for women structurally. Therefore, measures to improve compatibility of university and family life are an important part of university support for women. At this point, reference should therefore be made to the provisions laid down in Part E/III of the Statutes.
- (5) Official duties shall be defined in a non-discriminatory manner according to their nature and extent. Official duties must always be designed in such a way that employees can acquire the qualifications required for their career in the time allotted for this purpose.
- (6) The University of Klagenfurt is striving to implement and expand projects that promote the development and safeguarding of a gender-sensitive and inclusive organisational culture. It is supported in this aim by the Diversity Council, in accordance with the Equality Plan.
- (7) Developments in the field of women's advancement, the contributions of women to university life and to research, teaching and administration are regularly documented in the media of the University of Klagenfurt.
- (8) Flexibility in working hours should be promoted for all employees of the University of Klagenfurt. It must be discussed in the employee appraisals. Research work and family commitments must be taken into account when determining working hours, in particular when setting lecture, examination and meeting times.
- (9) Equal treatment must be ensured when awarding bonuses (for example, as part of the "laurels" incentive system), special payments, travel budgets and other benefits.
- (10) Women must be informed about training and continuing education measures, motivated to participate and emphatically taken into account when it comes to participation. A leave of absence must be granted for such participation, unless there are mandatory work-related interests that oppose this.

1. The University of Klagenfurt regularly publishes such events in an appropriate form. Special seminars on women's advancement, gender equality and gender mainstreaming are offered as part of the continuing education programme at the University of Klagenfurt. The content is determined in cooperation with the University Centre for Women's and Gender Studies and the Working Group. Women are increasingly employed as directors of university certificate courses and instructors.
 2. When planning and carrying out continuing education seminars, consideration must be given to family-friendly organisation in line with budgetary resources (e.g. possibility of childcare).
 3. Employees are offered the same continuing education opportunities during a statutory or contractual absence from the workplace and during part-time work as active full-time employees (except where the majority of their employment is provided by another employer).
 4. If the request to participate in such an event is not met, a written justification for this must be sent to the Working Group. In the event of justified suspicion of discrimination, the Working Group may appeal to the arbitration committee.
- (11) Supervisors undertake to support female academic employees in writing their theses and habilitation theses. They are also obliged to support female administrative staff in their career development.
- (12) The University of Klagenfurt recruits replacement staff at the earliest possible point in the event of maternity and parental leave (prohibition of employment, period of maternity/parental leave and part-time employment) of employees.
- (13) The employee's appraisal also serves to discuss the performance of the administrative and academic staff with regard to the qualifications required for their careers and to support career progression by means of appropriate framework conditions.
- (14) The Senate awards academic honours (e.g. honorary academic degrees, honorary titles, rings of honour). They are awarded in the light of the principle of equal treatment.

Section 8 Collegial bodies

- (1) For the appointment of members to university collegial bodies, the general principle is that equal representation by women and men must be respected. Where possible, a woman will be included in the election proposal for the chair. This also applies to election proposals for monocratic functions.
- (2) A female quota of at least 50% should be met in the composition of appointment and habilitation committees. In accordance with Section 42, Paragraph 8a of the Universities Act, there may be factual reasons why this statutory quota is not met. If women are under-represented and such reasons are present (for example, written refusal by women eligible for the committee), the Working Group will ensure that there is no undue burden on female colleagues due to committee work.
- (3) When selecting the persons to be assessed, care must be taken to ensure that women are also appointed as evaluators. When appointing the evaluators, they must be made aware that the expert reports must take into account CV-specific particularities in the candidates' biographies (Section 5, Paragraph 2, Item 3). If at least one woman is not appointed as an evaluator, a written justification must be submitted to the Working Group.

Section 9 Committees and organisational units

- (1) The Working Group is established by the Senate. Its composition is regulated by the Statutes.
- (2) In order to ensure the consistent implementation of gender mainstreaming in all decision-making processes and in the planning of all measures, the University of Klagenfurt, in particular its top-level bodies, draws on the existing expert knowledge in the Working Group and actively involves it within the context of information and consultation rights.
- (2a) In the Senate, the rights according to Paragraph 2 are guaranteed by the participation of a representative of the Working Group with an advisory role in the Senate meetings. The Working Group shall be invited to the meetings at the same time as the members. In all matters relating to its remit, the Working Group shall have the right to examine the meeting documents, to make motions, to have certain contributions to the discussion made by members of the meeting recorded in the minutes and to make statements in the minutes. Statements in the minutes by the Working Group shall be submitted in writing within two weeks. If the Senate meeting deals with the Plan for the Advancement of Women or the Equal Opportunities Plan, the Working Group has the right to participate in the meeting with an additional representative in an advisory capacity.
- (2b) With regard to the Rectorate, the Working Group shall have the right of inspection and information provided for in Section 42, Paragraph 4 of the Universities Act. With regard to the University Council, the Working Group shall have the right to be heard provided for in Section 21, Paragraph 15 of the Universities Act.
- (2c) Furthermore, the Working Group shall have the right to attend meetings of other bodies, collegial bodies and committees dealing with staff development matters by sending a maximum of two representatives in an advisory capacity. Paragraph 2a Clauses two to four shall apply mutatis mutandis.
- (3) The performance of the tasks as a member of the Working Group is an important contribution to fulfilling the tasks incumbent on the University of Klagenfurt. For the members of the Working Group, it therefore follows that:
 1. The members of the Working Group may not suffer any professional disadvantage either during the performance of their function or beyond said performance due to this activity.
 2. The activity as a member of the Working Group is taken into account in the transfer of tasks at the workplace and is to be counted against the working or service time. This applies according to the personnel resources of the organisational unit concerned. The activity may be carried out at the workplace using the facilities.
 3. The activity as a member of the Working Group is regarded as a positive factor to be taken into account in personnel decisions such as the extension of the employment relationship, promotions and evaluations. In this context, holding the role of chairperson and that of deputy chairperson is considered particularly worthy of consideration.
 4. At the same time, the members of the Working Group undertake to act in an advisory and supportive manner and to carry out the duties assigned to them, such as the supervision of personnel procedures, to the best of their knowledge and belief and within the appointed periods.
- (4) The Working Group's office is set up to provide administrative support for the Working Group:
 1. The task of the office management is to carry out content-related and administrative tasks in support of the Working Group of the University of Klagenfurt.

2. The office of the Working Group must be adequately equipped with human (at least 50% administrative assistants and 100% office management, who should have appropriate training and legal knowledge), budgetary (among other things, to enable continuing education and travel for members of the Working Group), spatial (premises in accordance with internal guidelines, in particular with the possibility of confidential consultations) and technical resources.
 3. When appointing the office management, the Working Group is entitled to have a say. As far as the execution of agendas of the Working Group is concerned, the office management is exclusively bound by instructions from the Working Group's chairperson and by decisions of the Working Group.
- (5) In accordance with Section 19, Paragraph 2, Item 7 of the Universities Act, an organisational unit for the coordination of the tasks pertaining to equality, the advancement of women and gender research is set up at the University of Klagenfurt in the form of the University Centre for Women's and Gender Studies.
1. The core areas of the University Centre for Women's and Gender Studies are the further development of gender-appropriate research and teaching (in the degree programmes) as well as the advancement of women and equality.
 2. The University Centre for Women's and Gender Studies organises the interdisciplinary elective subject and extension curriculum/extension programme of study. This includes the development of appropriate curricula, the planning, organisation and supervision of courses, as well as the support of students and lecturers in the elective subject or extension curriculum/extension programme of studies.
 3. The University Centre for Women's and Gender Studies regularly analyses the need for measures for the advancement of women and gender equality, identifies, develops and implements appropriate measures for the advancement of women, gender equality and anti-discrimination, and to strengthen the gender and diversity competences of all members of the university.
 4. One particular concern of the University Centre for Women's and Gender Studies is the promotion and support of students. The offers from the University Centre for Women's and Gender Studies are focused accordingly and the offers and services receive corresponding support from student assistants.
 5. In addition to public relations (for example, the organisation of meetings on women's and gender studies or the advancement of women and gender equality), networking and exchanges within the university and with similar facilities and institutions are maintained throughout Austria and internationally.
 6. The University Centre for Women's and Gender Studies is supported in the fulfilment of its tasks by appropriate personnel, spatial and budgetary resources. The University Centre for Women's and Gender Studies is typically managed by an academically qualified person with appropriate practical experience. At least one student assistant is required for advising and supporting students and for exploring and implementing their interests in the work programme of the University Centre for Women's and Gender Studies (see Item 4).
- (6) With regard to teaching, the University Centre for Women's and Gender Studies works together with a Committee of Experts as an advisory and supporting body, for which the following points apply:
1. The competence of the Committee of Experts encompasses course planning in terms of content and quality assurance. It passes on proposals for beneficial development to the Curricular Committee.

2. The Committee of Experts is composed of at least one representative per module of the elective course of study, in order to ensure that all faculties are represented. In addition, the Committee of Experts includes two elective students, a member of the Austrian Students' Union representing the women's and/or LGBT group, and a representative of the University Centre for Women's and Gender Studies.
3. The Rector of Studies appoints the Committee of Experts on the recommendation of the University Centre for Women's and Gender Studies and can obtain alternative proposals from the University Centre for Women's and Gender Studies if necessary. In deviation from this, the member of the Austrian Students' Union is appointed by the Austrian Students' Union. The members of the Committee of Experts are announced in the university bulletin of the University of Klagenfurt. The term of office is linked to that of the Senate.

Section 10 Reporting requirements

- (1) The reporting requirements are derived from the current version of the Knowledge Survey Regulation [*Wissensbilanzverordnung*]; reports are made in the Senate at least once a year. A report that goes beyond that – for example a faculty-specific preparation of the data – can, if there are objective reasons to do so, be requested as required or warranted from the Senate, University Council and/or Working Group by the Rectorate, taking into account the proportionality of information yield and effort. The same applies in reverse for the Rectorate.
- (2) In compliance with the principle of proportionality of information yield and effort and with regard to hypotheses to be examined in concrete terms, regular reporting, which goes beyond the Knowledge Survey Regulation, is sought.

Section 11 Evaluation and entry into force

- (1) Social, university and legal framework conditions are subject to constant change. The Advancement of Women Plan will be adapted to current developments at the latest after five years.
- (2) The Advancement of Women Plan will enter into force on the day after it is published in the university bulletin. Changes to curricula that become necessary due to the requirements of Section 3, Paragraph 2 must be implemented on the occasion of the next curriculum change.
- (3) Section 2, Paragraph 5, Section 5, Paragraph 3, Clauses 3 and 5, Paragraph 4, Clauses 1 to 5 and Paragraph 6, Clause 1, as well as Section 9, Paragraphs 2 to 2c, as amended in the University Bulletin of 01.06.2022, Issue 19, No. 92.4, shall enter into force on the day following publication in the University Bulletin.