

University of Applied Sciences Kufstein Tirol Bildungs GmbH

# Statute of the University of Applied Sciences Kufstein, Tirol

In accordance with the University of Applied Sciences Act (FHG) § 10 (3) (10)



## Chapter 4

### **Rules of Procedure of the Faculty Council**

Agreed upon by the Faculty Council of the University of Applied Sciences Kufstein Tirol  
and the University Board on June 5, 2013

Effective as of July 01, 2013

Last amended by resolution on December 1, 2021

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## Preamble

The provisions of the Austrian University of Applied Sciences Act (FHG), as amended, apply.

In accordance with § 10 (1) of the University of Applied Sciences Act, Federal Law Gazette 1993/340 ("BGBl"), as amended, a Faculty Council of the University of Applied Sciences (hereinafter referred to as the "Faculty Council") must be established at each University of Applied Sciences in order to carry out and organize teaching and examinations.

These Rules of Procedure come into force on July 1, 2013. These Rules of Procedure were adopted in consultation with the course-providing body.

## Clause 1: General provisions, members and responsibilities

1. Any references in this document to people and their functions are to be interpreted as inclusive of all genders.
2. Members of the Faculty Council are (§ 10 (2) FHG):
  - a) The Chair of the Faculty Council and Vice Chair of the Faculty Council
  - b) Six Directors of Studies of degree programs offered by the University of Applied Sciences (DoS cohort)
  - c) Six representatives of the teaching and research staff of the degree programs (TRS cohort)
  - d) Four representatives of the degree program students (Student Union cohort)
3. If the Chair of the Faculty Council or the Vice Chair withdraws from the Faculty Council prematurely, a supplementary election must be held within 4 weeks for the vacancy based on three proposed candidates put forward by the course-providing body according to the Electoral Rules of the Faculty Council.
4. If a member retires or withdraws from the Faculty Council or no longer qualifies as a member of the group of persons he/she represents, the succeeding substitute member from the respective list of substitute members will succeed him/her for the remainder of the term of office. If the substitute list is exhausted, a supplementary election must be held in accordance with the Electoral Rules. The Electoral Rules must provide for a sufficient number of substitute members. The members elected in a supplementary election will continue to hold office until the next regular election.
5. For members pursuant to Clause 1 Sentence 2(d), it must be ensured that the number of representatives does not drop below the number specified in Clause 1 Sentence 2(d) because of study-related absences such as internships, exchange semesters or years spent studying abroad, terminated education contracts, students granted a leave of absence from their studies, or students stepping down from their position on the Faculty Council. It is the responsibility of the student representatives to ensure that Clause 1 Sentence 2(d) is complied with.
6. The Faculty Council must perform all responsibilities specified in FHG § 10 (3). In detail, these are the following:
  - a) Election of the Chair and the Vice Chair based on a proposal of three individuals put forward by the course-providing body. Subject to the consent of the Faculty Council, this proposal may be reduced to two individuals. The proposed individuals must be full-time members of the faculty. If the incumbent Chair and/or Vice Chair announce their interest in serving a consecutive term, they can be appointed without election if the Faculty Council agrees to such a resolution by a two-thirds majority and if the course-providing body consents. Repeated reappointments are permissible. The Chair of the Faculty Council shall use the designation 'Academic Director' or 'Chair';
  - b) Motion for dismissal of the Chair or the Vice Chair to the course-providing body, or a statement regarding any intention of the course-providing body to this effect, in the event that these office

- holders have grossly breached or neglected their duties or are no longer able to perform their duties;
- c) Changes regarding accredited degree programs with the consent of the course-providing body;
  - d) Establishment and discontinuation of degree programs and further education courses with the consent of the course-providing body;
  - e) Budget applications (investment, material, and personnel expenses) to the course-providing body;
  - f) Strategic development of teaching, applied research, and internationalization as necessary for the safeguarding of competence-based and future-oriented degree programs at university level, in agreement with the course-providing body;
  - g) Coordination of contents of all teaching activities;
  - h) Safeguarding quality in teaching and research, as well as the evaluation of all teaching including examination regulations and curricula;
  - i) Awarding of academic honors customary in the university system, in agreement with the course-providing body;
  - j) Adoption of rules of procedure and a statute in agreement with the course-providing body. The statute must at a minimum contain study and examination regulations, the electoral rules for the Faculty Council, rules pertaining to the establishment of any committees and their own statutes, rules governing required quorums in the Faculty Council, equal opportunity provisions, regulations concerning the establishment and discontinuation of degree programs and further education courses, as well as rules for the use, *mutatis mutandis*, of university titles and the awarding of academic honors. The statute must be published in appropriate form;
  - k) Decisions regarding appeals against decisions by the Directors of Studies.
7. The Chair of the Faculty Council may (§ 10 (4) FHG):
- a) direct and instruct members of the teaching and research staff, if these are full-time employees, regarding any issues that concern the proper exercising of their teaching duties and the safeguarding of a high-quality, practice-oriented education at university level, and within the scope of quality management, direct and professionally instruct Directors of Studies and the directors of academic units;
  - b) award teaching contracts based on proposals or after a hearing of the Faculty Council;
  - c) represent the Faculty Council in its external relations and implement its resolutions;
  - d) confer and revoke academic degrees, and validate academic degrees acquired at international higher education institutions;
  - e) propose to the course-providing body candidates to serve as directors of academic units and teaching and research staff;
  - f) commission and support the implementation of external quality assurance procedures in agreement with the course-providing body.
8. The Director of Studies may:
- a) grant admission to examinations, assign examiners, set examination dates;
  - b) recognize courses and examinations on a case-by-case basis;
  - c) withdraw recognition of examinations;
  - d) take decisions concerning matters pertaining to the law of higher education pursuant to §§ 11-21 FHG;
  - e) take decisions under § 4 (4), § 4 (5) (3), § 4 (6), and § 4 (7) FHG.<sup>1</sup>

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<sup>1</sup> Admission to degree programs.

9. The Chair of the Faculty Council is bound by the Rules of Procedure in performing their duties. The Chair of the Faculty Council must assist the Faculty Council in the preparation of its resolutions and must keep it informed of the Chair's activities during its meetings.

All rights and duties of the Chair of the Faculty Council may be exercised by the Vice Chair in case of the prevention, absence or other unavailability of the Chair of the Faculty Council. Prior to the election of the Chair, the most senior member of the Faculty Council convenes a constitutive meeting of the Faculty Council. If it is unclear which member is the most senior (i.e. the longest-serving), the oldest member by age is responsible for convening the constitutive meeting.

## **Clause 2: Convening meetings**

1. Ordinary meetings of the Faculty Council are convened by the Chair of the Faculty Council at least twice a year, viz. at the start of each semester.
2. If required, extraordinary meetings of the Faculty Council may be convened. An extraordinary meeting must be convened by the Chair within 5 working days of receipt of a written motion by at least 1/3 of the members with a proposed agenda attached.
3. The invitation to ordinary and extraordinary meetings must be issued by email to all members of the Faculty Council at least 5 working days before the scheduled date.
4. If the deadline specified in Clause 2 Sentence 3 is not observed, a meeting of the Faculty Council still counts as duly convened if all the members of the Faculty Council follow suit or have demonstrably given their consent to the holding of the meeting. The same applies in the case of extraordinary meetings even if they have been convened orally (by telephone), as long as all the members of the Faculty Council follow suit or have demonstrably given their consent to the holding of the meeting.

## **Clause 3: Participation**

1. All members of the Faculty Council must attend its meetings.
2. If a member is prevented from attending a meeting either in its entirety or in part, this must be communicated to the Chair of the Faculty Council in advance and without delay in writing. The notification must be appended to the minutes of the meeting.
3. Any permanent absence must be reported in writing to the Chair of the Faculty Council, whereby the Faculty Council (in the case of permanent absence of persons belonging to the groups according to Clause 1 Sentence 2 (c) and (d) will nominate the next substitute member from the list of substitute members of the respective group as an ordinary member of the Faculty Council.
4. The transfer of votes is possible for all members, if the transferor is prevented from attending, and must be notified in writing or orally by the transferor to the Chair of the Faculty Council no later than before the beginning of the meeting. The vote may be transferred to any member with the right to vote.
5. Upon a justified motion by a member, witnesses and expert witnesses may be invited in a consultative capacity for individual items on the agenda. Such motions will be put to the vote at the beginning of the meeting.
6. Upon a justified motion by a member, a guest may attend meetings of the Faculty Council without the right to vote.
7. A person, who is not a member of the Faculty Council may be nominated by the Chair to record the minutes.

8. Online participation in meetings is possible, with members participating online retaining the same rights and duties as those participating in person, with the exception of voting rights when a vote is by secret ballot.

## **Clause 4: Agenda**

1. The agenda is set by the Chair of the Faculty Council.
2. A provisional agenda must be emailed to members 5 working days prior to the meeting together with the announcement of the ordinary meeting. The members may submit proposals for further agenda items until the convening notice and the final agenda have been distributed.
3. Items that the Chair of the Faculty Council did not declare as agenda items when convening the meeting may only be discussed if the members of the Faculty Council present at the meeting approve the inclusion of such items by a simple majority.

## **Clause 5: Faculty Council meetings**

1. The Chair of the Faculty Council or the Vice Chair respectively opens, chairs and closes the meetings. If both the Chair or the Vice Chair are absent, the oldest member of the Faculty Council will open, chair and close the meeting.
2. Meetings of the Faculty Council are not public.
3. After the agenda has been read out and any resolutions passed in accordance with s. 4 Sentence 3, the Chair of the Faculty Council will report any significant business transactions since the last meeting to the Faculty Council.
4. In addressing each item on the agenda, the Chair of the Faculty Council will give the floor first to the member at whose instigation the item was included in the agenda. Thereafter, the Chair of the Faculty Council will open the debate and each member of the Faculty Council will have the right to speak about each item on the agenda.
5. The Chair of the Faculty Council will give the floor to the members of the Faculty Council on the basis of the order in which they wish to speak. If the debate concerns a motion, the member on whose motion the item was placed on the agenda will have the final word.
6. The Chair of the Faculty Council must ensure that the agenda is dealt with promptly, properly and in a fruitful manner. In particular, the Chair must prevent debates that diverge from the subject.
7. All meetings of the Faculty Council take place exclusively on the premises rented for academic purposes by the University of Applied Sciences Kufstein Tirol, Andreas Hofer-Straße 7, A-6330 Kufstein. If a meeting is conducted exclusively online, only the IT infrastructure of the University of Applied Sciences Kufstein Tirol may be used.

## **Clause 6: Quorum and votes**

1. Resolutions at meetings of the Faculty Council may only be adopted if the respective Chair of the meeting is personally present. The Chair of the Faculty Council or the Vice Chair may also adopt resolutions using written circulations.
2. Resolutions of the meetings will be adopted only if at least half of the members are present in person or online. This quorum must exist at the time the resolution is adopted, i.e. at the time the vote is taken. Whether the quorum is met shall invariably be calculated based on the total number of members of the Faculty Council eligible to vote.
3. A resolution is adopted if more than half of the votes cast are in favor of a motion. The Chair of the Faculty Council shall be the last to cast a vote. In the event of a tie, the vote of the Chair of the Faculty Council is decisive, i.e. constitutes a tie-breaking vote.

4. All members of the Faculty Council have one vote or a maximum of two votes in the case of a transfer of a vote by an absent member.
5. The Chair of the Faculty Council decides the order in which the motions on the agenda are put to the vote. A motion to postpone discussion of an item on the agenda must always be submitted to a vote first.
6. A vote on matters that are not on the agenda is inadmissible.
7. Unless otherwise agreed, requested, or decided, votes will be cast by a show of hands. Members should be free in exercising their mandates, without any undue outside influence.
8. Each motion must be read before the vote by the person recording the minutes.
9. The Chair of the Faculty Council is responsible for confirming the result of the vote.
10. Notwithstanding the above, any member of the Faculty Council, in the event that they do not approve of the result of a vote, may request that their objection be recorded verbatim in the minutes.
11. Matters concerning a member of the Faculty Council personally must be voted on by secret ballot. A secret ballot must also be held if requested by a member of the Faculty Council and the request is passed by the Faculty Council by simple majority.
12. Motions for resolutions by written circulation may be submitted by the Chair or the Vice Chair to the members of the Faculty Council by email. Members must be given at least one week to reply. If at least one member of the Faculty Council requests a discussion at a meeting, the resolution will not be adopted, and the motion will be dealt with at the next meeting of the Faculty Council.
13. A resolution by written circulation is adopted if at least half of the members of the Faculty Council respond and more than half of the votes cast are in favor. In the event of a tie, the vote of the Chair of the Faculty Council is decisive, i.e. constitutes a tie-breaking vote.

## Clause 7: Prejudice and bias

1. According to the provisions of the Austrian General Administrative Procedure Act 1991 (AVG), Federal Law Gazette 1991/51, as amended, a member of the Faculty Council is considered prejudiced/biased in matters concerning their personal circumstances or those of a close relative.
2. The member concerned must leave the meeting chamber after the hearing of the matter for the duration of the debate and vote on the matter.

## Clause 8: Minutes

1. Minutes must be recorded for each meeting of the Faculty Council.
2. A designated person (*der/die Protokollführende*) is responsible for taking the minutes.
3. The minutes must include:
  - a) the place, the day and the duration of the meeting;
  - b) the name of the chairperson of the meeting of the Faculty Council as well as the present members of the Faculty Council;
  - c) the names of the members prevented from attending (Clause 3 Sentence 3);
  - d) the original agenda and, if amended, the final agenda;
  - e) the motions in verbatim wording;
  - f) the resolutions in verbatim wording;
  - g) the numerical results of all votes and elections (votes for/against/abstentions/etc.);
  - h) orders by the Chair of the Faculty Council (forbidding a member to speak, etc.);



- i) communications for informing the Faculty Council;
  - j) the facts governed by Clause 6 Sentence 11;
  - k) the establishment of the quorum according to Clause 6 Sentences 1 and 2.
4. The minutes of the meeting must be sent within 5 working days of the meeting to the members of the Faculty Council. Objections or comments must be submitted to the Chair of the Faculty Council within a period of 10 working days. In individual cases, the Faculty Council may set a different deadline. In the event that the next meeting is held prior to the end of the formal objection period, the objection period will end when the item "Approval of the minutes of the last meeting" is dealt with during that meeting.
  5. The members of the Faculty Council may highlight inaccuracies or irregularities in the minutes, but may not make any changes themselves. Any items of the minutes that were subject to an objection must be dealt with at the next meeting.
  6. The following must be appended to the minutes: all written documents concerning the prevention of members and transfers of votes.
  7. The resolutions adopted by the Faculty Council must be specifically highlighted in the minutes.
  8. The minutes must be signed by the Chair of the Faculty Council and by the person recording the minutes.
  9. A copy of the minutes must be sent to the Managing Director of FH Kufstein Tirol Bildungs GmbH within 5 working days of the meeting at the latest.
  10. Only the members of the Faculty Council and the Managing Director of FH Kufstein Tirol Bildungs GmbH have a right to receive the contents of the minutes.
  11. The original minutes and other records must be archived by the Chair of the Faculty Council during their term of office, and must be transferred to the new Chair by the previous Chair of the Faculty Council via the Managing Director of FH Kufstein Tirol Bildungs GmbH for archiving no later than 5 working days prior to the handover of the office to the new Chair. The documents must be archived on the premises of the University of Applied Sciences Kufstein. The retention period is 7 years.

## **Clause 9: Validation of a degree obtained at an international higher education institution**

1. Applications for validation of a degree acquired at an international higher education institution in accordance with § 6 (6) FHG must be submitted personally and in writing to the Chair of the Faculty Council with all necessary documents enclosed. The validation fee (currently EUR 150.-), imposed by the relevant Federal Ministry, must be paid in advance for the processing. The documents required are:
  - a. Copy of the curriculum vitae
  - b. Copy of the birth certificate with certified German translation or international birth certificate,
  - c. Copy of proof of citizenship with German translation or passport,
  - d. Copy of the marriage certificate with German translation if the name was changed as a result,
  - e. Copy of the school-leaving certificate as well as any other documents attesting eligibility to study abroad, with certified German translation(s),
  - f. Copy of the transcript with German translation,
  - g. Original certificate conferring the academic degree with certified German translation,
  - h. Proof of payment of the validation fee.
2. The application must state the academic degree awarded at an international university with the original wording and with a German translation, the name of the international university awarding the degree with the original wording and with a German translation, the intended national academic degree as well as the national degree program for which the national academic degree is awarded and its degree program code.
3. The application must contain evidence or affidavits concerning the following facts:



- a. The validation is obligatory for the professional practice or continuation of the applicant's training in Austria. The obligatory requirement must arise from an Austrian legal provision.
  - b. The applicant has not submitted an application for validation to any other body and such proceedings have not yet been concluded.
  - c. The applicant has not submitted an application for validation to other Faculty Councils and has withdrawn it before completion of the relevant proceedings.
4. The Chair of the Faculty Council or the Vice Chair must forward the application to the Director of Studies of the national degree program specified in the application. The respective Director of Studies must examine the application within a period of three months and present, in writing, an evaluation of the following issues:
- a. Whether the applicant would satisfy the admission requirements under § 4 (4) FHG for the national degree program specified in the application prior to admission to the international degree program specified in the application.
  - b. Whether the international degree program specified in the application is equivalent with regard to the requirements, the total duration, and the contents to the national degree program specified in the application.
  - c. Which of the courses of the international degree program specified in the application could be considered equivalent (pursuant to § 12 FHG) to the courses of the national degree program specified in the application. For each course, its equivalence must be assessed both in terms of content and scope.
5. After the assessment by the Director of Studies in accordance with Sentence 4 has been submitted, the Chair of the Faculty Council will decide whether to grant approval. If equivalence of courses is generally given and only individual qualifications are missing for full parity of the program, the Chair of the Faculty Council must inform the student which courses and examinations need to be taken as an extraordinary student.

## Clause 10: Staff Committee

1. For each term of office, the Faculty Council must set up a Staff Committee, which must be elected by a simple majority on the basis of a proposal by the Chair.
2. *Ex-officio* members of this committee are the Chair and the Vice Chair. Further members of the Staff Committee are 2 representatives of the Director of Studies cohort, 2 teaching and research staff representatives, and 2 student representatives.
3. The Staff Committee is chaired by the Chair of the Faculty Council or, in absentia, by the Vice Chair.
4. The task of the Staff Committee is to establish appointment committees for the recruitment of full-time teaching and research staff. In addition, the Staff Committee may develop proposals for the creation or closure of teaching and research positions.
5. The Staff Committee will be convened by the chairperson when a vacant position for full-time teaching and research staff has become vacant or at the suggestion of a member of the Staff Committee. The invitation must be made in writing, in person, or by email one week before the meeting.
6. With regard to quorum, adoption of resolutions and circular resolutions, the rules on quorum, adoption of resolutions and circular resolutions of the Faculty Council apply *mutatis mutandis*. The resolutions of the Staff Committee must be reported to the Faculty Council at the respective subsequent meeting.
7. If a member resigns from the Staff Committee, a substitute member from the corresponding cohort can be selected by the chair to serve until the next meeting of the Faculty Council.

## Clause 11: Quality Committee

1. For each term of office, the Faculty Council must set up a Quality Committee, which must be elected by a simple majority on the basis of a proposal by the Chair.

2. *Ex-officio* members of this committee are the Chair and the Vice Chair. Further members of the Quality Committee are 1 representative of the Director of Studies cohort and 1 representative of the teaching and research staff.
3. The Quality Committee is chaired by the Chair of the Faculty Council or, in absentia, by the Vice Chair.
4. The task of the Quality Committee is to establish the official duties of the academic staff, to deal with the evaluation results of courses by students and to deal with applications for the use of university titles.
5. The Quality Committee is convened by the Chair if there are applications for the use of university titles or at the suggestion of a member of the Quality Committee. The committee is convened at least once per semester to discuss the results and reports of the course evaluations. The invitation must be made in writing, in person, or by email one week before the meeting.
6. With regard to quorum, adoption of resolutions and circular resolutions, the rules on quorum, adoption of resolutions and circular resolutions of the Faculty Council apply *mutatis mutandis*. The resolutions of the Quality Committee must be reported to the Faculty Council at the respective subsequent meeting.
7. At least once per academic year, the Quality Committee will report to the Faculty Council on the progress of its activities.
8. If a member resigns from the Quality Committee, a substitute member from the corresponding cohort can be selected by the chair to serve until the next meeting of the Faculty Council.

## Clause 12: Other committees

1. If necessary, the Faculty Council may establish other committees and sub-committees to prepare drafts and draft decisions for the Faculty Council on matters designated by the Faculty Council.
2. Regarding meetings of other committees and sub-committees, the above provisions for the Staff Committee apply *mutatis mutandis*.

## Clause 13: Implementation of resolutions

1. The Chair of the Faculty Council shall implement the resolutions of the Faculty Council that are within their remit and forward the resolutions, proposals, and recommendations to the competent bodies. Resolutions that do not fall within the remit of the Chair of the Faculty Council must be discussed by the Chair of the Faculty Council within a reasonable period of time with the respective competent body in order to debate their implementation. The Chair must report their findings to the Faculty Council at the next meeting.
2. The Chair of the Faculty Council is entitled to suspend the implementation of a resolution in the event of legal objections, but is obliged to report this to the Managing Director of the University of Applied Science. In any case, the Faculty Council must be informed of the delay. If the Managing Director, after having obtained legal advice from the competent Federal Ministry, reports that there is no reason to revoke the resolution, it must be implemented immediately by the Chair of the Faculty Council. If resolutions are passed by the Faculty Council which exceed the remit of the Chair of the Faculty Council, then these are ineffective.
3. Resolutions of the Faculty Council concerning a degree program and notifications to the students will be published by the Chair of the Faculty Council in the form of excerpts from the provisional minutes within 5 working days of the passing of the resolution at the latest in a suitable, easily accessible public place of the University of Applied Sciences.

## **Clause 14: Rules of Procedure**

1. Each member of the Faculty Council will receive a copy of the Rules of Procedure.
2. Non-compliance with the Rules of Procedure will be determined at the request of a member of the Faculty Council by a two-thirds majority decision of the Faculty Council. For a possible dismissal of a member, see Clause 16 Sentence 6. In the event of a dismissal, the person ranked next according to the number of votes succeeds in accordance with Clause 3 Sentence 3.

## **Clause 15: Confidentiality**

1. Consultations and minutes of the Faculty Council and its committees and sub-committees must be kept confidential by all persons present at the meetings. Clause 8 remains unaffected by this provision.
2. In the event of non-compliance, the matter must be submitted to the Faculty Council, which will deliberate or decide any consequences.

## **Clause 16: Election and dismissal of members of the Faculty Council**

1. The regular term of office of the Faculty Council and its Chair is 4 years. The Faculty Council must ensure that the relevant electoral procedures are instituted in good time before the end of the regular term of office.
2. The elections of members of the Faculty Council must be held in accordance with the Faculty Council's Electoral Rules.
3. The elected members of the Faculty Council must take up their duties on the day following the final result of the elections. The exercise of the functions of appointed members of the Faculty Council also begins on that day. This automatically ends the term of the previous members of the Faculty Council. The elected Chair and the Vice Chair of the Faculty Council also accept responsibility for the business on the day after the final election results become available. During the period between the assumption of office by the members of the Faculty Council and the assumption of business by the elected Chair as well as by the Vice Chair, such transactions will be conducted by the most senior member of the Faculty Council as Chair and the second most senior member of the Faculty Council as Vice Chair (cf. Clause 1 Sentence 9).
4. If a cohort responsible to hold elections or to appointed representatives to the Faculty Council does not fulfill the respective obligation in good time, the Chair of the Faculty Council will set this cohort a reasonable period for the election or appointment. If this period expires without result, the Faculty Council will be deemed to be quorate even without representatives of this group.
5. A resolution on a motion pursuant to Clause 1 Sentence 6 (b) has to be adopted by the Faculty Council by a two-thirds majority.
6. The Faculty Council is responsible for the dismissal of members of the Faculty Council during their term of office. A dismissal may take place if the respective member has grossly breached or neglected their duties or is no longer able to fulfill their duties. Any resolution concerning such dismissal requires a two-thirds majority in the Faculty Council.

## **Clause 17: Amendments to the Rules of Procedure**

Amendments to the Rules of Procedure and/or the Electoral Rules require a two-thirds majority of the Faculty Council. Amendments to the Rules of Procedure and/or Electoral Rules must be made in agreement with the course-providing body.

## Clause 18: Complaints Commission

1. For each term of office, the Faculty Council shall set up a Complaints Commission whose members shall be nominated by the management and whose appointments shall be confirmed based upon a simple majority vote.
2. The Commission's members shall consist of one representative of the management, one representative of the directors of studies, one representative of the teaching and research staff, and one student representative. Appropriate deputies should be elected for all positions. In addition, the Commission may consult external expertise as required.
3. The Complaints Commission is chaired by the Academic Director or, in their absence, by their deputy.
4. The task of the Complaints Commission is to deal with the following types of complaints:
  - (1) Student complaints concerning decisions made by directors of studies. The representatives of the Austrian National Union of Students (ÖH) remain primarily responsible for providing general advice to students on topics relating to study regulations or study content.
  - (2) Detected violations of EU law. According to the EU Whistleblower Directive, only violations of the law that relate to specific EU standards or EU legal acts can be reported. These include violations of environmental protection regulations, data protection regulations, pharmaceutical regulations, public procurement law, and EU subsidy law.
5. Complaints about violations of EU law can be submitted anonymously (mailbox).
6. For complaints relating to the EU whistleblower regulation that are brought up against employees, a representative of the Works Council must be included in the meetings.
7. In complaints affecting students, the director of study is granted the right to attempt mediation before the Commission deals with the complaint.
8. The Complaints Commission meets as necessary; however, the mailbox must be emptied regularly (once a week). The invitation to a meeting with the Complaints Commission must be made in writing, in person, or by e-mail at least one week before the meeting date.
9. The Complaints Commission makes recommendations on complaints that have been submitted and informs the responsible bodies. In the case of study-related matters, the Faculty Council, the complainant, and the respective director of studies are to be informed, and a solution is to be passed by the Faculty Council.
10. The Faculty Council's provisions regarding quorum, the passing of resolutions, and circular resolutions apply to matters dealt with by the Complaints Commission where applicable. The decisions of the Complaints Commission are to be reported to the Faculty Council at the next meeting.
11. If a member resigns from the Complaints Commission, the Chair may co-opt a substitute member from the relevant group of constituents until the Faculty Council's next meeting.