

**Faculty Ordinance
Faculty of Psychology
the Sigmund Freud Private University**

Resolution of the Academic Senate of 13.03.2020

Preamble

Based on and in accordance with the statute of the Sigmund Freud Private University Vienna, the following faculty ordinance of the Faculty of Psychology has been issued.

The Faculty of Psychology and its members

§ 1 General

(1) The Faculty of Psychology has the task of serving to scientific research and teaching in the subject of psychology and related disciplines at Sigmund Freud Private University as well as the development of psychology and related disciplines, and thereby also to contribute responsibly to the solution of human problems and the prosperous development of society and the natural environment.

(2) The Faculty of Psychology in Vienna comprises the Departments of Psychology at the locations of implementation in Berlin, Linz, Ljubljana, and Milan.

(3) In terms of research and research-led academic education, the faculty is geared towards the development of new academic knowledge. By an open-minded, tolerant community of teachers and students, the striving for education and autonomy through science by the individual is pursued in an enlightened knowledge society. The furtherance of students involves not only the development of skills and qualifications regarding academic contents as Faculty of Psychology

well as methodical proficiencies and personality development, but is also pursuing the goal to contribute to a mastering of societal challenges in a changing human and gender-neutral society and to enable students of the Sigmund Freud University of Vienna to act professionally and socially responsibly.

§ 2 Bodies of the Faculty

The bodies of the faculty are the Faculty Conference, the Dean and the Vice-Deans.

§ 3 Members of the faculty

(1) Faculty members shall be the staff employed at the Sigmund Freud University of Vienna and assigned to the faculty, based on regular employment corresponding to at least 20 hours per week.

(2) The Dean may declare admittance of further natural persons as members of the faculty. Admission requires orientation to the mission statement of the faculty (§ 1 (1)) and participation in research, teaching or substantive support of the faculty or its degree programmes.

(3) Membership of the faculty shall end when the requirements for membership do no longer apply.

(4) If a faculty member seriously violates his or her duties, the Faculty Conference may expel the member from the faculty. Serious breach of duty shall be understood to mean the non-temporary breach of essential obligations under the Private University Statute, these Faculty Ordinance or other applicable regulations set by the faculty, as well as damage to the reputation of the faculty through repeated statements or actions.

Faculty Conference

§ 4 Purpose

The Faculty Conference serves the joint decision-making of the Faculty in all matters which are assigned to the Faculty's self-administration by the University Statutes.

§ 5 Composition

(1) The Faculty Conference is composed of the Dean of the Faculty as well as twelve persons delegated from the curiae of the Faculty:

- three representatives of the university professors ("Professors' Curia")
- three representatives of the research and teaching staff ("Mittelbaukurie")
- three student representatives
- three representatives of the non-academic university staff ("Administrative Curia") of the Faculty of Psychology

(2) The term of office of the representatives of the Curia in the Faculty Conference shall end after three years at the latest.

(3) The new elections of their representatives are organised and carried out by the Curiae themselves; reappointments are permitted.

(4) A member of the Equal Opportunities Committee shall have the right to attend meetings of the faculty conference in an advisory capacity.

(5)

The heads of the Departments of Psychology at the locations of implementation in Berlin, Linz, Ljubljana and Milan may be co-opted by the Dean as voting members of the Faculty Conference in all matters concerning the locations of implementation.

(6)

The Vice-Deans are to be co-opted into the Faculty Conference as members without voting rights, unless they were sent to the Faculty Conference as representatives of the professors or the Mittelbau-Kurie anyway.

§ 6 Chair and organisation of the faculty conference

(1) The organisation and chair of the Faculty Conference shall be provided by the Dean.

(2) The Dean shall convene the Faculty Conference twice each semester.

(3) Furthermore, the Dean or any three members of the faculty may, if deemed necessary, convene further faculty conferences in addition to the faculty conferences held twice a semester or, in the second case, the Dean may arrange for them to be convened. In case the Dean is informed of the request by three members of the Faculty Conference, and in the sense of the of the previous sentence, he/she must convene the meeting within two weeks of being informed. Thus, the faculty conference shall take place within a further four weeks.

(4) If all members of the faculty conference are at the same time in the same place, a faculty conference can also be held without prior convocation if all members agree ad hoc to the holding of a faculty conference. The conditions set out in the first half of the preceding sentence shall also be deemed to be fulfilled in cases where faculty members are connected via technical equipment allowing distanced communication.

(5) The meeting shall be convened in writing or by email. It shall be sent to the members at least one week before the meeting and shall contain the place, time and a provisional agenda.

6. Any member may submit proposals for the agenda to the Chairperson up to three days before the beginning of the meeting.

(7) The Faculty Conference will take place at a location of the Sigmund Freud University in Vienna.

(8) Participation in a faculty conference may also take place via remote communication tools such as telephone or video conferencing.

(9) The Dean shall draw up the agenda. It shall in any case include

- (i) Opening
- (ii) Ascertaining of attendance
- (iii) Verification of the meeting and ascertaining of quorum
- (iv) Determination of transfers of votes
- (v) Approval of the minutes of the last meeting
- (vi) Approval of the agenda
- (vii) Report of the Chairman
- (viii) Report of the Curiae
- (ix) Any

§ 7 Voting and decision-making requirements

(1) The Faculty Conference has a quorum if - except in the cases regulated by § 7 (2) - at least half of the members are present.

(2) For the election of the Dean or for the adoption of a resolution on an application for the dismissal of the Dean due to a serious breach of duty as well as for the amendment of the Faculty Regulations, the physical presence of at least two-thirds of the members of the Faculty Conference (also possible via remote communication tools) is required.

(3) Resolutions shall be passed by simple majority except in the cases regulated by § 7 (4).

(4) Resolutions on the deselection of the Dean shall require unanimity, whereby the person affected by the motion shall not be entitled to vote. Decisions that lead to changes in the Faculty Ordinance require the approval of at least two thirds of the members of the Faculty Conference present.

5. A simple majority shall be obtained when the number of votes given in favour of the proposal exceeds half the number of those present at the vote. Persons entitled to vote who have been delegated an additional vote shall be counted twice. Abstentions are not counted as votes against a proposal.

6. A two-thirds majority shall be constituted when the number of votes given in favour of the proposal reaches at least two-thirds of the number of persons present at the vote.

(7) Candidates standing for election as Dean shall not have the right to vote.

(8) If a member of the faculty conference is prevented from attending a meeting, it may transfer its vote to another member. The transfer of votes must be available in writing at the beginning of the meeting.

(9) When voting, the votes of a voter to whom a vote has been delegated shall be counted twice. The votes shall be counted twice even if more than one vote has been transferred to the same person.

(10) In the cases regulated under § 7 (2) and (4), voting transfers are not possible.

(11) Voting shall be by show of hands or otherwise by a clearly identifiable expression of will.

(12) Abstentions shall not be counted as votes against.

(13) In the event of a tie, the vote of the dean or chairman shall be decisive (right to cast the decisive vote).

(14) A secret ballot shall be held in principle at the election of the Dean and whenever a member with voting rights so requests.

(15) With the exception of the cases regulated under § 7 (2) and (4), resolutions of the Faculty Conference may also be passed by way of a circular resolution. Voting shall be carried out after notification of all faculty members by electronic means, for example by sending an e-mail or by making an electronic voting platform available. A circular resolution becomes effective when all those entitled to vote have cast their votes.

§ 8 Committees

The Faculty Conference may also set up committees to carry out its tasks. The chairperson of the committee is to be elected by the Faculty Conference by simple majority. The committee chairman then selects the other committee members. Committee members can, but do not have to be members of the Faculty Conference. The composition of the committee must, however, be approved by the Faculty Conference. The provisions on the Faculty Conference apply analogously to the work of a committee.

§ 9 Tasks of the Faculty Conference

The tasks of the Faculty Conference include

- a) the adoption or amendment of the Faculty Ordinance;
- b) the election of a Dean;
- c) the adoption and modification of the internal structure of the faculty;
- d) the adoption and amendment of study regulations;
- (e) the adoption and amendment of a licensing regulation;
- (f) the adoption and amendment of the examination regulations;
- g) the adoption and amendment of new courses of study (ordinary university studies and university courses);
- (f) the adoption of curriculum changes;
- (g) the adoption and amendment of Appointment Regulations;
- h) the enactment and amendments of the Habilitation Regulations;
- (i) the adoption and amendment of a Qualification Regulation;
- j) the appointment of the Appointment Commission in accordance with the representation key laid down in the Appointment Rules;
- k) the appointment of the Habilitation Commission in accordance with the substitution key laid down in the Habilitation Regulations;

- (l) participation in the implementation of qualification procedures in accordance with the provisions laid down in the Qualification Regulation;
- (m) participation in the further development of quality assurance instruments;
- n) Strategic planning of the faculty.

Dean

§ 10 Function of the Dean

(1) The Dean of the Faculty of Psychology is the head of the Faculty. In accordance with the statutes of the Sigmund Freud University, he*she is ultimately responsible for all regular university studies and university courses conducted at the Faculty, for all services provided within the framework of the Psychological Outpatient Clinic, and for those parts of the Faculty's budget that fall under the Faculty's self-administration.

§ 11 Election of the Dean

(1) The members of the faculty belonging to the curia of professors shall have the right to passively vote for the election of the Dean.

(2) The election shall take place in accordance with the provisions laid down in § 5 (2) in a secret ballot by the faculty conference. The formal appointment is made by the rectorate.

(3) The formal appointment of the dean shall be made by the rectorate.

(4) The rectorate may reject the election in justified cases. If the faculty conference recognises the reasons for the rejection as justified, the election shall be repeated. The candidate rejected by the rectorate shall no longer be eligible to stand for election. If the Faculty Conference does not approve the rejection by the Rectorate, the Senate and the University Council shall be called upon.

(5) The term of office shall be three years; reappointment shall be permissible.

(6) In the event of early withdrawal of the Dean, a successor shall be elected from among the professors at the Faculty Conference for the remaining term of office in accordance with the conditions laid down in § 7 (2) and (4). The Vice-Deans shall remain in office until the end of their term of office.

(7) The Dean may be voted out of office by the Faculty Conference on the basis of a justified loss of confidence in him/her under the conditions laid down in § 7 (2) and (4).

(8) The Dean may be dismissed by the rectorate after hearing the faculty conference on the basis of a serious breach of duty, a conviction by a criminal court, a lack of fitness for work or a well-founded loss of confidence, in accordance with the provisions of the statutes under section 11(4) and (5).

§ 12 The Dean's duties

The duties of the Dean are listed under § 11 (6). His/her tasks also include

- convening and chairing the Faculty Conference;
- ensuring the cooperation of the psychology departments at the locations of implementation Berlin, Linz, Ljubljana and Milan with the Faculty of Psychology in Vienna
- the conclusion of agreements on the faculty budget, which is subject to the faculty's self-administration, with the chancellor of the university;
- the strategic planning and orientation of scientific research;
- the active promotion of young scientists;

Vice Deans

§ 13 Functioning and appointment of Vice Deans

If the Dean deems it necessary for him/her to be represented or supported in the management of business, he/she may appoint Vice-Deans from among the "Professor" and "Mittelbaukurie".

(2) The formal appointment shall be made by the rectorate.

(3) The term of office of the vice deans shall end with the expiry of the term of office of the Dean. A reappointment is possible.

(4) The vice dean may be dismissed by the rectorate after hearing the faculty conference on the grounds of a serious breach of duty, a conviction by a criminal court, a lack of fitness for duty or a well-founded loss of confidence, in accordance with the provisions of the statutes under section 11(4) and (5).

§ 14 Tasks of the Vice Deans

(1) The duties of the Vice Deans shall be defined in a separate job description drawn up by the Dean.

(2) The designation of the Vice Deans is based on their function description (e.g. Vice Dean for Research, Teaching, etc.).

(3) The Dean shall be authorised to delegate individual tasks or, if prevented from doing so, all tasks associated with his function to the Vice Deans until revocation. Furthermore, the Vice Deans shall represent the Dean if the Dean cannot perform his duties for objective reasons and a delay in performance would be significantly disadvantageous.

Heads of study programmes

§ 15 Function

(1) Subject to his or her ultimate responsibility for all study programmes offered by the faculty, the Dean may delegate the coordination and supervision of a study programme or course to a member of the faculty.

(2) The coordinators of a programme of study or course shall bear the title of Head of Programme.

(3) The term of office of the heads of degree programmes shall end with the term of office of the Dean. A reappointment is possible.

(4) Head of degree programmes may be dismissed by the Dean on the grounds of a justified loss of confidence.

§ 16 Tasks

The duties of the heads of study programmes shall be defined in a separate job description written by the dean.

Department heads

§ 17 Function

(1) Subject to his/her ultimate responsibility, the Dean may delegate the organisation and implementation of the psychology study programmes at the locations in Berlin, Linz, Ljubljana and Milan to a member of the faculty working at the respective location.

(2) The job title is Head of the Department of Psychology.

(3) The term of office of the heads of department at the places of implementation shall end with the term of office of the Dean. A reappointment is possible.

§ 18 Tasks

The duties of the heads of study programmes shall be defined in a separate job description written by the Dean.

Amendment of the Faculty Regulations

§ 19 Requirements for applications and decisions

(1) Members of the Faculty Conference may submit proposals for amendments to the Faculty Regulations in writing to the Dean of the Faculty at least three weeks before a faculty meeting.

(2) Any changes received by the Dean must be sent to the members of the Faculty Conference at least two weeks before a faculty meeting.

(3) The conditions laid down in § 7 (2) and (4) shall apply to the amendment of the Faculty Ordinance.

(4) Amendments to the Faculty Regulations are only possible if they do not contradict the statutes of the SFU.

Final provision

§ 20 Entry into force

These Faculty Regulations come into force upon approval by the Academic Senate of the Sigmund Freud Private University Vienna and notification to all faculty members.