

# Faculty Regulations of the Faculty of Law of the Sigmund Freud University Vienna

## Preamble

Based on and in accordance with the Constitution of the Sigmund Freud University Vienna the following Faculty Regulations for the Faculty of Law have been issued.

## I. Section The Faculty and its Members

### § 1.

(1) The members of the Faculty are called to serve scientific research and teaching in the subject of law and its related disciplines at Sigmund Freud University Vienna, as well as the development of law and related disciplines and thereby also contributing to the solution of human problems and to the prosperous development of society and the natural environment.

(2) In research and in research-based academic teaching, the Faculty is oriented toward the production of new scientific knowledge. In an open-minded and tolerant community of teachers and students, the pursuit of education and autonomy of individuals is accomplished through science in an enlightened knowledge-based society. The advancement of students and the development of skills and qualifications both in the area of scientific content and in the area of methodological skills and personality development is accompanied by the aim of contributing to the mastering of societal challenges in a changing humane and gender-equal society and enabling the students of Sigmund Freud University Vienna to act in a professional as well as socially responsible manner.

### § 2.

The Organs of the Faculty are:

- the Faculty Conference,
- the Dean and
- Vice Deans.

### § 3.

(1) The Faculty consists of:

1. the students;
2. the members of the Faculty (para. 2);
3. the external university lecturers;
4. the private lecturers;
5. retired university professors.

(2) Members of the Faculty shall be the employees working at Sigmund Freud University Vienna and are assigned to the Faculty of Law, provided that they are employed with a certain regularity and to the extent of working at least 20 hours per week.

(3) The Dean may decide to admit further natural persons as members of the Faculty. The admission according to the previous sentence requires an orientation towards the mission statement of the Faculty and a contribution to research, teaching or a substantive promotion of the Faculty or its study programs.

(4) Membership of the Faculty shall end when the relevant prerequisites for membership cease to apply. The Dean may suspend membership if the discontinuation of the prerequisites for membership is only of a temporary nature.

(5) If a faculty member, including the Dean, seriously violates his or her duties, the Faculty Conference may expel this member from the Faculty. A serious breach of duty is understood to be a not merely temporary violation of essential obligations under the Constitution of Sigmund Freud University Vienna, under these Faculty Regulations or under any other applicable regulations, as well as causing damage to the reputation of the Faculty through repeated actions or statements damaging that reputation.

## **II. Section The Faculty Conference**

### **§ 4.**

(1) The Faculty Conference serves to jointly form the will of the faculty members in faculty affairs. The Dean is responsible for the organization of the Faculty Conference. The members of the Faculty Conference are elected by the Curia for a term of two years. The Dean shall be notified of the election in due time before the constitution of the new Faculty Conference. If a member of the Faculty Conference resigns, the Curia concerned must elect a new member or send a replacement member who has already been elected. The student members of the faculty are delegated by the student representative body or bodies of the faculty.

(2) The Faculty Conference consists of:

1. the Dean and up to two Vice-Deans;
2. five representatives of the faculty's professors' Curia;
3. five representatives of the Curia of the faculty's non-professorial teaching staff;
4. three representatives of the faculty students;
5. two representatives of the administrative staff.

(3) The Dean shall have the right to vote in the Faculty Conference and shall be included in the number of voting members of the Curia to which the dean belongs. The Vice-Deans shall have voting rights if decided so by the Curia to which the respective person belongs. In this case, they shall be credited in the same manner as the Deans' vote.

### **§ 5.**

(1) The duties of the Faculty Conference include:

- a) the enactment of and amendments to the Faculty Regulations;
- b) the enactment of and amendments to Regulations regarding studies, admission, examination or habilitation;
- c) the endorsement of the application of a degree program or course requiring accreditation;
- d) the approval of changes to curricula;
- e) the election of a Dean and, if necessary, a Vice-Dean, if proposed by the Dean in accordance with §12 or otherwise necessary when the Dean is unable to perform his or her duties due to objective reasons and postponing their completion would be significantly detrimental.
- f) the transmission of the proposal of the responsible organs of the Sigmund Freud University Vienna;
- g) the participation in the dismissal of a Dean due to a serious breach of duty, a criminal conviction, a lack of appropriate health conditions or a justified loss of confidence;
- h) the enactment of or amendment to rules of procedure for the Faculty Conference.

(2) The Faculty Conference shall be informed about important projects and incidents concerning the Faculty and, if possible and as far as necessary, shall be consulted in a timely manner about these.

This includes in particular

- a) the enactment of or amendments to another regulation or guideline;
- b) the introduction of a new course of study or course of instruction or a substantial change in an existing study or course of instruction;
- c) important events in academic research and teaching, such as research projects, publications and quality assurance results.

#### **§ 6.**

Participants in the Faculty Conference are, in addition to the members of the faculty, two students of the faculty as students' representatives and one member of the non-academic university staff assigned to the faculty as a representative of the non-academic university staff.

#### **§ 7.**

(1) The Dean, or as a replacement, a Vice-Dean shall chair the Faculty Conference.

(2) The Dean shall convene a Faculty Conference at least once per calendar year. The Dean or two members of the faculty may also, if deemed necessary, convene other Faculty Conferences in addition to that annual conference or, in the second case, arrange for the Dean to convene them. If the Dean becomes aware of such a request of two faculty members, he/she shall convene the Faculty Conference within two weeks of becoming aware of it. The Faculty Conference thus convened shall be held within a further four weeks.

(3) In addition to the reference to the Faculty Reference, each convocation shall contain at least the place and time of the Faculty Conference. The Convocation shall be made in a suitable manner so that the members of the faculty have the ability to become aware of it, for example by sending the information by e-mail or by posting it in a suitable place and providing information about it on the website of the faculty.

(4) The Faculty Conference shall take place at a location of Sigmund Freud University Vienna. However, participation in a Faculty Conference may also take place via remote means of communication such as a telephone or video conference.

(5) If all participants of the Faculty Conference are in the same place at the same time, a Faculty Conference may also be held without prior convocation if all participants agree to hold a faculty conference on an ad-hoc basis. The requirements of the first half of the preceding sentence shall also be deemed to be fulfilled if the participant concerned is present by means of remote communication.

#### **§ 8.**

(1) The Faculty Conference has a quorum if at least half of its participants are present. Resolutions are passed by a simple majority. In the event of a tie, the decision shall be reached by drawing lots. Deviating from this, resolutions on the exclusion of individual members of the faculty, including the Dean, due to a serious breach of duty require unanimity, whereby the member concerned is not entitled to vote. Voting shall take place openly by a show of hands or otherwise by clearly recognizable expression of will unless the Faculty Conference determines otherwise.

(2) At the instigation of the Dean, the Faculty Conference may also adopt resolutions by the way of a circular resolution. A circular resolution becomes effective when all voting members have cast their votes. Voting shall take place after all participants have been informed electronically, e.g. by sending an e-mail or by using an electronic voting platform.

**§ 9.**

The Faculty Conference may also appoint committees to carry out its duties. The chairperson of the committee shall be elected by the Faculty Conference by a simple majority. Thereupon, the committee chairperson shall select the other committee members from among the Faculty Conference. The composition of the committee shall be approved by the Faculty Conference. The provisions regarding the Faculty Conference shall apply mutatis mutandis to the work of a committee.

**III. Section  
The Dean and the Vice-Deans**

**§ 10.**

(1) The appointment of the Dean and the Vice-Deans shall be for three years. The election of a Dean or, if applicable, one or more Vice-Deans shall be made from among the academic staff members of the faculty. The election shall be conducted by secret ballot. Reappointment is permitted.

(2) Except for the reasons provided for in the Constitution of Sigmund Freud University Vienna, the Dean may not be removed from office until the end of his/her term of office. Notwithstanding this, the Dean may resign from his/her position at any time at his/her own request.

**§ 11.**

In addition to the duties assigned by the Constitution of Sigmund Freud University Vienna, the Dean shall be responsible for the following duties:

- a) the participation in the approval of examination regulations;
- b) participation in the approval of habilitation regulations;
- c) the approval of amendments to curricula;
- d) the approval of new courses of study or courses of instruction on part of faculty;
- e) the establishment of selection criteria for admission to the program;
- f) the appointment of a director of studies;
- g) the decision on the admission of additional faculty members in accordance with §3, para. 3.

**§ 12.**

(1) If the Dean deems a substitution necessary, he/she may, in accordance with the constitution of the Sigmund Freud University Vienna and with the cooperation of the rectorate and the Faculty Conference (§9 para. 1 lit. e), arrange for the election of one or more Vice-Deans.

(2) The dean shall be authorized to delegate individual tasks or, if he/she is prevented from performing them, all the tasks associated with his/her function to the Vice-Dean/s until revocation. The Dean shall also be replaced by the Vice-Dean/s if he/she is unable to perform his/her duties for objective reasons and if postponing the performance of those duties would be significantly detrimental.

**§ 13.**

The dean and the vice-dean may be dismissed by the rectorate after consultation with the faculty conference due to a serious breach of duty, a criminal conviction, a lack of appropriate health conditions or a justified loss of confidence. Before a dismissal, a hearing of the dean or vice dean must take place in the rectorate.

**IV. Section**  
**The study program or course instructors**

**§ 14.**

(1) The Dean may delegate the responsibility for a study program or course to another member of the faculty. The head of a study program or course shall bear the title “head of study program” or “head of course”. He/she is appointed by the Dean and nominated by the rectorate. His/her term of office is five years. Reappointment is permitted.

(2) Subject to the ultimate responsibility of the Dean, the directors of studies or courses shall be responsible for a study program. They are the contact persons for the students in all questions concerning the respective study program or course; in particular, the directors of the study programs or courses are responsible for the decision on the admission of applicants to the study program, the quality assurance and further development of the courses offered, the planning and coordination of the teaching and study operations as well as the supervision of the lecturers and supervisors of these.

**V. Section**  
**Final Provisions**

**§ 15.**

Changes to the Faculty Regulations must be approved by the Faculty Conference in accordance with §5 para. 1 lit. a.

**§ 16.**

These Faculty Regulations shall enter into force upon approval by the competent bodies of Sigmund Freud University Vienna.