



# Articles of Association

the  
Sigmund Freud Private University

**29.07.2020**

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## I Preamble

The Sigmund Freud Private University (SFU) and its institutions provide study and research opportunities in those disciplines for which high quality teaching and research can be guaranteed.

The Sigmund Freud Private University respects the freedom of science and its teaching as well as the obligation to be scientific in a cosmopolitan and tolerant community of teachers and students. As an Austrian private university, it is at the same time European-oriented. It realises its goals at various places of implementation and by means of national and international cooperation. It seeks cooperation with other universities and research institutions, with other institutions and companies, especially with regard to research, knowledge transfer and practical opportunities for students.

The high level of competence in promoting the personal development of students at the Sigmund Freud Private University is intended to prepare and enable students to take on professional and social responsibility as graduates.

The Sigmund Freud Private University is guided by the following tasks and principles in its study, teaching and research activities:

## II Guiding tasks and principles of the Sigmund Freud Private University

### § 1 Tasks

- (1) Carrying out accredited ordinary university studies with the objectives of providing students with a sound education, academic vocational training and qualification for professional activities.
- (2) Implementation of accredited and other postgraduate university courses.
- (3) Development of the sciences in research and teaching.
- (4) Ensuring teaching and research and their coordination within the faculties and interdepartmentally as well as with all care institutions of the Sigmund Freud Private University and in cooperation with other university institutions and other partners.
- (5) Promotion of the social competence and personal development of the students.
- (6) Promoting the transfer of knowledge and technology by putting results into practice.
- (7) Measures and activities in the sense of a Third Mission, with the aim of transferring knowledge from research and teaching to society.
- (8) Informing the public about the activities of Sigmund Freud Private University.

### § 2 Guiding principles for the performance of the tasks

- (1) Freedom of the sciences and their teaching
- (2) Linking teaching and research
- (3) Research-based learning
- (4) Diversity of scientific theories, methods and doctrines
- (5) Freedom of learning

- (6) taking into account the requirements of access to the profession
- (7) Participation of the students, especially in matters of study matters and quality assurance of teaching
- (8) national and international mobility of students, graduates\* and academic staff
- (9) Gender equality, gender-equitable composition of collegial bodies
- (10) Promotion of young scientists
- (11) social equality of opportunity
- (12) special attention to the needs of people with special needs
- (13) Efficiency, economy and expediency of management
- (14) Cooperation of all university members to achieve the goals

### **§ 3 Guiding principles of gender mainstreaming and Diversity Management**

- (1) Achieving gender equality and a balanced number of men and women at all hierarchical levels at the Sigmund Freud Private University is one of the guiding principles and tasks of the SFU. Maintaining the standards of equality and the advancement of women in accordance with the Federal Equal Treatment Act, Federal Law Gazette No. 100/1993 as amended by Federal Law Gazette I No. 60/2018 and the UG 2002, §§ 41 f. is a necessary prerequisite for achieving the goal of gender equality.
- (2) Gender equality and the advancement of women in particular are actively taken into account in the development plan, personnel policy, research and teaching and the distribution of resources in the sense of active gender mainstreaming.
- (3) The Sigmund Freud Private University regards gender and diversity research as an essential part of research and teaching. It is actively committed to ensuring that study and working conditions offer people of all genders equal opportunities for scientific research, teaching and learning. The Sigmund Freud Private University works towards the creation of framework conditions which are conducive to the compatibility of family tasks and career or studies and which also positively support members of other diversity groups. All university bodies are responsible for implementation in their respective areas of activity.
- (4) The objectives of diversity management are to achieve a productive overall atmosphere in the company, to prevent social discrimination against minorities and to improve equal opportunities. Diversity is, on the one hand, about externally perceived differences, the most important of which are gender, ethnicity, age and disability, and, on the other, about subjective differences such as sexual orientation, religion and lifestyle.

## **III Organization**

### **§ 4 Supporting organisation**

- (1) Legal entity of the Sigmund Freud Private University in terms of §Section 2 (1) Z1 Private Universities Act (PUG) is the Sigmund Freud PrivatUniversität Wien GmbH with headquarters in Vienna. The object of the company is the establishment, operation, maintenance and Financing of the Sigmund Freud Private University in accordance with the provisions of the PUG.

- (2) The legal entity and its organs (general assembly) must be guided by the following principles in the performance of their tasks in accordance with the provisions of the partnership agreement (partnership agreement of 17.12.2009, chapter 3.3):
  - a. Freedom of science and its teaching  
(Article 17 of the Basic Law on the general rights of citizens, STGG 1867)
  - b. Freedom of artistic creation, the communication of art and its teaching  
(Article 17a of the Basic Law on the General Rights of Citizens, STGG 1867)
  - c. Linking research and teaching as well as diversity of scientific and artistic theories, methods and teaching opinions
- (3) The supporting organisation performs the following tasks with regard to Sigmund Freud Private University:
  - a. the legal representation of the Sigmund Freud Private University, without prejudice to the internal allocation of competencies in accordance with these statutes
  - b. Budget allocation to the private university
  - c. Ensuring the economic operation of Sigmund Freud Private University
  - d. Participation in the election of the rector
  - e. Participation in the dismissal of the rector
  - f. Appointment of the Vice-Rector\* with the job title of Registrar\*in
  - g. Participation in the election of the University Council
  - h. Setting up new places of implementation
  - i. Establishment of subsidiaries
  - j. Approval of the development plan and organisation plan of the rectorate
  - k. Approval of the establishment of new faculties and study programmes
  - l. Performance agreements with the rectorate
  - m. Setting the tuition fees
  - n. approve amendments to the articles of association as far as rights and obligations of the sponsoring company are concerned

## **§ 5 Internal organisation**

- (1) The bodies of the Sigmund Freud Private University are the University Council, the Rectorate and the Senate.
- (2) Membership with voting rights in more than one of the bodies is not permitted.
- (3) The Sigmund Freud Private University's scientific organisational units are faculties, departments, institutes and centres.
- (4) Faculties are organisational units of the Sigmund Freud Private University with research and teaching responsibilities to which departments, institutes and centres are assigned or subordinate.
- (5) Departments, institutes and centres are subunits of the faculties which, in addition to research and teaching, perform special tasks for the Sigmund Freud Private University, or which serve predominantly either teaching or research. Applications for new foundations are decided in the faculty conferences and require the approval of the Rectorate.
- (6) When setting up departments, institutes and centres, care must be taken to ensure that they are grouped together in an appropriate manner in terms of teaching, research and administration.
- (7) The Sigmund Freud Private University operates internship and care facilities in the field of study programmes: university clinics, university outpatient clinics, advice centres and similar. Internship and care facilities can be founded by faculties or the Rectorate. These facilities can be integrated into the teaching and research activities. If such integration takes place, quality assurance within

the framework of teaching for the respective institute is guaranteed by the faculty in whose area of responsibility the teaching provided by the institute falls.

## **§ 6 University Council**

- (1) The University Council consists of five members who are or have been active in responsible positions in society, especially in science, culture and business, and who, due to their excellent knowledge and experience, can contribute to the achievement of the goals and tasks of the private university.  
The members of the university council may not be in any employment (or contractual relationship) with the private university beyond their work on the university council.
- (2) The University Council is composed of
  - a. two members appointed by the supporting organisation of the Sigmund Freud Private University
  - b. two members appointed by the Senate
  - c. one member nominated by the four appointed members
- (3) The\*chairperson of the University Council shall be elected from among its members by simple majority.
- (4) The members' term of office is five years, re-election or reappointment is permitted. In the event of the premature resignation of a member of the university council, a new member shall be elected or appointed for the remainder of the term of office in the same manner as the resigning member was elected or appointed.
- (5) The University Council shall adopt its own rules of procedure and shall bring them to the attention of the sponsoring organisation, the rectorate and the senate.
- (6) The members of the rectorate and the chairperson of the senate shall have the right to be heard at meetings of the university council on agenda items relating to their areas of responsibility.
- (7) The university council shall have the following duties in particular:
  - a. Statement on the development plan, organisation chart, annual report and rules of procedure of the rectorate
  - b. Statement on the proposals for amendments to the statutes of Sigmund Freud Private University, prepared by the Rectorate and to be decided by the Senate
  - c. Approval of the amendments to the Statutes adopted by the Senate
  - d. Announcement of the position of the\*rector\*in
  - e. Participation in the election of the rector
  - f. Participation in the election of the Rector by convening a selection committee; the University Council nominates five persons for this purpose - at least one person must be a representative of the academic senate and one person must be a representative of the sponsoring organisation
  - g. Participation in the dismissal of the rector or vice-rector
  - h. In addition, the University Council is entitled to inform itself about all matters concerning the private university. The university bodies shall be obliged to provide the university council with all relevant information, to submit business records and documents relating to the matters designated by the university council, to conduct surveys ordered by the university council and to have on-site inspections carried out.

## § 7 Rectorate

- (1) The rectorate consists of the rector, the vice-rector in teaching, the vice-rector in research and a vice-rector who is responsible for the area of finance and defined commercial and financial matters ("registrar").
- (2) The rectorate may additionally co-opt persons - either designated by the sponsoring organisation or by the senate - as members. However, members co-opted in this way have no voting rights in the rectorate. The rectorate decides on the admission of co-opted persons.
- (3) The rector is the chairman of the rectorate and its spokesperson and represents the private university externally. The rectorate shall determine the order in which the rector shall be represented if he/she is prevented from attending; in the field of economic and personnel administration, he/she shall be permanently represented by the registrar.
- (4) The term of office of the rectorate is five years.
- (5) The rectorate shall adopt rules of procedure, which shall be brought to the attention of the sponsoring organisation and the senate.
- (6) The Rectorate manages the private university. It shall perform all tasks not assigned to another body by these Statutes. Its duties include in particular
  - a. Preparation of drafts of amendments to the statutes for submission to the Senate and the University Council for approval
  - b. Preparation of a development plan and an organisational plan of the private university for approval by the sponsoring company and notification of the university council and the senate
  - c. Establishment of faculties after approval by the supporting organisation and statement by the senate
  - d. at the proposal of the faculty: appointment or, after hearing the faculty, dismissal of the head and deputy heads of faculties
  - e. Conclusion of target agreements with the heads of the organisational units
  - f. organising evaluations and the publication of evaluation results
  - g. Appointment of university professors (Univ.-Prof.) and associated professors (Assoz.-Prof.) on the basis of these statutes
  - h. Appointment of assistant professors (Ass.-Prof.) and visiting professors on the basis of these statutes
  - i. Granting of the teaching licence (venia docendi)
  - j. Admission of students after selection by the faculties
  - k. Collection of tuition fees
  - l. Application for accreditation of new study programmes or university courses
  - m. Establishment of an accounting and reporting system
  - n. Preparation of the budget estimate for the faculties and other organisational units, which must be submitted to the supporting organisation for approval
  - o. Preparation of the clearance of accounts
  - p. Confirmation of the faculty regulations
  - q. Approval of the rules of procedure of the internship and welfare institutions
  - r. Establishment of associated institutes (§ 12 a)
- (7) The Rectorate is responsible for all SFU facilities. The Rectorate may refer back decisions of other bodies, with the exception of the University Council, if such decisions are in conflict with laws and regulations and with these Statutes. The University Council shall be informed in serious cases.

**§ 8 Rector\*in**

- (1) The selection committee convened by the University Council prepares a three-person proposal for the election of the Rector for submission to the University Council. If fewer than three applications are received, the selection committee may also prepare a one- or two-member proposal. The University Council then elects the Rector by simple majority. The election must be confirmed by the supporting organisation.
- (2) If the acting rector announces his or her interest in a further appointment before the position is advertised, the appointment can be made without an announcement if the Senate and the University Council each agree by a two-thirds majority.
- (3) If the rector in office applies for the advertised position, he/she must be included in the selection committee's proposal.
- (4) The rector is appointed for a term of office of five years. Re-election - even several times - is permissible.
- (5) The rector may be dismissed by the university council on the grounds of a serious breach of duty, a criminal conviction, a lack of medical fitness or a justified loss of confidence. The dismissal may be effected at the request of the senate or by the university council, only after a hearing of the senate and, if possible, of the rector\*the rector. In the former case, a two-thirds majority of all members of both bodies shall be required.
- (6) Every applicant shall be given the opportunity to be informed about the procedure in the university council and to safeguard his/her rights and interests in accordance with the principles of the procedure and to make his/her views known, to request access to the files and to submit his/her own documents. Reasons shall be given for the decision of the university council.
- (7) The Senate and the sponsoring company must be given the opportunity to comment on the procedure and its outcome. If necessary, the university council may entrust one of its members with the preparation of its decision, in particular with the establishment of the relevant facts.
- (8) The\*rector\*in has the following duties in particular:
  - a. Chairman\*e and spokesman\*of the rectorate
  - b. External representation of the Sigmund Freud Private University
  - c. exercise of the function of\*the most senior superior of all university staff
  - d. Selection decision from the nominations made by the appointment committees for university professors; conducting appointment negotiations
  - e. Conclusion of contracts, in particular national and international cooperation agreements, employment and work contracts. The rectorate may grant the chancellor an independent power of representation, particularly with regard to employment and work contracts.

**§ 9 Vice Rector**

- (1) The three vice-rectors\* are appointed for a period of five years. Reappointment - even several times - is permissible.
- (2) The Vice-Rector for Teaching and the Vice-Rector for Research are elected by the Senate from among the academic staff of the Sigmund Freud Private University.
- (3) The Vice Rector\*in charge of the Finance and defined commercial and financial affairs, who is referred to as the "Registrar\*in", is appointed by the sponsoring company.
- (4) The function of a vice-rector\* ends with the expiry of the term of office or when the vice-rector leaves the private university.

- (5) A vice-rector may be dismissed from office by the university council on the grounds of a serious breach of duty, a criminal conviction, lack of medical fitness or a justified loss of confidence. The rector may propose the dismissal of a vice-rector to the university council. Such dismissal shall require a two-thirds majority of all members of the university council; the senate and the sponsoring organisation shall be heard.
- (6) The duties of the vice-rectors are defined in the rectorate's rules of procedure.
- (7) In its rules of procedure, the rectorate shall also specify the matters on which the vice-rectors may not act in accordance with instructions. In any event, a right of veto for the\*chancellor\* must be taken into account in the case of decisions which violate the principles of economic efficiency or jeopardise compliance with the economic framework conditions as set out in the performance agreement with the sponsoring organisation.

## § 10 Senate

- (1) The Senate consists of representatives of the faculties, representatives of the administrative staff and representatives of the internship and care facilities in the following composition:
  - a. one representative of the professors in each faculty
  - b. one\*one representative\*of the middle management of each faculty
  - c. one\*one representative\*of the students of each faculty
  - d. three representatives\* of the administrative staff
  - e. a representative of the training and care institutions
- (2) The members of the Senate shall be elected within the faculty and within the staff groups concerned. The administrative staff of the private university shall elect three representatives\* to the Senate by secret written ballot. The heads of the internship and care facilities shall elect one representative from among their number.  
Unless otherwise agreed, the election shall be conducted by the oldest representative in the respective staff group in terms of age. The appointment of the student representatives is carried out in accordance with the provisions of the Hochschulrinnen- und Hochschulerschaftsgesetz 2014 (HSG 2014).
- (3) A substitute member shall be appointed in the same way for each member of the senate.
- (4) The Senate elects a chairperson from among the university professors by a simple majority of votes. The election shall be conducted under the direction of the oldest member in terms of age. All members of the Senate are actively entitled to vote.
- (5) The term of office of the Senate is three years. Re-election shall be permissible. If a member or substitute member of the senate retires prematurely, a new member shall be elected in the same manner in which the member who retired was elected. A member of the Senate shall also retire prematurely if he or she no longer belongs to the electoral group by which he or she was appointed.
- (6) The Senate shall adopt its own rules of procedure, which shall be brought to the attention of the sponsoring organisation and the rectorate. The meetings of the Senate shall be held in accordance with its rules of procedure.
- (7) The Senate has a quorum if at least half of the members are present. It decides by simple majority.
- (8) The Senate has the following tasks in particular:
  - a. Resolution on amendments to the statutes of the Sigmund Freud Private University:  
The Senate may approve the amendments prepared by the Rectorate in the form submitted or refuse to approve them with appropriate justification and subsequently refer them back to the Rectorate for revision. This requires a two-thirds majority in each case.

- b. Comments on the drafts of the development plan and the organisational plan of the Sigmund Freud Private University prepared by the Rectorate within one month
- c. Statement on the establishment of faculties according to the specifications of the rectorate
- d. Appointment of two members of the University Council
- e. Participation in the appointment and dismissal of the rector
- f. Election of two vice-rectors
- g. Participation in the dismissal of the vice-rectors
- h. Approval of appointment regulations, habilitation regulations, qualification regulations and comparable regulations; these are drawn up by the faculties in accordance with the appointment regulations, the habilitation regulations and the qualification regulations of the statutes; minor adjustments in these regulations made by the faculties must in any case be brought to the attention of the Senate
- i. Commissioning of the respective competent faculty with the implementation of habilitation-, appointment and qualification procedures and supervision of the procedure; on request, the Senate must be informed about the status of the procedure and given access to documents; confirmation and forwarding of the final decisions of the faculties in appointment, habilitation and qualification procedures
- j. Approval of faculty regulations, which are adopted by the respective faculty conferences
- k. Approval of admission regulations, study regulations and examination regulations of the faculties; these regulations are drawn up by the faculties; minor adjustments to these regulations made by the faculties must always be brought to the attention of the Senate
- l. Approval of the curricula for regular study programmes and university courses; this competence may be delegated to the faculties; minor adjustments to the curricula made by the faculties must always be brought to the attention of the Senate
- m. Decisions in the last instance in study matters.
- n. setting up collegial bodies with and without decision-making powers; issuing guidelines for the activities of collegial bodies; authorising the implementation of decisions taken by the decision-making collegial bodies
- o. Establishment of ethics committees; the SFU ethics committees are obliged to report regularly to the Senate
- p. Establishment of a working party on equal treatment issues
- q. Establishment of the Study Commission (STUKO), whereby the Senate can delegate individual tasks that fall within the competence of the STUKO to the faculties if this appears to be sensible with regard to the handling of certain issues
- r. Participation in the establishment of affiliated institutes by the rectorate; supervision and quality assurance for affiliated institutes
- s. Approval of the rules of procedure of the internship and welfare institutions

## **§ 11 Faculties**

- (1) Faculties are organisational units of the Sigmund Freud Private University with research and teaching responsibilities to which departments, institutes and centres are assigned or subordinate.
- (2) The faculty issues faculty regulations. These require the approval of the Rectorate and Senate.
- (3) The head\*of a faculty is appointed by the Rectorate on the recommendation of the faculty. He or she is called "Dean of the Faculty of..."; his or her deputies are called "Vice-Dean of the Faculty of...". The appointment of the head and deputy heads is for a period of three years.
- (4) The head and deputy head may be dismissed by the rectorate on the grounds of a serious breach of duty, a criminal conviction, a lack of fitness for work or a justified loss of confidence. Before dismissal, the head or deputy head shall be heard by the rectorate.

- (5) Serious breach of duty is understood to be the not merely temporary violation of essential obligations under the statutes of the Sigmund Freud Private University, under the Faculty Regulations or under other applicable regulations, as well as damage to the reputation of the Faculty, through repeated statements or actions that are damaging to the Faculty.
- (6) The head\*of a faculty has the following duties in particular:
- a. Establishment of a faculty order as well as internal faculty regulations, which must not contradict the statutes; in any case, it must be ensured that the students' representatives are actively involved in the elaboration of these regulations
  - b. Establishment of a faculty conference
  - c. Strategic planning in coordination with the development plan of the private university, taking into account the recommendations of any scientific advisory board
  - d. Conclusion of the agreement on objectives with the rectorate
  - e. Management of current business
  - f. ultimate responsibility in teaching and research
  - g. performance-adequate distribution of resources
  - h. exercising the function of immediate superior for the university staff assigned to that faculty
  - i. Conclusion of target agreements with the academic university staff assigned to the faculty or its suborganisational units
  - j. Informing members of the faculty, in particular the heads of subunits and the faculty conference about important decisions of management bodies that affect the faculty or the respective subunits
  - k. Participation in quality assurance measures
  - l. Establishment of habilitation and appointment committees
  - m. Reporting on the performance of the faculty to the university management

## **§ 12 Internship and care facilities**

- (1) Internship and care facilities can be founded by faculties or the Rectorate. They serve the teaching, research and care of clients, patients and clients.
- (2) The heads of these institutions are appointed by the founding institution.
- (3) The training and welfare institutions shall adopt their own rules of procedure. These must be confirmed by the rectorate and senate.

## **§ 13 Associated Institutes**

- (1) An-Institutes are external institutions established by the Rectorate with the approval of the Senate on the initiative of the Rectorate or of faculties which cooperate or will cooperate with the An-Institute. Before establishing an affiliated institute, the rectorate shall consult with the senate and give it the opportunity to comment. If the opinion is not complied with, the rectorate shall give reasons for this.
- (2) Associated institutes must use the designation: "Institute at Sigmund Freud Private University". The cooperation between the external institution and Sigmund Freud University is regulated in a cooperation agreement. Before concluding this agreement, the Rectorate must consult with the Senate and give it the opportunity to comment. If the comments are not complied with, the rectorate shall give reasons for this.
- (3) Affiliated Institutes are established with the aim of meaningfully supplementing the possibilities of the Sigmund Freud Private University in further education, research and development.

- (4) The Senate supervises the activities of affiliated institutes and quality assurance. The affiliated institutes are obliged to report to the senate and the rectorate both regularly and on specific occasions.
- (5) If the objectives laid down in the Establishment Statute or in the Cooperation Agreement are not achieved or if the requirements of quality assurance are not met, the Rectorate, after prior consultation with the Senate, shall be obliged to take the measures decided by the Senate, if necessary up to the dissolution of the affiliated institute as an institution of the Sigmund Freud Private University.

## § 14 Austrian National Union of Students (ÖH)

The Austrian National Union of Students at the Sigmund Freud Private University is the legal representation of the students at the private university. As a corporation under public law, it administers its own affairs within the framework of the Austrian National Union of Students Act 2014 (HSG 2014) (cf. section 3, paragraph 1 HSG 2014).

## IV Personnel categories

### § 15 Scientific staff

- (1) Professors Curia
- a. Universitätsprofessor\*in - Univ.-Prof.  
(full professor - full prof.)
  - b. Assoziierter\*e Professor\*in - Assoz.-Prof.  
(associated professor - assoc. prof.)
- (2) Mid-Level Curia
- a. Assistanzprofessor\*in - Ass.-Prof.  
(assistant professor - asst. prof.)
  - b. Universitätsassistent\*in Post-Doc. - Univ.-Ass. Post-Doc.  
(senior fellow/scientific employee - sen. fell.)
  - c. Universitätsassistent\*in Prae-Doc. – Univ.-Ass. Prae-Doc.  
(junior fellow/scientific employee – jr. fell.)
  - d. Wissenschaftliche\*r Mitarbeiter\*in (insbesondere Projektleitung und –mitarbeit) – Wiss. MA  
Research associate (especially project management and collaboration) -  
Scientific Employee (research fellow - res. fell.)
- (3) Other scientific staff
- a. Gastprofessor\*in – Gast-Prof.  
(visiting professor - vis. prof.)
  - b. Universitätslektor\*in – Univ.-Lektor\*in  
(employed lecturer/lecturing staff member - lec.)
  - c. Honorarprofessor\*in – Hon.-Prof.  
(honorary professor - hon. prof.)

### § 16 Student staff

- a. Tutor\*in (teaching assistant - teach. ass.)
- b. Studienassistent\*in – Stud.-Ass. (student assistant - stud. ass.)

## § 17 Administrative staff

- (1) Administrative Leitung (head of administration)
- (2) administratives Personal des Studien-, Lehr-, Projekt- und Forschungsmanagements (administrative employees for studies, teaching, project and research management)
- (3) general administrative staff (finance, accounting, human resources, facilities, IT, campus services)
- (4) Allgemeines administratives Personal - Finanzwesen, Rechnungswesen, Personalwesen, Facility, IT, Campusservice (general administrative staff – financial and controlling, human resources department, facility management, IT department, campus service centers)

## V Rules of Procedure

### § 18 Rules of Appeals

The appointment regulations govern the procedure for filling professorships at Sigmund Freud Private University.

Details of the appointment procedure are regulated by the appointment regulations of the respective faculty. The following procedural steps must be observed:

- (1) The application for the initiation of an appointment procedure must be submitted in writing by the Dean's Office to the Rectorate of the Sigmund Freud Private University. The Rectorate shall notify the Senate of the initiation of the appointment procedure.
- (2) The Senate shall appoint an Appeals Commission with decision-making powers. The appointment committee is to be appointed by the respective curia of the responsible faculty from the academic permanent staff of the Sigmund Freud Private University in accordance with the following substitution key
  - a. four representatives of the professorial staff
  - b. two representatives of the middle management

The students of the respective faculty, represented by the entirety of the faculty's student representatives, send two students. These students must have completed courses amounting to at least 120 ECTS credits

- (3) The Dean shall be informed in writing of the appointment of the Professional Commission.
- (4) The constituent meeting of the Appointments Committee is to be convened by the Dean of the relevant faculty and is to be chaired by the Dean until the election of a chairperson. The chairperson is to be elected from among the members of the commission in the constituent meeting, whereby the chairperson may either be a representative of the professorial staff or a representative of the middle school with a habilitation.
- (5) The professorship is advertised by the Rectorate on the recommendation of the faculty body responsible according to the respective faculty regulations. The text of the call for applications must be published at least on the website of the Sigmund Freud Private University and additionally in domestic and/or foreign media, which may also be electronic media.
- (6) The Professorial Curia of the relevant faculty must appoint two external reviewers.
- (7) The Professor\*innenkurie must appoint an internal reviewer\*. The reviewer shall be selected from among the members of the appointment committee.
- (8) The Senate shall be informed about the appointment of the experts. The senate may object to the appointment of the external experts, in which case a new appointment must be made.

- (9) On the basis of the application documents and the text of the call for applications, the experts must make a selection of the most suitable candidates, which must be justified in detail in writing. The Working Group for Equal Treatment Issues shall be involved in the selection.
- (10) On the basis of the available documents and the expert opinions received, the Appeals Committee will draw up a list of the most suitable candidates who will be invited by the Rector of the private university to a public hearing before the Appeals Committee, which will include a presentation by the candidate and a subsequent discussion.
- (11) On the basis of the expert opinions and taking into account the results of the public presentation, the Appeals Commission prepares a three-way proposal with a detailed justification. This proposal for the appointment of the three members shall be submitted to the rectorate without delay
- (12) The Rector may refer the proposal for appointment back to the Appeals Commission with reasons if it does not contain the most suitable candidates. The rector shall inform the senate accordingly. In the event of a referral, the Appeals Committee may make a new three-member proposal or adopt a duly substantiated intransigence decision. If the rector rejects the inertia decision, the professorship must be advertised again and a new appointment procedure must be initiated.
- (13) The Rector shall make the selection from the list of candidates drawn up by the Appeals Committee and shall immediately begin negotiations on an appointment with the person selected. An employment contract shall be concluded with the selected candidate, with which the candidate shall acquire the title of "University Professor (Univ.-Prof.)".
- (14) In accordance with the procedure regulated in § 99 UG 2002, a temporary appointment of a university professor is also possible under the following conditions:
  - a. the post to be filled is established by budget
  - b. the selection of the candidate is the responsibility of the rector on the recommendation of the responsible dean
  - c. the position established in the budget is filled for a maximum of five years, after four years at the latest an appointment procedure in accordance with the provisions of the appointment regulations is to be initiated by the Rectorate; the previous holder of the position is expressly invited to submit an application
  - d. the ordinary appointment procedure must be completed within one year (i.e. no longer than five years after the temporary appointment of the university professor)
  - e. If the procedure - for whatever reason - has not been completed by the end of the fixed-term contract, the holder of the position may be entrusted with the interim representation of this position by the Rector until the procedure has been completed successfully

## **§ 19 Habilitation regulations**

The habilitation regulations govern the procedure for granting a teaching authorisation (*venia docendi*) for scientific disciplines represented at Sigmund Freud Private University.

The teaching authorisation is based on proof of outstanding academic qualifications and repeated teaching activities at recognised post-secondary educational institutions and is granted by the Rectorate of the Sigmund Freud Private University.

With the granting of the teaching licence, the holder is entitled to teach at the Sigmund Freud Private University in the subject areas for which the teaching licence was granted and to supervise scientific work in these subject areas.

Persons who have been granted the right to teach on the basis of their academic qualifications are entitled to the title "Privatdozent\*in" (Priv. Doz.).

The details of the habilitation procedure are regulated by the habilitation regulations of the respective faculty. The following procedural steps must be observed:

- (1) The application for the granting of a teaching authorisation shall be submitted in writing via the Dean's Office to the Rectorate of the Sigmund Freud Private University.
- (2) The Dean shall examine the application for admissibility and completeness. Incomplete applications must be deferred for improvement. The dean shall forward the applications to the rectorate for decision, with the dean commenting on the admissibility of the application. Complete and admissible applications shall be approved by the rectorate and forwarded to the senate. Inadmissible applications and applications which are not improved within the time limit shall be rejected by the rectorate.
- (3) At the request of the respective Dean, the Senate must instruct the faculty at which the habilitation procedure is to be carried out to set up a habilitation committee with decision-making powers. The commission shall consist of a maximum of nine members, the members being appointed by the faculty responsible in each case on the recommendation of the curia.
- (4) More than half of the members of the Commission must belong to the curia of university professors\*. The Mittelbau Curia and the students shall each provide at least one member, but not more than two members each.
- (5) The members of the Habilitation Commission from the group of university professors must propose at least three representatives of the habilitation subject in question, including at least two external experts, as experts on the academic work of the habilitation applicant. The appointment of the reviewers requires the approval of the Senate.
- (6) The habilitation committee has to examine whether the habilitation applicant has the appropriate didactic skills. To this end, it shall appoint at least two members of the habilitation committee, one from the group of students and one from the curia of the academic university staff.
- (7) Once the expert opinions are available, there is a two-week period for university professors or members who have completed their habilitation and applicants for habilitation to submit comments.
- (8) In the course of the examination of the application by the habilitation committee, a public debate with the\*habilitation applicant\* must be held.
- (9) The habilitation committee has to decide on the habilitation application by resolution. The decisions of the Habilitation Commission shall be forwarded to the Senate and, via the Senate, to the Rectorate, together with all procedural files.
- (10) The rectorate must reject the decisions of the habilitation committee if fundamental procedural principles have been violated. In this case, the Habilitation Commission shall take a new decision in accordance with the legal opinion of the rectorate.
- (11) Based on the positive decisions of the habilitation committee, the rectorate issues the authorisation to teach to the applicant for the habilitation. In the event of a negative decision by the habilitation committee, the rectorate must reject the application for the granting of the authorisation to teach.
- (12) The Rectorate may revoke the decisions of the Habilitation Commission if they conflict with laws or ordinances as well as with the statutes of the Sigmund Freud Private University or with any other regulations governing the habilitation procedure.

## **§ 20 Qualification regulations**

In the qualification procedure, the Qualification Regulations regulate the application for a qualification position (tenure-track position) as well as the procedure for fulfilling previously agreed qualification criteria at the Sigmund Freud Private University.

Assistant professors on a qualification position (tenure-track position) go through a qualification procedure. The qualification procedure, especially the design of the qualification agreements and criteria, has to be arranged by the respective faculty. The following procedural steps must be observed.

- (1) In the case of newly established qualification bodies, a public invitation to tender is necessary. Irrespective of this, staff\* of the Sigmund Freud Private University can be upgraded to a qualification office by decision of the Rectorate upon application of the faculty body responsible according to the respective faculty regulations.
- (2) The title "Assistant Professor\*in" is associated with a qualification position. The assistant professor belongs to the Mittelbau-Kurie.
- (3) For a qualification centre, proof of successful completion of a relevant doctoral or PhD programme, relevant specialist publications and relevant previous experience in university teaching must be provided.
- (4) The procedure is initiated with the submission of the tender for a newly established qualification centre to the Senate for approval. The Senate then commissions the faculty to conduct the procedure. The application procedure begins with the publication of the call for applications.
- (5) In the event that a post occupied by an\*employee\* holding a doctorate is elevated to a qualification post, the faculty body responsible according to the respective faculty regulations shall submit a justified application to the rectorate via the senate, which shall examine and confirm the technical justification of the application.
- (6) The Dean shall conclude a qualification agreement with the applicant on behalf of the faculty, which shall specify qualification goals, in particular with regard to scientific research and university teaching, and define a schedule with criteria for achieving certain results.
- (7) The qualification phase begins with the signing of the qualification agreement and usually lasts four to six years; it ends with the determination of the achievement of the qualification objectives. The duration of the qualification phase shall be determined in the Qualification Agreement, taking into account the performance of the assistant professor. In the qualification phase, an interim evaluation is carried out every two years in the form of an evaluation report, which may be subject to conditions. Details are to be provided for in the faculty regulations. Before completion of the qualification, two expert opinions are to be obtained to determine whether the qualification objectives have been met.
- (8) If two positive reports are available, the faculty recommends the appointment of the assistant professor as "Associate Professor", whereby the decision is to be submitted to the Senate for approval. The appointment as Associate Professor is made by the Rectorate. The Associate Professor is a member of the Professorial Curia.
- (9) In the event of conflicting expert opinions, the Dean shall, on behalf of the Senate, entrust a further external expertly qualified person with the preparation of an overall expert opinion.
- (10) If both reports are negative or if there is a negative overall report, the qualification phase must be concluded with the assistant professor.
- (11) On the occasion of a regular evaluation or a final evaluation, the competent faculty body may decide to extend the qualification phase to a maximum of three further years.
- (12) The assistant professor may request the interruption of the qualification phase. The request shall be granted if the assistant professor can prove that he/she is prevented by serious reasons from fulfilling the qualification agreement for a longer but temporary period. An extension of the interruption is possible if the application is submitted in due time and the obstruction persists.

- (13) The Senate is responsible for supervising the implementation of the qualification procedure. Upon request, the senate shall be informed about the status of the procedure and shall be granted access to documents.
- (14) Decisions of faculty bodies may be appealed to the Senate. The senate shall hear the assistant professor and the faculty board appropriately in the procedure.

### **§ 21 Honorary professorship**

- (1) Prerequisites for the award are a relevant doctorate and outstanding scientific and pedagogical achievements in the respective subject.
- (2) A faculty can apply to the Rectorate for the award of an honorary professorship. The application must be accompanied by documents which demonstrate the special scientific and pedagogical qualifications of the person to be honoured.
- (3) The rectorate shall check the application for completeness and forward it to the senate with the enclosed documents. The Senate appoints two reviewers at the suggestion of the Professor\*innenkurie of the respective faculty to examine the scientific and pedagogical qualifications of the person to be honoured. The Senate shall forward the application for the title of Honorary Professor to the Rectorate after receiving two positive expert opinions.
- (4) The title of honorary professor is awarded by the rector of the private university. The honorary professor belongs to the faculty that has applied for the title of honorary professor. The award of this title does not constitute an employment relationship. The honorary professor is obliged to regularly hold lectures in the subject at the Sigmund Freud University.
- (5) The title of honorary professor may be revoked by the Rectorate or the Senate after hearing the Professorial Curia if no course has been held within a period of four years, if the reputation of the university has been damaged by the behaviour of the honorary professor, or if circumstances subsequently become known which would have prevented the award of the title.

### **§ 22 Guest Professorship**

- (1) Prerequisites for the appointment are a relevant doctorate and outstanding scientific and pedagogical achievements in the field of the respective subject. Further criteria are to be determined by the respective faculties.
- (2) A faculty can apply to the Rectorate for the appointment of a person as a visiting professor. A visiting professorship is limited in time. Persons who belong to the staff of the Sigmund Freud Private University cannot be appointed as a visiting professor. The application must be accompanied by documents which demonstrate the special scientific and pedagogical qualification of the person concerned.
- (3) The visiting professorship ends when the time limit expires.

### **§ 23 admission regulations, study regulations, examination regulations**

- (1) Admission regulations, study regulations and examination regulations are issued by the faculties of the Sigmund Freud Private University and approved by the Senate.
- (2) Admission regulations govern the admission of students to the accredited study programmes and university courses with academic degrees offered by the respective faculty.
- (3) Study regulations govern the study in the accredited study programmes and the university courses as well as in all other study programmes offered by the respective faculty.

Examination regulations govern the examination system in the accredited study programmes and university courses as well as in all other study programmes offered by the respective faculty.

## **VI Guidelines for academic honours and other awards**

### **§ 24 Common provisions for academic and other awards**

- (1) The Rectorate decides on applications for academic honours and other awards. Applications must be submitted in writing. The faculties, the University Council, the Senate and the Rectorate are entitled to submit applications.
- (2) The Senate shall be heard before academic honours (section 23) are awarded. The Senate shall be provided with those documents which show the particular academic achievements of the person to be honoured. The Senate may object in case of justified concerns. Academic honours are not possible in this case. In the case of other awards (section 24), the Senate shall merely be informed.
- (3) Academic honours and other awards are presented by the\*rector\*in.
- (4) The Rectorate and the Senate may revoke academic honours awarded if the honoured person proves to be unworthy of the honour through his or her conduct. This includes in particular the case of academic misconduct. In the case of other awards, only the Rectorate has a right of revocation if the honoured person proves to be unworthy of the award through his/her conduct.

### **§ 25 Academic honours**

Honorary Doctorate: The Sigmund Freud Private University may confer an honorary doctorate on persons who are highly regarded in specialist circles for their academic achievements and who have rendered outstanding services to the academic tasks to be fulfilled by the private university, without demanding fulfilment of the conditions required by the study regulations.

The Sigmund Freud Private University awards the title of "Doktor\*in honoris causa" - Dr. h. c.

### **§ 26 Other awards**

- (1) Ring of Honour: The Sigmund Freud Private University may award a ring of honour to persons from the academic field who have rendered outstanding services to the fields of science entrusted to the private university as well as services to the private university itself. The ring of honour may also be awarded at the same time as one of the academic distinctions.
- (2) Honorary Senator: This can award the title of "Honorary Senator" to outstanding public figures who have rendered outstanding services to the private university.
- (3) Honorary Citizen: The Sigmund Freud Private University can award the title of "Honorary Citizen" to individuals who have rendered outstanding services to the design or facilities of the private university.
- (4) Honorary Member: The Sigmund Freud Private University can award the title of "Honorary Member" to personalities from the fields of science, art and public life in recognition of their outstanding work.