Bylaws

of the Institute of Digital Sciences Austria a.k.a. Interdisciplinary Transformation University (IT:U)

In its meeting of 22 September 2025, the Founding Convention of IT:U adopted the following Bylaws on the basis of section 8 of the Federal Act on the Institute of Digital Sciences Austria (Interdisciplinary Transformation University) *(Bundesgesetz über das Institute of Digital Sciences Austria [Interdisciplinary Transformation University])*, Federal Law Gazette I No. 43/2024:

Preamble

On the basis of and within the scope of the Federal Act on the Institute of Digital Sciences Austria (Interdisciplinary Transformation University or IT:U), Federal Law Gazette I No. 43/2024 (in the following: IT:U Act), these Bylaws lay down such rules as are necessary for the operation of IT:U (in the following: the University).

Further groundwork for the orientation and organisation of the University was laid in the resolution passed by the Founding Convention on 15 June 2023: "Points of reference and guidelines for the orientation, organisation and further development of the IDSA".

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Part I of the Bylaws: General provisions and communication

Strategic principles

Article 1 General information and principles

(1) The University conducts its affairs autonomously in compliance with the applicable laws (Article 81c of the Federal Constitutional Act *[Bundes-Verfassungsgesetz, B-VG]*).

(2) The University is committed to equality within the meaning of the Federal Equal Treatment Act *(Bundes-Gleichbehandlungsgesetz, B-GlBG)*, to gender parity and diversity, and to safeguarding the interests of persons with disabilities. All bodies and advisory committees are required to take these aspects into account in all their procedures and decisions. This also applies to the composition of bodies and committees.

(3) The University and all of its institutions are subject to the Federal Public Corporate Governance Code *(Bundes Public Corporate Governance Kodex, B-PCGK)*.

(4) The University aspires to be a technical institution of international renown, rooted in its region and engaged in innovation-driven, interdisciplinary technological research. It seeks to play a visionary and pioneering role by contributing meaningfully to social progress through project-based learning and future-oriented approaches to teaching, research and organisational development. In this context, diversity is regarded as a key driver of innovation and academic excellence.

(5) Graduates of the University apply their knowledge and skills to benefit both society and the business community. Close interdisciplinary collaboration in research – spanning natural and technical sciences, social sciences, humanities and the arts – opens up new integrated perspectives and solutions to complex challenges. At the same time, the University positions itself as a well-connected institution and an open, collaborative partner for academic, corporate and societal stakeholders.

(6) Anchored in academic excellence and innovation, the University advances research and teaching to explore digitalisation in all its facets as well as its influence on science, business, the arts and society. Central to its mission is the responsible development of forward-looking digital technologies that serve the common good.

Article 2 Communication and information platform (CIP)

(1) The University shall establish a communication and information platform (CIP) that is accessible via the internet. The CIP must be designed to safeguard the authenticity and integrity of published documents and to ensure the traceability of publications over time. The following must be published on the CIP in any event:

1. the Bylaws and any amendments thereto;

2. any vacancies for professorships, postdoc or higher-level academic staff, and PhD positions;
3. any vacancies for the President and members of the first management level as specified in Article 13 of Part I of the Bylaws;
4. the educational programmes offered and the curricula;
5. any other notices the University is required to publish by law.

(2) The notices published on the CIP must be kept available on the platform as amended from time to time for the purpose of information.

Article 3 Principles of communication, programmes and services offered, procedures

(1) The University aims, among other things, to be a role model for the integration of digital instruments and digital governance in research, teaching, and administration. The University will thus largely rely on digital technologies and media to carry out its tasks.

(2) The working language of the University is English. All programmes and services offered by the University must be provided in English without exception. This does not apply to activities and services primarily directed at the general public.

(3) All programmes and services offered by the University must also be provided or designed in a digital and accessible manner insofar as this is appropriate, practicable and legally permissible considering their nature.

(4) Communication in meetings of the University's governing bodies and other committees, formal settings, work meetings and votes may also involve the use of digital media. Meetings may be recorded using means of electronic communication and documentation for the purpose of taking minutes. Detailed provisions must be laid down in the rules of procedure of the respective bodies or committees, including, without limitation, provisions on the reliable identification of members, the reliable determination as to whether the requirements for passing resolutions (attendance and voting) have been met, and the confidentiality of proposals, discussions, and votes in hybrid settings.

(5) As a rule, the University's governing bodies and other committees are quorate if at least half of their members are present; their decisions are taken by a simple majority of the valid votes cast. Abstentions and invalid votes are deemed as votes not cast. Members who attend a meeting using electronic communication systems are deemed present. Resolutions on the rules of procedure and any amendments thereto require a majority of two thirds of the valid votes cast and must be brought to the attention of the Board of Trustees. Nevertheless, these bodies and committees are free to adopt stricter requirements in their respective rules of procedure.

(6) Governing bodies and other committees may adopt their own rules of procedure. Where no such rules of procedure have been adopted, the rules of procedure of the Board of Trustees apply by analogy. The rules of procedure for the first management level (Article 13 of Part I of the Bylaws) are subject to the approval of the Board of Trustees. The rules of procedure must include, without limitation, provisions on irreconcilability, partiality, obligations of

confidentiality, and the protection of the interests referred to in Article 1 para (2) of Part I of the Bylaws.

(7) All decisions made by governing bodies and other committees must be documented in a transparent manner.

Strategic management and performance agreement

Article 4 Strategic Development Document

(1) The strategic management of the University is based on a multi-annual Strategic Development Document. This document must in any event include statements and details for a medium-term horizon of three years as well as an outlook (vision) for another three years on the following:

1. the University's general strategic orientation and objectives;
2. priorities in research, teaching, and Third Mission activities;
3. the human resources strategy;
4. infrastructure plans.

(2) The Strategic Development Document must be prepared by the President and submitted to the International Strategic Advisory Board (Article 6 of Part I of the Bylaws) for its opinion. The International Strategic Advisory Board shall draft its opinion within four weeks and submit it to the President. The President shall then revise the Strategic Development Document as necessary and submit the revised version to the Board of Trustees for approval no later than four weeks after having received the Advisory Board's opinion.

(3) The Strategic Development Document must undergo regular review through a standardised process conducted jointly by the Board of Trustees and the President. If this process reveals the need for supplementary measures, regulations or other updates, the necessary adaptations must be made. If the Strategic Development Document requires any amendments, such amendments are subject to the approval of the Board of Trustees.

Article 5 Performance agreement with the federal government

(1) The President shall submit to the Board of Trustees a proposal for the upcoming performance agreement, setting out the principal objectives and initiatives in reference to the Strategic Development Document.

(2) Following the approval of the proposal by the Board of Trustees, the President shall negotiate the proposal with the competent federal minister and shall report back to the Board of Trustees on any essential outcomes. The President shall enter into the performance agreement and report back to the Board of Trustees without delay.

International Strategic Advisory Board (ISAB)

Article 6 International Strategic Advisory Board (ISAB) and its responsibilities

(1) An International Strategic Advisory Board (ISAB) must be established to advise the Board of Trustees and the President on strategic matters of fundamental importance. This Advisory Board is also responsible for promoting contacts with relevant institutions and organisations as well as companies.

(2) The ISAB advises the Board of Trustees and the President.
It is responsible for:

1. reviewing and providing advice on the Strategic Development Document drafted by the President and discussing the same with the Board of Trustees and the members of the first management level, as well as delivering an opinion and making recommendations on said document;
2. participating in the periodic reviews of the Strategic Development Document as set out in Article 4 para (3) of Part I of the Bylaws;
3. advising the Board of Trustees and the President on current academic-strategic issues, including, without limitation, on matters concerning the positioning of the University, general priorities in research and teaching, strategic decisions at University level, in each case if and insofar as the President or the Board of Trustees chooses to involve the ISAB in these matters on a case-by-case basis;
4. participating in the advertisement, search and appointment procedures for professors.

Article 7 Composition and activities of the ISAB

(1) The ISAB consists of three, five or seven prominent researchers of excellent standing who are active in Austria or abroad and who are not affiliated with the University. The majority of the ISAB's members must have their primary affiliation with a university outside Austria. The members are appointed by the Board of Trustees, acting on a proposal by the President, for a term of five years; all members or part of the members (partial renewal) may be re-appointed once. The President shall submit to the Board of Trustees a proposal for the ISAB's members. If no proposal acceptable to the Board of Trustees is put forward, the President shall request that the Austrian Science Fund (FWF) and the Austrian Academy of Sciences (ÖAW) nominate qualified individuals, from which the President shall select candidates for a new proposal.

(2) The ISAB's members are entitled to adequate remuneration for their activities; they must also be reimbursed for any travel expenses incurred in connection with their work. Remuneration and travel expenses are governed by the principles of efficiency, economy and expediency. The rules or agreements on the amount of remuneration and the general rules on travel expenses are subject to the approval of the Board of Trustees.

(3) The ISAB shall elect a chairperson and a deputy from among its members. The person who has received the highest number of valid votes cast is deemed elected; ties must be broken by drawing lots. Unless otherwise provided for below, the relevant person is elected for the duration of their term of office. The ISAB may vote to dismiss the chairperson without giving reasons. The chairperson may resign from their position before the end of their term by giving written notice to the Board of Trustees, without the need for good cause. These rules also apply to the deputy chairperson.

(4) The ISAB shall meet at least once a year. The President shall issue invitations to its meetings in consultation with the chairperson of the Board of Trustees. It is also possible to invite non-members to meetings for the purpose of providing information on specific issues. The chairperson of the ISAB shall prepare its meetings in cooperation with the President and the chairperson of the Board of Trustees, shall preside over the meetings and shall deliver the ISAB's opinions to the chairperson of the Board of Trustees and the President. The agenda of ISAB meetings must, as a rule, allow for the possibility of an exchange between the ISAB and the Board of Trustees, the President and the members of the first management level.

(5) The ISAB's deliberations and recommendations are confidential.

Vacancies and appointment

Article 8 Academic staff

(1) Academic vacancies may be filled at any time.

(2) Vacancies for PhD doctoral students must be advertised by the President on the CIP; vacancies for academic positions at post-doc qualification level and above must, in addition, be advertised internationally in a suitable manner. Such advertisements may also be formulated in broad, mission-oriented terms, encompassing multiple vacancies within a wider subject area and across different levels of seniority. The period for submitting applications must be at least three weeks.

(3) Vacancies of less than one year's duration for which suitable candidates are known may also be filled without being advertised.

Article 9 Professorships

(1) Vacancies for professorships are advertised and filled on the basis of the applicable performance agreement or the Strategic Development Document and any additional agreements between the President and the Board of Trustees. The President shall inform the Board of Trustees of any planned vacancies for professorships.

(2) Vacancies must be advertised by the President both on the CIP and internationally in a suitable manner; the international advertisement may also simply refer to the CIP posting. Advertisements may be formulated in broad, mission-oriented terms, encompassing multiple

professorship vacancies within a wider subject area and across different levels of seniority. The period for submitting applications must be at least four weeks.

(3) The President shall appoint a Search Committee to conduct the selection procedure for filling professorships. The following persons shall serve on the Search Committee as voting members:

1. two qualified external scientists or academics, preferably members of the ISAB as set out in Articles 6 and 7 of Part I of the Bylaws, delegated by the President;
2. two professors of the University, one delegated by the Board of Trustees and one by the President;
3. one member of the Austrian National Union of Students at the University (ÖH IT:U).

The members under subparas (1) to (3) shall elect a chairperson and a deputy chairperson of the Search Committee from among their number. Until a chairperson is elected, the Search Committee is chaired by the President.

(4) The following persons are at all times entitled to attend all meetings of the Search Committee:

1. a member delegated by the Board of Trustees;
2. the President;
3. a representative of the University body responsible for equality and diversity, to uphold the aspects referred to in Article 1 para (2) of Part I of the Bylaws.

(5) The University's standard criteria and procedures, as adopted by the Founding Convention in its meeting of 27 February 2024, must be applied. These criteria and procedures must be based on internationally accepted quality criteria and procedures. Any amendment to the standard criteria or procedures requires a resolution by the Board of Trustees, adopted on the proposal of the President.

(6) The Search Committee shall adopt the assessment criteria and the steps of the selection procedure based on the University's standard criteria and procedures. While doing so, the standard criteria and procedures may be supplemented or adapted e.g. by function-specific or subject-specific criteria. The Search Committee shall, in any event, invite those candidates who are particularly suited for the position for a public presentation and interview.

(7) It may be stipulated that external expert opinions must be obtained from well-known Austrian or international researchers to assist the Search Committee in forming its opinion. The requirement to obtain such expert opinions may be waived in whole or in part if it is to be expected that – having regard to the necessary skills of the candidates in question – the next stages of the procedure will allow for a qualified and well-founded decision to be reached with sufficient clarity; in any event, however, any person under para (3) or (4) may insist that such expert opinions be obtained. The Search Committee shall select the experts and define the scope of their mandate by majority resolution.

(8) Along with the shortlists of candidates, the Search Committee shall issue a recommendation on whether the position should be classified as tenure track or full professorship, except where the candidate has already indicated such classification in their application or where the Search Committee has grounds to deviate from the candidate's self-classification. In the latter case, the Search Committee shall specify these grounds.

(9) The President may accept, change the ranking within, or outright reject the shortlist(s) of candidates. In the event of a rejection, the reasons must be explained. If the President rejects the list, the President may require the Search Committee to submit a new list.

(10) After the Board of Trustees has confirmed that the procedure was conducted in line with the Bylaws, the President shall proceed with the next steps of the procedure and shall sign an employment contract. If the Board of Trustees does not confirm that the procedure was conducted in line with the Bylaws, the procedure must be amended or repeated after consultation between the Board of Trustees and the President.

Article 10 Chairs of excellence

(1) If there is an opportunity to recruit particularly qualified researchers and lecturers of international renown and excellent standing who can significantly contribute to the establishment and further development of the University (in the following: chairs of excellence), such individuals may be appointed without the need to advertise the position or appoint a Search Committee. The number of such positions must not exceed 10% of all full-time professorships established at the University.

(2) In such a case, the President shall propose a chair of excellence and the Board of Trustees shall pass a resolution of principle either approving or rejecting the proposal.

(3) Upon approval of the chosen chair of excellence candidate by the Board of Trustees, the President shall proceed with the next steps of the procedure and sign an employment contract.

(4) Chair of excellence positions are personal to the holder.

Article 11 Fellowships

(1) Fellowships are fixed-term professorships with an affiliation to IT:U and a partner institution. This partner institution must be a tertiary educational institution or non-university research institute. Fellowships aim to promote cooperation between IT:U and the partner institution in shared fields of teaching and research and to enable distinguished scientists and academics to pursue an academic career at IT:U without prejudice to their other commitments. Fellowship holders are involved in research and teaching, supervise students and doctoral candidates, and have access to internal sources of funding at both partner institutions. When establishing a fellowship, the President and the Board of Trustees shall specify what is expected of the person to be appointed in terms of research, teaching, and other contributions. The appointment of an individual affiliated with an Austrian partner institution to a fellowship is subject to the written approval of the competent supreme governing body of the respective partner institution to ensure that the strategic interests of both institutions are safeguarded. When appointing an individual affiliated with a foreign partner institution to a fellowship, such individual shall, at a minimum, provide assurance that the appointment has been approved by the competent body of the foreign partner institution.

(2) Fellowships are personal to the holder. The fellowship ends upon termination of employment or retirement of the holder from the partner institution due to age or for any other reason,

unless the Board of Trustees, acting on a proposal by the President, resolves otherwise; the fellowship also ends upon appointment pursuant to Article 8 or 9 of Part I of the Bylaws.

Article 12 Professors of practice

(1) Professor of practice positions may be established to recruit individuals with proven expertise and skills who are not necessarily pursuing a traditional academic career and are currently employed either by a non-academic institution or by the University itself. The number of such positions must not exceed 5% of all full-time professorships established at the University.

(2) Professor of practice positions are personal to the holder and are usually established for a fixed term.

(3) Professors of practice are appointed by the President with the approval of the Board of Trustees, without advertising the position. To obtain the approval of the Board of Trustees, the President shall, among other things, demonstrate how the proposed professor of practice aligns with the Strategic Development Document under Article 4 of Part I of the Bylaws, and shall submit a favourable opinion of a Search Committee under Article 9.

Article 13 Members of the first management level

(1) The members of the first management level comprise the Managing Director and the Directors.

(2) Vacancies for members of the first management level are advertised and filled on the basis of the Strategic Development Document, the Organisational Structure Plan, and any additional agreements between the Board of Trustees and the President. Advertisements are published by the President once the Board of Trustees has approved the proposed text. The President determines the number and timing of advertisements. The period for submitting applications must be at least three weeks.

(3) Vacancies must be advertised both on the CIP and – without exception – internationally in a suitable manner; the international advertisement may also simply refer to the CIP posting. Advertisements may also cover multiple positions spanning a broad range of competences and responsibilities. Positions in University administration may also be combined with duties in research and teaching.

(4) The Board of Trustees shall participate in the selection procedure to be conducted by the President by nominating a person who must be involved in an advisory capacity, at the latest when making a final selection from the preselected candidates. The President may also engage an external consulting firm to support recruitment during the selection procedure, and shall draw up a well-founded shortlist of candidates.

(4) Upon approval of the chosen Director candidate by the Board of Trustees, the President shall proceed with the next steps of the procedure and sign an employment contract.

(5) If a member of the first management level is appointed to a professorship, the provisions relating to the establishment of fellowships apply by analogy.

Article 14 Appointment of the President by the Board of Trustees

(1) The position of President must be publicly advertised by the Board of Trustees. The appointed candidate must be recognised internationally in academic or artistic circles, possess expertise and several years of experience in the fields relevant to the University, and demonstrate the ability to lead a higher education institution. The position must be advertised no later than ten months before it is expected to fall vacant, or within two months following the dismissal or resignation of the previous officeholder.
(2) The position of President must be advertised both on the CIP and – without exception – internationally in a suitable manner on several platforms. The international advertisement may also simply refer to the CIP posting. The advertisement must remain active for a period of at least four weeks.
(3) The Board of Trustees may engage an external consulting firm to support recruitment during the selection procedure.

Article 15 Appointment of Vice Presidents

(1) Where Vice Presidents are to be appointed, their respective qualifications must be defined by resolution of the Board of Trustees, acting on a proposal by the President. The President determines the Vice Presidents' responsibilities, taking into account their leadership authority, and may entrust them with additional duties. Such responsibilities or duties must align with the University's Organisational Structure Plan and Strategic Development Document. Vice President positions may be included in advertisements for Director positions.
(2) Vice President positions must be advertised both on the CIP and – without exception – internationally in a suitable manner on several platforms. The international advertisement may also simply refer to the CIP posting. The advertisement must remain active for a period of at least four weeks.
(3) The Board of Trustees may engage an external consulting firm to support recruitment during the selection procedure.
(4) The Board of Trustees shall appoint no less than one and no more than three Vice Presidents upon the President's proposal. They represent the President in the event of his or her absence, including when the President is unable to perform his or her duties due to serious illness or similar circumstances.

Organisational Structure Plan

Article 16 University management

(1) The President manages the University and represents it in dealings with third parties. He or she decides – based on the regulations on cooperation between the President and the Board of Trustees (rules of procedure and similar resolutions passed by the Board of Trustees) – on all matters not expressly assigned to another University body under the IT:U Act. The President

is, in particular, responsible for managing the day-to-day business and setting up a work organisation structure.

(2) The President may appoint other persons to act for the University by granting them powers of attorney to enter into individual transactions and – subject to the approval of the Board of Trustees – limited powers of attorney for one or more areas of activity.

(3) The President shall establish a first management level as specified in Article 13, consisting of the Managing Director and a maximum of five Directors, who are in charge of individual areas of responsibility, including the administrative and functional leadership of the staff assigned to them or reporting to them, with direct oversight by the President.

(4) To coordinate the various areas of activity, the President shall establish and chair a Leadership Board (LB), which is composed of the Managing Director and the Directors. The Leadership Board does not constitute a collegial body within the meaning of Article 81c of the Federal Constitutional Act.

Article 17 Directors, Managing Director

(1) Directors are responsible for the operation and management of their area of responsibility and for the budget assigned to it, including the administrative and functional leadership of their staff. They are required to take all conceptual and substantive decisions necessary for this purpose and to ensure that the individual areas evolve in innovative ways. As regards the respective areas of responsibility, this includes, without limitation:

1. serving on the Leadership Board to ensure a holistic view of the University's development and to take collaborative action to achieve its objectives;
2. participating in University-wide strategic development and quality assurance processes;
3. signing a target agreement with the President;
4. strategic planning for their respective area of responsibility in line with the Strategic Development Document and in accordance with the target agreement signed with the President;
5. preparing a budget as well as a staffing and organisational plan for their area of responsibility;
6. setting up their assigned areas of responsibility and the required structures in line with the overarching objectives;
7. overseeing the organisation of, and coordinating activities in, their respective area of responsibility, including resource distribution;
8. providing administrative and functional leadership to the University staff assigned to them;
9. making expedient use of the allocated funds and resources in line with the defined policies and approval processes, especially in compliance with the dual control principle and the principles of efficiency, economy and expediency;
10. submitting regular reports to the President and all members of the Leadership Board.

(2) The Directors' autonomy in staffing matters in their respective areas of responsibility also includes – without prejudice to the President's overall organisational responsibility – decision-making authority in staff selection procedures when filling vacancies. Furthermore, Directors

are entitled to delegate all necessary functional and organisational activities. Key elements of the organisational and operational structures, especially such that may affect other areas of responsibility, must be agreed in advance within the Leadership Board, with fundamental decisions in the respective areas of responsibility requiring the approval of the President.

(3) The Directors' areas of responsibility must be defined and allocated by the President. The allocation of responsibilities requires the approval of the Board of Trustees. In any event, concrete and specific performance indicators and development goals must be defined for each Director across different planning horizons based on the allocated responsibilities.

(4) If administrative functions are combined with duties in research and teaching, the extent of administrative functions and academic commitments must be defined along with concrete, specific objectives.

(5) Paras (1) and (2) apply to the Managing Director by analogy. In particular, the Managing Director is also responsible for dealing with and/or ensuring the implementation of overarching and essential cross-cutting matters, e.g. those in line with the aspects referred to in Article 1 paras (2) to (3) of Part I of the Bylaws or issues of occupational health and safety, privacy or whistle-blower protection, as well as the authority to dispose of the University's budget jointly with the President as provided in section 19 para (2) of the IT:U Act.

Article 18 Overall organisation

(1) The University is structured around three organisational units:

1. Department Science & Education;
2. Department Central Services;
3. Office to the Board.

(2) Research and teaching are to be organised within the Department Science & Education in accordance with Articles 19, 20 and 21 of Part I of the Bylaws. Directors and their areas of responsibility are assigned to the Department Science & Education. The Department Science & Education is headed by the President with due regard to the freedom of research and teaching of the University members engaged in the Department. Where objectively justified and acceptable in terms of cost-effectiveness, the President may delegate leadership authority to other qualified persons with the approval of the Board of Trustees.

(3) Central administrative services are to be organised within the Department Central Services, within which divisions or other structures may be established. The Department Central Services is headed by the Managing Director.

(4) The Office to the Board is an auxiliary body designed to support the University's management in administrative and organisational matters. The Office to the Board is headed by the President. In addition to its regular duties, the Office to the Board also supports the ISAB and the University Assembly. In carrying out its responsibilities for these two bodies, it is subject only to the instructions of their respective chairpersons. To support the activities of the Board of Trustees, an additional office to the Board of Trustees (General Secretariat of the Board of Trustees) is to be established within the Office to the Board along with the necessary spatial and administrative resources. The General Secretariat of the Board of Trustees is tasked with

supporting the Board of Trustees in carrying out its duties. Within the scope of their organisational assignment, staff members of the General Secretariat of the Board of Trustees are subject only to the instructions of the chairperson of the Board of Trustees regarding the substance of their work.

(5) The President shall inform the Board of Trustees at least once a year of the most recently updated plan of the University's organisational structure. This information must be provided at the beginning of each academic year. The University's organisational structure must be made publicly available on its website. It must include, at a minimum, the organisational units and individuals at the first management level, along with those at the level directly below.

(6) The President shall submit to the Board of Trustees at least once a year a report detailing the teaching contributions of both internal and external staff during the preceding academic year. This report must be provided at the beginning of each academic year.

Article 19 University staff

(1) All staff members of the University (University staff) must be assigned to an organisational unit by the President. If any staff members are assigned to two or more organisational units, the extent, functional scope and objectives of these measures must be defined by the President acting in concert with the Directors concerned and the Managing Director.

(2) Within a department, individual staff members or groups of staff members may be assigned to the area of responsibility of either the Managing Director or a Director

(3) In accordance with the assignment under para (1), the relevant person reports to the respective Director or Managing Director. The Director or Managing Director may assign staff members to specific teams for leadership purposes, in accordance with the Organisational Structure Plan pursuant to Article 17 of Part I of the Bylaws.

Article 20 Department Science & Education

(1) Research and teaching at the University must be organised within the Department Science & Education, within which research groups or other structures may be established. These are designed to deliver academic achievements in research, teaching and the tasks incumbent on the University as part of its social responsibility as a catalyst and contributor to social, economic and technological developments (Third Mission) as well as to serve quality assurance functions.

(2) To promote the University's interdisciplinary profile, research clusters may be established that bring together scientists or academics from at least two research groups to engage in joint research.

(3) The internal structure of the Department Science & Education pursuant to paras (1) and (2) is defined and, if necessary, modified by the President. The President shall establish work, information and communication processes to facilitate interdisciplinary research.

(4) The President shall appoint – and, if necessary, dismiss – suitable scientists or academics to head the sub-divisions referred to in paras (1) and (2). The President is also entitled to delegate

all necessary staffing and organisational responsibilities and/or grant appropriate authorisations to these sub-divisional heads.

Article 21 Organisation of teaching and learning

To support the efficient development of the degree and educational programmes offered by the University, it is necessary to establish at least one or more areas of responsibility dedicated to the central performance of educational and programme-related functions. This includes the development, implementation, further development and evaluation of the University's degree and educational programmes as well as of innovative teaching, learning and examination methods and formats; student and teacher representatives must be involved in this process in an advisory capacity. Responsibility for the establishment, structuring and management of these areas of responsibility lies with the competent Director, who must exercise this function in cooperation with the respective programme chairs of the University's degree or educational programmes.

Academic career pathways

Article 22 Objectives of the University's academic career pathways

(1) Aligned with the guiding principles set out in section 3 of the IT:U Act, the career pathways for the University's academic staff are designed to foster academic excellence to the greatest extent possible and are thus central to the University's statutory mission.

(2) Drawing on the European Charter for Researchers ("Towards a European Framework for Research Careers"), the University's career pathways for academic staff aim to harmonise international career standards with the legal frameworks applicable to the University.

Article 23 Academic profiles along career pathways

(1) The University distinguishes the following academic profiles, each with a focus on research and teaching:
   1. PhD students (Article 24);
   2. postdoc staff (Article 25);
   3. assistant professors (Article 26);
   4. professors (Article 27).

(2) The University distinguishes the following academic profiles, each with a focus on teaching:
   1. lecturers (Article 28);
   2. lab experts (Article 29).

(3) The University may establish additional pre-academic career stages as part of its efforts to support emerging academic talent.

Article 24 PhD students

(1) PhD students demonstrate both methodological proficiency and a strong commitment to academic excellence, enabling them to analyse, evaluate and further develop new and complex subject matters using scientific or academic approaches. PhD students show outstanding dedication and a particular interest in advancing the University's objectives. They are provided with instruction tailored to their academic field, under the supervision of assistant professors or professors. For this purpose, they will be assigned to a research group no later than the second year of their PhD programme.

(2) PhD students are typically employed for a fixed term. Specific terms of employment must be negotiated at the collective or individual level.

(3) The aim is to promote the early development of promising academic talent as effectively as possible and to prepare them for progression to the next career level on the international stage.

Article 25 Postdoc staff

(1) Postdocs are academic staff members holding a PhD/doctoral degree, who
   1. have acquired specific experience in a relevant discipline;
   2. engage in academic research at university level and share their findings through well-established publications and conferences;
   3. provide, or contribute to the provision of, educational instruction to students.

(2) Postdocs play a key role in the University's research and/or teaching activities, engaged in disciplines central to the University's research and teaching portfolio. Postdocs work under the guidance of professors or, where appropriate, assistant professors and are typically integrated into their respective research groups.

(3) Postdocs apply a systematic understanding of their research area to conduct largely independent investigations into specific research topics, with the aim of generating new insights, solving problems, or contributing to the advancement of knowledge in a particular discipline. Postdocs author and publish their original work at recognised conferences or in reputable journals or books to share their findings with the wider scientific or academic community.

(4) Postdocs seek targeted funding from government, institutional or private organisations to finance research projects.

(5) They collaborate with other researchers both within and outside IT:U. Such collaboration may also involve speaking engagements at conferences and active exchange with the global academic community. Importantly, these research and publication activities serve to prepare them for potential academic career progression.

(6) The usual term for postdoc positions at the University is three years, with a maximum duration of five years in individual cases. Career progression within the University is generally not envisaged, in furtherance of academic mobility, but may be possible in specific instances.

(7) Specific terms of employment must be negotiated at the collective or individual level.

(8) Postdoc staff must be given regular and transparent feedback by their superiors to provide them with a clear understanding of their career options.

Article 26 Assistant professors

(1) Meeting more demanding qualifications than postdoc staff, assistant professors are academic executives who:
   1. independently engage in academic research at university level and share their findings through well-established journals and conferences;
   2. autonomously develop or further advance their research;
   3. independently provide educational instruction to students;
   4. contribute to the University's self-governance and, where appropriate, participate in shaping related processes;
   5. participate in the University's outreach and science communication activities; and
   6. lead research groups.

(2) Assistant professors have several years of experience in international academic or scientific environments, as well as initial experience in thesis supervision. They are distinguished scientists or academics with a thorough and systematic understanding of their discipline. They have started to engage in international research collaboration and maintain a broad network within the academic community. Assistant professors demonstrate the ability to acquire funding through high-profile grant programmes.

(3) Assistant professors carry out their responsibilities independently, while receiving guidance from a designated mentor within the University's professorial staff. Within the University's organisational structure, assistant professors are assigned to the President.

(4) To qualify for a professorship, assistant professors must complete the University's tenure track process, including the associated evaluations. The tenure track process has a maximum duration of 6 years and must be aligned with international standards. Detailed provisions must be defined by the President in a dedicated policy, which is accessible via the University's intranet. This policy must also be made publicly available as part of any assistant professor recruitment processes.

(5) Assistant professors who successfully complete the tenure track process as defined in the policy under para (4) will be appointed to a professorship pursuant to Article 27.

(6) Assistant professors who fail to successfully complete the tenure track process as defined in the policy under para (4) may not retain a position at the University.

Article 27 Professors

(1) Meeting more demanding qualifications than assistant professors, professors are academic executives who:
   1. independently engage in prominent academic research at university level and share their findings through leading journals and conferences;
   2. make active contributions to the scientific community (e.g. by serving as journal editors or chairing scientific conferences);

3. contribute to the University's self-governance and participate in shaping related processes; and
4. provide educational instruction to students, including advanced-level teaching.

(2) Professors demonstrate leadership experience in managing larger research teams and supervising students at both master's and PhD levels. Supported by extensive seniority and experience in their areas of responsibility, they carry out their duties independently. They have a strong track record of acquiring research funding and actively participating in national and international research consortia as well as in working on research projects. Accordingly, professors maintain an excellent international network within their field of research, which they continue to rely on to secure funding from governmental, institutional or private organisations.

(3) Professors carry out their responsibilities independently. Within the University's organisational structure, they are assigned to the President.

(4) Professors have an open-ended employment contract with the University.

(5) When appointing professors, the University seeks to secure academic leadership in research and teaching on a long-term basis and to cultivate a strong commitment to the University and its surrounding region.

Article 28 Lecturers

(1) Lecturers are members of the University's academic teaching staff.

(2) Lecturers provide instruction to students, focusing on specific topics within their discipline. They carry out assigned teaching projects, assist other academic staff, develop course materials, assess student progress and stay informed about the latest developments in their discipline to ensure relevant and engaging instruction while continuously enhancing their teaching skills.

(3) Depending on prior experience and expertise, the University may establish different levels of seniority (junior lecturer / lecturer / senior lecturer). Lecturers must be given regular and transparent feedback by their superiors to provide them with a clear understanding of their career options.

(4) Within the University's organisational structure, lecturers are assigned to the Learning Division.

Article 29 Lab experts

(1) The primary objective of lab experts is to establish and provide instruction in learning labs. As members of the faculty, lab experts support both students and colleagues in learning projects and ensure a safe and productive laboratory environment.

(2) Their responsibilities typically include:

1. overseeing the organisation, administration and maintenance of learning labs, ensuring they are equipped with the latest technologies and tools; ensuring effective laboratory management and supporting students in their academic learning;
2. developing and monitoring laboratory processes;
3. supervising students and providing technical assistance;

4. supporting projects and contributing to the continuous improvement of laboratory facilities.

(2) Depending on prior experience and expertise, the University may establish different levels of seniority (junior lab expert / lab expert / senior lab expert). Academic laboratory staff must be given regular and transparent feedback by their superiors to provide them with a clear understanding of their career options.

(3) Within the University's organisational structure, lab experts are assigned to the Learning Division.

University budget

Article 30 University budget

(1) The President and the Managing Director are responsible for the University's budget and its implementation. For this purpose, they shall establish an effective control system that requires, in particular, the principle of dual control to be applied whenever liabilities are incurred or payments are made.

(2) The Board of Trustees can draw on those parts of the University's budget allocated to it for the purpose of performing its activities and conducting its affairs. Any procurement and commissioning must comply with the general policies in place at the University. Any related financial and accounting operations, including payment processing and monitoring, must be carried out by the competent organisational unit within the University's administration on behalf of the Board of Trustees.

Part II of the Bylaws: Study regulations

Degree programmes

Article 1 Degree programmes and academic degrees

(1) The University is entitled to establish bachelor's, master's and Doctor of Philosophy (PhD) programmes as well as continuing education certificate programmes pursuant to sections 56 and 70 of the Universities Act 2002 *(Universitätsgesetz 2002, UG)* within its sphere of activity. The workload associated with bachelor's programmes must amount to at least 180 ECTS credits and that associated with master's programmes to at least 120 ECTS credits. The workload associated with master's programmes must amount to at least 60 ECTS credits, provided that the bachelor's programme completed beforehand amounted to 240 ECTS credits. The duration of Doctor of Philosophy programmes is at least three years. PhD programmes may also be offered as combined master's and PhD programmes. The duration of such combined programmes is at least five years.

(2) Degree programmes may also be run as joint programmes within the meaning of section 54d of the Universities Act or as jointly offered programmes within the meaning of section 54e of the Universities Act.

(3) The President shall award the bachelor's, master's or PhD degrees specified in the relevant curriculum to graduates of the bachelor's, master's or PhD programmes offered by the University once they have passed all academic requirements prescribed by the curriculum.

(4) Students shall pay a tuition fee in the amount of EUR 600 per semester if they exceed the prescribed duration of their degree programme by more than two semesters.

(5) The University is entitled to establish continuing education certificate programmes in the fields covered by the degree programmes it offers. These certificate programmes must be integrated into the University's internal quality assurance and quality enhancement processes. The quality of teaching must be assured by faculty with adequate academic, academic-artistic, artistic or practical professional and teaching qualifications.

(6) Students attending continuing education certificate programmes shall pay a programme fee, the amount of which must reflect the actual costs of the certificate programme. Para (4) does not apply.

(7) The language of instruction and examination is English.

Article 2 University entrance and admission to degree programmes

(1) Admission to a degree programme (university entrance) requires a general university entrance qualification. Proof of a general university entrance qualification must be provided by one of the following documents:

1. an Austrian secondary-school leaving certificate, an Austrian secondary-school leaving and diploma certificate or an Austrian general higher education entrance examination certificate, or any certificate deemed to be equivalent to the above by an agreement under international law;
2. an Austrian certificate attesting a higher education entrance qualification limited to a specific group of studies at a university, a university college of teacher education or a university of applied sciences;
3. a certificate of graduation from a degree programme of at least three years' duration (on a full-time basis or amounting to 180 ECTS credits) at a recognised post-secondary educational institution in Austria or abroad;
4. in the case of art studies, a confirmation that the admission examination has been passed;
5. an IB diploma obtained in accordance with the regulations of the International Baccalaureate Organization; or
6. a European Baccalaureate according to Article 5 (2) of the Convention defining the Statute of the European Schools *(Vereinbarung über die Satzung der Europäischen Schulen)*, Federal Law Gazette III No. 173/2005.

(2) Proof of a general university entrance qualification may also be established by a foreign qualification if there is no substantial difference to the general university entrance qualification as described in para (1) subpara (1). In particular, no substantial difference is deemed to exist where

1. the qualification gives access to all sectors of higher education institutions in the country of issue;
2. the duration of schooling is at least twelve years; and
3. the qualification predominantly focuses on general educational contents, as evidenced by the completion of six general education subjects (two languages, mathematics, one natural sciences subject, one humanities subject as well as one additional general education subject) at the upper secondary level.

(3) If the duration of schooling referred to in subpara (2) is only eleven years, or if any educational contents required pursuant to subpara (3) are lacking, the President may require no more than a total of four supplementary examinations to be passed prior to admission.

(4) A general university entrance qualification for admission to a master's programme must be established by proof of completion of a related bachelor's programme, of another related degree programme of at least the same academic level at a recognised post-secondary educational institution in Austria or abroad, or of a degree programme defined in the curriculum of the relevant master's programme. To compensate for any substantial differences in the subjects taught, applicants may be required to pass supplementary examinations before the end of the second semester of the master's programme.

(5) A general university entrance qualification for admission to a PhD programme must, except in the case of para (6), be established by proof of completion of a related diploma or master's programme or of another related degree programme of at least the same academic level at a recognised post-secondary educational institution in Austria or abroad. To compensate for

any substantial differences in the subjects taught, applicants may be required to pass supplementary examinations before the end of the second semester of the PhD programme.

(6) A general university entrance qualification for admission to a PhD programme may also be established by proof of completion of a related bachelor's programme, provided that the bachelor's programme was completed within the prescribed duration of studies and with a particular level of academic excellence. The President shall decide on a case-by-case basis on whether to grant admission under these circumstances.

Article 3 Selection and admission procedures

(1) If the admission requirements pursuant to Article 2 of Part II of the Bylaws are met, an educational contract is signed between the applicant and the University, represented by the President. In addition to the principal services provided by the University, this educational contract also specifies the rights and obligations of students, including, without limitation, compliance with the curriculum and the University's applicable policies and guidelines, confidentiality and due diligence obligations, copyrights and rights of use, liability for damage or loss as well as any interruption or repetition of an academic year.

(2) Detailed provisions regarding the selection procedures prior to admission, in particular the number of first-year students, deadlines, electronic registration, online application, entrance tests (if any), the advisory selection committee and selection interviews, as well as the applicable admission periods, must be laid down by the President or specified in the individual curricula.

(3) During the selection process, applicants are required to provide proof of their identity and furnish evidence pursuant to section 27 of the IT:U Act that they meet the admission requirements (bachelor's, master's or doctoral programme or continuing education certificate programme). Incomplete applications will be rejected.

(4) Applicants must submit authorised translations of documentary evidence (certificates) written in any language other than German or English. When in doubt, certificates executed by foreign authorities must be legalised as required.

Article 4 Students

(1) The legal relationships between the University and its students are subject to private law and are governed by the educational contract.

(2) Students admitted to a bachelor's, master's or PhD programme are degree students. Students admitted to a continuing education certificate programme or concurrently enrolled at the University are non-degree students.

(3) Students at other recognised universities in Austria or abroad may concurrently enrol at the University, provided they duly maintain active enrolment at their home institution and their concurrent enrolment is for the purpose of completing specific courses or examinations at the University.

(4) Concurrent enrolment is limited to courses and examinations not exclusively designated for the University's degree students. There is no legal claim to admission.

(5) Admission for concurrent enrolment at the University is granted by the President. In this context, specific requirements or limitations may be imposed (e.g. proof of prior qualifications, maximum number of concurrently enrolled students per course).
(6) Concurrent enrolment does not entitle students to admission to a degree programme at the University, nor does it lead to the award of a degree from the University.
(7) Concurrently enrolled students are subject to the general provisions laid down in the University's Bylaws.

Article 5 Rights and obligations of students

(1) Within the limits of the law, students enjoy freedom to study. This includes, without limitation, the right
    1. to be awarded a degree after having met the academic requirements prescribed by the relevant curriculum;
    2. to take examinations as students in accordance with the regulations in place at the University;
    3. to be examined according to an alternative method if they can establish that they suffer from a disability which makes it impossible for them to take an examination in the prescribed manner and if such alternative method does not have a negative impact on the content and standards of the examination;
    4. in the cases specified in section 10 para 1 subparas 19 to 21 of the IT:U Act, to lodge a complaint against a decision by the President with the Federal Administrative Court.
(2) Students are obligated to autonomously organise their pace of study with a view to completing their degree programme in a timely manner. In addition, they shall, without limitation,
    1. inform the University of any changes to their name or address without delay;
    2. re-register for their degree programme to remain enrolled at the University;
    3. register for and withdraw from examinations by the designated deadlines; and
    4. submit one copy of their academic thesis or artistic submission or of a related written component of their artistic submission in digital form to the University's library and one copy of their doctoral thesis or of a related written component of their artistic doctoral thesis in digital form to the Austrian National Library upon the award of their degree.
(3) The right to serve as a student representative on collegial bodies is based on the provisions of the Students' Union Act 2014 *(Hochschülerinnen- und Hochschülerschaftsgesetz 2014, HSG 2014)*.

Article 6 Interruption of the degree programme

(1) Students may apply to interrupt their degree programme for a maximum of four semesters.
(2) A degree programme may be interrupted on the ground of
    1. compulsory military service, voluntary military service or non-military community service;
    2. sickness, if students establish that such sickness impedes their academic progress;
    3. pregnancy;
    4. responsibilities to care for children or similar caregiving commitments;

5. taking a voluntary year of community service;
6. temporary impairment in connection with a disability.

In addition, a degree programme may also be interrupted on other serious grounds specific to an individual student, such as special social circumstances (e.g. professional activity, family-related reasons) or internships over and above those required as part of a degree programme, or periods of work abroad.

(3) The application for interruption must be submitted to the President in writing before the end of the general admission period for the semester for which such interruption is sought. All necessary documentation must be enclosed with the application.

(4) The President shall decide on the application for interruption within three weeks of its receipt.

Article 7 Expiry of admission

(1) Admission to a degree programme expires, and the educational contract in place with the University ends, if

1. the educational contract in place between a student and the University is dissolved;
2. a student withdraws from their degree programme;
3. a student fails to re-register for their degree programme even though their degree programme has not been interrupted;
4. the President has expelled a student from the University due to serious wrongdoing against fellow students or staff members, serious scientific or artistic misconduct, discriminatory behaviour, a criminal offence or defamatory conduct according to para (3);
5. a student has failed the last permissible resit of an examination prescribed for their degree programme;
6. a student has completed their degree programme by passing the last prescribed examination.

(2) The President shall confirm the expiry of admission to a degree programme in writing, stating the applicable reasons. The student has the right to file an appeal against the expiry of admission to a degree programme with the President, stating the reasons for the appeal, within three weeks of receipt of the written notice of expulsion. The President shall decide on the appeal within six weeks of receipt.

(3) Defamatory conduct to the University's reputation exists, in particular, where a student, through intentional or grossly negligent conduct manifesting externally, asserts untrue facts, makes gravely defamatory statements, or otherwise seriously breaches fundamental duties owed to the University, and such conduct is objectively capable of significantly impairing the University's public standing. Legitimate expressions of opinion, factual criticism, the lodging of complaints, or the reporting of grievances do not, by themselves, constitute conduct damaging to reputation.

Article 8 Curricula

(1) The curricula of PhD, master's and bachelor's programmes must be structured in modules. A module is a unit of limited duration in which teaching and learning contents from a particular subject area are grouped together to ensure optimal learning.

(2) A curriculum must, at a minimum, set out the following:

1. the name and type of the degree programme;
2. the academic degree;
3. the qualification profile;
4. the types of the modules and courses offered as defined in Articles 10 and 11 of Part II of the Bylaws as well as other specific types of courses offered under the relevant curriculum in addition to the general types of courses as defined in Article 11 of Part II of the Bylaws;
5. the total number of ECTS credits the degree programme is worth or, in the case of PhD programmes, the minimum duration of the degree programme in years;
6. the extent, expressed in ECTS credits, of the courses or modules to be completed that are individually determined by the President;
7. the requirements for admission to the degree programme;
8. the procedure to determine the order of registration for modules and courses with limited seats available;
9. provisions on innovative teaching, learning and examination formats;
10. equivalence and transitional provisions, where appropriate.

(3) If necessary, the curriculum must set out details on:

1. any subjects that must be completed before being eligible to attend particular modules or courses;
2. recommendations for academic credits earned at recognised post-secondary educational institutions in Austria or abroad which can be credited towards the relevant degree programme.

Article 9 Adoption of and amendments to curricula

(1) The Board of Trustees shall appoint a Curricula Commission, to be composed of four members with adequate specialist expertise and teaching qualifications, that is responsible for drafting proposals for all curricula at the University and any amendments thereto.

(2) It must be ensured that both teachers and students are involved in the Curricula Commission. Teachers and students must each make up at least one quarter of its members.
The following persons shall serve on the Curricula Commission as voting members:

1. one person from the first management level with adequate specialist expertise and teaching qualifications;
2. one teacher representative;
3. one qualified external scientist or academic, preferably a member of the ISAB as set out in Articles 6 and 7 of Part I of the Bylaws;
4. one student member delegated by ÖH IT:U.

(3) Before a curriculum can be adopted, the President must be heard within a period of at least two weeks. The President shall, in any event, submit to the Board of Trustees a statement on the financial implications, including the envisaged financial coverage, in the event of the adoption of the curriculum.

(4) The curricula adopted by the Board of Trustees and any amendments thereto must be published on the University's CIP. The curriculum and any amendments thereto become effective no earlier than upon the start of the semester following the date of publication. Once effective, a new curriculum or an amended curriculum applies to all students, unless transitional provisions provide otherwise.

(5) If a curriculum is amended, the new curriculum must include equivalence and transitional provisions that must, at a minimum, ensure that – at least for students who have not yet exceeded the prescribed duration of their degree programme or who have exceeded the prescribed duration of their degree programme by no more than five semesters by the date on which the new curriculum becomes effective – any academic credits already earned are fully recognised (in terms of ECTS credits).

(6) In the event of major amendments to a curriculum, students are entitled under special transitional provisions of the curriculum to complete their degree programme according to the previously applicable curriculum within a time period equivalent to one and a half times the legally prescribed duration of the degree programme, provided that the restructuring of the curriculum necessitates a prolonged transitional period to protect students' legitimate expectations. If the degree programme is not completed within this time frame, students are henceforth subject to the new curriculum. Incidentally, students are free to voluntarily move to the new curriculum at any time.

Article 10 Modules

(1) Degree programmes must be divided into modules; there are no standalone courses outside the modular framework. A module is a self-contained learning unit, the contents and methods of which are taught in individual or multiple courses on a particular subject area and within a particular time frame.

(2) Compulsory modules are modules that must be completed to graduate from a degree programme. Compulsory modules consist of compulsory courses. Such courses must be offered at least once every academic year.

(3) Elective modules are a set of modules from among which students are required to choose in line with the conditions specified in the relevant curriculum. Students can select the courses to be completed as part of an elective module from a course catalogue. The courses chosen from such catalogue are elective courses. Elective courses must be offered at least once every academic year.

Article 11 Courses

(1) The University offers the following kinds of courses:

1. Compulsory courses are courses that are central to a degree programme and the completion of which is indispensable; they are subject to assessment of student performance.
2. Elective courses are courses from which students must choose and complete a pre-defined number in line with the conditions specified in the relevant curriculum; they are subject to assessment of student performance.

(2) Modules may comprise the following types of courses:

1. Projects: Projects are courses characterised by project-based learning. Students are guided to work on projects using academic and artistic methods.
2. Seminars: Seminars are courses in which students independently learn, deepen and discuss instructional content using academic and artistic methods.
3. Project-integrated courses (PiCs): PiCs are a form of teaching that combines different teaching approaches and teaching formats within a practical framework to facilitate in-depth and application-oriented learning.
4. Interdisciplinary learning sessions (ILSs): ILSs are courses designed to provide foundational knowledge through an interdisciplinary framework that emphasises active learning. They combine structured incentives with collaborative, interactive and discourse-based approaches to foster the exchange of knowledge, techniques and perspectives across disciplines.
5. Field trips: Field trips are courses that take place outside the University. They are designed to deepen understanding of instructional content through hands-on experience.

(3) The courses referred to in para (2) may feature continuous assessment of student performance. Further details must be laid down in the curriculum.

(4) The curriculum of a degree programme may specify other types of courses in addition to the general types defined in para (2).

(5) A course consists of a number of teaching units to be specified in the curriculum. One teaching unit is 45 minutes.

Article 12 Structure of the academic year

The academic year starts on 1 October and ends on 30 September of the following year. It consists of the winter semester, which starts on 1 October and ends on 28 or 29 February, and the summer semester, which starts on 1 March and ends on 30 September, each including recess periods. After having heard the opinion of the Board of Trustees, the President shall enact detailed regulations on the start and end of recess periods. The winter and summer semesters must each extend over a period of at least 15 weeks.

Assessments and examinations

Article 13 General examination regulations

(1) Examinations or similar methods of assessment must be scheduled promptly after the course (relevant stage of a project) in which the contents relevant to the examination or project were taught or worked on.
(2) If examinations are held using electronic communication, the proper conduct of the examination must be ensured.
(3) Detailed provisions on holding examinations online are laid down by the President in the Policy on Virtual Teaching and Online Examinations. This policy is available on the University's intranet.
(4) Students must be permitted access to the assessment documents (in particular the information presenting the progress achieved in a project) and the examination records if requested by a student within six months of notification of their grade. Students are entitled to make photocopies of such documents.
(5) As regards the retention of specific data, section 53 of the Universities Act applies.

Article 14 Assessments and examinations

The following types of assessments and/or examinations are in use at the University:

1. Course examinations: Examinations to assess knowledge and skills taught in an individual course.
2. Module examinations: Examinations to assess knowledge and skills taught in a module covering more than one course.
3. Courses with continuous assessment of student performance: Courses in which assessment is not based on a single examination at the end of the course but on regular written, oral and/or practical contributions by students throughout the course. In courses with continuous assessment of student performance, attendance is mandatory (80% of contact hours, both face-to-face and online). The course instructor may exempt students from the attendance requirement for individual classes of the course.
4. Comprehensive examinations concluding a degree programme: The comprehensive examination concluding a degree programme must be held in the form of an examination by a panel of examiners.

Article 15 Assessment of examinations, other assignments and comprehensive examinations

(1) Examinations, other assignments and independently written theses or papers must be assessed using the Austrian grading system ranging from 1 to 5 (Excellent, Good, Satisfactory, Sufficient and Fail). Alternatively or additionally, an international grading system equivalent to the Austrian one may be used for assessment. Further details must be laid down in the curricula. If this type of assessment is impossible or inexpedient, a passing grade must be

stated as ‘successfully completed’ or ‘credit transferred’. If an examination or other assignment was failed, it may be repeated twice.

(2) The comprehensive examination concluding a degree programme must be assessed according to the following grade scale:
   1. Passed: to indicate that the examination was passed;
   2. Passed with merit: to indicate that the student’s performance was well above average;
   3. Passed with distinction: to indicate that the student’s performance was outstanding;
   4. If the comprehensive examination concluding a degree programme was failed, it may be repeated twice.

(3) Assessments of examinations, other assignments and independently written theses or papers must be evidenced by a certificate. It is also possible to issue transcripts of examinations and other assignments taken during a semester.

(4) Certificates must be issued without delay, but no later than four weeks after the performance to be assessed was rendered; transcripts must be issued within four weeks after the end of a semester.

(5) Unless a different grading scale is announced at the start of a course, the following scale is applied (in relation to the maximum score that can be achieved in the course):

< 50%	Fail
≥ 50% and < 63%	Sufficient
≥ 63% and < 75%	Satisfactory
≥ 75% and < 88%	Good
≥ 88%	Excellent

Article 16 Conduct of examinations

(1) Examinations and assessments must give students the opportunity to demonstrate the competences, skills and contents they have acquired or learned, taking into account the content and scope of the subject matter taught in the courses.

(2) Examinations may be held in writing or orally.
   1. Oral examinations are examinations in which the examination questions have to be answered orally. They are open to the public; however, access may be limited due to spatial constraints.
   2. Written examinations are examinations in which student performance is assessed in writing.
   3. Courses with continuous assessment of student performance are courses in which attendance is mandatory as set out in Article 14 subpara (3) and in which the overall grade is based on a set of performance components assessed orally, in writing, or both orally and in writing during the course throughout the entire semester. If the overall grade is a failing grade, students must repeat the course as a whole. In total, the course may be repeated twice.
   4. Oral and written examinations may be held using means of electronic communication.

(3) Furthermore, components of written or oral examinations may also be performed in the form of practical, experimental or artistic work.
(4) Students must be informed of the result of an oral examination immediately after the examination has ended. If the examination was failed, the reasons must be explained to the student upon request.
(5) If a student fails to attend an examination without having presented a reasonable excuse, the student is to be assigned a failing grade. Once a student has appeared for an examination and has demonstrably taken note of the first question on the subject matter of the examination, this counts as an examination attempt. In the case of courses with continuous assessment of student performance, demonstrable acceptance of the first part of the assignment by the student is deemed to constitute an examination attempt.

Article 17 Examination dates, registration for course examinations and other examinations

(1) Examination dates must be scheduled by the President in a manner that allows students to complete their studies within the time frame specified in the relevant curriculum. Examination dates must be announced in an appropriate manner. Examinations may also be held at the start and end of recess periods. Examination dates must be scheduled, at a minimum, for the semester in which the course was held (after the end of the course) and at the beginning of the next semester.
(2) The President shall allow a period of at least two weeks to register for examinations.

Article 18 Examinations by a panel

(1) In the case of courses without continuous assessment of student performance, the second resit of an examination must always be held in the form of an examination by a panel.
(2) The President shall appoint examination panels for such examinations. An examination panel must consist of at least three persons. One member of the examination panel must be appointed as chairperson.
(3) The chairperson must ensure that the examination is conducted in an orderly fashion and must keep an examination record. The record must include the subject, place and time of the examination, the name of the examiner or the names of the members of the examination panel, the student's name, the questions asked, the grades assigned, the reasons for assigning a failing grade as well as any unusual incidents. Upon request, the student must be informed in writing of the reasons as to why a failing grade was assigned.
(4) In the case of written examinations by a panel, the chairperson must ensure that the examination is conducted in an orderly fashion and must keep an examination record. To ensure that the grade can be adequately reviewed, the examiner shall submit, by appropriate means, all documents necessary to perform a review as well as the examination record to the examination panel.

(5) In the case of oral examinations by a panel, all members of the examination panel must be present throughout the entire examination. All members of the examination panel are entitled to pose questions to the student.
(6) The examination panel shall deliberate and vote on the result of an examination by a panel in a non-public meeting following an oral or written exchange of views among the members. The resolutions of the examination panel are passed by a majority of votes; the chairperson shall exercise their voting right in the same way as the other members of the examination panel but shall vote last.
(7) If the examination panel is unable to reach an agreement on the grade to be assigned in the examination, the grades suggested by the members must be added up, the result of the addition divided by the number of members, and the result rounded to a whole number. If the value is ≥ x.5, the result must be rounded up.

Article 19 Final examination by a panel

(1) If the comprehensive examination required to graduate from a degree programme is to be held by a panel, the curriculum must set out relevant details. The comprehensive examination concluding a degree programme, the public defence of the master's thesis in a master's programme and the oral examination concluding a PhD programme must always be held by a panel.
(2) The President shall appoint university professors, associate professors, professors emeriti, retired professors or non-tenured associate professors to hold final examinations by a panel.
(3) The President is also entitled to appoint persons authorised to teach at a recognised university in Austria or abroad or members of an external research institution, provided that their qualification is equivalent to a habilitation degree (venia docendi) as held by the individuals referred to in para (2).
(4) If necessary, the President is also entitled to appoint academic staff from the fields of research, art and teaching or other experts with professional or non-professional qualifications to act as examiners during final examinations by a panel in bachelor's and master's programmes.

Article 20 Innovative teaching, learning and examination formats

(1) For the purpose and in the interest of advancing and testing innovative teaching, learning and examination formats, curricula may also include provisions that derogate from Article 14 and Articles 16 to 18 of Part II of the Bylaws. It is necessary to state the reasons for including such provisions as well as to ensure that highest standards of academic teaching, methodology and procedural quality are adhered to and that the academic credits earned by graduates are transparent and comparable.
(2) Provisions as referred to in para (1) are subject to regular evaluation and must be limited in duration. As regards the time limitation of such provisions, the curriculum must include transitional provisions to be drafted in such a way that students do not suffer any disadvantage in terms of the content or duration of their studies.

Article 21 Use of unauthorised aids

(1) If a student is found to be attempting to use unauthorised aids during an examination or assessment, a warning must first be issued. If the student repeats the attempt or is found to have made actual use of an unauthorised aid, the unauthorised aid must be confiscated immediately and taken as evidence. The circumstances and time must be noted in the examination record. The examination is deemed to have been discontinued and the student is assigned a failing grade; this also applies in case the student persistently refuses to hand over the unauthorised aid to the invigilator. Unauthorised aids of financial value (such as mobile electronic devices) must be returned to the student concerned at the end of the examination or assessment. The return of the item must be noted in the examination record and confirmed by the student's signature.

(2) If, in the course of correcting examinations or assessments, a suspicion arises that an unauthorised aid may have been used or that the Guidelines for Good Scientific Practice (available on the University's intranet) may have been breached as a result of plagiarism or other form of academic dishonesty, the examiner shall establish the facts (e.g. by conducting a follow-up interview with the student) and document the incident, securing evidence where appropriate. The student is assigned a failing grade on the examination or assessment.

Article 22 Legal relief

Students have no recourse to the courts of law concerning grades assigned for an examination or similar assessment of performance. If there were any deficiencies in the way a failed examination or similar assessment was conducted, students may file an objection with the President within four weeks; the President may decide to annul the examination or similar assessment. Students may continue to attend courses until a decision on the objection has been made.

Article 23 Recognition of academic credits and competences

(1) Examinations, other academic credits and competences may be recognised and credited against particular modules, projects or courses based on a comparison of the learning outcomes. Documented academic credits and competences must be recognised if there are no substantial differences to the academic credits and competences (learning outcomes) acquired in the target programme. Students may be required to demonstrate their knowledge in a test.

(2) The President can only recognise professional or non-professional qualifications after having conducted a validation procedure in accordance with international standards.

(3) The following standards must be used as criteria to validate the learning outcomes of qualifications:

1. the state of the art in the relevant field of study and teaching;
2. the objectives to be achieved in the relevant modules and/or courses as defined in the respective curriculum.

(4) Qualifications must be evidenced by appropriate documents during the validation procedure. If the learning outcomes and competences sought to be recognised cannot be ascertained on the basis of the provided documents, the President may order an assessment (e.g. assessment interview, random testing, work samples) to be conducted by qualified academic staff.
(5) Academic theses and artistic submissions cannot be recognised for credit transfer.
(6) Competences as referred to in para (2) may be recognised up to a maximum of 90 ECTS credits in each case.

Article 24 Course evaluation by students

(1) Courses are evaluated periodically, with evaluation being mandatory every third semester. The aim is to assure and promote the quality of teaching by supporting faculty members in organising and enhancing their teaching practices in an autonomous and professional manner.
(2) It must be ensured that the evaluation is conducted in compliance with data protection regulations and in a secure manner. The evaluation process itself is critically reviewed and refined on an ongoing basis. Students' participation in course evaluation is anonymous and voluntary; however, their participation in the continuous enhancement of quality is essential for the evaluation to be successful. Students are given prior notice of the evaluation.
(3) The results of the evaluation are analysed by automated means and, insofar as student information is concerned, presented in anonymous form.
(4) The results of the course evaluation are provided to faculty members and their administrative superiors.
(5) Faculty members are personally responsible for continuously enhancing the quality of their teaching; if necessary, they are offered coaching in higher education teaching or a range of training opportunities.

Article 25 Measures to support mobility and academic feasibility

(1) Degree programmes are designed to integrate national and international student mobility in their core structure.
(2) Degree programmes are designed with a view to facilitating the reconciliation of studies and care responsibilities for children and other dependants.
(3) At the reasoned request of individual students, the President may designate modules as equivalent, provided they align with the qualification profile defined in the curriculum.
(4) At the reasoned request of individual students and based on the principle of equivalence, the President may approve a customised combination of elective modules and their constituent courses under a curriculum.
(5) Without prejudice to the recognition of examinations pursuant to Article 23 of Part II of the Bylaws, the President shall, upon admission to a degree programme, designate substitute credits to be earned in place of any academic credits required by the curriculum that the student has already completed in the same or a similar form as part of the degree programme

qualifying them for admission. Such substitute credits must reflect the qualification profile defined in the curriculum.

Integrity in academic and artistic study, teaching and research

Article 26 Good scientific and artistic practice

(1) Integrity in academic and artistic study, teaching and research at educational institutions as referred to in section 1 para 1 of the Act on Quality Assurance in Higher Education *(Hochschul-Qualitätssicherungsgesetz, HS-QSG)* involves compliance with good scientific or artistic practice as well as a culture of academic or artistic honesty and quality. It governs all actions by the people associated with these educational institutions in the worlds of academia and research, advancement and appreciation of the arts as well as teaching and learning.

(2) Good scientific or artistic practice means compliance with legal rules, ethical standards and the state of the art in the relevant discipline within the framework of the relevant educational institution's tasks and objectives. Certain forms of non-compliance with good scientific or artistic practice are considered scientific or artistic misconduct.

(3) Scientific or artistic misconduct is deemed to exist in any case where a person

1. interferes with or sabotages another person's research or artistic activities;
2. uses unauthorised aids, including any improper use of artificial intelligence applications;
3. relies on the unauthorised help of another person when writing a thesis or paper, taking an examination or preparing an artistic submission, or uses commissioned work authored by a third person (ghostwriting);
4. copies and passes off as one's own, in whole or in part, texts, ideas or artistic work, including, without limitation, where someone uses texts, theories, hypotheses, findings or data by directly quoting, paraphrasing or translating them without properly acknowledging and referencing the source and the original author (plagiarism); or
5. fabricates or falsifies data or results.

(4) The President may decide to suspend a student from their studies for a maximum period of two semesters if the scientific or artistic misconduct is of a serious nature and the student acted intentionally. The student may lodge a complaint against such a decision with the Federal Administrative Court. Further details are laid down by the President in the Guidelines for Good Scientific Practice. These guidelines are available on the University's intranet.

(5) Students of the University undertake to abide by the Guidelines for Good Scientific Practice.

Article 27 Master's and doctoral theses

(1) In a master's programme, students are required to write a master's thesis.

(2) In a PhD programme, students are required to write a doctoral thesis.

(3) Any work on the topic and any supervision of students must be performed in compliance with the Guidelines for Good Scientific Practice as well as the applicable rules on handling data in force at the University.
(4) Faculty members are eligible to supervise and assess master's theses if they have, at a minimum, completed a doctoral programme. Any supervision or assessment by other persons is subject to the President's approval.
(5) Faculty members are eligible to supervise and assess doctoral theses if they hold a habilitation degree or are classified as holding a qualification equivalent to a habilitation degree by virtue of their appointment as a university professor or otherwise. Any supervision or assessment by other persons is subject to the President's approval.
(6) Two or more students may work on a joint topic for their academic thesis or artistic submission, provided that each student's individual contribution can be clearly identified and assessed separately.
(7) Students must have passed their master's thesis to be admitted to the comprehensive examination pursuant to section 29 para 2 of the IT:U Act.
(8) The passed thesis must be published by submitting a digital copy to the University's library. When depositing the master's or doctoral thesis, the author is entitled to request that access to the deposited copies be withheld for a maximum of five years from the date of deposit. The request is to be allowed if the student demonstrates that their material legal or commercial interests would otherwise be at risk.

Article 28 Invalidation of examinations, academic theses or artistic submissions

The President shall declare the assessment of an examination, academic thesis or artistic submission invalid if it was, in particular, obtained surreptitiously as a result of serious scientific or artistic misconduct as described in Article 26.

Nostrification

Article 29 Nostrification

(1) Applicants shall specify the degree programme offered by the University that is comparable to the degree programme completed abroad in their application for nostrification and shall submit such application to the President.
(2) Applications must demonstrate that nostrification is indispensable for the applicant to practice their profession or to continue their education in Austria. Nostrification is indispensable in any case where the applicant wishes to engage in a professional activity in Austria the practice of which is restricted by law or other regulation to persons holding an Austrian academic degree (licence to practice a regulated activity).

(3) Applications for nostrification submitted concurrently to multiple universities, or resubmitted after withdrawal from another institution, will not be accepted.

(4) The following documents must be enclosed with the application:

1. proof of identity;
2. proof that the quality of the recognised post-secondary educational institution abroad is comparable to that of a recognised post-secondary educational institution in Austria, unless this is beyond doubt for the President;
3. proof of the degree programmes completed at the recognised post-secondary educational institution abroad;
4. the certificate issued as evidence of the award of the academic degree or, if no academic degree was to be awarded, of proper completion of the degree programme.

(5) If necessary, the applicant shall submit authorised translations of foreign-language certificates. In the case of para (4) subpara (4), the original certificates must be submitted.

(6) The President may release a student from the obligation to submit certain documents if the student can demonstrate that obtaining such documents within a reasonable time is impossible or entails substantial difficulty, provided that the documents submitted are sufficient to make a decision.

Article 30 Evaluation procedure for nostrification

(1) The President shall, taking into account the curriculum applicable at the time the application is filed, examine whether the structure of the non-Austrian degree programme is such that the programme is equivalent to the Austrian degree programme specified in the application with regard to overall educational outcomes.

(2) If the degree programme is essentially equivalent, and only certain supplementary components are lacking to achieve full equivalence, the President shall admit the applicant as a non-degree student and shall require the student to take specific examinations and, if necessary, write an academic thesis to achieve equivalence within a reasonable period to be specified.

(3) The provisions on the recognition of documented academic credits and competences do not apply.

Part III of the Bylaws: Grants and scholarships, exemption from tuition fees

General provisions

Article 1 Objectives

(1) The University aims to ensure access to studies at IT:U for all students, irrespective of their financial, social or personal background.

(2) The University is committed to awarding grants, scholarships and tuition fee exemptions in accordance with the guiding principles set out in section 3 of the IT:U Act. Particular emphasis will be placed on upholding the principles outlined in section 3 para 2 subpara 7 of the IT:U Act (non-discrimination, diversity, inclusion, gender equality and women's advancement).

(3) The University ensures that the criteria for awarding grants and scholarships are reviewed at least every three years and adjusted as necessary to reflect student needs and relevant social developments.

Article 2 Procedure

(1) The University shall establish a central office to serve as a one-stop shop for all relevant information and for administering the individual procedures for the award of grants, scholarships and tuition fee exemptions.

(2) Applications for grants, scholarships or tuition fee exemptions must be submitted in writing to the University's central office, accompanied by a statement of reasons and supporting documentation.

(3) The central office shall provide clear and transparent information on the process used to assess applications and is responsible for administering the procedure. All decisions made by the central office must be documented in a transparent manner.

(4) Written appeals against decisions may be filed with the central office within four weeks of service. A statement of reasons must be included with the appeal. If the appeal is justified, the central office shall re-assess the application in consultation with the students ombudsperson.

(5) The University shall publish an annual report on the award of grants, scholarships and tuition fee exemptions. The identities of the applicants must remain anonymous.

Grant and scholarship programmes

Article 3 Grant and scholarship programmes

The University develops, implements and evaluates grant and scholarship programmes in accordance with the guiding principles set out in section 3 of the IT:U Act and the performance agreement concluded with the Federal Ministry of Women, Science and Research. Relevant programmes for the current and upcoming academic year are communicated accordingly.

Article 4 Types of grants and scholarships

(1) The University has established grants and scholarship programmes to promote, in particular, academic excellence, social permeability, diversity, gender equality, internationalisation and mobility.

(2) The grant and scholarship programmes offered by the University cover the following areas:

1. women's advancement;
2. academic excellence;
3. diversity and inclusion;
4. mobility and internationality;
5. social permeability;
6. grants and scholarships for theses.

(3) The University may offer additional mentoring and networking programmes for grant and scholarship holders to support their career development.

Article 5 Duties of grant and scholarship holders

(1) Holders of grants or scholarships undertake to duly carry out the study or research activities for which their grant or scholarship was provided.

(2) Failure to comply with the applicable conditions or clear evidence of misuse may result in revocation of the grant or scholarship by the University. The University reserves the right to reclaim amounts already disbursed in cases of persistent non-compliance or clear evidence of misuse.

(3) Grant and scholarship holders are required to notify the University without delay and in writing of any changes to their personal or academic situation that may affect their eligibility for funding.

General provisions on tuition fees

Article 6 Late payment of tuition fees

(1) Students who exceed the prescribed duration of their degree programme by more than two semesters are required to pay a tuition fee in the amount of EUR 600 per semester within the

period specified by the University. Students will be notified of the applicable period no later than four weeks before the start of the semester.

(2) If the tuition fee is not paid by the due date, a late payment fee amounting to 10% of the amount specified in para (1) will be charged.

(3) Failure to pay the tuition fee on time will result in suspension from the degree programme for the relevant semester. Suspended students are barred from taking examinations, earning academic credits and accessing support services.

(4) Students will be re-admitted to their degree programme upon full payment of the tuition fee and the applicable late payment fee.

(5) If the tuition fee remains unpaid after expiry of an additional period of grace, the student's educational contract will be terminated and their admission to the degree programme will expire. Re-admission can then be obtained during the general admission periods only.

Article 7 Refund of tuition fees

(1) Students may request a refund of tuition fees if:

1. tuition fees were mistakenly paid more than once;
2. admission to the degree programme was revoked by the University before the start of the semester;
3. a ground for exemption under Article 9 applies and is subsequently recognised; or
4. they are affected by serious personal circumstances (such as illness or loss of a family member) that prevent the commencement or continuation of studies.

(2) Refund requests must be submitted in writing to the University's central office within four weeks following the end of the relevant semester.

(3) The request must be accompanied by appropriate documentation supporting the grounds for a refund.

(4) The central office shall decide on the refund within four weeks after the complete request has been submitted.

(5) Students cannot receive a refund for tuition fees if they have already taken examinations or earned academic credits during the semester for which the refund is sought.

Exemption from tuition fees

Article 8 General provisions on exemption from tuition fees

(1) The University may grant an exemption from tuition fees to students who can demonstrate at least one of the grounds set out in Article 9.

(2) The duration of the exemption depends on how long the underlying grounds remain applicable. It may be requested and granted for a single semester, an academic year or an indefinite period.

Article 9 Grounds for exemption from tuition fees

(1) Health reasons:
   1. chronic or serious illness that substantially impairs the student's ability to pursue their studies;
   2. physical, mental or learning disability assessed at 50% or higher;
   3. ongoing treatment for serious mental health conditions.

(2) Family and caregiving commitments:
   1. pregnancy, parental leave or mandatory maternity leave;
   2. caregiving responsibilities for children from birth until the start of compulsory schooling;
   3. sole caregiving responsibility as a single parent;
   4. caregiving responsibility for sick, elderly or disabled relatives.

(3) Social permeability:
   1. students from low-income families experiencing social hardship;
   2. students receiving minimum financial aid from government or institutional sources;
   3. orphans or state welfare: students without parental support;
   4. beneficiaries under the Victims of Crime Act *(Verbrechensopfergesetz, VOG)*: victims of violence, persecution or other traumatic events;
   5. refugee, displaced person or asylum status.

(4) Employment and institutional roles:
   1. official activities within the Austrian National Union of Students (ÖH);
   2. students employed by the University.

(5) Delays in academic progress culpably caused by the University.

(6) Compulsory study abroad components of the curriculum resulting in tuition fees payable to both institutions.

Part IV of the Bylaws: Election regulations for members of the University Assembly

Definitions, establishment and responsibilities of the Election Committee

Principles and definitions

Article 1 Definitions

(1) These Election Regulations govern the elections to the University Assembly of the University.

(2) For the purposes of these Election Regulations,

1. "Election Committee" means the election committee established at the University to conduct elections of members of the University Assembly;
2. "Electorate" means the members of the University's academic and artistic staff pursuant to section 24 para 2 subpara 1 letters (a) and (b) of the IT:U Act, as well as the members of general staff pursuant to section 24 para 2 subpara 2 of the IT:U Act, in each case as a group of persons.

Article 2 Composition of the Election Committee

(1) A standing Election Committee is set up to conduct elections to the University Assembly.

(2) This Election Committee is composed of:

1. the chairperson;
2. the deputy; and
3. two other members, one of whom must be, if possible, a representative of the First Committee for Equality and Women's Advancement (FCEWA) as set out in Article 4 para (1) of Part V of the Bylaws or a person entrusted with similar responsibilities at the University.

(3) The members of the Election Committee are appointed by the President. One of the members pursuant to subpara (1) or (2) must have legal expertise and at least two members must be women; if possible, a woman is to be appointed as chairperson. This representation of women must also be ensured whenever vacancies are to be filled. Members appointed to the Election Committee must be persons working at the University. This includes individuals holding a valid employment contract as well as active members of the Board of Trustees.

(4) The Board of Trustees has the right to raise a reasoned objection within four weeks of receiving written notice from the President of the intended appointment. The objection may pertain to individual members or to the Election Committee as a whole and must be submitted to the President in writing. In such a case, the President shall use their best efforts to reach an agreement with the Board of Trustees. If no such agreement is reached within two months of

receipt of the objection by the President, the right to appoint the members of the Election Committee passes to the Board of Trustees.

(5) ÖH IT:U is entitled to delegate a non-voting observer to the Election Committee.

Article 3 Impartiality

(1) Before taking office, all members of the Election Committee shall take an oath attesting that they will maintain impartiality and diligently carry out their duties in compliance with the law and the University's principles, values and objectives.

(2) Members of the Election Committee shall disclose any potential bias to the chairperson of the Election Committee without delay. When in doubt, the chairperson shall decide whether the member concerned is biased. Any cases where the chairperson of the Election Committee may be biased must be disclosed to the President. The President and the Board of Trustees shall decide by mutual agreement whether the chairperson of the Election Committee is biased and, if so, shall appoint a new chairperson. The number of women serving on the Election Committee must not be reduced as a result of this procedure.

Article 4 Responsibilities of the Election Committee

The responsibilities of the Election Committee include, without limitation:

1. announcing the election days and the dates and deadlines prescribed by these Election Regulations (after the election days have been set pursuant to Article 10);
2. disseminating information about the University Assembly election to eligible voters;
3. compiling the electoral register based on the statutory Electorates;
4. amending the electoral register;
5. examining nominations;
6. preparing ballots;
7. conducting the election in all other respects;
8. verifying the validity of the ballots cast;
9. publishing the election results;
10. assigning seats to the members of the University Assembly;
11. notifying the persons elected;
12. deciding on any objections to the election;
13. ascertaining that seats have fallen vacant and subsequently assigning them to eligible persons.

Article 5 Responsibilities of the chairperson and deputy of the Election Committee

(1) The chairperson of the Election Committee is responsible for convening and chairing the meetings and for taking the minutes of each meeting. The chairperson shall preside over voting procedures within the Election Committee and execute its resolutions.

(2) The chairperson of the Election Committee shall convene the constituent meeting of the University Assembly.

(3) The deputy shall act as the representative of the chairperson in the event of the chairperson's absence.

Article 6 Cessation of membership in the Election Committee

Members of the Election Committee cease to hold office:

1. upon voluntary resignation from the Election Committee, submitted in writing to the chairperson of the Election Committee or the President. In the case of the chairperson's resignation, notice must be submitted to the President.
2. upon termination of their activities at the University or upon occurrence of any other grounds that permanently prevent them from serving on the Election Committee.

Article 7 Requirements for passing resolutions of the Election Committee

(1) The Election Committee is quorate if three of the four voting members are present. Its decisions are passed by a simple majority of votes. No abstentions are permitted. If a vote is tied, the chairperson has the casting vote.

(2) If the Election Committee is inquorate, the meeting must be adjourned to 9 a.m. on the following day. If that day falls on a Saturday, Sunday, public holiday or Good Friday, the meeting must be adjourned to the next day that is not one of the aforementioned days. If no quorum is reached on that day either, the chairperson shall render a decision in agreement with the voting member present at the meeting.

(3) If a decision is urgently required and cannot be postponed, the Election Committee is quorate, by way of derogation from para (2), during the scheduled voting hours regardless of the actual number of members present, provided that the chairperson or deputy is present at the polling station.

Article 8 Convening of the Election Committee

(1) The chairperson shall convene a meeting of the Election Committee without delay upon becoming aware of any facts necessitating a decision by the Election Committee, but no later than one week after becoming aware of those facts. The convening notice must be received in due time, and in any case at least three working days before the meeting. It must include an agenda.

(2) Any member of the Election Committee may submit a request to the chairperson for a meeting to be held, proposing at least one agenda item. Such meetings must be convened without delay, but no later than one week after the request was made. The meeting must be held at the earliest opportunity, and in any case no later than two weeks after it was convened.

(3) Members of the Election Committee are required to attend its meetings.

(4) In urgent cases, the chairperson may arrange for a decision of the Election Committee to be made by circular resolution. The following applies in such a case:

1. The chairperson shall, by electronic means, provide all members of the Election Committee with the request for holding a vote by circulation, including a brief description of the reasons, and a written copy of the motion to be decided by circular resolution.

2. The motion to be decided by circular resolution must be drafted to allow a “yes” or “no” vote. At the same time, a reasonable voting period of at least seven days must be set, during which members shall cast their votes on the motion.
3. Participation in the vote must be recorded in the minutes. The result of the vote by circulation must be ascertained by the chairperson and recorded in the minutes as well.
4. No circular resolution can be passed if any member of the Election Committee requests that the matter be discussed. In that case, the matter must be placed on the agenda of the next meeting.
5. The chairperson shall inform the members of the result of the vote by circulation without delay, and in any case at the next meeting of the Election Committee.

Article 9 Minutes

(1) Minutes must be kept for every meeting of the Election Committee. The minutes must, in any event, include all resolutions passed. The minutes must be signed by the members of the Election Committee present at the meeting. Approval may also be given by means of an electronic signature. Any objections to the minutes must be documented.
(2) If the minutes pertain to a circular resolution pursuant to Article 8 para (4), they must only be signed, by way of derogation from the provisions of para (1), by the chairperson and deputy chairperson of the Election Committee.

Article 10 Announcement of election days, deadlines and qualifying date

(1) The election must be held during the summer semester.
(2) The exact dates and number of election days, the voting hours and the polling station are determined by the President. The Board of Trustees must be informed thereof without delay.
(3) The election days must be scheduled to fall on two or three consecutive working days.
(4) The voting hours must be scheduled to grant eligible voters a period of at least 12 hours in total to cast their votes. The polling station must be open for voting for a period of at least four hours on each election day. This period must not start before 8 a.m. or after 2 p.m. on the respective election day. It must end at 4 p.m. on the last election day.
(5) The right to vote and eligibility for election must be determined based on the voting age specified in Article 11 para (1) and a qualifying date set seven weeks before the first election day.
(6) The election days, voting hours, polling station, qualifying date and all deadlines relating thereto and to any candidacy must be announced without delay after being set. The announcement must be made no later than on the qualifying date.
(7) The information must be published on the CIP.

Electoral register

Article 11 Registration of eligible voters

(1) All members of an Electorate who are aged 16 or over on the first election day are entitled to vote. All members of an Electorate who are aged 18 or over on the first election day are eligible for election.

(2) Membership of an Electorate is determined in accordance with section 24 para 2 subpara 1 letters (a) and (b) and subpara 2 of the IT:U Act.

Article 12 Membership of more than one Electorate

(1) The right to vote may be exercised only in a single Electorate; the rights to vote and to stand for election may be exercised only within the same Electorate.

(2) If a person is a member of more than one Electorate, that person shall inform the chairperson of the Election Committee, by the end of the period for inspection of the register of eligible voters, of the Electorate in which they intend to vote. If no such information is provided, that person is entitled to vote by default in the Electorate pursuant to section 24 para 2 subpara 2 of the IT:U Act.

(3) The students' right to delegate members to the University Assembly remains unaffected by any right to vote in other Electorates.

Article 13 Data processing in connection with the electoral register

(1) The Election Committee shall compile an electoral register of all eligible voters. The Election Committee is the controller pursuant to Article 4(7) of the GDPR.

(2) The following data of eligible voters must be processed to compile the electoral register:

1. last name;
2. first name;
3. details regarding their valid employment contract with the University;
4. social insurance number or other identifier;
5. date of birth.

(3) As regards the processing of personal data under these Election Regulations, there is no right to object pursuant to Article 21 of the GDPR and no right to restriction of processing pursuant to Article 18 of the GDPR in order to ensure that the election to the University Assembly can be conducted properly. The Election Committee shall inform the data subjects thereof in an appropriate manner.

(4) The President shall transmit the data listed in para (2) electronically to the Election Committee no later than the qualifying date.

Article 14 Electoral register

(1) To compile the electoral register, the Election Committee shall verify the data transmitted pursuant to Article 13 para (2) for completeness and accuracy.

(2) If eligible voters appear more than once in the data transmitted, the Election Committee shall consolidate these multiple entries into a single record in the electoral register.
(3) Eligible voters must then be sorted alphabetically by their last name, with a distinct identifier (consecutive number of the position in the electoral register) being assigned to each eligible voter for the purpose of unique identification.
(4) The electoral register must include, without limitation, the following columns of personal data (Article 4(1) of the GDPR) and other details of eligible voters:
    1. consecutive number in the electoral register (ID);
    2. last name;
    3. first name;
    4. date of birth;
    5. Electorate in which the person is entitled to vote, including a reference to any right to vote in multiple Electorates and the right to choose an Electorate as stipulated in Article 12.

Article 15 Inspection of the electoral register, objections

(1) The electoral register must be made available for physical or electronic inspection by any person who can demonstrate their right to vote or to stand for election for a period of one week, starting six weeks before the first election day. The exact times for inspection must be specified by the President, having due regard to customary office hours and attendance times of staff members on the University's premises.
(2) During the period specified under para (1), any person who can demonstrate their right to vote or to stand for election may file a written objection to the electoral register with the chairperson of the Election Committee. The objection must include a request for inclusion of an eligible voter in the electoral register, amendment of an eligible voter's data or deletion of a non-eligible voter from the electoral register.
(3) The Election Committee shall decide on any objection to the electoral register no later than seven days after the end of the inspection period. The electoral register must be amended if its inaccuracy has been proven by the submission of appropriate documents or evidence. No separate appeal is permitted against the decision of the Election Committee.

Candidacies

Article 16 Announcement of candidacies

(1) Every candidate shall notify the Election Committee of their candidacy for election no earlier than seven weeks and no later than four weeks before the first election day; notice must be given by mail, by submission of a document bearing an electronic signature or by personal delivery. The candidate bears the risk of the notice of candidacy not being received by the Election Committee in due time.
(2) Candidacies submitted prematurely or late are invalid.

(3) Delivery must be confirmed in writing by the chairperson of the Election Committee. The date, time and place of delivery must be noted on the notice of candidacy.

(4) Each candidate shall provide the following information:

1. last name and first name;
2. year of birth;
3. gender;
4. Electorate;
5. e-mail address.

Article 17 Examination and amendment of candidacies

(1) The Election Committee shall examine incoming candidacies without delay for compliance with the provisions of Articles 11, 12 and 16. The competent University bodies are required to provide the necessary information.

(2) If a candidacy complies with the provisions of Article 16 paras (1), (2) and (3) but lacks any of the information required under Article 16 para (4), the Election Committee shall return the notice of candidacy to the candidate concerned for amendment in a verifiable and appropriate manner.

(3) The amended notice of candidacy must be received by the Election Committee no later than three weeks before the first election day, failing which the candidacy is deemed to have been withdrawn.

(4) The Election Committee shall exclude candidates who are not eligible to stand for election in the relevant Electorate. Such exclusion must be documented in a written record. The excluded person must be informed of this decision and the underlying reasons.

Article 18 Withdrawal of candidacies

A candidate my withdraw their candidacy by written declaration. This declaration must be signed by the candidate or bear the candidate's qualified electronic signature. No justification is required.

Article 19 Publication of candidacies

All accepted and valid candidacies must be published no later than three weeks before the first election day, broken down by Electorates and, within each Electorate, sorted alphabetically by last name. Any deficiencies found in a candidacy after its publication do not affect its validity.

Conduct of elections

Article 20 Polling station

(1) Voting must be accessible to persons with disabilities as provided for in section 7c of the Act on the Employment of People with Disabilities *(Behinderteneinstellungsgesetz, BEinstG)* in conjunction with section 6 of the Federal Disability Equality Act *(Bundes-Behindertengleichstellungsgesetz, BGStG)*.

(2) Only members of the Election Committee, voters for the purpose of casting their votes and, where necessary, accompanying persons as defined in Article 23 para (2) are permitted to enter the polling station. Voters must leave the polling station without delay once they have cast their vote.

Article 21 Voting booth

(1) There must be at least one voting booth in the polling station.

(2) The voting booth must be designed to enable voters to mark their ballots and place them in the envelope without being observed by any other person present in the polling station.

Article 22 Administration of the election

(1) The Election Committee is in charge of administering the election.

(2) The chairperson shall maintain peace and order in the polling station.

(3) Before the scheduled voting hours on the first election day, the chairperson of the Election Committee shall provide the Election Committee with the electoral register, the envelopes for the ballots and the predetermined number of ballots. Immediately before the start of the election, the members of the Election Committee shall ensure that the ballot box is empty and that all equipment provided to them is in proper working order.

(4) If the Election Committee has scheduled an election to take place on more than one day, its members shall ensure that the election records as defined in Article 30 para (5) and the ballot box containing the envelopes and ballots cast are kept securely under lock and key between election days, until voting resumes on the following day.

Article 23 Exercise of the right to vote

(1) The right to vote must be exercised by personally casting a vote at the polling station.

(2) Voters who are blind or have a severe visual impairment or physical or sensory disability may be guided by an accompanying person of their choice to assist them in casting their vote. Blind or severely visually impaired voters must be provided with a ballot template as a voting aid to enable them to vote independently. After casting their vote, they shall take the ballot template with them.

(3) Voters with a physical or sensory disability are those unable to mark the ballot without the assistance of another person.

(4) When in doubt, the Election Committee shall decide whether the assistance of an accompanying person is permissible. Whenever a vote is cast with the help of an accompanying person, a corresponding note must be made in the written record of the voting procedure.

Article 24 Establishment of the identity of voters and of their right to vote

(1) Every voter shall provide proof of identity to the Election Committee by presenting an official photo ID (e.g. identity card, passport, driver's licence).
(2) A person's right to vote is determined solely on the basis of the electoral register.
(3) If there is reasonable doubt as to the identity of an eligible voter, the Election Committee may exclude that person from voting. Such doubt may be expressed by members of the Election Committee only before the person whose identity is in doubt has cast their vote.
(4) If any doubt is expressed as described in para (3), the Election Committee shall, without delay, pass a resolution to determine whether the eligible voter is allowed to cast their vote.
(5) Any decision by the Election Committee not to permit a person to cast their vote as described in para (4) must be made before the voting materials are handed out and must be documented in the written record of the Election Committee. Such decisions are not subject to ordinary appeal.
(6) The Election Committee shall record the fact that a vote has been cast in a vote record.

Article 25 Casting of votes

(1) A member of the Election Committee shall verify whether the right to vote has already been exercised. If a person is registered in the electoral register and no record shows that they have already exercised their right to vote, a member of the Election Committee shall issue them with an empty envelope and a ballot.
(2) The voter shall mark the ballot in the voting booth, place it in the envelope and either hand the envelope to a member of the Election Committee for deposit in the ballot box or deposit it personally in the ballot box.
(3) If a voter has made a mistake in marking the ballot, they must be issued another ballot upon request. The voter shall render the original ballot unusable by tearing it up in front of the Election Committee and shall take it with them.
(4) Whenever an additional ballot is issued, a corresponding note must be made in the written record of the voting procedure.

Article 26 Ballots

(1) Votes are cast using the ballots prepared by the Election Committee, ensuring accessibility in both form and design. In particular, the wording, font type and font size used must ensure that the ballots are easy to read and understand.
(2) A separate ballot must be prepared for each Electorate. Ballots and envelopes of different colours must be used to distinguish between the Electorates.

(3) The ballots must list the candidates of the relevant Electorate, sorted alphabetically by their last name.
(4) The ballot must be issued in both English and German and identified as such in its title. It must also indicate the Electorate to which it relates and specify the maximum number of votes that may be cast.

Article 27 Valid ballots

Every eligible voter may select as many persons on the ballot as there are seats to be filled in the relevant Electorate. A ballot is valid if it clearly indicates which candidates the voter intended to vote for. In cases of doubt, the Election Committee shall decide on the validity of the ballot and determine the voter's intention.

Article 28 Invalid ballots

(1) A ballot is invalid if:
    1. a part of the ballot has been torn off, making it impossible to clearly determine which candidate the voter intended to vote for;
    2. no candidate has been selected;
    3. more candidates have been selected than there are seats to be filled in the relevant Electorate; or
    4. the marks made by the voter, or any other markings, do not clearly indicate which candidate the voter intended to vote for.
(2) If an envelope contains more than one ballot, all of these ballots are invalid.
(3) Empty envelopes count as invalid votes.
(4) Any words, remarks or markings on the ballot other than those used to select candidates do not affect the validity of the ballot, unless they give rise to one of the grounds for invalidity set out above. Enclosures of any kind contained in the envelope have no effect on the validity of the ballot.

Article 29 Verification of ballots and counting of votes

(1) As soon as the scheduled voting hours have ended or all eligible voters have cast their votes and all voters present in the polling station by that time have voted, the chairperson of the Election Committee shall declare voting closed.
(2) The Election Committee shall mix the envelopes contained in the ballot box, empty the ballot box and establish the following information separately for each Electorate:
    1. the number of envelopes deposited by voters;
    2. the number of voters documented in the vote record;
    3. if the figure under subpara (1) differs from the figure under subpara (2), the presumed reason why the number of deposited envelopes differs from the number of voters documented in the vote record.

(3) The Election Committee shall then open the envelopes deposited by voters, collect the ballots, verify their validity, consecutively number the invalid ballots and establish the following information separately for each Electorate:
    1. the number of votes cast;
    2. the number of invalid votes cast;
    3. the number of valid votes cast;
    4. the number of valid votes cast for the individual candidates.

(4) The chairperson of the Election Committee shall remind the members of the Election Committee of their obligation to keep the election result secret until it has been published.

Article 30 Certification of the voting procedure

(1) The Election Committee shall prepare a written record of the voting procedure and the election result.

(2) The written record must contain in any case:
    1. the name of the place where the election was held, the polling station and the election days;
    2. the names of the members of the Election Committee present and absent;
    3. the exact number of ballots collected for each Electorate;
    4. the voting hours;
    5. any resolutions passed by the Election Committee on whether or not to permit voters to cast their vote;
    6. any other resolutions passed by the Election Committee during the election (e.g. interrupting the election, casting votes with the help of accompanying persons, issuing additional ballots);
    7. the facts established by the Election Committee in the event of invalid votes, including the reason why a particular ballot was found invalid in each case.

(3) The following must be enclosed with the written record:
    1. the electoral register;
    2. the vote record;
    3. the invalid ballots, kept in separate envelopes for each Electorate and labelled accordingly;
    4. the valid ballots, kept separately for each Electorate and labelled accordingly.

(4) The written record must be signed by the members of the Election Committee who are present. If the written record has not been signed by all members present, a reason must be stated as to why this is the case.

(5) The written record together with its enclosures constitutes the election records. The Election Committee shall retain the election records in an orderly and clearly structured manner for a period of five years, and in any case until the election procedure has been completed with final effect.

Election result

Article 31 Assignment of seats in the University Assembly

(1) For the purpose of assigning seats in the University Assembly, a ranking must be established based on the votes received by the individual candidates. Candidates must be ranked in descending order according to the number of votes received, starting with the candidate who obtained the highest number of votes.
(2) Candidates who have not received at least one vote must not be included in this ranking.
(3) The seats to be filled in the relevant Electorate must be assigned based on this ranking, starting with the person who obtained the highest number of votes.
(4) If this manner of assignment would lead to women being assigned less than 50% of the seats in an Electorate, unsuccessful female candidates with the highest number of votes will be ranked ahead of the elected non-female candidates with the lowest number of votes until the proportion of women reaches 50%. This procedure must be repeated until a 50% proportion of women has been achieved or no further female candidates remain in the ranking for the relevant Electorate.
(5) If several candidates are equally ranked for the last seat to be assigned, the chairperson of the Election Committee shall assign the seat to one of these candidates by drawing lots. The drawing of lots must be conducted transparently in the presence of the other members of the Election Committee and duly documented.
(6) The assignment of seats must be documented in the written record, which must in any case include a list of all persons elected.

Article 32 Publication of election results and notification of elected representatives

(1) The chairperson of the Election Committee shall publish the election result, including all candidates who received at least one vote, without delay but no later than one week after the last election day, in the form prescribed in Article 10.
(2) The chairperson of the Election Committee shall inform the elected representatives of their election no later than at the time of publication of the election result.

Article 33 Objections to elections to the University Assembly

(1) Every candidate for the University Assembly is entitled to file a written objection to the election with the chairperson of the Election Committee within two weeks of publication of the election result, on the grounds of an infringement of the provisions governing the election procedure.
(2) The Election Committee shall decide on objections.
(3) An objection is to be upheld, and the election declared void either in whole or with respect to a specific Electorate, if material provisions governing the election procedure have been infringed in a manner that may have influenced the assignment of seats. Any election declared

void must be repeated under these Election Regulations within 60 days from the date on which it was declared void, in respect of the part that was declared void. The provision contained in Article 10 para (1) does not apply. The qualifying date specified in Article 10 para (5) remains unchanged.

(4) If an objection to the vote count or the calculations made by the Election Committee in the assignment of seats is upheld, the relevant figures must be corrected, the results published by the Election Committee revoked and the correct election result published. In that case, seats must be reassigned if necessary. Any incorrectly assigned seats will fall vacant once the decision on the objection becomes final.

(5) The chairperson of the Election Committee shall inform the President and the Board of Trustees without delay of any objections under para (1) and any decisions under para (2).

Seats falling vacant, reassignment of seats, entry into force

Article 34 Seats falling vacant

(1) A seat falls vacant:

1. if the representative voluntarily resigns;
2. if the representative is permanently prevented from exercising their function;
3. if the representative ceases to be a member of the Electorate in which the seat was acquired;
4. if the representative was delegated to the University Assembly by ÖH IT:U and does not promptly declare that, going forward, they intend to represent their Electorate rather than ÖH IT:U in the University Assembly.

(2) If a representative resigns under para (1) subpara (1) or is permanently incapacitated as specified in para (1) subpara (2), they shall, as a rule, personally inform the chairperson of the Election Committee in writing.

(3) If a representative is incapacitated as specified in para (1) subpara (2) or ceases to be a member of an Electorate as specified in para (1) subpara (3), the Election Committee may also be informed in writing by the President.

(4) For a seat to fall vacant under para (1) subpara (4), a resolution of the Election Committee must be passed.

Article 35 Reassignment of seats

(1) If a seat in an Electorate falls vacant as specified in Article 34, the seat must be reassigned within the same Electorate.

(2) The seat is first assigned among the candidates who do not yet hold a seat, in accordance with the provisions of Article 31.

(3) If no candidates remain on the list in an Electorate, thereby making it impossible to assign all seats of the Electorate to a candidate, the Election Committee shall pass a resolution to conduct a by-election in the relevant Electorate to fill the vacancy for the remainder of the term of office.

(4) This by-election must be held within 90 days after a resolution under para (3) was passed. The election days must be scheduled so as to ensure that the qualifying date is no earlier than the date on which the resolution to conduct a by-election was passed pursuant to para (3). The provision contained in Article 10 para (1) does not apply to scheduling the election days for the by-election.

(5) The ranking referred to in Article 31 para (1) is amended to include all candidates of the by-election who received at least one vote in the by-election.

(6) The Election Committee may pass a resolution not to conduct a by-election under para (3), if the period between the date on which no further candidates are available and the end of the regular term of office of the University Assembly is less than six months.

Part V of the Bylaws: Equal opportunities and women's advancement

General principles and organizational structure

Article 1 Objectives and general principles

(1) The objectives of this Part of the Bylaws are

1. establishing in a binding way principles, bodies and entities as well as procedures to ensure the highest standard possible in complying with the requirements and guiding principles of gender equality and women's advancement as well as safeguarding equal treatment irrespective of gender, ethnicity, religion or belief, age, sexual orientation or disability, as provided for in applicable European Union law, in the European Convention on Human Rights, in other constitutional law, in the Federal Equal Treatment Act, in the Act on the Employment of People with Disabilities and in the IT:U Act; and
2. permanently preventing individual and structural discrimination and fostering a non-violent, diverse and inclusive environment for all.

(2) One of the main priorities in promoting women is to proactively combat disadvantages of a non-material (e.g. gender role stereotypes) and material (e.g. pay gap) nature.

(3) All members and bodies of the University must comply with the requirements of equal opportunities and women's advancement in their activities, performance of duties and conduct. The collegial bodies stipulated in section 3 paras 4 and 5 of the IT:U Act are primarily responsible for monitoring and reviewing the implementation of equal opportunities and women's advancement measures.

(4) The objectives will be further specified and implemented, and concrete measures in accordance with the requirements specified under para (1) will be adopted, in the Part of the Bylaws governing the Affirmative Action Plan for Equal Opportunities and Women's Advancement based on a proposal by the collegial body constituted in accordance with Article 4 of this Part of the Bylaws. Recognized standards and methods as well as comprehensible and – unless this would conflict with legally protected confidentiality interests – transparent documentation of the procedures must be ensured.

Article 2 Scope

(1) This Part of the Bylaws applies to each and every staff member and student of the University as well as to all job applicants and potential students. The objectives of this Part of the Bylaws must be taken into account also when dealing with third parties.

(2) This Part of the Bylaws applies to research and science, artistic activities, teaching, management and administration at the University.

Article 3 Equitable gender representation

(1) Equitable gender representation is set forth in section 13 para 1 of the IT:U Act and means that no less than 51% of the members of any collegial body must be women.

(2) If this percentage is not achieved, the First Committee for Equality and Women's Advancement (FCEWA) shall decide within two weeks if it grants an approval by way of exception.

(3) If a female applicant for admission or promotion has qualifications equal to those of the most suitable male competitor, and if women are underrepresented in the relevant reference unit, the female applicant must be admitted or promoted (sections 11b to 11c of the Federal Equal Treatment Act); in addition, representation as defined in para (1) must be persistently striven for in all areas, including, without limitation,

1. the group of the President, the first management level according to Part I of the Bylaws and all "Head of" positions;
2. all other bodies, committees, permanent lists of informants or experts, etc.;
3. the group of chairs of excellence, professors and professors of practice;
4. the group of assistant professors and postdoc academic staff;
5. the group of fellow professors;
6. the group of lecturers and other academic and artistic University staff;
7. the group of all other University staff members not listed under subparas (1) to (6).

(4) The University is committed to diversity, women's advancement and inclusion. In line with this tenet, the University ensures appropriate representation as set out in para (1) at all public events and media appearances hosted by the University.

(5) The First Committee under Article 4 shall prepare an annual report on gender representation in the groups specified under para (3) subparas (1) to (7) and the activities specified under para (4) at the beginning of each winter semester and submit it to the President and the Board of Trustees. If the proportion of women stipulated under para (1) is not met in one of the groups under para (3) subparas (1) to (7), the collegial body shall submit, along with its report, specific proposals for measures to be taken to increase the representation of women.

(6) At least the same number of female and male candidates must be invited for an interview in an application process for a vacancy for which both women and men have applied.

(7) If the quota for women to be invited specified under para (6) cannot be met, the University body responsible for the application procedure shall submit a request, including the reasons, to the First Committee to waive the requirement. The First Committee shall decide on this request within no more than two weeks. The application process is suspended until a decision is reached. Failure to disclose the decision is deemed to constitute consent.

Article 4 Collegial body pursuant to section 3 para 4 of the IT:U Act

(1) Pursuant to section 3 para 4 of the IT:U Act, the First Committee for Equality and Women's Advancement (FCEWA) is established as a collegial body. The collegial body must comprise five members and five substitute members; four of these five members must be University employees with no less than 20 hours of employment per week (normal weekly working time

as defined by the Working Time Act *[Arbeitszeitgesetz, AZG]*) and one must be a student; the same applies by analogy to the substitute members. As soon as the number of University employees exceeds one thousand, the collegial body must comprise seven members and seven substitute members; six of these seven members must be University employees with no less than twenty hours of employment per week (normal weekly working time as defined by the Working Time Act) and one must be a student, with the same percentage applying to the substitute members.

(2) The members shall elect a chairperson and a deputy chairperson from among their number. The members and substitute members are not bound by any instructions when electing the chairperson and deputy chairperson or when performing their duties.

(3) The Board of Trustees must ensure appropriate representation of the various groups of University members as well as independence and diversity within the collegial body. If possible, one person with legal expertise and one person with specific training in the field of gender studies or experience in the field of equal opportunities and women's advancement should be appointed. The University Assembly must be heard prior to appointment of the other members and substitute members.

(4) The members and substitute members of the collegial body are appointed by the Board of Trustees. The student member and their substitute member are appointed on proposal of the student representatives, with the Board of Trustees being bound by said proposal.

(5) Appointments are made for a term of three years. Members and substitute members may then be reappointed for one further term. After expiry of the term of office, the existing members and substitute members shall continue their work until the constituent meeting of the newly appointed members takes place.

(6) The Board of Trustees may release a member or substitute member from their duties,

1. at that member's or substitute member's explicit request; or
2. if the member or substitute member can no longer fulfil the duties associated with their role for health reasons; or
3. if the member or substitute member has grossly violated or persistently neglected the duties associated with their role.

The University Assembly must be heard prior to release of a member or substitute member from their duties.

(7) In the case of early release of a member from their duties, their substitute member shall take over the role for the remainder of the term of office. If a substitute member becomes an acting member or if a substitute member terminates their role before the end of the term of office, a new substitute member must be appointed for the remainder of the term of office of the departing substitute member.

(8) The substitute members are entitled to participate in the meetings of the collegial body. The collegial body is free to invite substitute members and other informants or experts to participate in the meetings and discussions. The members or, if a member is unable to attend, that member's substitute member, are entitled to vote.

(9) If the collegial body comprises five members, a resolution of the collegial body requires the presence of no less than three members and a majority of votes. If the collegial body comprises seven members, a resolution of the collegial body requires the presence of no less than five members and a majority of votes. Members who attend a meeting using electronic communication systems are deemed to be present in person. Abstentions are not permitted. In case of a tie, the chairperson has the casting vote.

Article 5 Collegial body pursuant to section 3 para 5 of the IT:U Act

(1) Pursuant to section 3 para 5 of the IT:U Act, the Superior Committee for Equality and Women's Advancement (SCEWA) is established as a collegial body. The Superior Committee must comprise five members and five substitute members; at least three of these members must be University employees with no less than twenty hours of employment per week (normal weekly working time as defined by the Working Time Act); the same applies by analogy to the substitute members. The members shall elect a chairperson and a deputy chairperson from among their number. The members and substitute members are not bound by any instructions when electing the chairperson and deputy chairperson or when performing their duties.

(2) The Board of Trustees must ensure independence and diversity within the collegial body. At least one member and one substitute member must have legal expertise; one member and one substitute member must be a mediator from the list of mediators published by the Federal Ministry of Justice (section 8 para 2 subpara 10 of the IT:U Act).

(3) The Board of Trustees must ensure appropriate representation of the various groups of University members as well as independence and diversity within the collegial body. The University Assembly must be heard prior to appointment of the members and substitute members.

(4) The members and substitute members of the collegial body are appointed by the Board of Trustees.

(5) Appointments are made for a term of three years. Members and substitute members may then be reappointed for one further term. After expiry of the term of office, the existing members and substitute members shall continue their work until the constituent meeting of the newly appointed members takes place.

(6) The Board of Trustees may release a member or substitute member from their duties,

1. at that member's or substitute member's explicit request; or
2. if the member or substitute member can no longer fulfil the duties associated with their role for health reasons; or
3. if the member or substitute member has grossly violated or persistently neglected the duties associated with their role.

The University Assembly must be heard prior to release of a member or substitute member from their duties.

(7) In the case of early release of a member from their duties, their substitute member shall take over the role for the remainder of the term of office. If a substitute member becomes an acting

member or if a substitute member terminates their role before the end of the term of office, a new substitute member must be appointed for the remainder of the term of office of the departing substitute member.

(8) A resolution of the Superior Committee requires the presence of no less than three members and a majority of votes. Members who attend a meeting using electronic communication systems are deemed to be present in person. Abstentions are not permitted. In case of a tie, the chairperson has the casting vote.

Article 6 Grounds for exclusion

(1) The following persons are excluded from becoming a member or substitute member of the First Committee or the Superior Committee:

1. persons who have a role specified in section 9 para 1 subparas 1 to 5 of the IT:U Act;
2. relatives within the meaning of section 36a of the General Administrative Procedures Act 1991 *(Allgemeines Verwaltungsverfahrensgesetz 1991, AVG)* of persons specified in subpara (1);
3. if there is good cause to doubt such person's absolute impartiality;
4. persons who have been appointed as a member or substitute member of the other collegial body.

(2) Members and substitute members are not permitted to exercise any activity referred to under para (1) during their term of office.

Article 7 Position of members and substitute members

(1) The following applies to the members and substitute members of the First Committee and the Superior Committee:

1. They are independent and not bound by any instructions when acting in their roles as members and substitute members.
2. They must not be hindered in exercising their powers and not be disadvantaged in their professional career because of their activities.
3. The activities of University staff members in the First Committee and the Superior Committee are carried out in fulfilling their duties as staff members.
4. They are subject to confidentiality and data protection. This continues to apply after termination of their role as members or substitute members and after leaving the University.
5. They shall not participate in inquiries, negotiations and voting on specific matters at meetings or in other activities carried out in their role as members or substitute members, if any of the reasons specified in section 7 para 1 subparas 1 to 3 of the General Administrative Procedures Act applies to that matter or activity. In case of partiality of any kind, this must be disclosed immediately.

(2) Members and substitute members of the First Committee and the Superior Committee who are not University staff members are entitled to reimbursement of reasonable travel costs and cash expenses as well as meeting attendance fees, the amount of which will be set by the

Board of Trustees duly taking into account the collegial body's budget and the importance and scope of the duties to be performed.

Article 8 General provisions

(1) The Board of Trustees is entitled to request information on all matters in connection with the actions of the First Committee and the Superior Committee. These collegial bodies are obliged to provide the requested information in compliance with the fundamental right to data protection and other duties of confidentiality under federal constitutional law.

(2) Any means and resources necessary to ensure that their duties are performed efficiently and effectively must be provided to the First Committee and the Superior Committee by the appropriate University bodies. This includes, without limitation, regular attendance of professional and personal education and training courses or events.

(3) If reports are submitted or information is provided to the First Committee or the Superior Committee in compliance with the applicable legal provisions, this must not result in any disadvantage for anyone.

(4) The personal data processed by the First Committee and the Superior Committee may only be disclosed upon express consent of the data subject.

Article 9 Powers

(1) In performing their duties and activities, the First Committee and the Superior Committee deal directly with all the bodies and entities of the University.

(2) The First Committee and the Superior Committee are authorised:

1. to request all information from these bodies and entities they deem necessary at any time in writing or – where reasonable – orally or by telephone;
2. to request the submission of files, documents, similar records and documentation;
3. to inspect onsite (through their members) the documents relating to their activities under subpara (2), including data processing systems, and to make copies thereof; and
4. to make inquiries locally.

(3) Any requests for information of the First Committee and the Superior Committee must be answered fully and without delay.

(4) Access to personnel files is permitted exclusively upon the data subject's written consent.

(5) To the extent covered by budgetary means, the First Committee and the Superior Committee may make use of suitable experts to support their activities. Such experts are subject to confidentiality in their work.

Responsibilities and procedures of the First Committee pursuant to section 3 para 4 of the IT:U Act

Article 10 Duties

The duties of the First Committee pursuant to Article 4 include, without limitation:

1. providing advice and support to members and bodies of the University as regards compliance with equal opportunities and women's advancement requirements;
2. preparing and submitting the proposal for the Affirmative Action Plan for Equal Opportunities and Women's Advancement to the Board of Trustees (see Part VI of the Bylaws);
3. participating in designing career pathways at the University;
4. monitoring and reviewing all measures to prevent non-material and material disadvantages for women (Article 1 para (2));
5. monitoring and reviewing all personal measures and decisions of University bodies regarding employment and study relationships (e.g. hiring/admission, conditions, termination); in particular, reviewing the process steps of Article 11 para (2);
6. reviewing compliance with the criteria for equitable gender representation within the meaning of Article 3;
7. identifying and combating harassment;
8. requesting the Superior Committee pursuant to Article 5 to investigate cases of suspected infringements of requirements governing equal opportunities and women's advancement (verification request).

Article 11 Procedures of the First Committee pursuant to section 3 para 4 of the IT:U Act

(1) The First Committee shall make reasonable efforts to carry out any procedures in a timely manner. The President shall provide information to the First Committee on all internal University matters and provide access to business documents, records and data processed electronically where necessary to fulfil its duties. Photocopies of any related documents must be allowed to be made upon request. Access to personnel files is permitted exclusively upon the data subject's consent.

(2) In the case of staff appointments, the entity responsible for such personnel shall inform the First Committee without delay of:

1. any staff-related decisions, such as hirings, terminations or transfers of personnel;
2. any advertisements for filling vacancies and roles prior to their publication. Unless the First Committee waives to do so, it has the right to comment on the vacancy advertisement within two weeks of notification thereof. Any further steps are permitted only thereafter.
3. unless the First Committee waives this right, the list of job applications received, including the application documents submitted by the applicants;

4. the list of applicants invited to selection interviews;
5. the hiring decisions made at the end of the selection process.

(3) Up to two members of the First Committee are entitled to attend all meetings in connection with the steps specified under para (2). This also includes all hearings, trial lectures or similar meetings with candidates for a professorship. Notice of such meetings must be given to the First Committee no later than one week in advance. If the First Committee has not been notified of a meeting or if notice has not been given in good time, the resolutions passed at this meeting are invalid unless the First Committee waives its right to participate.

(4) In addition, the competent or responsible University body must inform the First Committee without delay about matters including, without limitation, the following:

1. measures and decisions related to designing career pathways at the University;
2. measures and decisions to prevent non-material and material disadvantages for women at the University.

Article 12 Procedures in cases of suspected infringements

If the First Committee suspects an infringement of requirements relating to equal opportunities or women's advancement by a measure or decision taken by a University body, the First Committee may interrupt non-urgent actions related to such measure or decision for a maximum period of ten days by notifying the President in writing of the suspected infringement. During this period of interruption, the University body involved and the First Committee must endeavour to find a solution or eliminate the discrimination.

Subsequent steps and procedures of the Superior Committee

Article 13 Requests to the Superior Committee

(1) If no solution is reached during the interruption period in accordance with Article 12, or if the discrimination is not eliminated by the body responsible for the personnel decision, the First Committee is entitled to submit a written request to the Superior Committee within a period of another eight working days to decide on the matter.

(2) The request must contain:

1. reference to the specific matter;
2. the grounds on which the allegation of an infringement of procedural requirements or requirements relating to equal opportunities or women's advancement is based; and
3. the relief sought.

(3) Provided that the request meets the requirements of para (2) and is submitted in due time, it has a suspensory effect. The competent or responsible University body is permitted to take only actions that cannot be postponed; any actions in contravention of the foregoing are ineffective.

Article 14 Duties of the Superior Committee

(1) Within two months of receipt of the request pursuant to Article 13 para (2), the Superior Committee shall decide by resolution whether or to what extent the alleged infringement of the equal opportunities or women's advancement requirement, as raised by the First Committee, is or was present.
(2) The provisions of the General Administrative Procedures Act apply to the procedure by analogy. There is no right of appeal against the Superior Committee's resolution.
(3) The right to initiate a supervisory review *(Aufsichtsverfahren)* and the legal consequences of lodging a supervisory complaint *(Aufsichtsbeschwerde)* are governed by section 7 of the IT:U Act. The procedure is suspended until the Federal Minister makes a decision.
(4) The First Committee may refer cases of harassment on the grounds of gender, ethnicity, religion or belief, age, sexual orientation or disability suspected to have taken place in the University's study and work environment to the Superior Committee and request that the Superior Committee establish whether harassment has occurred and, if applicable, take appropriate action to ensure that the harassment is eliminated.

Other business and reports

Article 15 Written form, documentation and deadlines

(1) Notices, communications, proposals, decisions, etc. of the First Committee and the Superior Committee must be in writing and must be documented in a transparent manner.
(2) Working days within the meaning of this Part of the Bylaws are Monday to Friday (except for public holidays). Sections 32 and 33 of the General Administrative Procedures Act apply by analogy.

Article 16 Reports

(1) The First Committee and the Superior Committee shall submit a written report on their activities to the Board of Trustees, the University Assembly and the President at the beginning of each semester.
(2) The President, as the highest ranking official and responsible University body representative, shall submit a written report on the implementation of the Affirmative Action Plan for Equal Opportunities and Women's Advancement to the Board of Trustees and the University Assembly at the beginning of the winter semester of each year.
(3) Every third calendar year, the Board of Trustees shall commission a recognised external research institution in the relevant field with preparing a study to evaluate equal opportunities and women's advancement at the University, including an executive summary; proposals for commissioning a research institution must be submitted by the First Committee. The executive summary must be distributed to all University bodies specified in section 9 para 1 of the IT:U Act.

(4) The reports under paras (1) and (2) and the executive summary of the study under para (3) must be published on the CIP.

Article 17 Rules of procedure

More detailed provisions on the business and activities of the First Committee and the Superior Committee must be laid down in rules of procedure to be adopted by each of the collegial bodies. Resolutions on the rules of procedure and any amendments thereto require a majority of two thirds of the valid votes cast. The rules of procedure must be brought to the attention of the Board of Trustees and published on the CIP.

Part VI of the Bylaws: Affirmative Action Plan

Preamble

IT:U recognises the integral value that equality, diversity and inclusion play in driving academic excellence and innovation. As a public university, IT:U upholds its obligations under the Federal Equal Treatment Act, guided by respect, diversity, and continuous growth toward an open-minded and equality-oriented academic future. IT:U establishes this Affirmative Action Plan for Equal Opportunities and Women's Advancement (hereinafter: Affirmative Action Plan or: Plan) as a binding institutional framework to prevent discrimination, advance gender equality, with a special consideration to the promotion of women towards a successful academic career in STEAM and beyond, and ensure inclusive governance across all university activities. The Plan integrates gender equality, accessibility, inclusion, diversity, and care compatibility as cross-cutting institutional responsibilities. IT:U shall promote an open feedback culture that treats mistakes as opportunities for institutional learning.

General Provisions

Article 1 Objectives and Commitment to Equality

(1) This Plan establishes provisions and measures to prevent personal and structural discrimination and promote equality, diversity, and inclusion across all areas of the University. The First Committee for Equality and Women's Advancement (hereinafter: FCEWA) is responsible for measures of prevention, monitoring and enforcement of the Plan. The President, members of the first management level, the Equal Opportunities Office and competent bodies or units are accountable for practical implementation. All IT:U-members are bound by the Affirmative Action Plan. Breaching provisions of the Action Plan means breaching duties of the respective employment contract or educational contract.

(2) IT:U promotes respectful and inclusive working and learning conditions, gender balance in leadership and decision-making, equality in recruitment and career development, work-life balance and a sustainable organizational culture, as well as integration of gender issues into research and teaching content.

(3) To ensure this, concrete measures are needed, as well as responsible institutions and procedural rules for their interaction. Those measures are based on the state of the art as well as the needs of the target groups. Needs and measures are evaluated on a regular basis, and measures adapted according to the results of those evaluations pursuant to Article 16 para (3) of Part V of the Bylaws.

(4) Career advancement at IT:U shall not depend on regular overtime. The right to be unavailable shall be respected.

(5) IT:U shall develop measures for the prevention of psychosocial risks and promote well-being.

(6) Equality measures shall be supported by evidence and subject to regular evaluation.

(7) With its Affirmative Action Plan, IT:U seeks to fulfill and go beyond the requirements for universities and other research institutions in its Horizon Europe Framework Program for Research and Innovation 2021-2027 and subsequent framework programs.

(8) IT:U collects, analyzes, and uses relevant qualitative and quantitative data, in compliance with applicable data protection and ethical standards, to identify structural inequalities and inform the development, implementation, and revision of anti-discrimination and women's advancement measures. IT:U regularly assesses subjective and lived experiences in order to identify actual or potential forms of discrimination and implements appropriate measures to prevent, mitigate, and address discrimination as well as shortcomings in women's advancement in all its forms.

(9) FCEWA will develop a catalogue of measures in consultation with the President, the respective responsible divisions and units as well as the Equal Opportunities Office to address the implementation of and achievement of the efforts and goals enumerated in this Plan. FCEWA will submit a proposal for the catalogue of measures to the Board of Trustees. This catalogue of measures once approved by the Board of Trustees and published is a binding extension of this Plan and shall apply in its scope and validity to the same extent as specified for this Plan. The catalogue may be updated up to once per calendar year.

(10) IT:U is legally bound to establish a future-oriented flagship for public universities which is characterized by innovative spirit, commitment and excellence in research, teaching, management as well as in sociopolitical concerns. Consequently, the following (open-ended) precepts are set up:

1. Women are underrepresented as long as their share of jobs in the respective category –determined by resorting to full time equivalents is below 51%.
2. At least the following reference units must be distinguished: 1. the group of the President, the first management level according to Part I of the Bylaws and all "Head of" positions; 2. the group of chairs of excellence, professors and professors of practice; 3. the group of assistant professors and postdoc academic staff; 4. the group of fellow professors; 5. the group of lecturers and other academic and artistic University staff; 6. the group of all other University staff members.
3. In principle, gender equal representation requires that any collegial body consists of at least 51% women members.
4. The Directives EU 2024/1499 und EU 2024/1500 prescribe to guarantee that FCEWA and its members as well as SCEWA and its members enjoy full independence by furnishing an appropriate organisational structure, appropriate supply of resources and the possibility to freely apply the provided legal remedies.
5. The entity in charge of the procedure must inform FCEWA (possibly SCEWA as well) about steps taken or being planned, in order to ensure that these bodies are able to fulfil their tasks without delay and without restrictions.
6. In order to clarify scenarios of suspicion, FCEWA has the right to interrupt the procedure at any time with the effect that no further steps can be taken, and to submit a request to SCEWA if the suspicion cannot be resolved.

Article 2 Scope of application and validity

(1) This Plan applies to all members of the University as well as to applicants for study or employment. The scope of protection also expands to participants in projects held primarily by at IT:U.
(2) The Affirmative Action Plan is developed by FCEWA with support from the Equal Opportunities Office.
(3) All bodies authorized to make organizational, personnel, academic or financial decisions shall implement this Plan within their competences.
(4) The time period in 2026 after the Plan comes into force is a transitional implementation period within which measures are being set up and ends on 1.1.2027. During this period, FCEWA may suspend elements of the Plan to ensure that sufficient structures are in place at IT:U to enforce it.
(5) Scope of Protection: Protection against discrimination as well as shortcomings in women's advancement shall apply in particular to:
    1. the establishment of employment, training and student relationships;
    2. remuneration, scholarships and other financial benefits, which shall be determined on the basis of objective and transparent criteria;
    3. access to voluntary social benefits and institutional support measures;
    4. access to training, mentoring and development opportunities;
    5. promotion, career progression and assignment to positions of responsibility;
    6. working and study conditions, including allocation of tasks and access to resources;
    7. termination, suspension or non-renewal of employment or study relationships.
(6) FCEWA and the Superior Committee for Equality and Women's Advancement (hereinafter: SCEWA) shall be involved sufficiently early in all relevant procedures to ensure meaningful participation and to prevent discriminatory outcomes and structurally biased procedures.
(7) Mandatory involvement of FCEWA applies, in particular, to measures and decisions relating to:
    1. recruitment, employment, contract renewal, promotion, evaluation, and the allocation of leadership and decision-making functions;
    2. committee composition and procedural rules governing personnel-related matters;
    3. cases where suspicion of discrimination, abuse of power, or retaliation arises.
(8) Involvement must take place before finalization of the decision-making and before any binding resolution is adopted.

Prevention of Discrimination and Abuse of Power

Article 3 Commitment

(1) IT:U shall ensure a working and study environment free from discrimination, abuse of power and other forms of violence. IT:U shall define institutional responsibilities for the prevention of discrimination and hold leadership and relevant bodies and units accountable for the

implementation, monitoring, and enforcement. Retaliation against persons who report misconduct or participate in related procedures is prohibited.

(2) IT:U shall ensure accessible, confidential, fair, formal and informal reporting and conflict-resolution mechanisms which are aligned with the needs and decisions of the affected person as well as compliant with the requirements of the rule of law in such situations.

(3) IT:U shall ensure prevention of discrimination and abuse of power through compulsory training measures.

Article 4 Discrimination

(1) Discrimination is defined as the disadvantaging of employees, students and applicants on the basis of personal characteristics such as gender, race, color, ethnic or social origin, genetic features, language, religion or belief, political or other opinion, national minority, property, birth, disability, age or sexual orientation (Sections 4, 13 B-GlBG, Section 7b BEinstG, The Charter of Fundamental Rights of the European Union – CFR).

(2) Selection and evaluation criteria shall be predetermined, documented and applied consistently. Where automated or artificial intelligence systems are used in recruitment or admission procedures, IT:U shall ensure transparency and accountability of the system's functioning and documentation as well as human oversight of the decision-making process and regular assessment to fight bias.

(3) Any difference in treatment must be objectively justified by a legitimate aim and the means of achieving that aim must be appropriate and necessary.

Article 5 Harassment, Gender-Based Violence, Bullying and Abuse of Power

(1) IT:U prohibits all forms of harassment and abuse of power.

(2) IT:U considers harassment unwanted conduct that has the purpose or effect of violating the dignity of a person, or creating an intimidating, hostile, degrading, humiliating or offensive environment. This may include action which is verbal, non-verbal, physical, online or psychological. Harassment that relates to gender, ethnic origin, religion or belief, age, sexual orientation or disability is a form of discrimination (Sections 8, 8a, 16 B-GlBG, 7d BEinstG).

(3) IT:U considers gender-based harassment gender related conduct (not necessarily sexual in nature), that is unwanted and violates dignity. It includes gender-based hostility, degrading remarks about gender identity or expression, or discriminatory conduct connected to gender stereotypes. It also includes announcing or implementing professionally supportive or professionally detrimental interventions aimed at inducing a person to perform favors of a sexual or gender-related nature ('quid pro quo') (Section 8(2)(2), Section 8a(2)(2) B-GlBG).

(4) IT:U considers gender-based violence verbal, physical or psychological acts, directed at a person on the basis of gender, gender identity or expression, that inflict or intend to inflict harm or create or intend to create a hostile environment.

(5) IT:U considers abuse of power/misuse of legitimate authority to disadvantage another member of the university community (such as students, staff or researchers, research collaborators or subjects) due to unjust use of a position of power. It covers intimidating,

manipulative, or coercive behavior; unreasonable demands; and the withholding or controlling of information or resources. It also includes favoring individuals or groups without justification, penalizing disagreement, or prioritizing personal interests over the institution's duty of care.

(6) IT:U considers bullying the repeated degrading treatment of a person or group over a longer period without reference to a diversity dimension, often associated with the goal or result of mental harm, exclusion or removal from the workplace. Bullying is a form of harassment; the respective remedies are available to the bullied person.

Article 6 Prevention, Enforcement and Institutional Measures

(1) The prevention of discrimination, harassment, abuse of power and violence is a core commitment of IT:U.

(2) Acts of discrimination, harassment or abuse of power constitute a breach of duties: Employees and students who commit such acts violate their obligations arising from their employment/educational contracts. The competent supervisor shall ensure that measures are taken where appropriate.

(3) IT:U shall ensure accessible, confidential and fair formal and informal reporting and conflict resolution mechanisms which are aligned with the needs and decisions of the affected person as well as compliant with the requirements of the rule of law in such situations. Protection against retaliation is guaranteed.

(4) With regard to prevention, regular training and awareness programs are developed for all members of the university community to recognize problematic behaviors, learn counter mechanisms and train to stand up against bullying and gender-based violence. Regular trainings are mandatory for positions with managerial responsibility as well as for employees. First trainings must be taken within 12 months of starting at IT:U. A transition period will be provided for staff already working at IT:U in 2026.

(5) Sanctions for violations shall be effective, proportionate and suitable for special and general deterrence. Where appropriate, measures taken by a supervisor may be complemented by reconciliation processes.

Article 7 General Protection Against Discrimination in Connection With the Employee and Student Lifecycle

(1) The President shall submit quarterly reports to FCEWA on justification, structuring or termination of an employment relationship (beginning with the job advertisement) from 2026 onwards, and on justification, structuring or termination of an educational contract from 2027 onwards. In addition, FCEWA shall be entitled, at its discretion, to request information and documentation on any topic subject to the quarterly report. Such information shall be provided without delay.

(2) Where an employee or a student approaches FCEWA, FCEWA shall be entitled to request any further information necessary from the responsible university body or unit. Such information shall likewise be provided without delay.

(3) FCEWA shall be provided by the competent university body or unit with information as is necessary for the performance of its tasks. FCEWA shall be granted access to relevant documents, to the extent required for the fulfilment of its functions. All access to personnel files is only permitted with the explicit consent of the persons concerned.

(4) The operational handling of the reporting obligation may also be carried out by the respective department or unit (e.g. People & Culture/Study Affairs), without this affecting the President's responsibility.

(5) FCEWA may obtain opinions, statements and information from experts in preparation for its decisions. The necessary documents may be made available to these experts. Such experts shall be bound by a statutory duty of confidentiality and shall be required to enter into a written non-disclosure agreement (NDA) as a precondition for receiving any documents or information.

(6) FCEWA, in cooperation with the People & Culture unit, shall develop a catalogue of requirements for job advertisements, to ensure compliance with equality and fairness principles. Pursuant to Article 11 para (2) and (4) of Part V of the Bylaws, the People & Culture unit shall provide FCEWA with access to all vacant positions and the corresponding list of applications received, including any application documents necessary for FCEWA's tasks. FCEWA shall be entitled to conduct random checks of vacancy information and corresponding list of applications received.

(7) If FCEWA considers the reasoning of the university body or unit in charge of the procedure explaining why fewer or no female applicants are invited to selection interviews (Article 3 para (7) of Part V of the Bylaws) valid and communicates this evaluation to the university body or unit in charge of the procedure, the hiring process can be continued without delay. If FCEWA considers the reasoning of the university body or unit in charge of the procedure explaining why fewer or non-female applicants are invited to selection interviews (Article 3 para (7) of Part V of the Bylaws) not valid, it may require that the post is advertised anew.

(8) Where there is suspicion of discrimination, including gender-based discrimination, direct or indirect discrimination, retaliation, or structural procedural bias, the competent decision-making body or unit and FCEWA shall be notified without delay.

(9) Upon the notification, FCEWA is - pursuant to Article 12 of Part V of the Bylaws - entitled to require postponement ("stop-the-clock") of the procedure by notifying the competent decision-making body or unit in writing of the suspected infringement.

(10) Unless the action does not permit delay, postponement request is binding and immediately effective upon receipt and may last for a maximum period of ten days. ‚Undelayable action' shall be interpreted narrowly and exists only where postponement would: violate a non-extendable statutory deadline; or cause immediate and severe operational harm that cannot reasonably be mitigated by interim measures. Internal time pressure, convenience, reputational concerns, financial burden or prior planning deficiencies do not constitute undelayable action.

(11) If after assessment, FCEWA concludes that the intended measure or decision of the university body or unit is discriminatory, it shall request clarification from the responsible

body or unit. After evaluating the information obtained, FCEWA shall adopt its final opinion and inform the competent decision-making body or unit within ten working days.

(12) If the competent university decision-making body or unit amends the intended measures or decision and thereby eliminates the suspected infringement, the procedure may continue.

(13) If the university body or unit refuses to comply with the objection and amend its plan in accordance with the opinion of FCEWA, it must notify FCEWA in writing, setting out in detail the reasons for its insistence.

(14) If no solution is reached during the interruption period, or if the discrimination is not eliminated by the body or unit responsible for the personnel decision, FCEWA may submit a written request to SCEWA within a period of eight working days pursuant to Article 13 of Part V of the Bylaws requesting a decision on the matter.

(15) Provided that the request meets these requirements and is submitted in due time, it shall have suspensory effect. During this period the competent or responsible university body or unit may take only actions that cannot be postponed (see supra Article 7 para (9); any actions in contravention of this rule are ineffective. SCEWA shall decide on the request in accordance with Articles 13 and 14 of Part V of the Bylaws.

Article 8 Protection Against Discrimination in Connection with Harassment

(1) In the event of harassment, FCEWA shall inform the person concerned about possible courses of action. If the person concerned wishes to receive psychological support, IT:U must provide this to the greatest extent possible including professional support. If the person concerned wishes the harasser to be held accountable, they must be informed of the possible need to name individuals in the subsequent proceedings and to testify about the harassment scenarios they have experienced. In all phases of the proceedings, the person concerned must be afforded the highest possible level of protection from confrontation.

(2) Pursuant to Article 14 para (4) of Part V of the Bylaws, FCEWA may refer cases of harassment on the grounds of gender, ethnicity, religion or belief, age, sexual orientation or disability suspected to have taken place in the University's study and work environment to SCEWA and request that SCEWA establish whether harassment has occurred and, if applicable, take appropriate action to ensure that the harassment is eliminated.

(3) For cases of sheer discriminatory assault mediation is ruled out.

Women's Advancement & Gender Mainstreaming

Article 9 Gender Mainstreaming

(1) IT:U considers gender mainstreaming the systematic inclusion of the goals of advancing women and other gender minorities and of promoting gender equality in all activities, measures and decision-making processes of IT:U. Engagement in gender equality shall be

taken into account in target agreements, strategic planning and budget allocation. IT:U shall value gender competence put forward by applicants for employment or study.

(2) The catalogue of measures according to §1 para (9) of this Plan shall include measures to establish diversified and efficient support for women to enhance women's qualifications in science and/or arts as well as to improve their strategic and managerial skills, thus strengthening all abilities required to pursue a career and achieve top positions. These measures, which are directed to IT:U's women students and employees, may be provided in the form of scholarships, training programs, coaching, mentoring or networking.

(3) Subjects in women's, gender, welfare, childhood and child-care, queer, and intersectional studies shall be eligible for funding and budget allocations on the same basis as all other subjects.

(4) Non-compliance with this requirement may constitute discrimination and shall be addressed in accordance with IT:U's institutional policies and legal obligation. FCEWA may review such cases and, where appropriate, refer them to SCEWA pursuant to Article 14 of Part V of the Bylaws for a determination of whether an infringement has occurred and for the adoption of appropriate measures.

(5) IT:U creates the infrastructure that enables employees and students to communicate within the university in a manner that corresponds to their gender characteristics, gender identity, gender expression and gender role.

Article 10 Gender Mainstreaming in Study Programs

(1) IT:U promotes the deep integration of women's studies, gender studies, welfare studies, queer studies, and intersectional studies within all study programs at the university.

(2) IT:U commits to produce and use bias-free materials (e.g. for educational and public relations purposes) that are free from explicit and implicit gender stereotypes.

(3) IT:U commits to providing financial and professional support programs for women in STEAM and related interdisciplinary fields, in the form of grants, scholarships, or exemption from student fees. IT:U invests in outreach programs that motivate young women and other gender minorities to enroll in interdisciplinary STEAM programs. Further measures are covered in the catalogue of measures.

Article 11 Gender Mainstreaming in Employment

(1) In accordance with Section 11 para 1 of the B-GlBG, IT:U shall work towards eliminating the underrepresentation of women and addressing structural disadvantages in employment. Apart from the scenarios, for which Article 3 para (1) and (3) of Part V of the Bylaws require a women's share of 51%, IT:U shall strive for a balanced gender representation within a range of 45%-55% in all areas of the University, including teaching, research, employees and study programs within 3 years from the entry into force of the Plan. The extent to which genders are represented in a reference unit is determined on the basis of full-time equivalents (not per capita). Where women are underrepresented, priority must be given to equally qualified female applicants in recruitment or promotion in accordance with applicable law. As regards

access to training, priority must be given to female applicants who are not significantly less qualified than the best male applicant.

(2) Failure to comply with the reservation provision is considered discrimination.

(3) Co-leadership and leadership in part-time employment are effective measures of involving women in leadership positions.

Article 12 Gender Mainstreaming in Science

(1) The definition of “academic excellence” will not only be determined by publications, but measured by a wider competence framework, based on the more inclusive DORA and in line with the CoARA-principles.

(2) Scientific and artistic topics in the field of women's studies, gender studies, welfare studies, queer studies, and intersectional studies are to be regarded as equivalent to other topics in the context of qualification assessments (e.g. in tenure track procedures, and also in appointment procedures, depending on the subject-specific requirements of the respective call for applications).

(3) Funding decisions shall not disadvantage gender-related research fields.

(4) IT:U shall adopt targeted mentoring structures and supportive measures for career development such as coaching for underrepresented genders. Further measures are covered in the catalogue of measures.

§13 Additional Provisions for Appointment Procedures Concerning Professors

(1) If candidates who have not applied are included in the appointment procedure, FCEWA must be notified without delay.

(2) The members of FCEWA have the right to attend meetings of the appointment committees in pairs (up to two members) and to submit motions, to have dissenting opinions recorded in the minutes and to have certain contributions to the discussion made during the proceedings included in the minutes. In addition to the attendance rights of FCEWA members under Article 11 para (3) of Part V of the Bylaws, FCEWA may designate a suitable representative, including a member of the Equal Opportunities Office, to attend selection procedures and committee hearings in an advisory capacity in order to safeguard compliance with equality and non-discrimination provisions.

(3) FCEWA must be invited to attend meetings of the appointment committee at least one week in advance. If FCEWA is not invited or if notice is not given in good time, any resolutions passed at such meeting are invalid following Article 11 para (3) of Part V of the Bylaws, unless FCEWA waives its right to participate. In such case, the appointment committee must reconvene and hold a new meeting including FCEWA to deliberate and pass a resolution. If FCEWA is unable to attend a meeting, it must notify the appointment committees in writing.

(4) All hearing committee members must complete an anti-bias training prior to the first contact with any application materials or applicants.

(5) As long as women are underrepresented in the relevant reference unit, female applicants who are equally qualified as the most suitable male applicants must be given priority in the appointment proposal pursuant to Article 3 para (3) of Part V of the Bylaws. Appointment negotiations must be conducted with them as a matter of priority. In all appointment negotiations, the President must inform the negotiating partners of the proportion of women achieved in the relevant organizational unit and of any associated legal priority rules.

Care-Compatibility

Article 14 Commitment to Care Responsibility and Work Compatibility

(1) IT:U recognizes caregiving responsibilities as a key equality issue and prohibits direct or indirect disadvantage on this ground.

(2) IT:U considers it its duty to take care responsibilities into account. Flexible working arrangements and remote work shall be considered as appropriate measures. Beyond flexible work arrangements, IT:U shall ensure institutional visibility of employees with caregiving responsibilities.

(3) IT:U shall periodically assess caregiving needs of employees. Results shall be reported to FCEWA and other competent university bodies.

(4) Based on this evaluation, IT:U shall adopt reasonable support measures, subject to operational and budgetary feasibility. Requests for flexible arrangements shall be assessed individually and proportionately. IT:U shall grant access to information on caregiving-related rights.

(5) IT:U shall endeavor to ensure that care responsibilities are as compatible as possible with working as well as studying and completing a degree. In this regard, IT:U shall take caregiving responsibilities into account when scheduling institutional events, to the greatest extent possible.

(6) IT:U ensures that the exercise of rights related to caregiving responsibilities, including the use of flexible working or study arrangements, shall not result in disadvantage or adverse consequences.

(7) IT:U shall promote equal caregiving involvement across all genders and avoid reinforcing gender stereotypes.

(8) IT:U ensures that caregiving-related absences or workload adjustments do not result in disadvantage in recruitment, appointment, evaluation, promotion, performance assessment, or academic progression, and promotes an institutional understanding of caregiving as compatible with excellence, commitment, and long-term career development.

(9) IT:U recognizes care responsibilities as a relevant dimension in research contexts and ensures that care responsibilities are appropriately considered in research-related activities, including project planning, funding applications, timelines, mobility requirements, authorship practices, and evaluation of research performance.

Article 15 Measures to Enhance Care Responsibility and Work Compatibility

(1) Employees experiencing urgent personal caregiving responsibilities, whether short-term or longterm including situations involving children, family members, or other dependents have a temporary right to work remotely/mobile for the duration of the care need, to the extent compatible with the essential requirements of their role. This includes all tasks that do not require physical presence and can be performed digitally with reasonable organizational effort. Employees with ongoing care responsibilities shaped by chronic illnesses are entitled to different working hours and attendance arrangements, provided that this does not interfere with their work. These different arrangements must be agreed between the employer and the employee. Refusal of temporary mobile working is only permissible if specific, objective, and documented operational reasons make physical presence absolutely necessary and these cannot reasonably be postponed, reorganized, or partially replaced by mobile activities. Any refusal must be proportionate, limited in time, and accompanied by a practicable alternative. This entitlement exists without prejudice to statutory entitlements to care or nursing leave under national law.

(2) Students facing an acute care situation - such as the illness of a child or care-dependent family member, or a short-term care need of a dependent person - must not suffer any disadvantages in their studies as a result. For the duration of the care need, there is a temporary entitlement to mobile/remote participation in courses and study-related activities, as far as possible; reasonable flexibility in attendance requirements; alternative or postponed examinations and performance assessments, while maintaining the essential learning objectives and academic standards. A refusal is only permissible in the case of objectively justified and documented academic requirements (e.g., safety-related laboratory work or mandatory attendance exams), must be proportionate and limited in time, and, if possible, supplemented by reasonable alternatives.

(3) IT:U shall support measures that allow employees on parental leave to remain in contact with IT:U, if the employees wish to do so based on a marginal working contract. This provision shall in no manner result in implicit pressure on the employee to remain in contact, or affect career prospects if not taken.

(4) IT:U will actively and assertively promote parental leave for fathers as an institution and take measures to encourage it wherever possible.

(5) IT:U shall adopt institutional measures to promote compatibility of caregiving and professional or academic life, including participation in relevant networks, provision of facilities, flexible working time models, and promotion of family-compatible meeting practices.

Accessible University

Article 16 Commitment to Accessibility

(1) IT:U is committed to equality for people with disabilities including persons with chronic or mental health conditions and persons covered by applicable accessibility legislation (hereinafter referred to as 'people with disabilities') and shall ensure equal participation in research, teaching and administrative activities. 'Disability' shall be understood in accordance with applicable national and European law and in line with the social model of disability. More detailed regulations are set out in the guidelines for the equality of persons with disabilities at IT:U.

(2) To ensure equal access, IT:U shall comply with applicable accessibility legislation, including the European Accessibility Act and relevant technical standards. The Equal Opportunities Office shall develop inclusiveness, bias-free and accessibility guidelines in cooperation with relevant university units. Such guidelines shall require approval by FCEWA.

(3) IT:U shall ensure accessibility in the construction and design of its built environments to the greatest extent possible.

Article 17 Accessibility Officer

(1) IT:U establishes the role of accessibility officer. The accessibility officer and their deputy shall be elected in accordance with Section 22a para 1 BEinstG.

(2) The accessibility officer shall serve as contact person for staff and students with disabilities and coordinate accessibility matters. They shall represent the interests of employees and students with disability in accordance with Section 22a para 7 sentence 1 BEinstG. The duties shall be governed by Section 22a para 8 BEinstG.

§18 Measures to Ensure Accessibility

(1) In accordance with Article 16 para (3) of Part V of the Bylaws, every third calendar year, the Board of Trustees shall commission a study on ensuring accessibility and assessing the situation of persons with disabilities at the IT:U with regard to their working and study conditions. Proposals for commissioning a research institution must be submitted by FCEWA. The Accessibility Officer may participate in the selection of evaluators. An executive summary of the study must be distributed to all University bodies specified in section 9 para 1 of the IT:U Act.

(2) IT:U establishes comprehensive guidelines for the inclusion and equal treatment of persons with disabilities. These guidelines will provide a binding framework for all university processes and interactions, as well as practical tools and support to achieve accessibility in all areas of work. This includes trainings and counselling activities organized by IT:U. These guidelines shall be developed by FCEWA in close cooperation with the respective responsible unit and submitted to the President for approval.

(3) IT:U pursues inclusive hiring and employment practices in accordance with applicable legal requirements. IT:U shall ensure inclusive recruitment procedures and provide appropriate training for People & Culture staff. Qualified applicants with recognized disabilities shall be given preference in accordance with applicable law. A cooperation with the Ministry's workplace assistance service (NEBA) and disability representative organizations is to be established. Requests for reasonable accommodation shall be assessed individually and in cooperation with the person concerned.

(4) IT:U shall provide training on inclusive and accessible working practices. Ideally, these training courses are carried out as part of paid partnerships with people with disabilities.

Diversity

Article 19 Commitment to Diversity

(1) IT:U is committed to fostering a pluralistic, inclusive and respectful academic environment. IT:U respects and protects diversity, including on the grounds of gender, race, color, ethnic or social origin, genetic features, language, religion or belief, political or other opinion, national minority, property, birth, disability, age or sexual orientation in accordance with applicable constitutional and EU law.

(2) IT:U cultivates forms of communication that promote respect, inclusion and non-discrimination. Discriminatory, stereotypical or degrading forms of expression must be avoided.

(3) IT:U respects the decision of its employees regarding religious or non-religious beliefs. Public, cultural and religious holidays, festivities and fasting periods shall be considered in organizational planning where operationally feasible.

(4) IT:U supports lifelong learning and supports its staff to have access to personal and professional development opportunities in accordance with institutional resources.

Article 20 Measures to Enhance Diversity

(1) IT:U publishes annual diversity and inclusion impact reports containing measurable indicators and corrective action plans.

(2) IT:U funds academic language-support programs (academic writing, discipline-specific language courses) available to students and employees based on assessed needs.

(3) All bodies, units and members of IT:U strive to the greatest extent possible to use gender-neutral language in communications. Generic disclaimers stating that masculine forms include all genders shall not replace inclusive language.

(4) IT:U shall promote diversity awareness and intercultural competence as part of personnel development. IT:U shall value diversity awareness and intercultural competence put forward by applicants for employment or study.

(5) IT:U develops and implements measures to highlight and communicate the importance of diversity for its organizational culture, both internally and externally. IT:U promotes internal networks and interest groups that represent diversity. Further measures are covered in the catalogue of measures.

Governance and Enforcement

Article 21 Purpose, Legal Basis

This section ensures effective equality governance, including sufficient resources, complete access to information, continuous participation in relevant procedures, and enforceable mechanisms to prevent and remedy discriminatory outcomes.

Article 22 Equality Governance Bodies

(1) In the implementation, monitoring, and enforcement of this Affirmative Action Plan, IT:U is supported by FCEWA and the Equal Opportunities Office.

(2) The Equal Opportunities Office and FCEWA advise and support members and bodies of IT:U in all matters relating to diversity, inclusion, equality, women's advancement, and work-life balance.

Article 23 Independence; Structural and Financial Endowment

(1) IT:U shall provide the independent organs FCEWA and SCEWA pursuant to § 21 with the personnel, material, and financial resources necessary for the fulfilment of their statutory and regulatory tasks. The level of resourcing shall ensure autonomous task performance without undue dependence on other organs of the university.

(2) FCEWA and SCEWA shall be structurally and financially endowed in such a manner as to effectively fulfil their tasks, including participation in relevant procedures and effective exercise of information and enforcement rights under the Affirmative Action Plan.

(3) Such endowment shall include but not be limited to: adequate administrative support capacity; protected time allocation for committee members; access to internal data and documentation required for performance of tasks (subject to data protection requirements); access to independent external expertise where required (e.g., legal expertise, bias prevention, conflict handling/mediation); respective resources in the Equal Opportunities Office and an annually planned budget line sufficient for the fulfilment of tasks.

(4) Resources provided under the Affirmative Action Plan shall not be reduced, withheld, or restricted as a reaction to lawful oversight activities, objections, postponement requests, reporting, or escalation steps taken under the Affirmative Action Plan.

(5) The financial endowment of the independent organs shall be based on a multi-year global budget agreed between the independent organs and the President and Managing Director. The

independent organs shall execute this global budget administratively on an autonomous basis within the agreed terms. Expenditure within an agreed base allocation shall not require further approval.

1. IT:U will provide FCEWA and SCEWA with a cost center to manage their budgets and approve requests.
2. In budget execution and in implementing the measures financed thereby, the independent organs shall, to the extent compatible with their independence, seek synergistic cooperation with other organisational units of the university.

(6) The independent organs shall negotiate the terms of the multi-year global budget with the President and the Managing Director. FCEWA shall submit the outcome of these negotiations to the Board of Trustees, for approval.

(7) The same procedure shall apply to any material amendment to the current multi-year global budget during its term.

(8) Where the Board of Trustees does not approve the proposed budget, the President, the Managing Director, and the independent organs shall resume negotiations and submit a revised proposal within six weeks.

Article 24 Right to Complete and Timely Access to Information and Documentation

(1) FCEWA and SCEWA shall be granted complete and timely access to information required to assess equality impacts and procedural fairness.

(2) As a minimum standard, all documentation required for meaningful participation shall be provided no later than five (5) working days before the relevant decision date, unless binding legal deadlines require shorter timelines. In such cases, documentation shall be provided immediately upon availability together with a written justification of urgency.

(3) Failure to provide documentation within the defined timelines constitutes a procedural defect and may trigger postponement.

(4) For major personnel-related procedures, in particular recruitment, employment, promotion, evaluation, contract renewal and measures by their supervisor, the competent decision-making body or unit shall produce a short written Equality Compliance Statement confirming the timely involvement of equality governance bodies; the timely provision of relevant documentation; and the documented handling of any equality-related concerns raised.

Article 25 Consequences of Non-Compliance; Corrective Action

(1) Any measure or decision adopted in violation of information rights, participation rights, or postponement obligations under this governance framework constitutes a procedural breach.

(2) Any measure or decision in which discrimination is suspected, and which is adopted without the required involvement of the competent FCEWA shall be considered invalid and must be subject to immediate review. The measure or decision may be suspended, reversed and/or the affected procedural steps repeated.

(3) Corrective action may include: suspension of implementation; reopening the procedure with full FCEWA involvement; repetition of the procedure under corrected criteria and safeguards; and/or a documented decision review stating reasons and corrective measures taken.

Article 26 Protection Against Retaliation

(1) No person shall be subject to retaliation, disadvantage, or adverse treatment on the grounds that they raise concerns under this governance framework; provide information to equality governance bodies or participate in proceedings; support another person in exercising their rights.
(2) This also applies to the membership in, or activities carried out on behalf of, FCEWA or SCEWA.
(3) Any suspicion of retaliation shall be considered as a procedural breach and may result in the postponement of proceedings or other appropriate measures.

Documentation and Reports

Article 27 Documentation of Data Relevant to Equality and Communication Measures

(1) IT:U establishes comprehensive diversity monitoring as part of its quality assurance system from 2027 onwards. This covers all organizational units and service areas of the university. This monitoring shall document, in a transparent manner, the fairness in the distribution of resources and relevant equality measures, including statistics on their implementation, use and effectiveness.
(2) The percentages as well as absolute numbers of members of all genders, nationalities, age groups and salary levels in the following categories must be recorded:
    1. Students and graduates according to the following categories:
        i. applications and results for the admission procedure for the individual fields of study;
        ii. First-year students;
        iii. degrees in the individual fields of study, separated into first degrees and second degrees;
        iv. degrees in the individual stages of study;
    2. University staff in accordance with the groups defined in Part V of the Bylaws, including in particular:
        i. the group of the President, the first management level according to Part I of the Bylaws and all “Head of” positions;
        ii. all other bodies, committees, permanent lists of informants or experts, etc.;
        iii. the group of chairs of excellence, professors and professors of practice;

iv. the group of assistant professors and postdoc academic staff;
v. the group of fellow professors;
vi. the group of lecturers and other academic and artistic University staff;
vii. the group of all other University staff members not listed under subparas (1) to (6).

3. General staff, divided into the groups 'With university degree' and 'Without university degree'
4. Research groups and academic staff:
    i. Participation, leadership and collaboration in research projects
    ii. ii. Participation in conferences, external collaborations and award of travel allowances
    iii. Scientific authorship and further academic output
    iv. Other contributions to research or teaching
5. Tenure track procedures, qualification agreements, development agreements and similar; admissions, appointments, mutually agreed terminations of employment, dismissals, redundancies; awarding of travel allowances; participation in training and further education events as part of the IT:U personnel development programs.
6. Leaves and periods of absence, especially due to childbirth and care responsibilities

(3) The proportion of women must be determined separately for full-time and part-time employees for each reference unit.
(4) The official website of the IT:U and the IT:U Communication and Information Platform (CIP) shall contain hyperlinks to the Affirmative Action Plan, coaching and mentoring opportunities targeting women, as well as information on and details of FCEWA and SCEWA, the Equal Opportunities Office, and the Accessibility Officer.
(5) The names and email addresses as well as office locations of all those support bodies and units must be made available to all members of the university via the CIP.
(6) The numbers of members of all genders must be recorded annually for all organizational units in absolute figures and percentages and published on the CIP in accordance with the principles of transparency and documentation under Article 16 of Part V of the Bylaws.
(7) The data collected under this monitoring system shall serve as a basis for reports prepared pursuant to Article 16 of Part V of the Bylaws.

Article 28 Reports

FCEWA is entitled to request annual implementation and execution reports from the respective responsible bodies and units. The nature and scope of the reports must be communicated at least six weeks in advance.

Entry into force and transitional provisions

(1) These Bylaws enter into force on 1 June 2026.

(1a) Part I Article 8 para (2), Part I Article 16 para (2), Part I Article 17 para (5), Part I Article 30 para (1), Part II Article 7 para (1) item 4, Part II Article 7 para (3), Part V Article 3 para (3) item 1 as announced by CIP 44/2026 enter into force on 1. November 2026.

(2) Until (including) 30 June 2026, the Founding Convention shall act as the Board of Trustees within the meaning of these Bylaws (pursuant to section 35 para 5 of the IT:U Act).

(3) Until (including) 14 July 2027, the Founding President shall act as the President within the meaning of these Bylaws (pursuant to section 35 para 6 of the IT:U Act).

(4) Until (including) 14 July 2027, the Founding Directors shall act as Directors within the meaning of these Bylaws.

(5) Until (including) 14 July 2027, the Founding Management Board (FMB) shall act as the Leadership Board (LB) within the meaning of these Bylaws.

(6) The initial appointment of members and substitute members of the First Committee pursuant to Article 4 of Part V of the Bylaws and of the Superior Committee pursuant to Article 5 of Part V of the Bylaws from among the University's staff members must be made such that 50% of the members and 50% of the substitute members are appointed for half of the term of office. The remaining members and the remaining substitute members must be appointed for the full term of office.

(7) In the absence of specific provisions in the Bylaws regarding the appointment of Vice Presidents, the provisions concerning the appointment of the President contained in the rules of procedure of the Board of Trustees apply by analogy.

(8) Until the collaboration between the President and the Board of Trustees is defined in rules of procedure adopted by the Board of Trustees, the following principles of communication apply:

"If these Bylaws, the Organisational Structure Plan or any agreements between the Board of Trustees and the President include requirements to submit documents for opinion, approval or resolution, or provide opportunities for involvement in governance processes, such processes must be designed to enable the Board of Trustees and the President to engage in a 'qualified dialogue' (see below). This includes, without limitation:

1. regular information about the status of processes and implementation activities in all fundamental matters as well as in matters expressly requested by the Board of Trustees;
2. in matters that are subject to resolution by the Board of Trustees, prior agreement of a time schedule between the President and the Board of Trustees that allows sufficient time for preparation – usually at least six working days – following the submission of a proposal that is ready to be voted on;
3. in cases where joint working groups with the Board of Trustees are established for the purpose of prior coordination with the President, without prejudice to the competences

of the Board of Trustees as a collegial body, to implement any of the strategic tasks entrusted to the Board of Trustees under the IT:U Act, the possibility to hold meetings to discuss the subject matter at hand;

4. if a proposal by the President is not accepted by the Board of Trustees, the President is required to submit a new proposal within fourteen days and this eventuality must be adequately considered in the time schedule whenever a matter is subject to resolution by the Board of Trustees."

(9) Until the Board of Trustees adopts its own rules of procedure, the rules of procedure for the Founding Convention apply.

For the Board of Trustees:

Wolfgang Steiner