

Statute of the Students' Union of the Academy of Fine Arts Vienna

§1 SCOPE OF APPLICATION AND DEFINITIONS	2
§2 POLITICAL AGENDA	2
§3 STUDENT PARTICIPATION	3
§4 DECISION-MAKING PROCESSES/PLURALISTIC AND EQUAL REPRESENTATION	3
§5 BODIES OF THE STUDENTS' UNION	4
§6 CONSTITUENT MEETING (ACCORDING TO §59 OF THE STUDENTS' UNION ACT 2014)	4
§7 UNIVERSITY STUDENT REPRESENTATION (GERMAN: UV)	5
§8 CONVENING THE UNIVERSITY STUDENT REPRESENTATION MEETING (UV-SITZUNG)	5
§9 AGENDA OF THE UNIVERSITY STUDENT REPRESENTATIVE MEETING	7
§10 PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATIVE MEETING	7
§11 FILING MOTIONS AT THE UNIVERSITY STUDENT REPRESENTATIVE MEETING	8
§12 DEBATE PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATIVE MEETING	8
§13 DECISION-MAKING AT A UNIVERSITY STUDENT REPRESENTATIVE MEETING	10
§14 RECORDING THE MINUTES	10
§15 CHAIRPERSON OF THE UNIVERSITY STUDENT REPRESENTATIVES	11
§16 DEPUTIES OF THE STUDENT OFFICES	12
§17 OFFICES OF THE UNIVERSITY STUDENT REPRESENTATION	13
§18 COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION	18
§19 PERMANENT COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION	18
§20 STUDY REPRESENTATIONS	20
§21 STUDENT PARTICIPATION IN UNIVERSITY BOARDS AND COMMITTEES	21
§22 REMUNERATION PAYMENTS AND DUTY TO REPORT	23
§23 CONFLICT OF INTERESTS	24
§24 SUPERVISION RIGHTS OF MANDATARIES	24
§25 AMENDMENT AND ENTRY INTO FORCE OF THE STATUTES	24

§1 SCOPE OF APPLICATION AND DEFINITIONS

- (1) The Students' Union of the Academy of Fine Arts Vienna is a public corporation.
- (2) All degree students and continuing education students are members of the Students' Union of the Academy of Fine Arts Vienna. All degree students and continuing education students within the territory of the Republic of Austria are members of the Students' Union (ÖH).
- (3) All mandataries, study representatives, officers and employees of the Students' Union shall fulfill their legal obligations, abide by the statute, and pursue the political agenda of the Students' Union within their internal organization, work, and attending public functions. Failure to comply with this may result in being called before the Chair for an explanation.
- (4) The purpose of the Students' Union media is to serve the student body; it consists of the Website of the Students' Union of Fine Arts Vienna (www.oehakbild.info), the info screens and all social media channels run by the Students' Union, its mandataries and officers. All departments and student representatives have the right to publish content on the website and the in-foscreens. All social media channels of the Students' Union must be public and the access data must be stored in the Students' Union Cloud. In terms of the imprint, it must be made clear which body of the student body is responsible for the channel and which person is legally responsible. For all social media channels, oeH@akbild.ac.at must be entered as the back-up email address.
- (5) E-mail is regarded as a "written form".
- (6) Regulations and rules of procedure shall be published on the Students' Union Website. Study representatives, mandataries, officers and employees shall upload all official Students' Union documents and files to the archive in the Students' Union's own Cloud.
- (7) Provisions in other laws referenced in these statutes to shall apply as amended.
- (8) If the feminine is used in these statutes, it is a generic feminine and includes all genders.
- (9) If the term FLINTA is used in these statutes, it refers to women, lesbians, inter, non-binary, trans and agender* people; the term PoC refers to people who identify as "non-white" and who are facing racism.

§2 POLITICAL AGENDA

Those who assume a function within the Students' Union commit to the following:

- (1) The Students' Union of the Academy of Fine Arts is committed to promoting FLINTA and PoC persons in all its bodies (i.e. preferential allocation of functions to these groups of persons with equal qualifications).
- (2) Endeavoring to improve the legal situation of students in study-related, social, political and financial matters.
- (3) Providing advice with special regard to the situation of socially and economically marginalized and underrepresented students, particularly students living in migration (EEC/EU and beyond).
- (4) Giving priority to marginalized and underrepresented students and those with no or limited access to the labor market when allocating funds and resources. This includes transparency in the use and application of student union fees in the students' interest. All activities, particularly those of financial nature, shall be accountable and transparent.

(5) A particular focus on creating equality among all students, regardless of external markers based on origin, class, racialization, gendering, sexual orientation, religion, ability, or any other factors of discrimination.

(6) Representing a position that reflects social relations and structures, including mechanisms of exclusion and discrimination, and resolutely working to eradicate the latter from one's own political practice.

(7) The use of gender-diverse terms and forms of speech in all announcements, publications and meetings. The gender of any person involved shall always be respected.

(8) Each person holding a function within the Students' Union—as elected representatives, heads or deputies of an office, persons in charge, or study representatives—shall do everything they can to fight discrimination resulting from language requirements and standardizations at the Academy of Fine Arts Vienna, for instance, in curriculum design or when applying to admission.

(9) The Students' Union upholds a policy of language plurality and is committed to requiring and carrying this out in the Students' Union, and in the entire Academy of Fine Arts Vienna.

(10) People who hold an office or are active within the Students' Union, such as mandataries, shall work together in a heterarchical manner. All mandataries, officers and employees are expected to carry out their work in a transparent, conscientious and responsible manner.

(11) All organs, committees, and Chairpersons of the Students' Union shall agree on rules of procedure, which reflect that they perform their tasks in a transparent manner and are accountable to the members of the Students' Union. These rules of procedure shall be published on the Students' Union Website.

(12) The Students' Union conducts its work and documents this in writing. Work agreements and orders with numerous or complex tasks are to be laid out in a work order that clearly defines the aims, milestones, persons responsible and resources.

§3 STUDENT PARTICIPATION

(1) Mandataries, officers and employees of the Students' Union shall consider the interests of all students – not merely those of the students actively involved in the Students' Union.

(2) Those committees already established at the start of the semester shall be immediately announced publicly in an adequate manner– at the latest seven days prior to the meeting. This shall ensure that study representations are pluralistic, equal and from a variety of different institutes, and that as many students as possible may vote.

(3) Mandataries, officers and employees of the Students' Union hold a joint responsibility for knowledge transfer within the organization, particularly when onboarding and mentoring successors to take over.

(4) Mandataries, officers and employees of the Students' Union take part in mentoring within the Students' Union.

§4 DECISION-MAKING PROCESSES/PLURALISTIC AND EQUAL REPRESENTATION

(1) Decisions made by committees shall be transparent. An application is considered accepted when there is a simple majority of the valid votes cast (exceptions include: amendments to the statutes, motions to vote out, etc.). Abstentions shall not be considered as votes cast. Circular resolution is not permissible for any body of the Students' Union.

(2) Unless otherwise provided in the Students' Union Act 2014, a decision shall require at least half of a body's members entitled to vote to be present.

(3) Boards and committees in which decisions on student matters are made, shall be composed of pluralistic and equal representatives.

(4) Equal representation is given when students from as many different departments and institutes as possible are represented in meetings, committees and other working groups of the University Student Representation, Study Representations, and Students' Union Offices, and are delegated to take part in boards and committees of the Academy of Fine Arts Vienna.

(5) The chairperson, officers, mandataries and employees of the Students' Union shall formally execute the decisions made in the bodies, boards and committees of the Students' Union.

(6) At Students' Union meetings, all persons present have the right to speak.

§5 BODIES OF THE STUDENTS' UNION

(1) The bodies of the Students' Union of the Academy of Fine Arts are:

1st University Student Representation

2nd Study Representation and, where applicable, Department Representation

3rd Election Committee

(2) All bodies, with the exception of the election committee, are subject to the statute.

(3) Study Representations are voted in or out on the basis of a two-thirds majority in accordance with the regulations in §19 (2) of the Students' Union Act 2014. The decision shall be taken as its own item on the agenda. Such decisions are only valid, if more than four months lie between the decision and the next Students' Union elections; except when the University announces changes to the university structure, in which case adaptations shall be made. In such an instance, decisions are valid as long as they are necessary for the required adjustment.

(4) According to §3, decisions become invalid in the event that ten percent of the eligible voters for the joint Study Representation apply in writing to the competent election committee and request an election of their own study representations.

(5) Voting in and out of Study Representations come into effect after the following Students' Union election.

(6) In accordance with the abovementioned provisions, the chair of the Students' Union shall maintain an up-to-date list of all Study Representations, including their respective study programs and allocations to governing bodies at the university. In the event of a change, the list shall be amended immediately. This list can be found as appendix to the statute. The current list shall be available upon request, and published on the Students' Union Website. This list forms the basis for the Students' Union elections.

§6 CONSTITUENT MEETING (ACCORDING TO §59 OF THE STUDENTS' UNION ACT 2014)

(1) The constituent meeting is the first time the newly elected mandataries of a body convene following the announcement of the election results.

(2) The chairperson of the election committee, or the sub-election committee shall send the invitation to the constituent meeting. The invitation to the constituent meeting shall be made without delay after the election results are announced, and sent in writing at least fourteen days prior to the meeting. The chairperson of the election committee, or sub-election committee shall set the date for the constituent meeting. The meeting shall be held no later than the 30th of June of the election year.

(3) The minutes and the facilitation of the constituent meeting shall be conducted by the chairperson of the election committee. The agenda shall include the following points, in particular:

- 1st Greeting, verification of an orderly invitation, attendance and presence of a quorum
- 1st Approval of the agenda
- 2nd Election of the chairperson of the bodies
- 3rd Election of the first deputy chairperson
- 4th Election of the second deputy chairperson
- 5th Any other business

§7 UNIVERSITY STUDENT REPRESENTATION (GERMAN: UV)

(1) The University Student Representation consists of:

- 1st Mandataries or the according to para. 3 and 4 authorized representatives with the right to vote and the right to file motions
- 2nd Heads of offices as non-voting members with an advisory vote regarding the affairs of their office
- 3rd Mandataries of the Study Representations as non-voting members with an advisory vote and the right to file motions.

(2) All students of the Academy of Fine Arts Vienna are members of the Students' Union and have the right to attend and speak at all public meetings of the University Student Representation.

(3) Elected mandataries of the University Student Representation may be represented at meetings by a nominated substitute mandatary pursuant to § 53 para. 1 HSG 2014). If the substitute mandatary is also unable to attend or if no substitute mandatary has been announced, the mandatary may be represented by another substitute mandatary (§ 59 para. 3 HSG 2014), who must provide evidence of the power of representation by means of one of the following documents:

- 1st by a court-certified power of attorney,
- 2nd by a notarized power of attorney,
- 3rd by a power of attorney certified by the Election Commission of the Students' Union of the Academy of Fine Arts Vienna.
- 4th Mandataries and substitute mandataries may also transfer their vote orally to other persons of the same nomination during the meeting. No mandatary may cast more than one vote

§8 CONVENING THE UNIVERSITY STUDENT REPRESENTATION MEETING (UV-SITZUNG)

(1) The chairperson shall convene a full meeting of the University Student Representation at least twice per semester.

(2) At the first meeting of an academic year, the chairperson shall submit an overview of dates to the mandataries, in which the calendar weeks for the further ordinary University Student Representation meetings of the academic year are fixed.

(3) The dates of meetings shall be set in such a way that it is possible for students with care responsibilities and working students to attend meetings without difficulty. If the members of

the University Student Representation include students with care responsibilities or working students, the date must be coordinated with them.

(4) All mandataries and officers of the Students' Union shall receive an invitation in writing to the general assembly of the University Student Representation at least fourteen days prior and shall include a request to submit agenda points and motions to be decided upon at the assembly. Agenda points shall be submitted at least ten days prior in order to ensure that the invitation complies with the proper process. Authorized recipients included in the University Student Representation lists shall provide the chairperson of the University Student Representation with their mandataries' e-mail addresses.

(5) The invitation to the ordinary meeting of the University Student Representation shall be sent out by email at least ten working days before the meeting, stating the time, place and agenda. Important documents must be attached to the invitation. The authorized representatives of the electoral groups represented in the University Student Representation must provide the chairperson of the University Student Representation with the email addresses of their mandataries.

(6) In urgent matters, the chairperson shall respond to a written request for a meeting by at least two mandataries, and call for an extraordinary meeting, which must include the agenda, within 5 study days. The invitation shall be extended to all mandataries and officers in writing and indicate the time, location and agenda. The authorized representatives of the electoral groups represented in the University Student Representation must also be notified by telephone within the same period. Should the chairperson fail to call the meeting in due time and according to the protocol, those requesting the meeting are entitled to call for an extraordinary meeting of the University Student Representation themselves, in compliance with the abovementioned stipulations.

(7) Meetings of the University Student Representation shall be published on the Students' Union Website.

(8) Meetings of the University Student Representation shall be open to the public; a closed session is permissible if a two-thirds majority accepts a motion with reasonable grounds. The reason for the closed session shall be stated in the minutes.

(9) In exceptional cases with reasonable grounds, it is permissible to hold meetings in the form of a videoconference. The chairperson must provide all mandataries and authorized representatives with a written justification for the existence of such a justified exceptional case. The meeting may be held digitally if the authorized representatives of the political groups representing at least two thirds of the mandataries agree to the written justification of the person chairing the meeting. Consent must be given in writing, either by post or by e-mail. The deadlines and regulations for invitations to ordinary and extraordinary meetings apply equally when held digitally.

(10) In order for individual mandataries to request a hybrid convening of the meeting and take part using a video link, they are required to state their reason in writing at least five days before the meeting.

(11) In the event that the meeting is held as a video conference, the Chairperson shall ensure that the digital means of communication comply with the following:

1st the members are able to hear each other on both sides;

2nd the members are visible, at least for the purpose of identification;

3rd the attendance and participation of third parties is possible;

4th authorized elections and voting shall be possible;

5th the registration and identification of members attending is established verbally and simultaneously through being visible on video.

(12) Should mandataries leave an online meeting without proper notice, it is assumed that it is due to technical difficulties. In such a case, the Chairperson shall pause the meeting, and telephone or utilize other technical aides to contact the mandataries and help them to join the meeting again. If contact could not be established or they were unable to join the meeting again after 10 minutes, the meeting shall continue without that mandatary. This shall be recorded in the minutes as the time the mandatary “left the meeting”.

(13) It is not permissible to hold a University Student Representation meeting during the following periods:

- 1st 1 July until 30 September
- 2nd 1 February until 28/29 February
- 3rd 20 December until 10 January
- 4th One week before and after Easter Sunday
- 5th Sundays and statutory holidays

§9 AGENDA OF THE UNIVERSITY STUDENT REPRESENTATION MEETING

(1) Every agenda shall include a minimum of the following agenda items:

- 1st Greeting, verification of an orderly invitation, attendance and presence of a quorum
- 2nd Approval of the agenda
- 3rd Approval of the minutes documenting the decisions made in the previous session
- 4th Reports by the Chairpersons
- 5th Report by the committee chairpersons
- 6th Report by the heads of office
- 7th Decisions
- 8th Any other business

(2) Under the point “approval of the agenda” proposals may be made to add, remove or change the order of items on the agenda. If necessary, items on the agenda and decisions to send delegations to the university collegial organs may be added to the agenda.

(3) It is not permissible to make any resolutions under the point “Any other business”.

§10 PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATION MEETING

(1) A chairperson or a person commonly agreed upon and delegated, ideally, in the previous University Student Representation meeting (in the following “moderator”) shall chair and facilitate the meeting.

(2) The meeting begins by establishing that the invitation was extended in an orderly manner and by establishing of the presence of a quorum. A quorum is present when at least half of the mandataries are in attendance, unless otherwise provided for in the Students’ Union Act 2014. In the event that a quorum is not present, the meeting shall be suspended. If the quorum is not reached within one hour, the meeting shall be terminated and within three working days, a new meeting shall be announced pursuant to §8 para 3 of these statutes. In addition, the convening of an interrupted meeting must be sent by email to all mandataries and functionaries at least 48 hours before it is resumed. The authorized representatives of the

electoral groups represented in the University Student Representation must also be notified by telephone within the same period.

(3) A meeting has been duly convened if the invitation was issued in accordance with para. 8 subpara. 4 and 5.

(4) The agenda items shall be discussed in the order approved.

(5) A list of speakers shall be made. The speakers shall be given the floor to speak in the order, in which the attendees have requested to speak.

(6) Persons attending the University Student Representation meeting for the first time shall be provided with a brief introductory round along with notes on gender diverse use of language, speaking time, and a short introduction to the use of hand gestures.

(7) The language used in the meeting shall be determined on the basis of the common language of the majority of persons present. Should there be any difficulty in following the meeting, adequate translation shall be arranged.

§11 FILING MOTIONS AT THE UNIVERSITY STUDENT REPRESENTATION MEETING

(1) Motions shall be filed in written or verbal form as:

1st Principle motions: a principal motion is the initial motion made about an issue.

2nd Countermotion: a countermotion is a motion that treats the issue of a principle motion in a manner that formally, or in terms of its content, is incompatible with it.

3rd Amendment: an amendment is a motion that expands upon, limits or clarifies a principle motion or a countermotion.

(2) In the case that multiple motions are filed, the voting shall take place as follows: the principle motion shall be voted upon prior to the amendment; the countermotion shall be voted upon prior to the principle motion. If the countermotion is accepted, the principle motion is declined. If the countermotion is declined, a vote shall take place on the principle motion.

(3) Right to file motions (applications) – without prejudice to other legal provisions, students of the Academy are permitted to file a motion. The application shall fall within the scope of remit of the University Student Representation. Applications by students shall be submitted to the chairperson at least seven days prior to the meeting. Applications received after this deadline shall be postponed until the following meeting of the respective body. The first signatory of an application is its representative. Students who have filed a motion are entitled to speak in favor of their application at the meeting of the respective body.

§12 DEBATE PROCEDURE OF A UNIVERSITY STUDENT REPRESENTATION MEETING

(1) Upon application by a mandatary and upon the request of two-thirds of the mandataries present, meetings or items on the agenda may be held in a closed session.

(2) Each person attending the meeting is entitled to speak on each agenda item, and may do so after the moderator as asked them to speak on the given item.

(3) The chair person or the moderation shall allocate the speaking time per agenda item on the basis of the number of mandates of the respective electoral groups; the estimated total time per agenda item must be agreed at the beginning of the meeting when the agenda is approved.

(4) The person filing the motion, or person reporting, is given the floor at the start of the debate, after which all other speakers may speak in the order they requested to speak.

(5) All participants, in particular the moderator, are responsible for maintaining an inclusive culture of debate, particularly by facilitating in a manner that attends to the needs of the participants, the requirements of the agenda item, and the available time resources. All participants do their utmost to maintain a respectful and just distribution of speaking time by keeping their points short and focusing on the most important point. Speakers may not address each other, but must address the moderation.

(6) The order of the speakers' list shall be suspended if a person requests to speak on:

1st The statutes

2nd Rectification

(7) Those requesting to speak on the statutes, that is, would like to point out a pursuant process that is not in accordance with the statutes, is permitted to speak immediately.

(8) Negotiations regarding an application or an agenda item are suspended if a person formally submits an application (files a motion) regarding:

1st Postponing of the issue

2nd Closing the list of speakers

3rd Closing the debate on an issue

4th Closing the debate on an agenda item

5th Postponing of the meeting

6th Closing the meeting

(9) The moderator has the following means at her disposal to ensure that the meeting is conducted in accordance with the Articles of the Statutes:

1st Referral to the matter in hand,

2nd Request to be brief

3rd Issuing a call to order

4th Withdrawal of the floor

5th Interrupting the meeting.

The right to speak may be withdrawn for the agenda item in question if the measures in accordance with subpara. 1, 2, 3 and 4 are not necessary for the meeting to be held in accordance with the Articles of the Statutes. If the speaker exceeds the permitted speaking time, she may be deprived of the floor for the current request to speak following a request for brevity in accordance with subpara. 2. The request for brevity must be made in good time so that the request to speak can still be completed within the permitted speaking time.

(10) The floor may be withdrawn for the relevant agenda item after prior call to order if the statement of a mandatory is to be qualified as racist, antisemitic, revisionist, fascist, sexist, misogynistic, homophobic or transphobic. In the interests of proportionality, this measure may only be used in the case of gross violations. Qualification is the responsibility of the moderator after consultation with one representative of each of the electoral groups represented in the University Student Representation.

(11) The use of these means and the request to speak to which they refer shall be recorded.

(12) Interruptions of meetings pursuant to para. 5 subpara. 5 must last at least ten minutes and may not exceed 45 minutes. The total duration of interruptions to the meeting may not exceed three hours.

(13) Each electoral group represented in the University Student Representation may request an interruption of the meeting a maximum of five times in the course of a meeting for a total maximum duration of 20 minutes for all interruptions (formal request pursuant to art. 12 para. 8 subpara. 3). The moderator must then interrupt the meeting for the requested period.

§13 DECISION-MAKING AT A UNIVERSITY STUDENT REPRESENTATION MEETING

(1) Decisions shall be made in a transparent manner, by which all voting members present actively vote. For an application to be adopted, at least half of the voting members must be present and, unless otherwise provided for by the Students' Union Act 2014, a simple majority of the valid votes cast is required. Abstentions shall not be considered as votes cast. Motions that require a two-thirds majority of the voting members are, in particular: the dismissal of student representatives, delegated by the University Student Representation, voting out a chairperson, dismissal of heads of office (Referent:innen) and amendments to the statute. Members who are entitled to vote are mandataries.

Votes on a motion (application) are determined as follows:

1st Votes in favor

2nd Abstentions

3rd Votes in opposition

In case of a tie, the motion shall be denied.

(2) A vote is invalid if cast by a person who is not entitled to vote, or if cast after the voting has taken place.

(3) If the result appears to be questionable, the chairperson is to order a vote by roll call. A vote by roll call is obligatory if requested by at least two mandataries.

(4) A secret vote in writing is obligatory if requested by at least two mandataries.

(5) Mandataries, officers and employees of the Students' Union have the duty to represent and promote the interests of the members. They shall consider and formally implement the interests of the students, when it comes to decisions made by other Students' Union bodies as well as when voting at the University Student Representation. If no motions have been made by the Study Representations, the Study Representations must be consulted and the motion postponed. If a motion does not affect all fields of study, the University Student Representation may not issue a decision that is binding for the Study Representations.

§14 RECORDING THE MINUTES

(1) Comprehensive minutes shall be taken at University Student Representation meetings. The minutes shall convey a clear and transparent picture of the meeting and include the following:

1st Date and time the meeting started and finished.

2nd The names of all present members, bodies and persons reporting.

3rd Agenda items.

4th The motions filed for each agenda item, the motions made in verbatim, and the names of the persons who filed the motions.

5th The result of votes on each application (motion).

6th The essence of the contributions made to the discussion of each agenda item.

7th Members are entitled to receive a copy of the minutes upon request.

(2) The minutes on motions made shall be recorded immediately. The Chairperson and the Office for Economic Affairs shall publish the minutes on the Students' Union Website. Additionally, mandataries and officers of the Students' Union shall receive the minutes in an adequate form, along with the invitation to the next meeting.

(3) Minutes on motions made at University Student Representation meetings shall be published on the Students' Union Website after having been undersigned by the Chairperson and Head of the Office for Economic Affairs, and a full transcript of the meeting shall be made available upon request.

§15 CHAIRPERSON OF THE UNIVERSITY STUDENT REPRESENTATION

(1) The Chairperson and their deputies shall represent the Students' Union of the Academy of Fine Arts Vienna externally. They shall be responsible for implementing the motions of the University Student Representation, chairing the meetings of the University Student Representation and dealing with day-to-day business; in this respect they shall be supported by the General Secretariat.

(2) The Chairperson and their deputies shall organize their collective work, pursuant to Art. 35 para. 3 Students' Union Act 2014; without prejudice to the legal provisions, they shall aim to work collectively and act as a team. The internal division of labor shall be recorded and announced in written form.

(3) After one year of office, the positions of each Chairperson shall rotate, with each person on the Chairperson team assuming another position within the Chair. The Chairpersons shall also make a concerted effort to invite at least one new person to take an office in Chairpersons' team. The provisions of the Student Unions' Act 2014 remain unaffected.

(4) The members, mandataries, officers and employees of the Students' Union shall be given the opportunity to work closely together with the chairpersons' team as a means to strengthen the cohesion and collaboration within the Students' Union. This also allows possible successors to become familiar with the work. The provisions of the Student Unions' Act 2014 remain unaffected.

(5) Should a Head of Office neglect their tasks or violate the statute, the Chairperson may suspend this person until the next University Student Representation meeting, but for not longer than 40 study days. Offices with extended autonomy are excluded from this. Periods during which courses are not held lengthen this time period. In accordance with this time frame, at the first following meeting University Student Representation, the issue shall be presented with the aim of coming to a resolution. During the suspension, the capacities and agendas of the office as well as with the remuneration payment are suspended. Repeated suspensions on the same grounds are not permissible. Prior to a suspension, attempts shall be made to discuss the issue at hand.

(6) The Chairperson or a Deputy Chairperson represents the interests of the students of the Academy of Fine Arts Vienna at the Chairpersons' Conference (German: UV-VOKO), in accordance with Art. 10 of the Students' Union Act 2014. The chair is obliged to consult the mandataries in writing two weeks before the next UV-VOKO and to submit the proposed motions to the UV-VOKO. After holding the meeting, the chair must report to the mandataries in writing. The participation is laid out in the rules of procedure of the Chairpersons' Conference of the University Student Representations. If a member is indisposed, they shall immediately give notice in writing.

(7) The Chairperson or Deputy Chairperson represents the interests of the students of the Academy of Fine Arts at the University Council meetings, in accordance with Art. 21 para 15

of the Universities Act 2002. If a member is indisposed, they shall immediately give notice in writing.

(8) Prior to the meetings of the University Council and the Rectorate Jour Fix, the chair shall consult the Study Representations and the University Student Representation and, at their request, invite representatives of the Study Representations to the meetings of the Rectorate Jour Fix. After the meetings, the Chair shall immediately report to the mandataries of the University Student Representation and Study Representations. The chair is obliged to represent the interests of student representatives before the rectorate without restriction. Should conflicts of interest arise between different bodies of the Students' Union, this must be discussed and agreed upon in advance in the University Student Representation.

(9) Agreements between the Chairperson of the Students' Union and the Rectorate or an institute management require the approval of the University Student Representation. The University Student Representation must be informed of such agreements.

(10) At least one member of the chair shall attend the Rectorate's Jour Fix meetings. It is permissible for the chair to invite additional mandataries, officers or students to take part in the Rectorate's Jour Fix meetings. Other mandataries, functionaries or students must be invited by the Chair to participate in the Rectorate Jour Fix if topics from their respective areas of work are discussed.

§16 OFFICE WITH EXTENDED AUTONOMY

(1) At the Students' Union of the Academy of Fine Arts Vienna, the Office for Anti-Fascist and Anti-Racist Social Policy (Art. 18 para. 6) has extended autonomy.

(2) When appointing the head of the Office for Anti-Fascist and Anti-Racist Social Policy, the outgoing head's recommendation for her successor shall be included in the decision-making process. The appointment is made on the condition that the advertisement and the hearing must also be advertised in the media of the University Student Representation, after election by the University Student Representation with the involvement of the Study Representations in an advisory capacity. The Office for Anti-Fascist and Anti-Racist Social Policy must be headed by a POC.

(3) The Office for Anti-Fascist and Anti-Racist Social Policy shall be allocated a fixed budget of at least 5% of the total budget of the University Student Representation. Projects and material expenses are to be paid from this budget. If no officer is elected or no agreement is reached between the responsible officer of the relevant autonomous department and the Head of the Office for Economic Affairs on the use of the budget or part of it within the meaning of Art. 42 of the Students' Union Act 2014, this budget or the remaining part of the budget cannot be spent.

§17 DEPUTIES OF THE STUDENT OFFICES

(1) The offices shall fall under the management of heads of office, or qualified employees; a deputy head may be elected for the head of the Office for Economic Affairs. All vacant positions are to be announced and published in the Students' Union media and via e-mail. A working group shall review the applications and make a shortlist. Before the University Student Representation appoints a head of office, the applicants shall attend an interview, for which all persons actively involved in the Students' Union receive a written invitation.

(2) According to §1 (2) of this statute, the heads of office shall be full members of the Austrian National Union of Students and have the qualifications required for that office.

(3) Until the University Student Representation and the Study Representations have approved the head of the office, the chairperson may recommend qualified persons and entrust them with heading that office in the interim period. This interim assignment shall not

exceed three months per assignment. Periods during which courses are not held, Sundays and legal holidays may extend this three-month period.

(4) The responsibility of the head of office commences with the election, or entrustment by a chairperson, to head the office and expires at the end of one year, the end of the preliminary entrustment, or on the date of resignation, suspension or voting out.

(5) Upon assuming the position as a head of office, a proposed work plan for their term in office shall be submitted to the Chairperson, University Student Representation and the Study Representations.

(6) The heads of office shall conduct their work in accordance with the resolutions of the University Student Representation and the bodies of the Students' Union, and act in accordance with the political agenda of the Students' Union.

(7) To accomplish the scope of tasks of any given office, the heads of office may receive support through appointing additional persons (Sachbearbeiter:innen) or project staff.

(8) Heads of office are obliged to take part in University Student Representation meetings and Reporting Committee meetings.

(9) It is not permissible for persons who already hold an office as a Chairperson of the Students' Union, as a Chair of the University Senate, as a member of the Equal Opportunities Team, a Curricula Commission to simultaneously serve as a Head of Office of the Students' Union of the Academy of Fine Arts Vienna.

§18 OFFICES OF THE UNIVERSITY STUDENT REPRESENTATION

To accomplish the statutory and administrative tasks of the Students' Union of the Academy of Fine Arts Vienna, offices dedicated to the following affairs have been established:

(1) Office for Economic Affairs

The Office for Economic Affairs, in collaboration with the Chairperson, handles all of the economic affairs of the Students' Union. It is responsible for preparing annual accounts and handles the tasks concerning the annual audit along with the ongoing administration of all financial transactions of the Students' Union. The Office for Economic Affairs is responsible for communication with the control commission and for giving regular reports at University Student Representation meetings. In collaboration with the Office for Infrastructure, it manages investment and inventory lists; it also documents and administers all contracts.

The head of the Office for Economic Affairs checks all of the receipts and other related bookkeeping documentation. In collaboration with the Study Representations and the Chairpersons, the Office for Economic Affairs executes the financial planning necessary for making an annual estimate. The Office for Economic Affairs also assists in applying for external funds for Students' Union projects.

In order to ensure execution of the tasks are in compliance with the law, the Office for Economic Affairs receives support from an employee with the required qualifications. The head of the Office is responsible for compliance with the Students' Unions Financial Regulations (Annex 3).

(2) Office for Education Policy

The Office for Education Policy is tasked with engaging with university education policy and develops statements in response to proposals of laws and guidelines. Working in close collaboration with the Study Representations, the student Chairpersons of the Senate, the Office for Economic Affairs and the General Secretariat, it inspects and documents the work done in boards and committees, on the basis of which the remuneration payment the Study

Representations is established. A list of students represented on committees and commissions of the Academy of Fine Arts Vienna (based on the reports submitted by student representatives) must be submitted to the General Secretariat at the end of the semester. Together with the student Chairperson of the University Senate, the Office for Education Policy coordinates the work done in the boards and commissions of the university collegial bodies and in the university Senate.

The Office for Education Policy functions as a contact point for the student representatives of the Study Representations (particularly regarding issues in the Study Representations as well as for student members of commissions, committees and juries of the Academy of Fine Arts Vienna). In addition, it is tasked with giving updates on current developments in educational policy at the university and beyond, in order to foster critical engagements with these issues. The Office for Education Policy is also responsible for the ongoing organization and documentation of the reporting committee.

(3) Office for Social Policy

The Office for Social Policy informs students about social (service) provisions available and plays an active role in shaping policy of the University Student Representation around issues concerning “social welfare”, “studying with a child”, “mental stress” and “anti-ableism” and prepares corresponding information materials that are published in the Students’ Union media. It is responsible for providing counseling and support for students. Together with the bodies and offices of the student union it strives to support structurally underrepresented persons. It also provides support for students with questions on stipends, funding, study allowance, family allowance, health insurance, accident and liability insurance of the Students’ Union, etc. It also provides support and information concerning employment and housing,

The Office for Social Policy is part of the working group set up by the University Student Representation, which is responsible for allocating social funds in accordance with the social fund guidelines (Annex 1).

A specially qualified employee is entrusted with the task of providing social counseling and legal advice via the General Secretariat.

(4) Office for Public Affairs

The Office for Public Affairs disseminates information about the activities of the student body through social media and on the Students’ Union info screens. It is tasked with technically maintaining and updating the Students’ Union Website. It ensures that the content of the Students’ Union is available to students and the broader public, encourages critical engagement with political issues, and offers a place for critical standpoints and opinions.

The Office for Public Affairs aims to regularly inform the students of the Academy of Fine Arts Vienna about issues and concerns that affect them via their newsletter.

The Office for Public Affairs is responsible for designing and printing information brochures of the Students’ Union. The Office is also responsible for publishing information on projects funded by the Students’ Union.

The Office for Public Affairs works in close cooperation with the Study Representations and is committed to taking up and disseminating the content of the Study Representations in the Students’ Union media.

(5) Office for Intersectional Political Practice

The task of the Office for Intersectional Political Practice is to develop political projects that deal with issues such as migration policy, class struggle, queer*feminism, diversity,

antidiscrimination, antiracism, especially anti-anti-Semitism, Arab and Muslim anti-racism, etc.

This Office functions as a contact point for projects that are brought to the attention of the Students' Union in this context, and coordinates the resulting tasks within the Students' Union. It makes sure that the students of the Academy of Fine Arts are not only informed about such projects, but also – when possible – may take part in them. To ensure this, the Office for Intersectional Political Practice strives to work closely with the Study Representations.

This Office works in collaboration with the Chair, General Secretariat, the Office for Public Affairs, the Office for Anti-Ableist Practices and with the Office for Anti-Fascist and Anti-Racist Social Policy.

(6) Office for Anti-Fascist and Anti-Racist Social Policy

The Office for Anti-Fascist and Anti-Racist Social Policy deals with existing and new racist, fascist and right-wing extremist tendencies in (Austrian) society and in particular at the Academy of Fine Arts Vienna.

The Office should not limit itself to individual dates, but should carry out continuous work on a wide variety of levels and in a wide variety of forms. Through the activities of the Office for Anti-Fascist and Anti-Racist Social Policy, the Students' Union acts as the initiator of various events (inputs, reflection events, demonstrations, etc.) and thus networks various anti-fascist and anti-racist organizations. It is also responsible for networking and supporting existing anti-racist and anti-fascist work and organizing associated protests as well as planning and carrying out its own actions, events and projects. Furthermore, it has to promote the discussion of the situation of Jewish and migrant students in Austria and carry out corresponding public relations work.

Thematically relevant publications are to be promoted by the Office for Anti-Fascist and Anti-Racist Social Policy.

(7) Office for Infrastructure

The Office for Infrastructure actively assesses problems related to space and infrastructure at the Academy of Fine Arts Vienna, communicates them to the University Student Representation and the Study Representations, and appeals to the decision-makers to take action to solve these problems. This Office is also responsible for sharing information about available spaces and resources, particularly at the Academy of Fine Arts itself, and prepares proposals to optimize the current regulations around the utilization of space and infrastructure.

It aims to forge cooperation with other Students' Unions and organizations as a means to utilize and expand the Students' Union's infrastructure pools. In addition, it is tasked with coordinating and expanding the Students' Union's own equipment pool, in consultation with the University Student Representation, the Study Representations and the Office for Economic Affairs. It is also responsible for organizing and maintaining this equipment.

The regular tasks include administering the borrowing of equipment, maintaining the equipment, upkeep and updating the infrastructure website, which provides an overview of the Students' Union's own equipment pool. It also provides technical support for Students' Union events.

In collaboration with the Office for Economic Affairs, the Office for Infrastructure conducts a full inventory once per semester. The result of this inventory must be forwarded to the employee in the General Secretariat responsible for controlling and accounting.

(8) General Secretariat

The task of the General Secretariat is to coordinate the regular procedures and processes of the Students' Union together with the Chairpersons. It is responsible for planning and coordinating the processes related to the Students' Union's everyday business, as well as developing structures and processes that render the Students' Union more transparent, participatory and thus more effective and accountable. The General Secretariat manages the email address oeh@akbild.ac.at; for controlling and accounting, it has access to oehfinanzreferat@akbild.ac.at; for legal advice, it has access to oehsozialreferat@akbild.ac.at.

The General Secretariat is also tasked with running a mentoring program that provides new officers with everything they need at the start of their work at the Students' Union. To accomplish this, the General Secretariat maintains close contact with all the offices and mandataries of the Study Representations. In addition, it is responsible for facilitating the flow of information and knowledge transfer within the Students' Union. It is the task of the General Secretariat – regarding general personnel – to ensure that the Academy of Fine Arts meets its legal obligations towards the Students' Union. The General Secretariat is also responsible for accounting and controlling, legal and social counseling, supporting the Study Representations and, if required, takes on front and back office activities for the Students' Union. It is also responsible for technical support and updating the Student Union website and cloud. The department is also responsible for providing legal information, advice and support to students who are not Austrian nationals. The General Secretariat is responsible for coordinating the activities of the Study Representations of the Students* Union.

Recurring activities of the General Secretariat are defined in the job description (employment contract). In addition, more extensive activities of the General Secretariat must be recorded in writing as part of a project assignment (with objectives, milestones, required resources, etc.) and approved by the University Student Representation or the Study Representations of the Students' Union.

The Chair of the Students' Union may assign clerks to the General Secretariat to support the Study Representations in the implementation of their duties.

The General Secretariat is managed by a qualified employee. Amendments or termination of the employment contract and changes to the job description can only be made by motions of the University Student Representation in agreement with the employee. Before the motion is passed, the Study Representations must be invited to the meeting of the University Student Representation and consulted as to whether they agree to the planned changes. The University Student Representation must take the debates into account.

(9) Office for Anti-Ableist Practices

The Office for Anti-Ableist Practices is committed to representing the rights and needs of students with disabilities and neurodiversity and making their voices heard in the academic and social landscape of the Academy and beyond. Through events, workshops and awareness campaigns, the office aims to raise awareness of disability issues amongst the wider student body and work to break down societal prejudices.

In addition to providing practical support, the Office for Anti-Ableist Practices actively campaigns for political change to ensure that the Academy becomes more accessible and inclusive. By participating in university committees such as the Working Group for Equal Treatment or the Working Group Barrier-free Working and Studying, as well as through events, workshops and awareness-raising campaigns, the Office for Anti-Ableist Practices aims to raise awareness of disability issues among students at the Academy of Fine Arts Vienna and contribute to reducing social prejudice.

The aim is to create a more empathetic academic culture. Promoting initiatives such as accessible universities and providing more accessible learning materials and mental health resources should enable a more equitable educational experience for all.

The Office works in close cooperation with the Office for Social Policy and the General Secretariat.

§19 STUDENT ASSEMBLIES

(1) General student assemblies may be convened for the following groups of students:

1st for all students who are studying at the Academy of Fine Arts Vienna or who are enrolled in courses at the Academy of Fine Arts Vienna;

2nd for all students who are actively entitled to vote for a specific body of the Students' Union;

3rd for all students attending a specific course;

4th for all FLINTA or migrant students

(2) A student assembly must be convened in any case if at least one percent of those eligible to vote for a body with more than 300 active voters, otherwise at least five percent of those eligible to vote for the respective body, request this in writing.

(3) Student assemblies shall be announced in the media of the body concerned, in the media of the student body, by e-mail to the students of the body concerned who are entitled to vote, stating the time, place and a proposed agenda.

(4) The student assembly must take place no earlier than five study days, but no later than 15 study days after the request has been received by the Chairperson. Lecture-free days shall not be taken into account when applying these deadlines.

(5) If the Chairperson fails to duly convene a student assembly, the applicants are entitled to convene one themselves within 15 study days. If a student assembly is convened for all students of the Academy of Fine Arts Vienna or all FLINTA or migrant students of the Academy of Fine Arts Vienna, the Chairperson of the University Student Representation is obliged to provide the necessary resources for the convening. If the students' assembly is convened for other bodies of the Students' Union, the Chairperson of the University Student Representation shall decide at their own discretion whether the corresponding resources are to be made available by the Students' Union.

(6) The agenda of the student assembly is proposed by the chairperson of the respective body or by the applicants. Additional agenda items proposed at the beginning of a student assembly shall be dealt with if a corresponding motion receives a simple majority in the student assembly.

(7) The student assembly shall be chaired by the chairperson of the respective body; she shall ensure that the issues on the agenda are dealt with as exhaustively as possible.

(8) The provisions of these Statutes on the conduct of meetings shall apply *mutatis mutandis*.

(9) Motions passed by the students shall be of a recommendatory nature for the responsible body and must be dealt with at the next meeting of the relevant body. The recommendations of a student assembly can only be deviated from if a conclusive justification is given.

(10) The motions of the student assembly must be recorded in minutes. The minutes shall be published on the website of the Students' Union.

§20 GENERAL ASSEMBLY OF MIGRANT STUDENTS

- (1) The General Assembly of Migrant Students is an assembly of all migrant students of the Academy of Fine Arts Vienna. Non-migrant students only have the right to speak.
- (2) The provisions of Art. 19 shall apply to them mutatis mutandis, unless otherwise stipulated below.
- (3) The General Assembly of Migrant Students is convened and chaired by the Head of Office for Antifascist and Antiracist Social Policy. If there is no such head of office, the Chairperson of the University Student Representation shall chair the meeting. If the Chairperson of the University Representation and all their deputies are non-migrant, the chair shall appoint a migrant substitute to chair the meeting.
- (4) The General Assembly of Migrant Students must be convened in any case if 30 migrant students so request, stating an agenda.
- (5) If the acting Head of Office for Anti-Fascist and Anti-Racist Social Policy fails to take the necessary steps, all students who request the convening of a General Assembly of Migrant Students are authorized to make all necessary arrangements themselves and at the expense of the budget of the Department for Antifascist and Antiracist Social Policy.

§21 COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION

- (1) The University Student Representation can delegate tasks to committees. Unless otherwise provided in the Students' Union Act's (2014) detailed definition of the decision-making sovereignty of the University Student Representation, the committees act autonomously.
- (2) The statutes must entail regulations on the configuration and establishment of permanent committees; if the need arises, the University Student Representation may establish non-permanent committees and this may also be done ad hoc.
- (3) Committees are required to establish guidelines including detailed descriptions of their rules of procedure, or respectively allocation modalities. Otherwise, the provisions established by the University Student Representation in these statutes apply.
- (4) The Chairperson of the University Student Representation shall convene a constituent meeting for the permanent committees at least 21 days after the study year has begun; for non-permanent committees at least fourteen days after establishment. The committee's chairperson is determined at constituent meeting, with the exception of the Reporting Committee. In addition, a secretary and the dates for the coming study year are to be established. In the event that a committee chairperson is not longer able to carry out their tasks, the Chairpersons of the University Student Representation shall carry out these tasks in the interim.
- (5) Rules of procedure, guidelines and meetings of the committees shall be published on the Students' Union Website.
- (6) Minutes shall be taken at committee meetings and immediately sent in writing to oehverichte@akbild.ac.at.
- (7) Committee meetings are obligatory for all members, unless otherwise stated; and attendance is compensated for through a remuneration payment.

§22 PERMANENT COMMITTEES OF THE UNIVERSITY STUDENT REPRESENTATION

- (1) Reporting Committee

The Reporting Committee ensures the flow of information and knowledge transfer within the Students' Union. The Reporting Committee is chaired and recorded by the Head of Office for Education Policy. It has no right to file motions or make resolutions.

1st Permanent Members of the Committee:

- a) At least one Chairperson of the University Student Representation
- b) Heads of office
- c) At least one mandatary of the Study Representations
- d) At least one of the Student members of the Senate, the Team for Equal Opportunities, the Curricula Committees as well as any personnel and habilitation committees.
- e) Chairpersons of the University Student Representation committees

2nd The Reporting Committee convenes four times a year, but not during periods during which courses are not held. In the event that members are indisposed, they are obliged to communicate this immediately in writing. In the case of indisposition, remuneration payment for attendance is not provided.

3rd Reporting Committee meetings are not open to the public and may be held in a hybrid form.

4th At least seven days prior to each meeting, the Head of Office for Education Policy or the Chairperson of the University Student Representation shall send invitations to all committee members, and include the time, location and agenda items. The dates shall be decided during the first committee meeting.

5th The agenda items shall include:

- a) Report by the Heads of Office
- b) Report by the Committee Chairperson
- c) Report by the Study Representations
- d) Report by the student members of the Senate, Team for Equal Opportunities, the Curricula Committees as well as any personnel and habilitation committees

6th Each student member of the Senate, Team for Equal Opportunities, Curricula Committees as well as any personnel and habilitation committees shall attend at least one meeting per semester; the same extends to heads of office and mandataries of the Study Representations. The student members of the Senate, Team for Equal Opportunities, the Curricula Committees may be substituted by the student chairpersons of these committees.

7th Attendance is compulsory for all members.

(2) Finance Committee

1st The tasks of the Finance Committee are to work out an annual estimate, monitor monetary transactions, and support the Office for Economic Affairs in mid-term and long-term planning. The University Student Representation may also entrust the Finance Committee with additional tasks.

2nd Members of the committee consist of: one representative from the Office for Economic Affairs, Chairpersons team, representatives from the voting lists, and mandataries from the Study Representations.

3rd Finance Committee meetings are not open to the public and may be held in a hybrid form.

4th The Finance Committee shall meet at least once per semester, and upon the request of the University Student Representation.

(3) Statutes Committee

The University Student Representation calls upon the Statutes Committee to work on changes and additions to the statute.

A steering committee, consisting of the Chairperson of the University Student Representation, the student chairperson of the Senate and the Head of the Office for Economic Affairs and mandataries of the Study Representations, leads the committee and assumes the responsibility for addressing any needs or problems concerning the statute, and presents the changes and additions to the statute to the other members of the Statute Committee. They provide feedback on the proposed changes, which the steering committee considers in the course of their further work. The final version, including the proposed changes, shall be presented to the University Student Representation for approval.

The General Secretariat supports the Statute Committee, provides advice and organizes the practical steps of the work process.

§23 STUDY REPRESENTATIONS

(1) The Study Representations form the basis of a body representing the interests of the students. The Study Representations at the Academy of Fine Arts Vienna are:

1st Study Representation Architecture

2nd Study Representation Fine Arts

3rd Study Representation Scenography

4th Study Representation Doctoral Studies

5th Study Representation Conservation and Restoration

6th Study Representation Master Critical Studies

7th Study Representation Education in the Arts

(2) The Study Representation shall reflect the open structures of the University Student Representation and organize its chair as a team, enabling the participation of all students at all times and actively work toward training members to take over the activities as successors. The regulations of the Students' Union Act 2014 remain unaffected by this.

(3) The Study Representations shall specify their own rules of procedure and publish these on the Students' Union's Website.

(4) For specific tasks, Study Representations may apply to the General Secretariat for additional persons to be appointed to a designated field of activity approved by the Chairperson of the Students' Union. Persons appointed shall receive remuneration, which is budgeted by the Study Representation together with the Office for Economic Affairs on the basis of their budgetary means and in accordance with the provisions of §31 (1a) Students' Union Act 2014.

(5) In addition, at institutes in which studios are part of the study program, Study Representations shall discuss with the students and aim to appoint Studio Representatives, so that the needs and situations within the departments can be communicated to the Study

Representations or the Chairperson of the Students' Union. Studio Representatives are entitled to remuneration payment.

(6) In order to encourage participation, each Study Representation shall hold a student assembly for the study program each semester. The Study Representative shall send the invitation at least fourteen days before the date to all students of the respective institute.

(7) The Study Representation shall provide information on issues regarding study law, respond to e-mails from students, and provide information available to prospective students; with special regard to offering the broadest possible range of information, to reach and encourage people from educationally marginalized and underrepresented backgrounds to consider studying.

(8) Based on their budgetary means, the Study Representations shall distribute funding to individuals or projects. To maintain transparency, the selection modalities shall be published on the Students' Union Website. The Study Representations must adhere to the funding guidelines (Annex II) when awarding grants.

(9) The Study Representations shall provide a report of their work once per semester to oebberichte@akbild.ac.at; and publish this on the Students' Union Website. Remuneration payments may be withheld until the outstanding reports are submitted.

(10) It is permissible for Study Representations to accrue reserves, and request the University Student Representation to make this available for later use; however, the requested sum may not exceed the sum of the Student Representation's budget of the past financial year (minus the lump sum). In order to receive the reserves, a budget plan shall be submitted to the University Student Representation.

(11) Study Representations are obliged to attend the University Student Representation assemblies as well as committee meetings with agenda items pertaining to their study program.

§24 STUDENT PARTICIPATION IN UNIVERSITY BOARDS AND COMMITTEES

All Study Representatives shall act in the interest of the students of the Academy of Fine Arts, and represent their interests in the respective boards and committees of the Academy of Fine Arts Vienna. Study Representatives are also legally bound to the statute.

Study Representatives are obliged to attend meetings of the boards and committees as well as the related preparatory meetings; if a member is indisposed, they shall immediately communicate this in writing to the Chairperson of the respective board or committee and to any alternate members (students).

At the start of the new academic year, Study Representative delegates from all boards and committees of the Academy of Fine Arts Vienna shall either confirm their delegation, or propose and nominate a new delegate.

At the start of each semester, the Chairperson and Study Representations shall inform the students in writing about the respective functions and delegate the allowed number of student representatives for each board and committee. Students interested in representing student interests in university boards or committees shall receive information from the General Secretariat about the modalities for student representation in the respective board or committee.

Study representatives are entitled to a remuneration payment in accordance with the statute, specifically with the annex on remuneration payment scheme.

It is permissible for a student representative to be voted out by a two-thirds majority at the University Student Representation meeting.

(1) Senate

Delegating student representatives to the University Senate shall proceed in accordance with the election procedure according to Art. 52 of the Students' Union Act 2014, corresponding to the proportion of votes in the electoral groups represented in the University Student Representation; the electoral groups make a proposal for delegation to the University Student Representation.

The number of mandates allocated to the individual electoral groups shall be determined by means of the election number. For this purpose, the d'Hondt method shall be applied as follows:

- 1st The numbers of valid votes cast for each electoral group shall be written next to each other in order of size; under each of these numbers half shall be written, under this third, quarter and, if necessary, fifth, sixth etc. shall be written. If three mandates are to be allocated, the third-largest, if four mandates are to be allocated, the fourth-largest etc. of the written numbers shall be used as the election number.
- 2nd Each electoral group shall be allocated as many mandates as the number of valid votes cast for the electoral groups.
- 3rd If, according to this calculation, several electoral groups have the same claim to the last mandate to be awarded, the distribution of this mandate shall be decided by drawing lots.

The Senate Group consists of student members of the Senate and interested students. It meets at least once prior to the Senate meeting, but after the agenda items have been sent out.

The day before the Senate meeting, the student Chairperson invites the interested students to an onboarding session. These sessions are publicized on the Students' Union Website.

(2) Student Chairperson of the Senate

The Senate Group aims to select an appropriate representative to be elected as the student chairperson of the Senate. This shall be established at least on 7 June, following the election of the Senate. The Senate Group first presents the proposed candidate to the University Student Representation, which then makes the final decision.

The tasks entrusted to the Chairperson of the Senate include conducting structured preparatory meetings before the Senate meetings; actively participating in the Senate working group, attending meetings with the Rectorate, attending hearings of the Rectorate, maintaining active contact to members of the University Council; attendance of the Conference of the Chairpersons of the Senate; composing political statements and statements on bills; attending meetings and communicating transparently to the University Student Representation's Reporting Committee, particularly with regards to the agenda items 5 a and 5c in §20 of the statute.

(3) Curricula Committees, Appointment Committees, Habilitation Committees

Student representatives shall be delegated to and dismissed from university collegial bodies, in accordance with §25 para 8 of the Universities Act 2002, by the University Student Representation upon proposal by the respective Study Representation. For delegations, the subsidiary principle applies, which means that first the Study Representation largely responsible for that field nominates representatives; in cases where multiple Study Representations are concerned, each shall be represented in the same number.

(4) Delegations in other Boards, Commissions, Bodies of the Academy of Fine Arts Vienna

The University Student Representation delegates student representatives to take part in various university collegial bodies, working groups and juries—in particular the Equal Opportunities Team and the associated working groups, working groups of the institutes, committees for creating barrier-free and discrimination-free conditions, such as the Council for Equal Opportunities, the anti-discrimination employment agreement working group, search committees for appointing professors, according to §99 (Fast track appointment procedure for university professors) of the Universities Act 2002, committees for stipends, award juries, etc.

The university gremia established by the Academy of Fine Arts, in which student delegates may take part, shall be published on the Students' Union Website. This list shall include the name of the gremia, a short description of the tasks, and its composition.

The delegation is made in accordance with the delegation to the Senate.

§25 REMUNERATION PAYMENTS AND DUTY TO REPORT

(1) The Chairperson, officers (heads of office and appointed staff), the mandataries of the Student Representations as well as the student delegates, according to §21 of this statute, shall receive a remuneration payment in accordance with §31 para 1a(f) Students' Union Act 2014. The bodies of the Students' Union determine the amount of the payment, whereby suggestions by the Finance Committee shall be taken into consideration.

(2) The remuneration payment for the Chairpersons, Heads of Office and appointed persons shall be paid out monthly, and in accordance with §31 para 1a Students' Union Act 2014, the fee shall be increased by the rate of inflation every two years.

(3) Heads of Office, appointed persons and the Chairpersons are obliged to provide a activities report each month in writing. At least once a semester, each Head of Office shall submit a work plan for the coming semester and an activities report at the end of each academic year in writing to oehberichte@akbild.ac.at. Failure to provide a work plan or activity report may result in a request to suspend the remuneration payments by the Chairperson and Office of Economic Affairs or the University Student Representation.

(4) The Study Representations determine autonomously, in accordance with §31 para 1a Students' Union Act 2014, the amount and frequency (per semester, per month) of the mandataries' remuneration payments. The respective budget shall be presented to the Finance Committee for consultation.

(5) Study representatives shall receive remuneration payments for ten months of the academic year. The calculation of the fee is made on the basis of the scheme for remuneration payments included in the appendix of this statute. In addition, the fee shall be determined on the basis of the following criteria: the responsibility associated with an office, size of the area of competence, time and material expenditure, and the number of persons sharing a task. In accordance with §31 para 1b Students' Union Act 2014, the exact amount of the remuneration payment and the resulting total amount shall not have an adverse effect on the financial capacity of the Students' Union.

(6) Study representatives receiving a remuneration fee shall submit a written report via the form on the Students' Union Website at the end of each month, following the monthly meeting. Failure to submit the reports on time shall result in a suspension of the remuneration payment until the reports in question are delivered.

(7) For persons receiving remuneration payment for their office as a Chairperson of the Students' Union, of the Senate, the Equal Opportunities Team, a Curricula Committee or as a Chairperson, Head of Office or appointed person at another Students' Union, it is not

permissible to receive a remuneration payment for fulfilling tasks as an appointed person within this function.

§23 CONFLICT OF INTERESTS

In the event that a conflict of interests emerges for mandataries, officers or study representatives, between a mandate or office and a working relationship with boards and committees of the Academy, the issue shall be addressed at the University Student Representation meeting closest to the moment when the conflict of interest first emerged. A decision shall be made within the prescribed period of time. Measures to prevent possible conflicts of interests from taking effect in the first place shall be established by a simple majority. The student representative in question may be removed from office on the basis of a two-thirds majority. The Chairperson of the University Student Representation may suspend the person in question until the following University Student Representation meeting, in correspondence to the regulation in §14 para 4 of this statute.

In the case of a possible conflict of interests in which a mandatary or officer has a close relationship with representatives of other curia of the university, or through a work relationship with the university itself, the person in question shall abstain from voting and is not permitted to take part in any decision-making process, that may could interfere with the mandate of political representation of the students within the university.

§24 SUPERVISION RIGHTS OF MANDATARIES

(1) The mandataries may request information at any time regarding matters that fall under the competence of the Chairpersons, Heads of Office and appointed persons, and the committees of the University Student Representation.

(2) Should a verbal response not be possible at the moment of inquiry, the Chairperson, Deputy Chairperson or Head of Office and appointed persons, shall provide a response in writing within two weeks.

§25 AMENDMENT AND ENTRY INTO FORCE OF THE STATUTES

(1) Modifications of and amendments to the statute shall be permissible with a two-thirds majority vote at a University Student Representation meeting. The proposed modifications or amendments to the statute shall be publically announced as an item on the agenda together with the proposed change or amendment.

(2) The present statute shall enter into force on the 1st of July 2025 upon approval by the University Student Representation, at which time the previously published statutes of the Students' Union of the Academy of Fine Arts Vienna shall expire and no longer be valid.

APPENDIX 1 – GUIDELINES FOR THE GRANTING OF SUPPORT BY THE STUDENTS' UNION (SOCIAL FUND)

I. General Requirements

- (1) A prerequisite for the granting of support by the Students' Union is social need within the meaning of these guidelines. Employees of the Students' Union and former members of staff are excluded from receiving support if they have received at least 800 euros in the last 12 months. Preference in the allocation of funds is given to persons with limited or no access to the labor market.
- (2) Living costs, rental costs, student operating resources, costs for psychotherapy, costs for childcare and all other cases of hardship are eligible for support if the applicant suffers such hardship through no fault of their own.
- (3) There is no legal entitlement to the granting of support by the Students' Union.

II. Social Indigence

- (1) Requests for support must be submitted exclusively by email to the Social Department of the Academy of Fine Arts Vienna.
- (2) The application must include the name and email address of the student. The following information must also be enclosed:
 - Consecutive bank statements of the last two months including current account balance
 - Confirmation of income, if available
 - Information on whether a tuition fee is payable and whether financial proof must be provided for the issue/extension of a residence permit.
 - Statement of income/expenditure and any support from family, friends, etc.
 - Maintenance obligations towards children
 - Statement of the reasons for the financial burden and, if available, invoices or cost estimates for the specific emergency situation
 - Expenses necessary for the studies will be taken into account in full.

III. Request

- (1) Requests for support must be submitted exclusively by email to the Social Department of the Academy of Fine Arts Vienna.
- (2) The application must include the name and email address of the student. The following information must also be enclosed:
 - Consecutive bank statements of the last two months including current account balance
 - Confirmation of income, if available
 - Information on whether a tuition fee is payable and whether financial proof must be provided for the issue/extension of a residence permit.
 - Statement of income/expenditure and any support from family, friends, etc.
 - Maintenance obligations towards children
 - Statement of the reasons for the financial burden and, if available, invoices or cost estimates for the specific emergency situation

IV. Amount of support

- (1) The amount of support granted within 12 months in the calendar year 2020/2021 is EUR 500. Multiple applications are possible, but up to a maximum funding amount of EUR 400

within 12 months. The funding amount is based on the enclosed invoices and the presentation of the situation.

(2) Students who have to pay a tuition fee can only apply to bridge the tuition fees, regardless of whether support has already been granted from the Social Fund.

(3) The maximum funding amount is 500 euros within 12 months of the first application as stipulated in paragraph 1.

V. Procedure

(1) The decision on an application will be communicated to the applicant in the form of a written notification.

(2) The decision on the application is made by a committee consisting of representatives of the Office for Social Affairs, the Chair and the Office for Economic Affairs.

VI. Data Protection

(1) The data will be stored confidentially and in a locked location. The data will be processed and stored for the purposes of support from the Social Fund. The data will be destroyed after the support has been granted/rejected.

(2) Data may be passed on to the Austrian Federal Union of Students (ÖH Bundesvertretung) and used for statistical purposes in anonymized form.

(3) If personal data of other persons (illness of family members, bank statement of relatives etc.) are disclosed or enclosed, it is necessary for data protection reasons to obtain the consent of these persons so that the application can be processed.

(4) By submitting the documents, the applicant confirms that the information provided is correct and complete.

VII. Payment Modalities

(1) Payment of the amount shall be made exclusively by bank transfer. It is therefore absolutely necessary to provide the correct account details.

(2) Support from the Social Fund do not have to be reimbursed if the application is submitted truthfully.

(3) The processing time is between one and four weeks from receipt of the application for support by email to uehsozialreferat@akbild.ac.at.

APPENDIX 2 – GUIDELINES FOR THE PROMOTION AND SUPPORT OF PROJECTS OF AND BY THE STUDENTS' UNION (FUNDING GUIDELINES)

I. Principles

(1) The Students' Union of the Academy of Fine Arts Vienna supports projects that are carried out by students and deal with topics relevant to students as well as political projects that deal with socio-politically relevant topics. Funding can only be applied for for the entire project and is only granted for specific project areas. The funded project areas must have clearly billable expenses.

(2) Not eligible for funding from the Students' Union:

- Fees or personnel costs, unless the specified service cannot be provided by the project team at all
- alcoholic beverages and pork
- festivities
- periodically published printed works
- academic theses for the award of an academic degree (e.g. bachelor's theses, diploma and master's theses, dissertations)
- courses and excursions with the exception of student-organized courses
- projects that benefit student factions, lists or campaigning groups of the Federal and University Student Representation, political parties and their sub-organizations

(3) It is not possible to fund projects and activities that have already been carried out at the time of application (receipt of mail). The project may only be in the planning phase at this time. The total amount of funding for an individual project of a student may not exceed 500 Euro, for group projects 1.200 Euro.

(4) The funding criteria also apply to student projects and projects that are not supported financially, but only with rooms and infrastructure.

(5) Study representations and the University Student Representation are bound by the funding guidelines.

II. Political Focus

(1) Only projects that are in line with the political self-image according to para. 2 of the Statutes of the Students' Union are eligible for funding.

(2) Funding is provided in particular for projects that deal with anti-racism, anti-discrimination, anti-fascism, anti-anti-Semitism, anti-capitalism, social justice, ecological sustainability and climate protection, queer*feminism, post-colonialism or decolonization as well as freedom from discrimination, which are to be preferred to projects with a different focus if the budget in the 'project funding' funding pot is potentially exceeded.

(3) Projects or events for which admission is charged can be funded with a maximum of 10% of the total budget of the event.

(4) An amount of the budget in the funding pot to be decided by the mandataries of the University Student Representation and the study representations shall be reserved for projects dealing with anti-racism.

(5) An amount of the budget in the funding pot to be decided by the mandataries of the University Student Representation and the study representations shall be reserved for projects dealing with FLINTA* topics.

(6) Study representations can be subsidized with a maximum of 900 Euros.

III. Applicants

(1) Applicants for project funding are natural persons who are students and legal entities that are partly supported by students with project plans or bodies and mandataries of the Students' Union.

(2) As a student body of the Academy of Fine Arts Vienna, it is particularly important to us to support those students who would otherwise find it difficult to afford to carry out their own projects. Social need is therefore an important criterion for eligibility. The guidelines of the Social Fund (Appendix I of the Statutes) are used for this purpose.

IV. Project Applications

(1) The application must be submitted informally to oeh@akbild.ac.at or, in the case of a student-run project, to all mandataries. All documents must be submitted in typed form; handwritten documents will not be considered.

The following points must be addressed in the application:

1. External data of the project managers and their employees

- Name of the project
- Name, address, telephone, e-mail, university, field of study, matriculation number (or personal identification number)
- Employees, with all the above details
- IBAN, BIC, account holder:in

The account holder should be the same as the applicant. If the account holder is different from the applicant, the applicant must provide a written explanation. If an association or legal entity has been specified as the account holder, proof (extract from the register of associations, etc.) must be attached and a brief description provided.

2. Project Description

- Subject of the project (e.g. study, event, etc.)
- Methods of carrying out the project, project organization, etc.
- Target group of participants
- Expected number of participants

3. Comprehensive written description, which should include the following

- Relevance for students
- Reason for carrying out the project
- Objectives of the project
- Expected results

4. Timetable

- Presentation of the work concept
- Project phases
- Project completion

5. Cost analysis, financing plan

- Expenditure: Total cost breakdown with all detailed costs of the project (personnel and material expenses)
- Income: Funding (applied for and approved) from other institutions, advertising cooperations. If a detailed cost plan is not yet available, planned expenditure and income and requested support must be shown in a contingency list. Applications that do not show the amount and exact purpose of the requested support will not be processed.
- Statement as to whether donations will be received and, if so, to whom they are to be donated.

6. Further Information

- Literature used
- Contacts to other institutions
- Planned publications
- Desired cost unit dedication
- Further information, if applicable

(2) Only complete applications will be processed. The applications are forwarded by email to the mandataries of the University Student Representation and study representations.

V. Project Handling

(1) The awarding of funding for project applications is the responsibility of the respective body (Chair and Head of Office for Economic Affairs: up to 1.800 Euro, University Student Representation, study representations). Individual artistic projects can only be funded by study representations, who decide according to their financial possibilities.

(2) The implementation of financial decisions is the responsibility of the Office for Economic Affairs. The Office for Intersectional Political Practices is responsible for monitoring the content of projects funded by the University Student Representation.

(3) The project applications received will be dealt with at the next meeting of the responsible body. Only complete applications can be dealt with.

(4) The responsible body may decide the following:

- the approval by consensus of an application that was not submitted on time
- the amount of funding or the rejection of a project
- which expenses of the project are funded
- conditions for the funding of a project (e.g. the awarding of free tickets, an entertainment or security concept, etc.)
- to obtain more detailed information on a project applied for
- the approval of subsequent changes to the project plan of projects that have already been completed
- the submission of interim reports
- to cap the planned budget in certain time periods
- to issue an improvement order to the applicant.

(5) The Office for Economic Affairs shall:

- carry out the processing of the grant

- refuse to disburse the funding if the conditions, the provisions of the HSG, the guidelines or regulations of the Control Commission and the provisions set out in points V, VI, VII and VIII are not complied with
- refuse to fund projects if the budget of the funding pot has already been exhausted
- inform the Chair of the refusal to disburse funding
- communicate with the applicant through whom the project was applied for.

VI. Accounting and Implementation Principles

(1) The project shall be carried out and accounted for in accordance with the provisions of the Students' Union Act in accordance with the principles of expediency, economy and efficiency as well as truthfulness and easy controllability. In justified cases, it is possible to deviate from the rules of procedure.

(2) Only costs that are listed in the application shall be invoiced. A change in the costs or the project in general must be announced immediately. The approved cost breakdown and schedule are binding. No cost reallocations can be made without a decision. If the financial or time frame of a project is exceeded, the Students' Union must be informed before the project is exceeded.

VII. Payout

(1) The promised funds will only be paid out under the following conditions:

- Compliance with the guidelines and the conditions imposed
- Submission of the original receipts for the approved funds
- Accounting of the overall project (breakdown of actual income and expenditure)
- Indication of bank details (IBAN, BIC, account holder)
- Submission of the reports listed in point VIII. In case of doubt, the Students' Union reserves the right to request copies of receipts for project expenses not financed by the ÖH. If the money is not to be paid out to the project leader, an authorization from the project leader must be issued so that the money can be received by another person.

(2) The project must be settled after completion of the project, but in any case before the end of the financial year (June 30 of the respective year). Otherwise, the entitlement to the grant will lapse.

VIII. Reports

(1) A final report must be prepared on each project, providing information on the progress, content and events of the project. All publications (brochures, flyers, posters, photos, etc.) published in connection with this project must be attached to this report. In the event of failure to submit a final report or a gross deviation from the submitted project description, the promised project funds will be forfeited without exception. If a gross discrepancy between the project description and the final report is identified during the settlement process, the final decision must be dealt with by the responsible body or committee.

(2) A version of this report, including images, shall be published on the University's website. The Office for Public Relations is responsible for the publication of projects funded by the University Student Representation or the Chair; for projects funded by the student representations, the study representations must provide the Office for Public Relations with materials.

IX. Naming the Students' Union

- (1) In and on all media related to the project, there must be an indication that this project is supported by the Students' Union of the Academy of Fine Arts Vienna.
- (2) (2) Where logo strips can be used (brochures, flyers, posters, etc.), the lettering "ÖH Akbild" and the official logo must be used. Both must be placed in the bottom right-hand corner of the publication (cover page). Print templates are available online at <https://www.oehakbild.info/downloads>. The lettering and logo may only be changed with permission!
- (3) If the naming of the Students' Union is not carried out in accordance with the guidelines, the project funds will be forfeited without exception. All printed materials (brochures, books, etc.) must be marked on the first inside page with the note "Project funded by ÖH Akbild".

APPENDIX 3 – FINANCIAL REGULATIONS OF THE STUDENTS’ UNION OF THE ACADEMY OF FINE ARTS VIENNA

§1 SCOPE OF VALIDITY AND APPLICATION

(1) Unless otherwise stipulated in individual provisions, the Financial Regulations shall apply to all legal transactions of the Students’ Union of the Academy of Fine Arts Vienna (hereinafter referred to as “ÖH Akbild”) that involve income or expenditure, unless otherwise stipulated by law.

(2) The financial regulations must be observed by all functionaries and employees of the ÖH Akbild and all other persons acting on its behalf.

§2 PRINCIPLES OF THE FINANCIAL REGULATIONS

(1) In addition to the principles according to art. 41 para. 1 of the Students’ Union Act 2014 (correctness, expediency, economy and easy controllability), the entire (financial) management of the ÖH Akbild must follow the principle of ecological sustainability.

(2) In principle, legal and natural persons who share the principles of the ÖH Akbild are to be preferred as contractual partners of the ÖH Akbild. These are above all:

1st Gender equality

2nd environmental and climate-friendly behavior

3rd accessibility in all areas

4th anti-discrimination in all areas, especially on the basis of origin, racialization, religion, sexual orientation or classism

(3) Money transactions are only to be carried out by bank transfer.

§3 EXCEPTIONS AND DEFINITIONS

(1) In justified exceptional cases, deviations from the provisions of these Financial Regulations may be made after approval by the Head of Office for Economic Affairs and the chairperson. These exceptions must be justified in writing.

(2) If these Financial Regulations refer to forms, then, unless otherwise stated, this refers to the forms that can be found on the ÖH Akbild website.

§4 POWER TO CONCLUDE LEGAL TRANSACTIONS

(1) Legal transactions, in particular contracts involving income or expenditure, may only be concluded by the Chairperson in agreement with the Head of Office for Economic Affairs (Art. 42 para. 1 of the Students’ Union Act 2014).

(2) This does not affect the emergency powers of the Chairperson pursuant to Art. 35 para. 1 of the Students’ Union Act 2014.

§5 DECISION LIMITS

(1) When concluding any legal transaction involving income or expenditure, the formal requirements pursuant to Art. 42 para. 2 of the Students’ Union Act 2014 must be observed.

(2) Formal requirements regarding the University Student Representation:

1st Up to 800 Euro

For legal transactions involving expenditure or income of up to € 800 Euro, agreement between the Chairperson and the Head of Office for Economic Affairs is sufficient.

2nd 800.00 to 1.800 Euro

For legal transactions involving expenditure or income of more than 800 to 1.800 Euro, three offers must be obtained in addition to the requirements under subpara. 1.

3rd from € 1.800 Euro

For legal transactions involving expenditure or income of more than 1.800 Euro, in addition to the requirements under subpara. 1, 2 and 3, a resolution of the University Representation is required.

(3) Formal regulations for the study representations:

1st Up to 900 Euro

For legal transactions involving expenditure or income of up to 900 Euro, the agreement of the Chairperson and the Head of Office for Economic Affairs is sufficient. If this involves a legal transaction, the requirement under para. 2 subpara. 2 also applies for a legal transaction of 900 Euro.

2nd 900.00 to 6.000 Euro

For legal transactions involving expenditure or income of 900 to € 6.000 Euro, in addition to the requirements under subpara. 1 and 2, a motion of the study representation is required.

3rd from 6.000 Euro

For legal transactions involving expenditure or income of more than 6.000 Euro, a motion of the University Student Representation shall be required in addition to the requirements under subpara. 1, 2 and 3.

(4) The stated income and expenditure limits are gross.

§6 FLOW OF INVOICES

All invoices must be received by the General Secretariat together with all documents required for payment after being checked for correctness by the responsible office or the responsible study representation. The General Secretariat checks the documents for completeness and accuracy. If the documents have been submitted correctly, they will be submitted together to the Head of Office for Economic Affairs for review and approval. After a positive review and approval by the Head of Office for Economic Affairs, the documents are submitted to the Chairperson for review and approval. The signature folder from telebanking is then submitted to the Chair by the Office for Economic Affairs. Finally, all documents are archived in the General Secretariat.

§7 INVOICE ITEMS

(1) The ÖH Akbild only accepts original receipts that meet the requirements of Art. 11 para. 1 subpara. 3 UStG. These are:

1st name and address of the company providing the service

2nd name and address of the recipient of the service

3rd quantity and customary description of the goods supplied or the type and scope of the other service

4th date of delivery or performance period

5th consideration and applicable tax rate or a reference to the tax exemption

6th amount of tax included in the payment in euros

7th date of issue of the invoice

8th consecutive invoice number

9th if available, a VAT number

(2) If an invoice does not exceed the total amount of 400 Euro, the provisions of Art. 11 para. 6 UStG shall apply in deviation from para. 1. The requirements for this are:

10th name and address of the entrepreneur providing the service

11th quantity and customary description of the goods supplied or the type and scope of the other service

12th date of delivery or performance period

13th consideration and the tax amount in one sum

14th tax rate

§8 SETTLEMENT OF COSTS BY THE ÖH AKBILD

(1) Costs can be covered by the ÖH Akbild in four ways

1st payment of an outstanding invoice

2nd reimbursement of an already paid invoice

3rd advance payment of an account

(2) An outstanding invoice as defined in para. 1 subpara. 1 is sent directly to the ÖH Akbild and paid by it. The ÖH Akbild must be stated as the billing address. An addition in the invoice address must indicate the responsible department or the responsible student representation.

(3) A reimbursement in the sense of para. 1 subpara. 2 shall be made if a person has incurred costs through an activity for the ÖH Akbild. These can only be reimbursed if all legal requirements, the resolutions of the ÖH Akbild and in particular the provisions of the Financial Regulations have been complied with.

(4) In order for a refund application to be processed, at least the following documents must be submitted:

1st completed "Refunding Form" (the exact purpose of the expense must be stated on the form)

2nd original invoice(s) (if a receipt also contains private expenses, these can be blacked out)

(5) If invoices have been paid by bank transfer, credit card or similar, a confirmation of payment must be enclosed. Further documents are required for certain legal transactions.

(6) A payment on account within the meaning of para. 1 subpara. 3 is only possible against an invoice on account. This shall require the consent of the Head of Office for Economic Affairs and the Chairperson. The invoice on account must include a list of the costs incurred.

(7) All settlements must be made as promptly as possible.

§9 INCOME

(1) Income of any kind must be paid or transferred to the ÖH Akbild account as soon as possible.

(2) If income from an event is intended to be passed on as a donation, the amount of the income and the donation must be stated in the statement of costs in accordance with art. 13.

§10 TRAVEL COSTS IN GENERAL

Travel costs can only be reimbursed if they are incurred as a result of student representation work. Accordingly, costs that would have been incurred anyway cannot be reimbursed; this includes in particular travel within the student's own place of study. Travel within the framework of the ÖH Akbild must primarily be carried out using environmentally friendly means of transportation.

§11 LONG DISTANCE TRAIN TRAVEL

Domestic long-distance train tickets are refunded up to a maximum of the reduced 2nd class ticket price with the ÖBB Vorteils card or the comparable price with another provider. The Vorteils card itself cannot be refunded. Seat reservations can be refunded for journeys on long-distance trains.

§12 MOTOR VEHICLE

(1) The reimbursement of costs for travel by motor vehicle must be applied for using the "Refunding Form". The form must be used to justify why no public transportation could be chosen.

(2) The costs for travel by car are reimbursed on the basis of flat rates per kilometer. These rates are 0.18 Euro per kilometer for the driver and 0,08 Euro per kilometer for each additional person traveling with the driver.

§13 AIR TRAVEL

Air travel of less than 400 kilometers and domestic flights cannot be reimbursed. Other flights can be reimbursed, provided they have been approved in advance by the Head of Office for Economic Affairs and the Chairperson.

§14 TAXI TRIPS

Taxi trips can only be refunded if it can be justified why no other means of transportation could be used. This justification must be enclosed with the refund application.

§15 MEALS

(1) Costs incurred for the catering of persons may not exceed the upper limit of 20 Euro per meal. A meal includes all costs, i.e. both food and drinks. The application for reimbursement must be accompanied by a list of all persons catered for.

(2) A maximum of three meals per day can be reimbursed.

(3) The provisions of para. 1 do not apply if the meals are not purely for the catering of persons, but are inherent to a larger event or are usually offered. Examples include congresses, conferences or other events.

§16 OVERNIGHT STAYS

(1) Overnight stays are only refundable with the prior approval of the Head of Office for Economic Affairs.

(2) Overnight stays can be refunded up to a maximum rate of 85 Euro per night and person if breakfast is included. This maximum rate increases to 125 Euro in the case of full board.

(3) The maximum rates in para. 2 may be exceeded up to a maximum of 115 Euro per person and night if breakfast is included or 155 Euro per person and night in the case of full board if accommodation in a single room is necessary. This necessity must be justified and enclosed with the refund application. Exceeding the maximum rates of para. 2 must be approved in advance by the Head of Office for Economic Affairs.

§17 CONTRACTUAL WORK

(1) Contracts for work can only be concluded by the Chairperson in agreement with the Head of Economic Affairs (art. 42 para. 1 of the Students' Union Act 2014). The form "Work Contract/Fee Note" must always be used for this purpose.

(2) Contracts for work must contain at least the following information:

1st date of completion of the work

2nd definition of the work owed

3rd name and address and contact details

(3) The request for reimbursement must be accompanied by the invoice or the completed "fee note" form. It is also possible to submit the invoice or the completed "fee note" form directly to the ÖH Akbild.

(4) If the contract for work is concluded for lectures, a maximum fee of 150 Euro per unit of 90 minutes can be paid. One unit is 90 minutes. In the case of corresponding qualifications or additional services, a fee of up to 200 Euro per unit of 90 minutes may be paid after approval by the Chairperson and the Head of Office for Economic Affairs. Preparation time, travel time, consumables or other expenses cannot be remunerated separately. Travel costs, accommodation and meals can be reimbursed in accordance with the remuneration regulations.

(5) Persons who receive a flat-rate function fee for their work for the ÖH Akbild can only be paid a fee if the contractual work does not fall within their assigned area of responsibility at the ÖH Akbild.

§18 TRAINING COURSES

When conducting training courses, a training folder must be created in advance and sent to the accounting department. Care must be taken to ensure that FLINTA persons are included in the selection of trainers. If a workshop is predominantly modeled by cis men, this must be conclusively justified.

§19 CHILDCARE

(1) If childcare costs are incurred in the course of work for the ÖH Akbild, these costs can be reimbursed at a rate of up to 20 Euro per hour for one child. This rate increases by 1 Euro per hour for each child sent to childcare. The person providing care must provide proof of qualification, such as specialist training or other experience. If the care is provided by relatives up to the third degree or persons living in the same household, the costs cannot be reimbursed.

(2) If the childcare is provided commercially, the entire costs can be refunded.

§20 NON REFUNDABLE COSTS

(1) The following expenses are not refundable or payable directly by the ÖH Akbild:

1st deposit for containers

2nd strong alcoholic beverages (except local gifts)

3rd alcoholic beverages outside the beginning and end of the semester

4th fuel bills, vignette, toll or parking fees - with the exception of costs incurred for a rental vehicle

5th medication

6th hygiene articles (except monthly hygiene articles)

7th tickets for transportation at the place of residence

(2) Notwithstanding para. 1 subpara. 1, deposits are refundable if the purchase of the deposit containers has been agreed in advance with the Office for Economic Affairs, the purchase was made for a larger group of people and it can be credibly demonstrated that the missing deposit containers have been lost or destroyed.

Contact for questions

Office for Economic Affairs

Mail: oehtfinanzreferat@akbild.ac.at

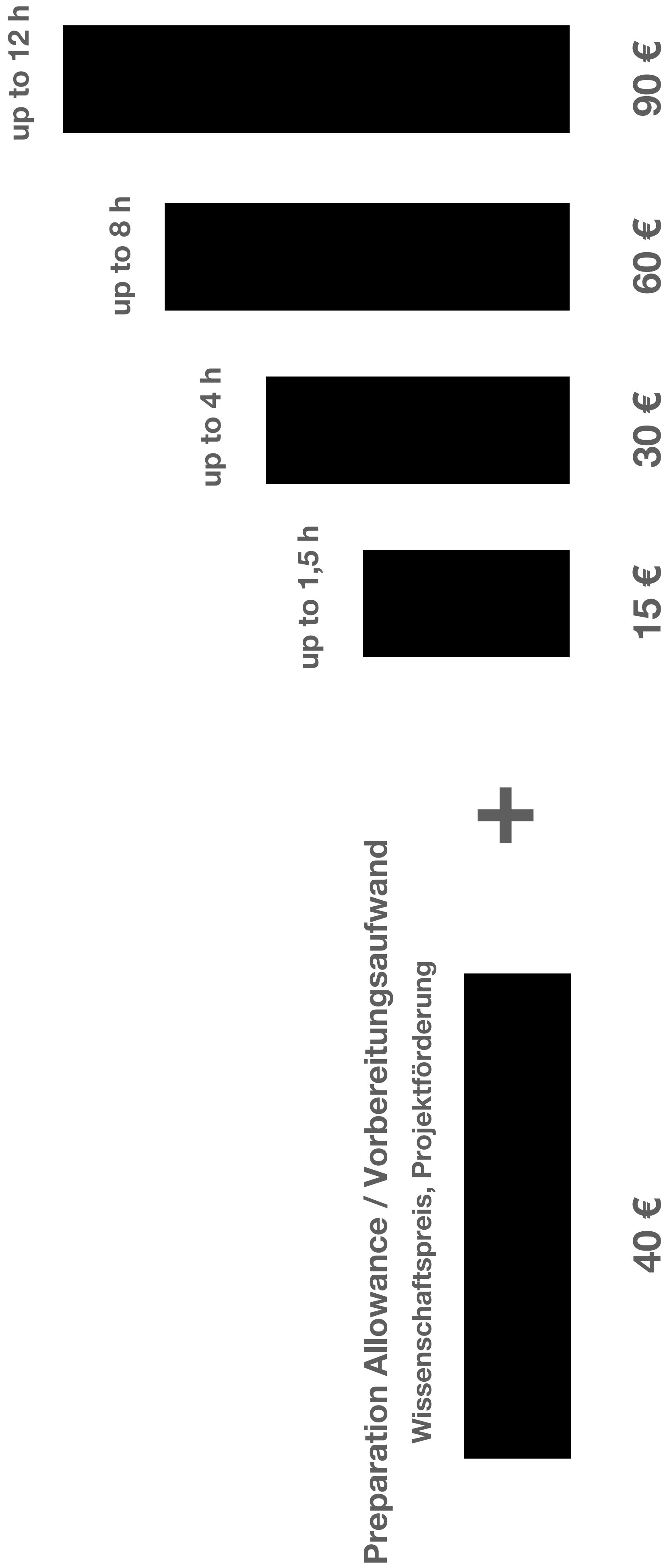
General Secretariat

Mail: oeht@akbild.ac.at

Tel: 01 588 16 3300

Function Fees for Student Representation

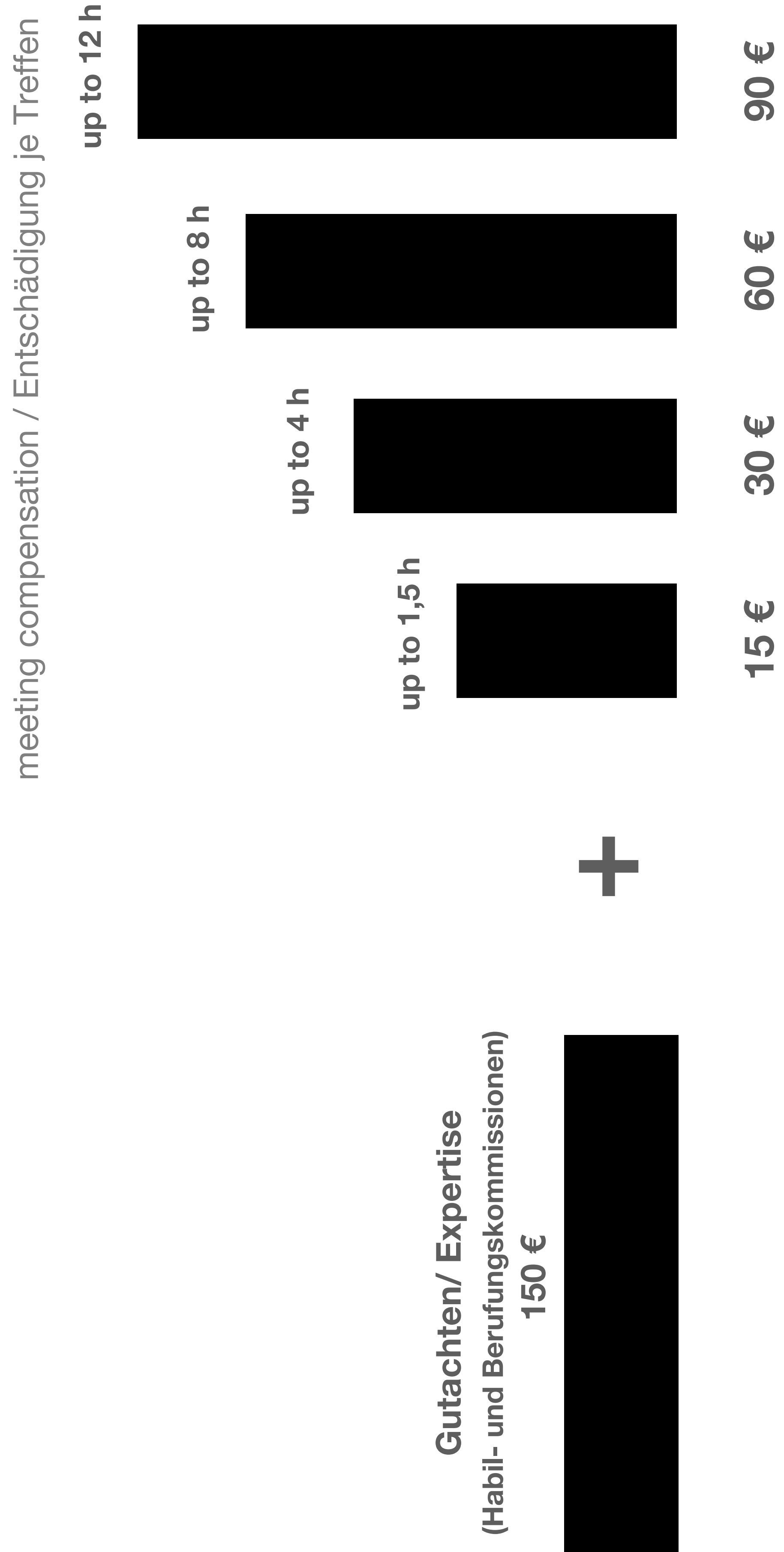
Funktionsgebühren für Studierendenvertretung



meeting compensation / Entschädigung je Treffen

Sitzungen des Senats und der Kollegialorgane

Meetings of Senate and Collegial Organs



Preparatory meetings can only be compensated once before each gremia meeting with 15 Euro.
Vorbereitungssitzungen können einmal für jede Gremiensitzung mit 15 Euro entschädigt werden.

Kennzahl	Studienplan	Studienart	Studienrichtung	Abschluss	Zuordnung Studienvertretung
Bachelorstudium					
033 243	Architektur (UG2002/U18)	Bachelorstudium	Bachelorstudium Architektur	BArch	Architektur
Masterstudium					
066 443	Architektur (UG2002/U18)	Masterstudium	Masterstudium Architektur	MArch	Architektur
066 740	Critical Studies (UG2002/U17)	Masterstudium	Master in Critical Studies	M.A.	Master Critical Studies
Diplomstudium					
542	Bühnengestaltung (UG2002/U_17)	Diplomstudium	Bühnengestaltung	Mag.art.	Szenografie
588	Konservierung und Restaurierung (UG2002/U19)	Diplomstudium	Konservierung und Restaurierung	Mag.art.	Restaurierung Konservierung
605	Bildende Kunst (UG2002/U20)	Diplomstudium	Bildende Kunst		Bildende Kunst
606	Studienzweig Bildende Kunst (STZW von [605], UG2002/U20)	Diplomstudium	Bildende Kunst	Mag.art.	Bildende Kunst
607	Studienzweig Kunst und kulturwissenschaftliche Studien (STZW von [605], UG2002/U20)	Diplomstudium	Bildende Kunst	Mag.art.	Bildende Kunst
Doktoratsstudium					
094 607	PhD-Studium (Doctor of Philosophy) (UG2002/U20)	Doktoratsstudium	PhD in practice	PhD	Doktorate
786 443	Dr.-Studium d.technischen Wissenschaften (UG2002/U11)	Doktoratsstudium	Doktoratsstudium der technischen Wissenschaften	Dr.techn.	Doktorate
791 588	Dr.-Studium der Naturwissenschaften (UG2002/U13)	Doktoratsstudium	Dr.-Studium der Naturwissenschaften	Dr.rer.nat.	Doktorate
791 635	Dr.-Studium der Naturwissenschaften - Materialwissenschaften	Doktoratsstudium	Dr..Studium der Naturwissenschaften	Dr. rer.nat	Doktorate
792 607	Dr.-Studium der Philosophie, Kunst- und kulturwiss. Studien	Doktoratsstudium	Dr.-Studium der Philosophie	Dr.phil.	Doktorate
792 297	Dr.-Studium der Philosophie , pädagogik	Doktoratsstudium	Dr.-Studium der Philosophie	Dr.phil.	Doktorate

Erweiterungsstudium Lehramt

053 067	Erweiterungsstudium, Kunst und Bildung - UF Bildnerische Erziehung (UG2002/EW_BA_KB19)	Erweiterungsstudium m Lehramt	Künstlerisches Lehramt	BEd	Künstlerisches Lehramt
053 074	Erweiterungsstudium, Gestalt. im Kontext - UF Technisches und Textiles Werken (UG2002/EW_BA_GK19)	Erweiterungsstudium m Lehramt	Künstlerisches Lehramt	BEd	Künstlerisches Lehramt
056 067	Erweiterungsstudium - Master Kunst und Bildung	Erweiterungsstudium m Lehramt	Künstlerisches Lehramt	MEd	Künstlerisches Lehramt

sonstiges Studium

990	Besuch einzelner Lehrveranstaltungen (UG2002/U00)	sonstiges Studium	Besuch einzelner Lehrveranstaltungen	-	
-----	---	-------------------	--------------------------------------	---	--

Lehramt Bachelor

193 067	Kunst und Bildung - UF Bildn. Erziehung (UG2002/BA_KB_19)	Lehramt Bachelor	Künstlerisches Lehramt	BEd	Künstlerisches Lehramt
193 074	Gestaltung im Kontext - Technisches und textiles Werken (UG2002/BA_GK_19)	Lehramt Bachelor	Künstlerisches Lehramt	BEd	Künstlerisches Lehramt

Lehramt Master

196 067	Kunst und Bildung - UF Bildn. Erziehung (UG2002/MA_KB_19)	Lehramt Master	Künstlerisches Lehramt	MEd	Künstlerisches Lehramt
196 074	Gestaltung im Kontext - Technisches und textiles Werken (UG2002/MA_GK_19)	Lehramt Master	Künstlerisches Lehramt	MEd	Künstlerisches Lehramt