

# **STATUTES of the Students' Union at the University of Applied Arts Vienna**

*In accordance with § 16 para. 2 of the Federal Law on the Representation of Students (Hochschülerinnen- und Hochschülerschaftsgesetz 2014 - HSG 2014), Federal Law Gazette I No. 45/2014 as amended.*

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## **§ 1 Organs of the Students' Union**

(1) The bodies of the Students' Union at the University of Applied Arts Vienna are

1. The Election Commission
2. The University Representation
3. The student representatives

(2) These Statutes apply to all bodies of the Students' Union at the University of Applied Arts Vienna with the exception of the Election Commission.

## **§ 2 Constitution**

(1) The constituent meeting is the first meeting of the newly elected mandataries of a body after the election results have been announced.

(2) The invitation to the constituent meeting is issued by the chair of the election commission. The invitation must be sent out by sealed registered mail (date of postmark) at least two weeks before the date of the meeting. The date for the constituent meeting is set by the chair of the election committee. However, the meeting must be scheduled no later than two weeks before the end of the election semester.

(3) The Chair of the Election Commission shall take the minutes and chair the constituent meeting. The agenda must include the following points in particular:

1. Welcome, determination of proper invitation, attendance and quorum
2. Approval of the agenda
3. Election of the Chair of the University Representation
4. Election of the first deputy chairperson
5. Election of the second deputy chairperson
6. Delegation to the Federal Representation
7. Any other business

## **§ 3 The University Representation**

(1) Members of the University Representation who are entitled to vote and submit proposals are the mandataries.

(2) In addition, the chairpersons of the study representations are members of the University Representation without the right to vote.

(3) The departmental representatives are members of the University Representation with an advisory vote and the right to submit motions for the affairs of their department.

(4) The University Representation shall determine the guidelines for the work of the Chair and of the representatives.

(5) At the request of a member of the University Representation, the Chair shall call upon people to provide information at meetings. These people have the right to speak. The University Representation may grant other people the right to speak by resolution with a simple majority.

(6) A person may not simultaneously fulfil the functions of chair and head of unit.

(7) If a mandate expires in accordance with § 55 HSG, it shall be allocated as follows: The chair proposes a person who must be confirmed by a simple majority of mandataries.

## **§ 4 Meetings of the University Representation**

(1) The Chair shall convene an ordinary meeting of the University Representation at least twice each semester.

(2) The invitation to the ordinary meeting of the University Representation shall be sent by post at least five working days before the meeting, stating the time, place and agenda; if the mandataries waive their right to attend, the invitation shall be sent by email. The invitation must be sent to all mandataries and speakers. It must also be published in a suitable form (website, notice board or email). Important documents should be enclosed with the invitation. Meetings of the University Representation may take place on site, via Zoom and/or hybrid.

(3) At the written request of at least two mandataries and the simultaneous submission of an agenda, the chair is obliged to convene an extraordinary meeting within five study days. The invitation is issued as in § 4 (2). If the chair has not convened a meeting in due time, applicants shall be entitled to convene an extraordinary meeting of the University Representation themselves under the aforementioned conditions.

(4) Meetings shall be held in public; upon justified request, a decision to exclude the public may be made by a two-thirds majority. (With justification in the minutes)

## **§ 5 Preparation of the agenda**

(1) Each agenda must include at least the following agenda items:

1. Welcome, determination of the proper invitation, presence and quorum
2. Approval of the agenda
3. Approval of the minutes of the last meeting
4. Report of the chair
5. Report of the departments
6. Any other business

(2) Additional agenda items can be submitted by all mandataries up to the date of the preliminary meeting in accordance with § 6 (2) of these statutes.

(3) At the beginning of the meeting, the inclusion or cancellation of agenda items as well as a change of order may be requested.

(4) No more resolutions may be passed under the item 'Any other business'.

## **§ 6 Preliminary discussion of the university representation meeting**

(1) A preliminary meeting shall take place before each meeting of the University Representation. One representative of each electoral group represented in the University Representation, to be delegated by the authorised representatives, as well as individual speakers, if technically necessary, shall be invited to this meeting.

(2) The preliminary meeting must take place at least one, but no more than three working days before the meeting.

(3) The invitation shall be sent with the invitation to the University Representation.

## **§ 7 Procedure of the meeting**

(1) The meeting begins with the establishment of the proper invitation and the quorum. A quorum is deemed to exist if at least half of the mandatories are present, unless the HSG 2014 requires a different quorum. If there is no quorum, the meeting must be interrupted. If a quorum is not established within one hour, the meeting must be terminated and a new meeting must be convened within three working days in accordance with § 4 (2) of these statutes.

(2) The meeting shall be chaired by the Chair. He must deal with the items on the agenda in the order they appear on the agenda. The chair shall give the floor in the order in which the members have asked to speak by raising their hands.

(3) In order to ensure the orderly conduct of the meeting, the chair has the right to use the following means:

1. To refer the matter to the floor
2. The rejection of insulting expressions
3. To call the meeting to order
4. The request to be brief
5. Interrupting the meeting for a maximum of 1 hour (in total)
6. Withdrawal of the floor for this agenda item if 1-5 was not sufficient for the meeting to proceed in accordance with the Articles of Association, following a resolution by a simple majority and with justification in the minutes.

(4) All mandatories are also entitled to reject insulting language.

(5) Each electoral group may also request an interruption of the meeting no more than twice during the course of each meeting for a maximum total duration of one hour. The chair must then interrupt the meeting for the requested period.

## **§ 8 Motions**

(1) Motions must be submitted in writing as:

1. Main motions: A main motion is a motion submitted first on an item.
2. Counter-motions: A counter-motion is a motion that deals with the subject matter of a main motion in a way that is incompatible with the content and form of the main motion.
3. Supplementary motions: A supplementary motion is a motion that expands, concretises or limits a main motion or counter-motion.

(2) If several motions are submitted, the voting procedure is as follows:

1. The main motion shall be voted on before the supplementary motion, the counter-motion before the main motion. If the counter-motion is accepted, the main motion is dropped. If the counter-motion is rejected, the main motion shall be put to the vote.

(2) The order of motions shall be determined by the chair.

(3) In the case of elections, each motion shall be voted on separately and by secret ballot.

(3) Motions may be withdrawn by the proposer until the vote.

(4) Motions must be formulated in such a way that they can be voted on with 'Yes' or 'No'.

(5) Motions that violate applicable laws are not to be approved by the chair.

## **§ 9 Procedure of the debate**

- (1) The applicant or rapporteur shall be given the floor at the beginning of the debate.
- (2) The order of the pre-notified speakers shall be interrupted if a person requests the floor for:
  1. Statutes
  2. Rectification
  3. Enquiry
  4. Recording of minutes
  5. Motion

(3) Anyone wishing to speak 'on the Articles of Association', i.e. to draw attention to a course of events that is contrary to the Articles of Association or the law, will be given the floor immediately.

(4) Anyone who wishes to speak 'for correction', i.e. to clarify an existing error, or 'to make a motion', will be given the floor when the respective speaker has spoken.

(5) The proceedings on a motion or an item on the agenda are interrupted if a person submits a formal motion to

1. Adjournment of the matter (with justification in the minutes)
2. End of the list of speakers
3. End of the debate on a motion
4. End of the debate on an agenda item
5. Adjournment of the meeting
6. End of the meeting

(6) For all motions under § 9 (5), one speaker in favour and one speaker against are given the floor. The motions are then put to the vote.

## **§ 10 Voting**

(1) The presence of at least half of the members entitled to vote and, unless otherwise stipulated in the HSG 2014, a simple majority of the valid votes cast is required for a motion to be adopted. An abstention is considered a vote not cast. Resolutions that require a two-thirds majority are in particular Dismissal of delegated student representatives, dismissal of the chair and deputy chair, dismissal of speakers and amendments to the statutes.

(2) When voting on a motion, the votes are determined as follows:

1. Votes in favour
2. Abstentions
3. Votes against

(3) In the event of a tie, the motion is deemed to have been rejected.

(4) A vote is invalid if it was cast by a person not authorised to vote or after the end of the vote.

(5) The chair must request a roll-call vote if the result appears doubtful. The chair must do so if this is requested by at least two mandataries.

(6) At the request of at least two mandataries, a secret ballot must be held.

(7) Elections and motions for deselection must always be voted on by secret ballot.

## **§ 11 Minutes**

(1) The proceedings of the meeting shall be recorded in minutes. The minutes should give a true and fair view of the meeting and must include

1. The date, beginning and end of the meeting
2. The names of all members present and persons providing information.
3. The agenda.
4. The motions put forward for each agenda item and the resolutions passed verbatim, as well as the names of the proposers.
5. The result of the vote on each motion.
6. The main content of the requests to speak on each agenda item
7. Minutes taken at the request of a member.

(2) The minutes shall be drawn up immediately. They shall be sent to the members of the University Representation together with the invitation to the next meeting.

(3) Minutes of public meetings shall be published in a suitable form or made available for inspection.

## **§ 12 Chair**

(1) The Chair of the University Representation, or the Deputy Chair if the Chair is unable to attend, shall represent the Students' Union externally. The Chair shall be responsible for the implementation of the resolutions of the University Representation and the conduct of day-to-day business. All bodies of the Students' Union shall be bound by the instructions of the Chair within the framework of the resolutions of the University Representation.

(2) If other bodies of the Students' Union do not perform tasks, the Chair of the University Representation shall ensure that these tasks are performed by the University Representation.

(3) The Chair shall be authorised to negotiate and sign on behalf of the Students' Union.

(4) The Chair shall be responsible for the management of all administrative bodies and the coordination of the activities of all bodies of the Students' Union.

(5) The Chair and his/her deputies must observe the laws, ordinances, statutes and resolutions and are responsible to the bodies for their activities.

(6) In urgent matters of university representation, the chair is solely authorised to make decisions, but must take into account any resolutions already passed by the university representation when making decisions. A matter shall be deemed urgent if convening a meeting of the University Representation would make it impossible to deal with it in good time or if there is imminent danger. Decisions on urgent matters shall in any case be reported at the next meeting of the university representation.

(7) The Chair shall inform the University Representation of the nominations received for the individual departments. Officers and any deputies of the economics department may be voted out of office before the end of their term of office by a two-thirds majority of the valid votes cast if at least half of those eligible to vote are present. Deselection before the end of the term of office is possible with a simple majority of the valid votes cast if at least half of those entitled to vote are present and if the request for deselection appears as a separate agenda item in the invitation, which in this case must be sent out at least two weeks before the date of the meeting.

(8) The responsibility, rights and duties of the Chair expire at the end of the term of office or on the date of resignation or deselection.

## **§ 13 Representation of the Chair**

- (1) The Chairperson shall be represented by his/her deputies if he/she is unable to attend.
- (2) The Chair may delegate precisely defined parts or areas of responsibility to his/her deputy. In this case, the deputy shall act on behalf of and under the responsibility of the Chair.
- (3) At the suggestion of the Chair, the University Representation may delegate precisely defined areas of responsibility to his/her deputy. In this case, the deputy shall act in his/her own name and under his/her own responsibility.

## **§ 14 The departments**

- (1) Departments for the following matters have been set up to manage the administrative affairs of the Students' Union:

1. The Finance Department  
The Economic Department takes care of the financial affairs of the HUFAK and actively supports projects to promote and support our students.
2. Department for Education and Politics  
The core task of the Department for Education and Politics (BiPol) is to observe, analyse and actively help shape Austrian education policy. Other areas of responsibility include counselling on study law and forming an interface with student representatives.
3. Department for Social Affairs  
The tasks of the Department for Social Affairs & Inclusion include all matters relating to social, health and financial aspects of everyday student life
4. Department for Public Relations  
The Department of Public Relations and Organisation is responsible for the dissemination of news or the promotion of projects related to or for applied students.
5. Department for International Students and Anti-Racist Intervention  
The Department for International Students and Antiracism supports and advises international students on questions regarding the admission procedure at the university, moving to Austria, visa and residence applications for non-EU citizens, labour law issues and difficulties within the university campus or with living conditions in Vienna. Furthermore, it supports all students in the discourse and the fight against any form of racism at the Angewandte and in its surroundings.
6. Department for queer intersectional feminism  
Power structures such as (hetero)sexism, trans and inter\* hostility permeate society and are also reflected in everyday university life. It is therefore the task of the unit to break through heteronormative logics at the university and to demand queer perspectives in the ÖH and the Angewandte.
7. Department for Art and Theory  
The Department of Art and Theory positions itself as a mediator between the diverse learning opportunities offered by the Angewandte. On the one hand, we offer students project scholarships and extracurricular activities that enable them to grow together in a peer-to-peer learning environment. On the other hand, we endeavour to establish outreach partnerships with Angewandte departments and external partners to promote a critical and diverse approach to the relationship between artistic production and its contemporary culture.
8. Department for Infrastructure and Events

The Infrastructure Department takes care of the Hufak's technical inventory and organises the rental of equipment. We support students with events, technical and autonomous infrastructures and data protection.

9. Department for Working Class Students

The Department for Working Class Students should be a safe space for discussion, support and networking for working class students at the university.

10. Department for IT and Digital Infrastructure

The Department for IT and Digital Infrastructure is responsible for all matters relating to information technology, electronic data processing (EDP) and digital tools and systems within the student body. It advises students and other departments on technical issues, supports the digital implementation of projects and provides digital infrastructure such as web platforms, email distribution lists, storage solutions and reservation systems.

The unit also coordinates measures to improve IT security, is responsible for data protection in digital processes within the ÖH and acts as a point of contact for technical problems in internal administration.

(2) The Departments are under the direction of the Deans. Until a resolution on the election has been passed, the Chair may provisionally entrust appropriately qualified persons with the management.

(3) The University Representation may decide to temporarily refrain from appointing individual departments.

(4) A hearing with all candidates must be held before the election of speakers. At least all mandataries must be invited to this hearing in a suitable form.

(5) The election of the speakers is carried out by simple majority on the proposal of the chair or on the proposal of the deputy chair on the basis of a public announcement.

(6) Depending on the budget, the chairperson may appoint clerks to the individual departments.

(7) Officers are accountable to the Chair and the University Representation.

(8) The officers shall submit a written report to the University Representation once a semester.

(9) If advisors enter into negotiations with legal or physical persons on behalf of the Students' Union, they must report this to the chair immediately; in this respect, the resolution limit in § 42 para. 3 HSG 2014 must be considered.

## **§ 15 Function fee**

(1) The chairperson and their deputies, the economic advisor, the other advisors, the deputy economic advisor and the administrators can apply for a function fee in accordance with §31 para. 1a HSG 2014. These are to be determined by the following criteria: the responsibility associated with the function, the size of the area of responsibility, the time required, the material expenditure and the number of people sharing a task. Whether and to what extent a function fee is granted shall be determined by resolution of the University Representation with reference to these criteria.

## **§ 16 Control rights of mandataries**

(1) The mandataries shall be entitled to request information from the chair and the officers at any time on matters falling within their competence.

(2) If it is not possible to provide information orally immediately, the Chair, his/her deputy or the officers must provide the information in writing within two weeks.

(3) Against reimbursement of the costs, the mandatories shall be provided with copies of all documents with reference to official secrecy. The acknowledgement of this official secrecy must be recorded in writing.

## **§ 17 Conduct of ballots**

- (1) The vote must be carried out by the chair within 3 months, excluding lecture-free periods, of the decision by the University Representation.
- (2) The vote must be publicised in a suitable form at least one week before the vote, stating the place, time and the question to be voted on.
- (3) Ballots that take place in the same month as ÖH elections must be combined with them.
- (4) Full students of the University of Applied Arts Vienna are entitled to vote.
- (5) The vote must be conducted in writing, by secret ballot and in person.
- (6) The question to be voted on must be answerable with 'Yes' or 'No'. The results shall be counted by representatives to be nominated by the authorised representatives of the parliamentary groups represented in the University Representation.
- (7) The results must be announced in a suitable form and within a maximum of one week after the vote has been held.

## **§ 18 Student representatives**

- (1) The study representations established at the University of Applied Arts Vienna and the assigned students entitled to vote are
  1. Architecture
    - (a) MA Architecture (programme code: 066 443)
  2. Art & Science
    - (a) MA Art & Science (programme code: 066 776)
  3. Fine Arts
    - (a) Diploma programme in Fine Arts (programme code: 605)
  4. Stage Design
    - (a) Diploma Programme Stage Design (programme code: 542)
  5. Cross-Disciplinary Strategies
    - (a) BA Cross-Disciplinary Strategies (programme code: 033 700)
    - (b) MA Cross-Disciplinary Strategies (programme code: 066 569)
  6. Design
    - (a) Diploma programme Applied Photography and Time-Based Media major (programme code: 626)
    - (b) Diploma programme Design and Narrative Media major (programme code: 576)
    - (c) Diploma programme Communication Design major (programme code: 577)
    - (d) Diploma programme Fashion major (programme code: 584)
  7. Doctoral programme in Artistic Research
    - (a) Doctoral programme in Artistic Research (PhD in Art) (programme code: 794 950)
  8. Expanded Museum Studies
    - (a) MA Expanded Museum Studies (programme code: 066 537)
  9. Experimental Game Cultures
    - (a) MA Experimental Game Cultures (programme code: 066 536)
  10. Industrial Design
    - (a) Diploma Programme Industrial Design (programme code: 580)
  11. Conservation and Restoration

- (a) Diploma programme in Conservation and Restoration (programme code: 588)
- (b) Joint MA Cultural Heritage Conservation and Management (programme code: 066 572)
- 12. Studies in Culture and Art
  - (a) MA Art and Cultural Studies (programme code: 066 568)
- 13. Media Arts
  - (a) Diploma programme Digital Arts major (programme code: 567)
  - (b) Transmedia Arts major (programme code: 566)
- 14. Art Education
  - (a) BA Art Education, subject KKP (programme code: 193 067)
  - (b) BA Art Education, subject DEX (programme code: 193 074)
  - (c) MA Art Education, subject KKP (programme code: 196 067)
  - (d) Art Educationm, Subject DEX (programme code: 196 074)
- 15. Postgraduate programmes
  - (a) University programme Art & Economy (programme code: 317)
  - (b) University programme ECM (programme code: 992 208)
  - (c) Extraordinary MA ECM programme (programme code: 999 102)
  - (d) University programme Vienna Master of Arts in Applied Human Rights (programme code: 992 884)
- 16. Social Design
  - (a) MA Social Design (programme code: 066 781)
- 17. Language Arts
  - (a) BA Language Arts (programme code: 033 170)
  - (b) MA Language Arts (programme code: 066 570)
- 18. TransArts
  - (a) BA TransArts (programme code: 033 180)
  - (b) MA TransArts (programme code: 066 780)
- 19. Transformation Studies
  - (a) Joint BA Transformation Studies (programme code: 033 162)
  - (b) Joint PhD Transformation Studies (programme code: 794 815)
- 20. Scientific Doctoral programmes
  - (a) Doctoral programme in Natural Sciences (programme code: 791)
  - (b) Doctoral programme in Philosophy (programme code: 792)
  - (c) Doctoral programme in Technical Sciences (programme code: 786)

(2) The tasks of the student representatives are:

1. To represent the interests of students and to promote them in their field of activity
2. Nomination of the student representatives to be delegated, in particular for curriculum, appointment and advisory committees.
3. To dispose of the budget allocated to the student representatives
4. Submission of statements on draft laws and regulations

(3) Student representatives shall hold at least 2 meetings per semester. In particular, financial decisions on the budget allocated to the student representatives and the nomination of student representatives shall be made in the form of resolutions. These must be recorded in writing and forwarded to the University Representation.

1. The invitation must be sent by the chair at least 7 days before the meeting by sent by e-mail to the mandataries and employees of the student representatives at least 7 days before the meeting and must include an agenda as well as the time and place of the meeting.

(4) If a student representation is not able to fulfil its tasks, these tasks, including the financial resources, shall be forfeited to the university representation.

(5) The procedure for delegating student representatives to the collegial bodies pursuant to § 25 para. 8 subpara. 3 UG 2002 is regulated as follows:

1. The appointment of student representatives to the study committees established in the statutes of the University established in the statutes of the university is carried out by the respective responsible student representatives.

## **§ 19 Amendment and entry into force of the statutes**

(1) Amendments and additions to the statutes are possible in University representation meetings with a two-thirds majority of the votes cast. The planned amendments or additions to the statutes must be announced as an agenda item together with the proposed amendment or addition.

(2) These Statutes shall enter into force upon approval by the University Representation and shall supersede previously published Statutes of the Students' Union of the University of Applied Arts Vienna.