



Vienna
Private University

PALAIS WENKHEIM, PRATERSTRASSE 23 • 1020 VIENNA, AUSTRIA • TEL: +43 1 269 9293 0 • WWW.WEBSTER.AC.AT

Webster Vienna Private University

Constitution

Revised Version approved by the General Assembly of the
Bildungsverein für die Freunde der Webster University (St. Louis, USA)
on July 27, 2016

All descriptions of persons that follow are to be understood as gender-neutral.

For purposes of easier reading, Webster Vienna Private University is abbreviated to WVPU.

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PREAMBLE

Webster University, a worldwide institution, ensures high quality learning experiences that transform students for global citizenship and individual excellence. Webster Vienna Private University (WVPU) fully endorses and practices this mission with the additional strategic orientation and commitment to produce internationally competitive research. It has been providing a high standard of university education in Austria, giving students from all over the world the opportunity to experience the benefits of an American-style education in the qualification frame of the European Higher Education Area. It is an education with an international focus, with students and faculty from many different countries.

Internationally, Webster University has a unique network of campuses that offers students the opportunity to study almost anywhere in the world as part of a single university system, whether it's the United States, Europe, Asia, or Africa. Living and studying in a foreign country provides invaluable and often life-changing experience in meeting, working, and sometimes living together with people who have different customs, religions, and native languages.

The goal is to give students a personalized educational global experience, with small class sizes and individual academic advising.

WVPU is accredited in the United States by the HLC (Higher Learning Commission) and in Austria by the Agency for Quality Assurance and Accreditation Austria (AQ Austria). The business programs are also accredited by ACBSP (Association of Collegiate Business Schools and Programs).

Legally, Webster Vienna Private University is constituted in the form of a *Verein* (Association), i.e. the university, though private, has a non-profit status.

1. GUIDING PRINCIPLES AND TASKS

1.1 Mission

We believe in respect for the individual, in personal integrity and in education as a means of improving the human condition.

1.2 Core Values

- i) Students: By sustaining a personalized approach to education through small classes, close relationships with faculty and staff, and attention to student life.
- ii) Learning: By developing educational programs that join theory, research and practice, instill passion for intellectual pursuit, inspire academic inquiry, provide an international perspective, encourage creativity and scholarship, and foster a lifelong desire to learn and actively serve communities and the world. Furthermore, by adhering to the principles of the freedom of sciences and their teaching according to Article 17 of the *Staatsgrundgesetz über die allgemeinen Rechte der Staatsbürger* (Basic Law on the General Rights of Nationals), RGBl. Nr. 142/1867.
- iii) Diversity: By creating an environment accessible to individuals of diverse cultures, ages, gender, and socioeconomic backgrounds and instilling in students a respect for diversity and an understanding of their own and others' values.
- iv) Global citizenship: By educating a diverse population locally, nationally, and internationally, acting responsibly toward the environment to foster a sustainable future, and strengthening the communities we serve.

1.3 Tasks

- i) Educating students, scholarly/scientific professional preparation
- ii) Research and teaching
- iii) Educating and promoting the next generation of scholars and scientists
- iv) Supporting and promoting national and international collaboration in the areas of research and teaching
- v) Supporting the real-life application of research findings
- vi) Diversity management, equal employment opportunity and affirmative action

2. ORGANIZATION OF THE UNIVERSITY

2.1 Legal Entity

The legal entity of WVPU is the *Bildungsverein für die Freunde der Webster University* (St. Louis, USA), ZVR-Zahl: 726528316. Its mission is the same as that of the university: to provide high quality learning experiences that transform students for global citizenship and individual excellence.

The governing bodies of the *Verein* (Association) are:

- i) *Generalversammlung* (General Assembly): Webster University St. Louis senior officers ex officio
- ii) *Aufsichtsrat/Universitätsrat* (Supervisory Board acting as the University Council of WVPU): no fewer than three past or present holders of responsible positions in society, especially in academic, cultural or business life
- iii) *Vorstand* (Executive Board): no fewer than four members, namely the chairperson, the vice-chairperson, the secretary and the treasurer where the position of chairperson shall be the Director of WVPU (Campus Director), the position of treasurer generally be filled by the Director of Finance and the remaining positions by the other members of the Executive Board of WVPU

The responsibilities of the General Assembly include approving the activity report and the annual financial statements, the strategic plans and concepts, the annual program and the annual estimate, deciding on the development plan of WVPU, appointing and terminating the members of the Executive Board and the Supervisory Board, stipulating the bylaws for those bodies, giving instructions to the Executive Board, changing the *Vereinsstatuten* (Articles of Association) and the dissolution of the *Verein* (Association).

2.2 Internal Organization

- i) The University Council monitors the management of the university operations in the capacity of the *Aufsichtsrat* (Supervisory Board) of the *Verein*.
- ii) The Advisory Board serves in a counseling role assisting the Campus Director.
- iii) The Campus Director as the highest officer of WVPU carries overall responsibility for the management of the university operations. He is supported by the Associate Director.
- iv) The Executive Board manages the university operations in the capacity of the *Vorstand* (Executive Board) of the *Verein*.
- v) The Directors of Finance, Admissions and Operations manage the university operations in their realm of responsibility.

- vi) The Heads of Academic Departments are responsible for the academic operations at the departmental level (encompassing teaching, research, and service).
- vii) The Heads of Administrative Units are responsible for the daily operational support.
- viii) The University Senate represents the interests of the faculty, staff and students, and serves as a consultative and decision-making body.
- ix) The Student Government Association represents the interests of the students and serves as a consultative body.

2.2.1 University Council

- i) The Supervisory Board of the *Verein* acts as the University Council of WVPU. Its members hold or held responsible positions in society, especially in academic, cultural or business life, and, due to their exceptional knowledge and experience, contribute to achieving the goals and tasks of the university.
- ii) The members must not be members of any other governing body of the *Verein* or members of the university.
- iii) The members are elected by the General Assembly of the *Verein*.
- iv) The number of members, the term of office as well as the responsibilities of the Supervisory Board acting as the University Council are stipulated in the Articles of Association and particularized in the bylaws for the Supervisory Board and University Council.
- v) The chairperson is elected by the University Council from among its members by a simple majority.
- vi) The University Council shall monitor the management of the university operations by the Executive Board. In particular it shall be responsible for approving specific transactions as stipulated in the Articles of Association and the bylaws.
- vii) The University Council has the following duties in respect of the university operations:
 - a) Approving the development plan and reporting to the General Assembly
 - b) Approving the introduction and discontinuation of study programs
 - c) Approving the fundamental regulations
 - d) Approving the setting up, changing and dissolving of organizational units and central, academic facilities
 - e) Approving the framework plan for diversity management
 - f) Concluding the agreements on objectives and performance with the Executive Board
- viii) The University Council may, at any time, demand a report from the Campus Director regarding the university affairs.
- ix) The University Council shall report to the General Assembly on the university affairs.

2.2.2 Advisory Board

- i) The Advisory Board is composed of no more than twenty members who hold prominent public positions in the Austrian business, political, or cultural world.
- ii) The purpose of the Advisory Board is to:
 - a) Help to improve the visibility and enhance the reputation of WVPU in the business, professional and educational communities in Austria
 - b) Assist in the development and support for the mission, strategy and tactics of WVPU
 - c) Provide advice to the Campus Director regarding how to strengthen the competitiveness of the WVPU academic programs and improve its curriculum, recruitment and the general competitive environment
 - d) Foster the linkage and networking between the university and the Austrian community
- iii) Selection of the Advisory Board: In the selection of new Board members, current members are asked to identify, recommend and potentially recruit new supportive members. The Board votes on the suitability of each new member.
- iv) The Advisory Board consists of the following levels:
 - a) Executive Committee: The Advisory Board elects an Executive Committee of no more than three members; from the Committee a Chair and a Vice Chair of the Advisory Board are selected. The purpose of the Committee is to provide leadership to the Board.
 - b) Regular Members: All other members are classified as regular Advisory Board members.
 - c) Emeritus Members: Former members of the Advisory Board are recognized as Emeritus Members and their names remain on the WVPU website to display the commitment they have made to the university.
 - d) The Advisory Board may act through committees as determined from time to time. These committees are given such powers as the Advisory Board chooses to assign, consistent with the Statutes of the Advisory Board.
- v) Terms of Office and Vacancies: The terms of office for Advisory Board members are three years. All Board members have the possibility of reappointment. Terms of office begin on July 1 and end on June 30. In the event that a member of the Advisory Board ceases to hold professional office or status that qualified that member for the service on the Board, a successor selected as stated above shall complete the term of office of the vacating Board member and may be reappointed. In the event that a member of the Advisory Board wishes to leave the Board before the end of the official term, that member has to inform the Executive Committee via a written notice of termination at least 3 months before the desired end-date.
- vi) Duties and Responsibilities of the Advisory Board Members: The Advisory Board Members serve as counselors for the Campus Director in conducting university business in Austria. They shall assist the Campus Director in areas of key importance to strengthen the university and accept responsibilities particularized in the bylaws for the Advisory Board.
- vii) The bylaws for the Advisory Board are to be approved by the University Council.

2.2.3 The Executive Board

- i) The Executive Board of the *Verein* acts as the Executive Board of WVPU. It consists of the Campus Director, the Associate Director, the Director of Operations and the Director of Finance, sharing responsibilities for the operation of the university, and making decisions in their own specific realm of responsibility.
- ii) The Executive Board shall hold ordinary meetings as required. It can invite qualified persons to its meetings for information sharing and consultation.

- iii) The Executive Board shall manage the university and shall represent it. It shall be responsible for all matters not assigned to other governing bodies. Its tasks shall, in particular, include:
 - a) Agree on all requests for approval to be presented to the University Council and the General Assembly
 - b) Prepare and approve all reports on the affairs of the university to be presented to the University Council and the General Assembly
 - c) Agree on all applications for accreditation and reports to be submitted to AQ Austria to maintain Austrian accreditation
 - d) Coordinate the cooperation of its members and their specific fields of responsibility
 - e) Exercise supervision of all organizational units of the university
 - f) Establish committees at the university, nominate their members and support their activities
 - g) Review the performance of the university on a regular basis and decide on quality management issues
- iv) The bylaws for the Executive Board are to be approved by the University Council and adopted by the General Assembly.
- v) The terms of the members of the Executive Board are subject to annual review by the relevant supervisor for each position.
- vi) The General Assembly, upon request of the University Council, may dismiss a member of the Executive Board because of severe misconduct, conviction of a criminal offence, mental incapacity or health impairment, or loss of confidence on reasonable grounds.

2.2.4 Campus Director

- i) Based on the recommendation from an international search committee, the Director of Webster Vienna Private University (Campus Director) is elected by the University Council and appointed by the General Assembly. The post has to be advertised in leading international publications of higher education, both in printed and online form, and on both sides of the Atlantic. The search committee is established by the General Assembly; the chairperson of the University Council and the chairperson of the University Senate shall be members of the search committee. The search committee shall examine the applications received, actively search for candidates, and draw up a shortlist for the election which shall include the three candidates considered as most suitable for the post; candidates who did not apply, may be included, provided that they agree. In case of retirement or termination of the Campus Director, it is the General Assembly who advertises the post and determines the timeline and process of an international search, the election, and the appointment of a new Campus Director.
- ii) The duties and responsibilities of the Campus Director are to provide leadership and strategy to Webster Vienna Private University. The Campus Director is supported by and cooperates with the Associate Director and the other members of the Executive Board. Final and overall responsibility for the operation of the Vienna campus rests with the Campus Director. Specifically the Campus Director's duties and responsibilities in coordination with the Associate Director and the other members of the Executive Board are as follows:

Strategic Management

- a) Prepare changes to the Constitution and related fundamental regulations
- b) Prepare the university development plans and related strategic plans
- c) Prepare the university organization plan
- d) Prepare the agreements on objectives and performance

Finance and General Administration

- e) Develop the annual estimate, as well as the activity report and annual financial statements

- f) Be responsible for achieving the results within the approved budget
- g) Oversee all business transactions and approve university payments

Human Resources

- h) Act as the superior of all university employees
- i) Approve all scientific (both employed and adjunct) and administrative staff hires, and make appointments
- j) Supervise and evaluate performance of all academic departments and administrative units in consultation with their supervisors
- k) Make employment termination decisions and inform employee involved

Academic Policy and Administration

- l) Supervise program planning, academic activities and quality management
- m) Submit applications for accreditation and requested reports to AQ Austria to maintain Austrian accreditation
- n) Cooperate with the University Senate, the Student Government Association, and committees of the university; respond to their recommendations, etc.
- o) Monitor graduate and undergraduate enrollments for institutional effectiveness
- p) Monitor, support and assess the academic quality of the research faculty via internal and external evaluations

Marketing, Recruitment, Admissions

- q) Approve the marketing plan
- r) Discuss common marketing issues with other Webster European Directors
- s) Support Admission Office to achieve student recruitment goals

Webster University and Webster Network

- t) In general, maintain relations with the rest of the Webster network
- u) Maintain relationship with the President, the Provost, the VP for Finance, and other relevant officers at Webster University St. Louis

External Relations, Public Relations, and Development

- v) Develop and maintain relationships with Vienna-based business people, academics, government and international officials to promote the visibility and reputation of WVPU
- w) Interact with the Advisory Board
- x) Represent WVPU at all relevant academic regional and national agencies
- y) Support fundraising activities and foster contacts with the alumni
- z) Negotiate new university partnerships

2.2.5 Associate Director

- i) The Associate Director is selected and appointed as a result of an international search initiated by the Campus Director. The selection of finalists is made from the applications received in response to public advertisements placed in leading international publications, both in printed and online form, and on both sides of the Atlantic. The search committee involves university officers of Webster St. Louis and WVPU. The final decision for the appointment of the Associate Director rests with the Campus Director and has to be approved by the University Council. In case of retirement or termination of the Associate Director, it is the Campus Director who determines the timeline and process of an international search, hearings, and the appointment of a new Associate Director. Depending on the situation, there may be an interim Associate Director for a year before the term of a new Associate Director starts.

- iii) The Associate Director supports the Campus Director and cooperates with the other members of the Executive Board.

2.2.6 Director of Finance

- i) The Director of Finance is selected and appointed as a result of a national search initiated by the Campus Director. The selection of finalists is made from the applications received in response to public advertisements placed in leading publications, both in printed and online form. The search committee involves university officers of Webster St. Louis and WVPU. The final decision for the appointment of the Director of Finance rests with the Campus Director and has to be approved by the University Council. In case of retirement or termination of the Director of Finance, it is the Campus Director who determines the timeline and process of a national search, hearings, and the appointment of a new Director of Finance. Depending on the situation, there may be an interim Director of Finance for a year before the term of a new Director of Finance starts.
- ii) The Director of Finance is responsible for implementing all aspects of budget and spending, and for coordinating contracting with external suppliers of goods and services. All final responsibility for budget and financial matters ultimately rests with the Campus Director, however. Specifically, the duties and responsibilities are as follows:
 - a) Supervise the Finance Office
 - b) Collaborate with the Executive Board regarding financial decisions
 - c) Coordinate business relationships with external partners
 - d) Establish and operate the accounting and reporting system
 - e) Report financial situation and budget variances to the Campus Director and to parties responsible for sub-budgets
 - f) Responsible for preliminary budget preparation together with the Campus Director
 - g) Responsible for preparation of the external annual fiscal audit and participation in audit and audit review
 - h) Provide cash management functions

2.2.7 Director of Admissions

- i) The Director of Admissions is selected and appointed as a result of an international search initiated by the Campus Director. The selection of finalists is made from the applications received in response to public advertisements placed in leading international publications of higher education, both in printed and online form, and on both sides of the Atlantic. The search committee involves university officers of Webster St. Louis and WVPU. The final decision for the appointment of the Director of Admissions rests with the Campus Director and has to be approved by the University Council. In case of retirement or termination of the Director of Admissions, it is the Campus Director who determines the timeline and process of an international search, hearings, and the appointment of a new Director of Admissions. Depending on the situation, there may be an interim Director of Admissions for a year before the term of a new Director of Admissions starts.
- ii) The Director of Admissions is responsible for supervising the Admission Office, overseeing new student recruitment, the admission and scholarship processes. Specifically, the duties and responsibilities are as follows:
 - a) Plan, review and execute strategies for new student recruitment
 - b) Coordinate overall student recruitment activities
 - c) Oversee the new student admission processes
 - d) Supervise the scholarship processes

2.2.8 Director of Operations

- i) The Director of Operations is selected and appointed as a result of an international search initiated by the Campus Director. The selection of finalists is made from the applications received in response to public advertisements placed in leading international publications, both in printed and online form, and on both sides of the Atlantic. The search committee involves university officers of Webster St. Louis and WVPU. The final decision for the appointment of the Director of Operations rests with the Campus Director and has to be approved by the University Council. In case of retirement or termination of the Director of Operations, it is the Campus Director who determines the timeline and process of an international search, hearings, and the appointment of a new Director of Operations. Depending on the situation, there may be an interim Director of Operations for a year before the term of a new Director of Operations starts.
- ii) The Director of Operations is responsible for managing the day-to-day operations to ensure that the university achieves its objectives, and acts as the Quality Representative of WVPU. The Director of Operations assists other leaders at WVPU in delivering qualitative and cost-effective results and implementing and executing the development plan. The Director of Operations coordinates activities of various academic departments and administrative units, aligns them with the strategic objectives, and in consultations with the senior management designs the Quality Management System of WVPU aimed to increase the productivity of the organization.

Specifically, the duties and responsibilities are as follows:

- a) Coordinate the operational execution of the development plan and related strategic plans in accordance with the Campus Director
- b) Develop and maintain the Quality Assurance Manual and enhance processes and procedures in terms of accountability and reliability
- c) Supervise infrastructure services in information technology, facility management and student housing in consideration of technological developments of specific academic and operational potential
- d) Supervise academic services emphasizing their essential role in information and communication
- e) Manage relationships with external partners pertaining to the operations
- f) Serve as coordinator in operational issues within the organization
- g) Coordinate the annual and quarterly operations reports with special consideration of planned and generated impacts
- h) Develop and implement systems for reporting, measurement and supporting local revenue generation
- i) Lead the performance management process that measures and evaluates progress against the goals of the organization
- j) Serve as a principal liaison between St. Louis and Vienna and coordinate activities aimed at generating and implementing a reporting and accountability structure

2.2.9 Heads of Academic Departments

- i) The department heads are responsible for the successful operation of their respective department in the realms of research, teaching, and service, academically and economically. In this position they are to provide leadership in exercising the overall strategy of the university and represent the department internally and externally. They coordinate the intellectual interests of their particular programs and the professional interests of their faculty colleagues, and serve as the liaison between their research and teaching staff and the university administration.

- ii) The department heads report directly to the Campus Director. They are involved in the departmental strategic planning, in hiring and termination decisions as well as in curricular decision-making, academic event planning and academic marketing-related activities. They also maintain the communication flow with departmental chairs and deans at Webster University St. Louis (in particular, for any curricular and program development issues).
- iii) The department heads lead the degree programs in their respective department.
- iv) Specifically, their duties and responsibilities are as follows:
 - a) Develop strategic initiatives and assume responsibility for academic effectiveness and economic viability
 - b) Recruit faculty and make teaching assignments
 - c) Evaluate faculty performance
 - d) Plan and coordinate the academic program
 - e) Assess and maintain academic quality
 - f) Administer departmental communication (e.g. meetings, task forces, newsletter, website)
 - g) Handle department-related student grievances
 - h) Establish guidelines for thesis supervision and directed studies
 - i) Represent the department at various university events
 - j) Collaborate with the administrative units
 - k) Supervise the Undergraduate and Graduate Advisors
 - l) Serve on committees of the university
 - m) Write annual departmental activity reports
 - n) Evaluate faculty activity reports and provide overall supervision
- v) Department heads serve on a term appointment and are remunerated for the multiple administrative services in addition to their faculty compensation. Furthermore, while serving as a department head, the teaching assignment is reduced.

2.2.10 Heads of Administrative Units

- i) Each administrative unit shown in the organization plan is led by an appointed head. The appointment is unlimited and reviewed annually. The heads report, as a rule, to a member of the Executive Board.
- ii) The generic duties and responsibilities of the heads of administrative units are as follows:
 - a) They are responsible for the successful operation of their respective unit and support reaching the strategic goals of the university.
 - b) They represent the unit internally and externally; they liaise with different stakeholders to ensure the smooth operation of their unit.
 - c) They have responsibility for operational effectiveness and economic viability.
 - d) They supervise and engage in annual feedback dialogues with direct subordinates.
 - e) They exercise the field-specific tasks depending on the unit.

2.2.11 University Senate

- i) The University Senate (Senate) represents the interest of the faculty, the staff, and the students, enabling them to participate in matters of strategy development and quality management pertaining to teaching, research, and service.
- ii) The Senate comprises five members, of which two represent the employed faculty and one each the adjunct faculty, the staff and the students. According to Article 4, employed faculty denotes full, associate and assistant professors as well as the heads of academic departments (Article 2.2.9) who are not professors; staff encompasses the scientific employees as well as the

non-academic employees. Each member, if unable to attend a Senate meeting, can delegate a substitute member. The student representatives are nominated by the Student Government Association (SGA), whereas the other members are elected in secret ballots by their respective peers. Elections of members and substitute members take place every two years.

- iii) The role and responsibilities of the Senate are described in the bylaws for this body that can be amended by a quorum of the Senate members and need to be approved by the University Council following consultation with the Executive Board. The bylaws reflect the understanding that the responsibility and authority for the operation of the university are vested in the position of the Campus Director and the Executive Board where essential responsibility and authority over academic quality and rigor are also vested in the position of the department heads. The effectiveness of their leadership and decision-making however rests upon the understanding of the needs and concerns of the university's stakeholders, the access to current and relevant information, the ability to muster a comprehensive choice of options and to elicit the confidence and support of various stakeholders of the university in implementing these decisions. To these ends, the Senate acts as a representative body to support the process of communication and consultation between the leadership of the university and faculty, staff and students.
- iv) The functions of the Senate include but are not limited to the following:
 - a) Expressing an opinion on the Campus Director's proposals with regard to changes of the Constitution prior to resolution by the University Council and the General Assembly
 - b) Presenting proposals with regard to changes of the Constitution to the University Council following consultation with the Executive Board
 - c) Discussing and presenting proposals to the Campus Director with regard to the development of the university, including strategic recommendations pertaining to the dedication of human and financial resources in due consideration of the overall assurance of quality in teaching, research, and service
 - d) Expressing an opinion on the draft development plan presented by the Campus Director prior to resolution by the University Council and the General Assembly
 - e) Expressing an opinion on the multi-year agreements of objectives and performance with the Executive Board to be presented to the University Council
 - f) Expressing an opinion on the draft organization plan prepared by the Campus Director prior to resolution by the University Council
 - g) Expressing an opinion on the Campus Director's decision for the appointment of the other members of the Executive Board
 - h) Applying to the University Council for the discharge from office of the Campus Director or the other members of the Executive Board at the end of their term of employment or with immediate effect on the grounds of severe misconduct, conviction of a criminal offence, mental incapacity, health impairment, or loss of confidence on reasonable grounds.
 - i) Deciding on the introduction and discontinuation of study programs and curricula changes under consideration of the dual accreditation requirements, prior to consultation with the Campus Director and resolution by the University Council and the General Assembly
 - j) Nominating the members of the Working Group on Equal Opportunities

2.2.12 Student Government Association

- i) The Student Government Association (SGA) is an open and inclusive, independently operating, and independently financed organization. It consists of students holding official mandates (voting representatives) as well as students holding offices. It operates according to the *Hochschülerschaftsgesetz* (HSG), relevant guidelines of the Federal Student Union (ÖH) and the Constitution of the Student Government Association (*Geschäftsordnung*).

- ii) The main goals of the Student Government Association are the following:
 - a) Representing individual and collective student interest vis-à-vis other interest groups at WVPU in a consensus and solution oriented process
 - k) Improving student life by organizing events for both educational and entertainment purposes
- iii) The Student Government Association is to be provided appropriate office space and office supplies in accordance with the applicable regulations.
- iv) The Student Government Association nominates representatives for positions in WVPU committees according to procedures specified in its Constitution (*Geschäftsordnung*).

3. DIVERSITY AND AFFIRMATIVE ACTION

3.1 Diversity and Inclusion

Webster Vienna Private University recognizes that diversity and inclusion cultivate academic excellence. Diversity embraces all human differences while building on the commonalities. It serves to eliminate discrimination and exclusion based on gender, ethnicity, religion or conviction, age, sexual orientation, disability, or health issues. Inclusion affords faculty, staff, students and community partners the opportunity to participate, regardless of differences. Diversity and inclusion is an involvement in expressive dialogue and offerings of distinct talent, thought and inquiry from individuals from various backgrounds. The institution understands that the success of each individual strengthens the community.

3.2 Equal Opportunity Employment and Affirmative Action (EOE/AA)

Webster Vienna Private University is committed to an active and sustained practice of EOE/AA, as it has been demonstrated within the global network of Webster University for decades, including:

- a) Diversity in hires and promotions including active promotion of female junior researchers and teachers
- b) Assurance of fair and even representation of females and males in all units and functions
- c) Considering EOE/AA in all strategic and organizational developments
- d) Preventative measures against any sexual harassment
- e) Promotion and integration of gender topics in research and teaching
- f) Cooperation with institutions of concurrent commitment

In all processes of decision-making, strategic planning, and structural organization, the consequences for women and men must be taken into account.

3.3 Working Group on Equal Opportunities

The University Senate shall establish a Working Group on Equal Opportunities (WGEO) responsible for combating gender discrimination as well as discrimination on the basis of ethnicity, religion or conviction, age, or sexual orientation by university governing bodies and for advising and supporting the university's members and governing bodies in connection with these issues.

The WGEO consists of 4 members which are elected by the University Senate for a period of two years. At least two of the members have to be women. The WGEO elects one of its members as its chair (Diversity Manager) by simple majority; he or she acts as the coordinator of its actions and as the primary contact person for requests from outside.

The WGEO proposes to the Executive Board an Affirmative Action Plan for Managing Diversity and the Advancement of Women and monitors, after its approval, the plan's compliance.

3.4 Annual Report on EOE/AA

Annually, the university shall present a report showing the status of EOE/AA including the distribution of gender, degree of part-time or full-time employment, income ratios, initiatives in diversity and inclusion, gender topics in research and teaching.

4. CATEGORIES OF SCIENTIFIC STAFF

4.1 Adjunct Faculty

An adjunct faculty shall hold at least an MA or its equivalent. He/she is working part-time on the basis of a course contract (*Freier Dienstnehmer*) and assigned to teach individual classes in her/his specific fields of expertise. The assignment includes preparation for the classes as well as supervision of students' academic performance in those classes and evaluation of their work.

4.2 Scientific Employees

Diverse positions in teaching, research, and academic service, e.g. scientific employee in general, or instructor, tutor, researcher, advisor, librarian in particular, eventually differentiated in junior or senior status, are made available on the basis of a part-time or full-time, temporary or permanent employment contract. In general, they hold at least an MA or its equivalent. The assignment includes performing or supporting the specific academic activities and assuming responsibility in the specifically assigned tasks.

4.3 Assistant Professor

An assistant professor is a faculty member with at least a doctoral degree, an equivalent degree, or equivalent professional experience, and is employed part-time or full-time, on a temporary or permanent basis. Appointment, possible extension and promotion shall be in accordance to Article 5 below.

The assignment includes teaching, research, and academic service: the assistant professor is expected to do independent research, collaborate in scholarly/scientific projects, do independent teaching as well as team-teaching, supervise undergraduate and graduate theses, participate in committees, serve on task forces, and cooperate in administrative responsibilities.

4.4 Associate Professor

An associate professor is a faculty member with a doctoral degree, *Habilitation* or equivalent, or equivalent professional experience, and is employed part-time or full-time, on a temporary or permanent basis. Appointment, possible extension and promotion shall be in accordance to Article 5 below.

The assignment includes teaching, research, and academic service: the associate professor is expected to do independent research and contribute actively to scholarly/scientific projects, promote the research endeavors of the students, do independent teaching as well as team-teaching, supervise undergraduate and graduate theses, participate in committees, serve on task forces, and cooperate in administrative responsibilities.

4.5 Full Professor

A full professor is a faculty member with a doctoral degree or equivalent, *Habilitation* or equivalent, or equivalent professional experience, and long-standing scholarly track-record. The full professor will hold outstanding qualifications which entitle him or her to hold such a position. He/she is employed part-time or full-time, on a temporary or permanent basis. Appointment and possible extension shall be in accordance to Article 5 below.

The assignment includes teaching, research, and academic service: the full professor is expected to do independent research and contribute actively to scholarly/scientific projects, promote the research endeavors of the students, do independent teaching as well as team-teaching, supervise undergraduate and graduate theses, participate in committees, serve on task forces, and cooperate in administrative responsibilities. Furthermore, a full professor is expected to contribute substantially to the scholarly/scientific development of all members in his/her department.

5. GUIDELINES FOR THE APPOINTMENT OF PROFESSORS

- i) The allocation of a chair to be filled on a permanent basis or for longer than five years shall be specified by the development plan.
- ii) All positions shall be advertised on the WVPU website which is linked to a recruitment database, and, as the case may be, in publications in Austria and abroad. With their agreement, scientists who have not applied may also be included as candidates in the appointment procedure.
- iii) If a full professor is to be appointed for a period of more than five years or if the appointment of a full professor is extended beyond five years, the following procedure applies:
 - a) The Campus Director, after consultation with the professors in the department in question, shall assign a search committee with decision-making power and its chair. More than half of the members and the chair shall be full professors, and at least one shall be a student. At least one member of the search committee shall be a member of other universities or post-secondary educational institutions.
 - b) The chair of the search committee shall check whether the applications received meet the criteria stipulated in the advertisement, and those applications which clearly do not meet these criteria shall be eliminated. The remaining applications shall be forwarded to the members of the search committee who shall assess the aptitude of the applicants for the advertised post of a professor.
 - c) The Campus Director shall offer all suitable candidates appropriate opportunities to introduce themselves at least to the department and, as the case may be, the departments in related fields.
 - d) The search committee shall draw up a shortlist of the three most suitable candidates for the advertised chair on the basis of the opinions received, giving reasons for its decision. It shall state particular reasons in case that the shortlist contains less than three candidates.
 - e) The Campus Director shall select a candidate from the shortlist or remit the shortlist to the search committee if it does not include the most suitable candidates.
 - f) The Campus Director shall notify the Diversity Manager (in accordance to Article 3.3) of his/her decision prior to the initiation of appointment negotiations. The Diversity Manager shall be entitled to object to the decision. After due consideration of the objection the Campus Director is to make the final decision.
 - g) The Campus Director shall conduct the appointment negotiations and conclude the employment contract with the candidate selected.
- iv) In all other cases of appointment the shortened appointment procedure applies:

- a) The department head together with at least one professor of the department, or, as the case may be, of a department in related fields shall check whether the applications received meet the criteria stipulated in the advertisement, and assess the aptitude of the applicants for the advertised post of a professor. Those applications which clearly do not meet these criteria shall be eliminated.
 - b) The department head shall draw up a shortlist of the three most suitable candidates for the advertised chair on the basis of the opinions received, giving reasons for his/her decision. He/she shall state particular reasons in case that the shortlist contains less than three candidates.
 - c) The Campus Director shall select a candidate from the shortlist or remit the shortlist to the department head if it does not include the most suitable candidates.
 - d) The remaining procedure is according to para. f and g above.
- v) An extension of the limited appointment of an assistant or associate professor beyond five years, and a promotion from assistant to associate professor shall only be permissible after a qualification assessment which focusses on the quality of the research performance and the teaching performance of the past years. The assessment shall be exercised by the Campus Director together with the department head and at least one member of other universities or post-secondary educational institutions.
- vi) The procedures and criteria for appointment, extension and promotion are particularized in the Academic Guidelines for Appointment, Extension and Promotion.

6. RIGHTS AND RESPONSIBILITIES OF STUDENTS

All regulations pertaining to the legal conditions of being a student at WVPU are presented in the University-Student Agreement (*Ausbildungsvertrag*) in accordance with the Private Universities Act (*Privatuniversitätengesetz – PUG*). The agreement includes provisions as to the rights and obligations of the student, the obligations of WVPU, tuition and fees, intellectual property rights, and protection of privacy.

The agreement (in German and English) is presented to all admitted, incoming students upon their first registration.

The agreement may be amended from time to time if Austrian legal requirements or new university policies make it necessary.

Admission and graduation requirements are presented in the Webster Catalog and are valid and binding for WVPU.

7. ADMISSION AND EXAMINATION REGULATIONS

7.1 Admission Regulations

- i) WVPU follows the admission regulations of Webster University St. Louis providing consistency of the admissions criteria across the global Webster network.
- ii) Applications can be submitted online anytime (on a rolling basis). If a study program is limited to a maximum amount of students, it will be announced on the website.
- iii) Starting dates depend on the different study programs, and the application deadlines are posted on the website.
- iv) Admission criteria are advertised in brochures, on the website and in the university catalogs:

- a) Undergraduate applicants should hold a high school degree and have a minimum grade point average (GPA) of 2.5 on a 4.0 scale.
 - b) Graduate applicants should hold a Bachelor's degree from an accredited university. The applicant's academic record should show a minimum GPA of 2.5 on a 4.0 scale.
 - c) Some study programs might have additional and specific admission requirements.
 - d) The application documents have to include academic transcripts and additional supporting documents which shall be submitted electronically within the application deadlines.
 - e) Non-native English speakers have to prove sufficient English language proficiency through the submission of official scores for the TOEFL (Test of English as a Foreign Language) or equivalent exam (e.g. IELTS or Cambridge Advanced Certificate).
- v) Applications are evaluated by the Admission Office under the supervision of the Director of Admissions. Experts from other university departments are consulted if and as needed.
- vi) The admissions evaluation process leads to one of the following decisions:
- a) Full Admission: Applicants who fulfill all admission criteria and submitted all necessary documents.
 - b) Provisional Admission: Applicants who submitted the main documents including a proof of satisfactory English language proficiency. At this point the applicant can initiate the student visa process if necessary.
 - c) Conditional Admission: Applicants who's GPA is close but below the minimum GPA must successfully complete their first semester with a GPA of at least 2.0 in order to remain enrolled at the university.
 - d) Denied: Applicants who do not meet the admission requirements will not be accepted. A denied applicant can appeal the decision within 10 days. The appeal decision is made by the Campus Director after consulting the Director of Admissions and the respective department head.
- vii) All applicants who were accepted to a Bachelor's degree program are required to take placement tests to demonstrate their mathematical and English language skills and competences, enabling appropriate class placements.
- viii) All admitted students go through the New Student Orientation (NSO) prior to the beginning of their studies, followed by the advising appointment with the assigned academic advisor who provides support with the class registration procedure and other study-related needs and requirements.
- ix) All students are asked to sign the University-Student Agreement (*Ausbildungsvertrag*) prior to the beginning of their studies.

7.2 General Examination Regulations

- i) The criterion for successfully completing a course is based on the lecturer's final assessment. This assessment can be based on various measures including written assignments, oral or written examinations, presentations, active course participation, or other forms of assessment as specified by the lecturer in the course syllabus. The student's final course grade is determined by the results achieved in all cumulative graded assessment components.
- ii) Grading is according to the American grading system with letter grades A, B, C, D, and F, or in exceptional cases with Pass and Fail. Overall evaluations for a semester or the final degree are Passed, Good, Very good, and Excellent. The grading scheme is particularized in the Study and Examination Guidelines.
- iii) The examination questions, assessment criteria, and results of a written or oral course examination must be recorded in writing by the course lecturer. The lecturer must retain all aforementioned course documents in electronic format.

- iv) If the student does not sit the examination without prior notification of the respective instructor, the student will receive a failing grade.
- v) If a student is unable to attend a written or oral examination due to reasons beyond the student's control, the student will have the opportunity to apply for a make-up exam. If this should occur, it is at the lecturer's discretion to decide – based on the student's individual case – whether or not to allow it.
- vi) In the event of a violation against the process of examinations, a suspected case of a discrimination-based assessment by a lecturer, or a disturbance during the examination procedure, a student has the right to appeal an examination assessment. Students who consider themselves wrongly assessed can apply to countermand the examination assessment.
- vii) In the case of a negative decision regarding the application for a make-up exam or revocation of an assessment, the student can submit a written appeal to the Examinations Committee to justify his cause.
- viii) If any work produced during an examination has been plagiarized, the Examinations Committee can subsequently declare the course or examination under question as “failed.” Before a change in the grade, the student will be given an opportunity to submit an appeal for consideration with the Examinations Committee.
- ix) Grades should be made available to students no later than two weeks following the date of the examination or assignment submission.
- x) Upon request, students are entitled to request access to all examination documents, protocols, written tests, and result records relevant to the examination. The university is obliged to store and archive all examination records for a maximum of one year.
- xi) The Examinations Committee consists of the Campus Director, the heads of the respective and another department and a student representative. It makes decisions regarding a student's appeal in instances stated in these Examination Regulations or in the Study and Examination Guidelines that demonstrate the policies and procedures in further detail.
- xii) Faculty supervising a thesis should hold a degree at least one level above or equivalent professional experience.

8. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall be drafted by the Campus Director, agreed by the Executive Board following consultation with the University Senate, and proposed for resolution by the University Council. Final approval is by the General Assembly.