

Faculty Regulations

Faculty for Psychotherapy Sciences
Sigmund Freud University

Draft from August 19th 2020 19.08.2020

The entire text without any changes was agreed upon at the faculty conference on June 26th 2020 **26.06.2020**. Changes for the current draft are shown in the markup. The current changes result, among other things, from the accreditation application of the Master Programme Psychotherapy Science in Linz and must therefore also be adopted in the current version of the Faculty Regulations. Target for the resolution: by circulation procedure, end of August 2020.

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On the basis of the statutes of the Sigmund Freud University Vienna and in accordance with these statutes, the following Faculty Regulations of the Faculty for Psychotherapy Science were issued.

§ 1 Faculty and its members

- (1) The Faculty for Psychotherapy Science is an organisational unit of the Sigmund Freud University Vienna with research and teaching responsibilities. The Faculty for Psychotherapeutic Science in Vienna includes the locations of the implementation in Ljubljana, Linz, Berlin, Paris, their Departments of Psychotherapeutic Science and their institutes, as well as the psychotherapeutic university outpatient clinics.
- (2) Members of the faculty are the staff employed at the Sigmund Freud University Vienna and the locations of implementation and assigned to the faculty, provided there is a certain regularity of employment.
- (3) The members of the Faculty are called to serve scientific research and teaching in the field of psychotherapy science and related disciplines at the Sigmund Freud University, as well as the development of psychotherapy science and related disciplines, and thereby also to contribute responsibly to the solution of human problems and to the prosperous development of society and the natural environment.
- (4) Membership of the faculty ends when the requirements for membership no longer apply. The Dean of the Faculty may suspend membership of the Faculty if the requirements for membership are no longer met for a temporary period.

§ 2 Faculty Conference

- (1) The Faculty Conference consists of the Dean of the Faculty and twelve people from the Faculty Curia:
 - a. three representatives of the professors ("Professors' Curia')
 - b. three representatives of the research and teaching staff ("Mittelbaukurie")
 - c. three student representatives; the student representatives are appointed in accordance with the provisions of the Student Union Act
 - d. three representatives of the non-academic university staff ('Administrative Curia')

Co-opted members of the faculty conference without voting rights are also the vice deans, the department heads of the locations of implementation and an international coordinator of the outpatient departments.

- (2) The Dean must convene the Faculty Conference every semester. Furthermore, the Dean or any three members of the faculty may, if deemed necessary, convene further faculty conferences in addition to the faculty conferences that take place twice a semester, or in the second case, the Dean may arrange for them to be convened. If the Dean is informed by the Dean of the request of three members of the Faculty Conference within the meaning of the preceding sentence, he/she must convene the meeting within two weeks of being informed. The faculty conference thus convened shall take place within a further four weeks.
- (3) A member of the Working Group for Equal Treatment Issues has the right to participate in the meetings of the Faculty Conference in an advisory capacity.
- (4) The term of office of the representatives of the Curia in the Faculty Conference ends after three years. The curia must organise and conduct new elections of their representatives independently. Reappointments are permissible.
- (5) The Dean draws up the agenda. In any case, it must contain the agenda:
 - a. Opening

- b. Detection of presence
 - c. Verification that the meeting was properly convened and that there was a quorum
 - d. Determination of the powers of representation and transfer of votes
 - e. Appointment of a secretary
 - f. Approval of the minutes of the last meeting
 - g. Approval of the agenda
 - h. Report of the Chairman
 - i. Report of the Curiae
 - j. 'Anything'
- (6) The faculty conference will take place at the Sigmund Freud University in Vienna. However, participation in a faculty conference can also take place via remote means of communication such as telephone conference or video conference.
- (7) The faculty conference will be held in German. Translators for the heads of department at the locations of implementation where the conference will be held are permitted. The faculty conference is at least once a year in English. In order to promote the exchange between the staff members of all locations of implementation in the English-speaking faculty conference, further guests from the locations of implementation may be invited to this faculty conference.
- (8) The meeting is convened in writing or by e-mail. It shall be sent to members at least one week before the meeting and shall include the place, date and a provisional agenda. The final agenda must be notified by e-mail at least two days before the meeting. The documents relating to the items on the agenda must be sent to members at least two working days before the meeting or made available for inspection at a place determined by the Chairman. The dean chairs the faculty conference.
- (9) The Dean and the representatives of the Curia are entitled to vote. The Vice-Dean, the heads of department, the international coordinator of the outpatient clinics are not entitled to vote if they are not also representatives of the Professors' Curia or the Mittelbaukurie; otherwise they are present in an advisory capacity. A vote is only valid if at least seven persons entitled to vote are present in person, i.e. the Dean and six representatives of the Curia.
- (10) Decision requirements: A decision requires the presence of at least half of those entitled to vote and a simple majority of the votes cast in favour of the proposal. A simple majority is obtained when the number of votes cast in favour of the motion is greater than half the number of those present at the vote. A two-thirds majority shall be deemed to exist where the number of votes cast in favour of the motion reaches at least two-thirds of the number of persons entitled to vote present at the vote. Persons entitled to vote who have been delegated one vote shall be counted twice. If, in the case of a simple majority vote, there is an equality of pro and contra votes, the vote of the dean*of the dean's office shall be decisive. In cases of doubt, the vote of the dean shall also be decisive in the case of a two-thirds majority vote.
- (11) As a rule, open voting is carried out by raising the hands. The number of votes for or against the motion and the number of abstentions must be determined for each vote. Voting shall be by secret ballot if so ordered by the Dean or decided by the Faculty Conference. Voting must also be secret if a member with voting rights so requests. The Dean may order a vote by e-mail ('circular resolution') on matters which either presumably do not require consultation or where, due to the urgency, a resolution appears necessary before the next meeting.
- (12) At the beginning of the faculty conference, the Dean appoints a secretary from among those present; the secretary takes the minutes. The minutes list the topics dealt with and record the results of the voting ('keyword minutes'). In addition, the proceedings of the faculty conference are recorded; the audio files are saved.

- (13) The Faculty Conference may also set up committees to carry out its tasks. The chairperson of the committee is to be elected by the Faculty Conference by simple majority. The committee chairperson then selects the other committee members. Committee members can, but do not have to be members of the Faculty Conference. The composition of the committee must, however, be approved by the Faculty Conference. The provisions on the Faculty Conference apply analogously to the work of a committee.

Committed to the idea of self-determination, the Faculty Conference decides on those matters which concern exclusively the Faculty itself, without being able to be influenced by other Sigmund Freud University institutions. The Faculty Conference has the following tasks:

- a. The election of a dean
- b. The election and dispatch of representatives of the faculty to the Senate of the Sigmund Freud University of Vienna as well as to other bodies, if necessary, and the dismissal of such representatives
- c. Adoption or amendment of the Faculty Regulations
- d. Issue or amendment of the study regulations
- e. Adoption or amendment of the examination regulations
- f. Adoption or amendment of rules of appeal
- g. Adoption or amendment of the habilitation regulations
- h. Adoption or amendment of the qualification regulations
- i. Decree or amendment of new degree programmes
- j. Procedure for awarding the title of 'university professor'
- k. a-j in accordance with the general guidelines laid down in the statutes
- l. Statement on the strategic plan of the faculty presented by the Dean
- m. Statement on the target agreements negotiated by the Dean with the Rectorate
- n. Opinion on the adoption and changes to the internal structure of the faculty
- o. Opinion on the establishment of research institutes
- p. Statement on international activities of the faculty

§ 3 Dean, Vice-Dean and Head of Department

- (1) The head of the Faculty for Psychotherapeutic Science is called Dean; his or her deputies are called Vice-Deans.
- (2) The Dean must have a habilitation in the subject of psychotherapy science or in a subject close to it and be a member of the academic staff of the Faculty for Psychotherapy Science of the Sigmund Freud University Vienna.
- (3) The dean may run for further terms of office; each term of office lasts three years.
- (4) The Dean is elected by the Faculty Conference. All members of the Faculty Conference are entitled to vote, so all Curiae are authorised by their representatives to participate in the election of the Dean.
- (5) The dean of the dean's office is appointed by the rectorate.
- (6) The Dean may be dismissed by the Rectorate on the grounds of a serious breach of duty, a criminal conviction, a lack of fitness for health or a justified loss of confidence.
- (7) Selection and deselection of the dean :
 - a. The members of the Professors' Curia of the Faculty for Psychotherapeutic Science are entitled to nominate candidates for the election of the Dean.
 - b. The proposals must be announced to the members of the Faculty Conference by the Dean at the Faculty Conference at least four weeks before the election of the Dean. The list of candidates is sent out by the secretary of the faculty conference.

- c. None of the candidates standing for election are entitled to vote.
 - d. The election shall be conducted by secret ballot.
 - e. The Dean is elected by a two-thirds majority of the members of the Faculty Conference present. Written votes may be cast, but no member of the Faculty Conference may have more than two votes in the election; more than half of the members of the Faculty Conference with voting rights must be present.
 - f. The elected person shall declare immediately after the election whether he/she accepts the election.
 - g. The rectorate may reject the election in justified cases. The faculty conference must then decide whether or not the reasons are considered valid. If the faculty conference decides by a two-thirds majority that the reasons given by the rectorate are valid, the election is repeated; the candidate whose election was rejected by the rectorate is not entitled to stand for election. If the Faculty Conference does not agree to the rejection by the Rectorate, the Senate and the University Council are called upon.
 - h. An early resignation may only be made for valid reasons and requires the acceptance of the rectorate.
 - i. The Dean is voted out of office by a two-thirds majority of the members of the Faculty Conference present (quorum: more than half of the persons entitled to vote must be present). The application for deselection must be submitted in writing four weeks before the Faculty Conference and must list the reasons for the deselection in detail. The Dean must put the de-selection request on the agenda of the next faculty conference. Should the Dean be voted out of office, the Rectorate shall be responsible for dismissal (dismissal by the Rectorate corresponds to 3.IV.1)d) of the Constitution of the Sigmund Freud University). A new Dean is elected.
- (8) Duties of the Dean.
- a. Strategic planning in coordination with the development plan of the university, taking into account the recommendations of the faculty conference
 - b. Conclusion of the agreement on objectives with the rectorate
 - c. Management of current business
 - d. Participation in quality assurance measures
 - e. Ultimate responsibility for teaching and research
 - f. Establishment and regular convening of the Faculty Conference
 - g. Exercising the function of immediate superior for the university staff assigned to that Faculty
 - h. Conclusion of target agreements with the academic staff assigned to the Faculty
 - i. Reporting on the performance of the Faculty
 - j. Active promotion of young scientists
 - k. Measures on equality and diversity management issues
 - l. The development of proposals for further internal differentiation of the Faculty
 - m. Ensuring the cooperation of all organisational units belonging to the Faculty in Vienna and at the locations of implementation
- (9) The Dean may propose deputies. These are called Vice-Deans. In addition, the Dean can propose department heads for the locations of implementation and an international coordinator for the outpatient clinics. These are appointed by the Rectorate.
- (10) **The vice deans and department heads** are described in more detail by their functional area, e.g. "Vice-Dean for research", "Vice-Dean for teaching", "Department Head for Psychotherapy Science Berlin". In the absence of the Dean, the most senior Vice-Dean takes over the duties and tasks of the Dean as deputy Dean.

- (11) Only members of the academic staff of the Faculty for Psychotherapy Science can be appointed as Vice-Dean and Department Head. In justified cases, the Rectorate may reject the proposal.
- (12) A detailed functional description of the Vice-Deans will be provided by the Dean and supplemented if necessary. The exact job description of the Vice-Deans is to be laid down in a target agreement with the Dean.
- (13) The Head of Department is subordinate to the Dean of the Faculty in all his or her tasks and activities and is obliged to report to the Faculty Conference. The Head of the Department shall represent the department at the location of implementation in all matters relating to research and teaching in the interest of the Faculty for Psychotherapy Science of the Sigmund Freud University Vienna.
- (14) The function of the Vice-Dean and Head of Department ends with the beginning of the function of a new Dean.
- (15) An early resignation may only be made for good reasons and requires the acceptance of the rectorate. If the Dean resigns during the term of office, the successor and his/her deputy Deans as well as the Heads of Departments shall be appointed for the remaining duration of the current term of office. Reappointments are permissible.
- (16) In justified cases, the Vice-Dean and Heads of Department can be voted out of office by the Faculty Conference with a two-thirds majority. (Quorum: more than half of the persons entitled to vote must be present). The application for deselection must be submitted in writing four weeks before the faculty conference and must include a detailed explanation of the reasons for the deselection. The Dean must put the de-selection motion on the agenda. Should the Vice-Dean or the Head of Department be voted out of office, the Rectorate shall recall them. New Vice-Deans and Department Heads may be appointed.

§ 4 Heads of study programmes and outpatient clinics

- (1) The heads of the study programmes and outpatient clinics are appointed by the Dean. They must be appropriately qualified in research and teaching, have organisational skills and social competence and belong to the Faculty for Psychotherapy Science. In addition, the active participation of the heads of study programmes in the care of the sciences relevant to the respective discipline is required. The appointment as head of the study programme and head of the outpatient clinic is made by the Dean after hearing the Faculty Conference.
- (2) On the recommendation of the head of the study programme or the head of the outpatient clinic and after hearing the faculty conference, the dean appoints a suitable deputy
- (3) The area of responsibility of the Head of Studies includes in particular
 - a. Demand-driven and science-based planning and organisation of the course offerings and examination operations
 - b. Proposal for the teaching assignment to the member of the faculty management team responsible for teaching
 - c. Implementation of quality development and quality assurance measures
 - d. Information and advisory activities
- (4) The area of responsibility of the head of the outpatient clinic includes in particular
 - a. Demand-driven and science-based planning and organisation of the clinical offer at the respective outpatient clinics
 - b. Implementation of quality development and quality assurance measures
 - c. Information and advisory activities

- (5) A detailed functional description of the heads of study programmes is provided by the Dean and supplemented as required. The exact job description of the heads of study programmes is to be laid down in a target agreement with the dean.
- (6) The term of office of the head of the study programme and the head of the outpatient clinic and his/her deputy lasts five years. Early resignation can only be made for good reasons.
- (7) The concerns of the heads of study programmes and outpatient clinics for the faculty conference are communicated to the respective deanery members and brought to the conference by them: the Dean, the Vice-Dean and the international coordinator of the outpatient clinics.
- (8) In justified cases, the heads of study programmes and outpatient departments can be voted out of office by the Faculty Conference with a two-thirds majority. (Quorum: more than half of the persons entitled to vote must be present). The application for deselection must be submitted in writing four weeks before the Faculty Conference and must list the reasons for the deselection in detail. The Dean must put the de-selection motion on the agenda. If the head of the study programme is voted out of office, the dean will be responsible for the dismissal. New course directors may be appointed.

§ 5 Changes to the Faculty Regulations

- (1) These faculty regulations can only be changed by a two-thirds majority in the faculty conference.
- (2) Proposals for amendments may be submitted by all members at least four weeks before the Faculty Conference meets.
- (3) Amendments must be made in writing, must be attached to the request and justified, and must be sent out with the agenda.
- (4) The dean must include requests for changes in the agenda.
- (5) Amendments to the Faculty Regulations may not contradict the statutes of the Sigmund Freud University.