

Faculty Regulations

the

Faculty of Psychotherapy Science of the
Sigmund Freud Private University

Resolution passed by the Senate on 12.03.2021.

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On the basis of the statutes of Sigmund Freud University Vienna and in accordance with the same, the following Faculty Regulations of the Faculty of Psychotherapy Science have been issued.

§ 1 Faculty and its members

- (1) The Faculty of Psychotherapy Science is an organisational unit of the Sigmund Freud University Vienna with research and teaching tasks. The Faculty of Psychotherapy Science in Vienna includes the places of implementation in Ljubljana, Linz, Berlin, Paris, their departments of psychotherapy science and their institutes, as well as the psychotherapeutic university outpatient clinics.
- (2) Members of the faculty are the employees working at Sigmund Freud University Vienna and the places of implementation and assigned to the faculty, as long as they are employed on a regular basis.
- (3) The members of the Faculty are called to serve scientific research and teaching in the subject of psychotherapy science and its related disciplines at Sigmund Freud University, as well as the development of psychotherapy science and its 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 relevant requirements for membership cease to apply. The dean can suspend membership of the faculty if the discontinuation of the relevant prerequisites for membership is only of a temporary nature.

§ 2 Faculty Conference

- (1) The faculty conference consists of the dean and twelve persons from the curiae of the faculty:
 - a. three representatives of the professors ("Professorial Curia")
 - b. three representatives of the scientific staff in the research and development department. Teaching company ("Mittelbaukurie")
 - c. three student representatives; the appointment of the student representatives is made in accordance with the provisions of the Student Union Act (Hochschüler*innenschaftsgesetz)
 - d. three representatives of the non-academic university staff ("administrative board")

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

- (2) The Dean shall convene the Faculty Conference each semester. The dean or any three members of the faculty may also, if deemed necessary, convene a faculty conference in addition to the faculty conferences held twice a semester.

In the first case, the dean may convene further faculty conferences or, in the second case, arrange for the dean to convene them. If the dean becomes aware of the request of three members of the faculty conference in the sense of the previous sentence, he/she must convene the meeting within two weeks of becoming aware of it. The Faculty Conference convened in this way must take place within a further four weeks.

- (3) A member of the Working Group on Equal Opportunities has the right to attend meetings of the Faculty Conference in an advisory capacity.
- (4) The term of office of the representatives of the curiae in the Faculty Conference ends after three years. The curiae must independently organise and conduct new elections of their representatives. Re-appointments are permitted.
- (5) The dean shall draw up the agenda. It has to contain in any case:
 - a. Opening
 - b. roll call
 - c. Determination of the proper convening and the quorum
 - d. Determination of proxies and voting delegations
 - e. Appointment of a secretary
 - f. Approval of the minutes of the last sitting
 - g. Approval of the agenda
 - h. Report of the Chairperson
 - i. Report of the Curia
 - j. "Anything"
- (6) The faculty conference takes place at 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 takes place in German, translators for the department heads of the places of implementation are permitted. At least once a year, the faculty conference takes place in English. In order to promote the exchange between the employees of all places of implementation in the English-language faculty conference, further guests of the places of implementation can be invited to this faculty conference.
- (8) The meeting shall be convened in writing or by e-mail. It shall be sent to the members at least one week before the meeting and shall include the place, time and a provisional agenda. The final agenda must be announced by e-mail at least two days before the meeting. The documents relating to the items on the agenda must be sent to the members at least two working days before the meeting or made available for inspection at a place designated by the chairperson. The Dean chairs the Faculty Conference.
- (9) The dean and the representatives of the board of trustees are entitled to vote. The vice-deans and heads of department are not entitled to vote,

the international coordinator of the outpatient clinics, if they are not at the same time representatives of the professorial curia or the mid-level curia; they are otherwise 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 curia representatives.

- (10) Resolution Requirements: A resolution requires the presence of at least half of those entitled to vote and a simple majority of the votes cast in favor of the motion. A simple majority shall be deemed to exist if the number of votes cast in favour of the motion is greater than half the number of those entitled to vote present at the time of the vote. A two-thirds majority shall be given if the number of votes cast in favour of the proposal is at least two-thirds of the number of those entitled to vote present at the time of voting. Voting persons to whom a vote has been delegated shall be counted twice in this respect. If, in the case of a vote with a simple majority, there is an equality of pro and con votes, the vote of the dean shall be decisive. Even in the case of votes with a two-thirds majority, the vote of the dean decides in case of doubt.
- (11) As a rule, voting shall be open by show of hands. For each vote, the number of votes for or against the motion as well as the number of abstentions must be determined. Voting must be secret if the dean so orders or if the faculty conference so decides. A secret ballot must also be taken if requested by a voting member. The dean may order a vote by e-mail ("circular resolution") on matters that are not expected to require discussion or for which a resolution appears necessary due to urgency 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 discussed and record the voting results ("keyword protocol"). In addition, the proceedings of the Faculty Conference are recorded; the audio files are saved.
- (13) The Faculty Conference can also set up committees to carry out its tasks. The chairperson of the committee is to be elected by the Faculty Conference with a 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. However, the composition of the committee must in any case be approved by the Faculty Conference. For the work of a committee, the provisions on the Faculty Conference shall apply mutatis mutandis.

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

- a. The election of a dean

- b. The election and delegation of representatives of the faculty to the Senate of the Sigmund Freud University Vienna as well as to other bodies if required, as well as the dismissal of such representatives.
- c. Enactment or amendment of the Faculty Regulations
- d. Enactment or amendment of the study regulations
- e. Adoption or amendment of the examination regulations
- f. Adoption or amendment of appointment regulations
- g. Enactment or amendment of habilitation regulations
- h. Adoption or amendment of the Qualification Rules
- i. Enactment or amendment of new courses of study
- j. Procedure for awarding the title of university professor
- k. a-j in accordance with the guidelines generally laid down in the articles of association
- 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 enactments 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

3Dean, Vice-Deans and Heads of Department

- (1) The head of the Faculty of Psychotherapy Science is called the dean; his or her deputies are called vice-deans.
- (2) The dean must have a habilitation in psychotherapy science or in a subject close to it and be a member of the scientific staff of the Faculty of Psychotherapy Science Vienna of Sigmund Freud University.
- (3) The dean can 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 authorized to participate in the election of the dean through their representatives
- (5) The appointment of the dean * in is made by the rectorate.
- (6) The dean may be dismissed by the rectorate due to a serious breach of duty, a conviction by a criminal court, due to a lack of health suitability or due to a justified loss of confidence.

(7) Election and deselection of the dean:

- a. The members of the Professors' Curia of the Faculty of Psychotherapy Science are entitled to nominate candidates for the election of the Dean.
- b. The nominations are to be announced to the members of 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 is 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. Voting by written ballot is possible, but no member of the Faculty Conference may have more than two votes in the election; more than half of the voting members of the Faculty Conference must be present.
- f. The elected person shall declare immediately after the election whether he/she accepts the election.
- g. The election can be rejected by the Rectorate in justified cases. Thereupon, the Faculty Conference must decide whether the reasons are considered valid or not. If the Faculty Conference decides by a two-thirds majority that the Rectorate's reasons are valid, the election is repeated; the candidate whose election was rejected by the Rectorate is now ineligible 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. Early resignation can 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 voting members must be present). The motion for deselection must be submitted in writing four weeks before the Faculty Conference and must detail the reasons for the deselection. The dean must place the motion to dismiss on the agenda of the next faculty conference. If the dean is voted out of office, the Rectorate shall dismiss the dean. The election of a new dean takes place.

(8) Duties of the Dean.

- a. Strategic planning in coordination with the university's development plan, taking into account the recommendations of a scientific advisory board of the Faculty Conference
- b. Conclusion of the target agreement 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. Exercise the function of the immediate supervisor for the university staff assigned to this faculty.
 - h. Conclusion of target agreements with the scientific staff assigned to the faculty
 - i. Reporting on the performance of the faculty
 - j. Active promotion of young scientists
 - k. Measures on gender 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 places of implementation.
- (9) The dean can propose deputies. These are called vice-deans. In addition, the dean can propose department heads for the places of implementation as well as an international coordinator of the outpatient clinics. Their appointment is made by the rectorate.
- (10) The vice-deans and heads of department are appointed by their function-
The term "Vice-Dean for Research" or "Vice-Dean for Teaching" is used in this context, "Head of the Department of Psychotherapy Science Berlin". In the absence of the dean, the most senior vice dean assumes the duties and tasks of the dean as deputy dean.
- (11) Only members of the academic staff of the Faculty of Psychotherapy Science may be appointed as vice-deans and heads of departments. In justified cases, the Rectorate may reject the proposal.
- (12) A detailed job description of the vice deans is provided by the dean and supplemented as needed. The exact job description of the vice deans is to be defined in a target agreement with the dean.
- (13) The Head of Department is subordinate to the Dean of the Faculty in all his/her tasks and activities and is obliged to report to the Faculty Conference. The Head of Department shall represent the Department at the place of implementation in all matters concerning research and teaching in the interest of the Faculty of Psychotherapy Science of Sigmund Freud University Vienna.
- (14) The function of the vice dean and head of department ends with the start of the function of a new dean.
- (15) A premature resignation can only take place for good reasons and requires the acceptance of the rectorate. If the dean resigns from his/her position during the term of office, the successor and his/her vice dean shall be appointed by the rectorate.

The members of the Board of Directors are to be appointed for the remaining period of the current term of office. Reappointments are permissible.

- (16) The Vice-Deans and Heads of Department can be voted out of office by the Faculty Conference in justified cases with a two-thirds majority (quorum: more than half of the persons entitled to vote must be present). The motion for deselection must be submitted in writing four weeks before the Faculty Conference and must detail the reasons for the deselection. The dean must place the motion to dismiss on the agenda. If the vice-dean or the head of department is voted out of office, the Rectorate will remove the vice-dean or head of department. New vice-deans and department heads can be appointed.

§ 4 Directors of Studies and Outpatient Clinic Directors

- (1) The programme directors and outpatient clinic directors 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 of Psychotherapy Science. In addition, the active participation of the course director in the care of the sciences relevant to the respective discipline is required. The appointment of the head of the study programme and the head of the department is made by the dean after consultation with the faculty conference.
- (2) Upon proposal of the head of the study programme or the head of the outpatient department and after hearing the faculty conference, the dean appoints a suitable deputy.
- (3) The responsibilities of the programme director include in particular:
- a. Demand-driven and science-based planning and organisation of courses and examinations
 - b. Proposal for the teaching assignment to the member of the faculty's teaching 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 Outpatient Clinic Manager includes in particular:
- a. Demand-driven and science-based planning and organization of clinical services at the respective outpatient clinics
 - b. Implementation of quality development and quality assurance measures
 - c. Information and advisory activities
- (5) A detailed job 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 defined in a target agreement with the dean.

- (6) The term of office of the head of the degree programme and the head of the ambulance as well as their deputies lasts five years. An early resignation can only take place for valid reasons.
- (7) The concerns of the programme directors and the outpatient clinic directors for the faculty conference are communicated to the relevant members of the dean's office and brought to the conference by them: the dean, the vice deans and the international coordinator of the outpatient clinics.
- (8) In justified cases, the heads of study programmes and outpatient clinic heads 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 detail the reasons for the deselection. The dean must put the proposal for deselection on the agenda. If the head of the programme is voted out of office, the dean will remove him/her from office. New directors of studies can be appointed.

§ 5 Changes to the Faculty Regulations

- (1) These Faculty Regulations may be amended only by a two-thirds vote of the Faculty Conference.
- (2) Proposals for change may be submitted by any member, at least four weeks before the Faculty Conference meets.
- (3) The changes must be formulated in writing, attached to the application, justified and 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 Sigmund Freud Private University.