



statutes VI

issued by the Academic Council of

MCI Management Center Innsbruck – Internationale Hochschule GmbH (commercial register no: FN 153700f, Higher Innsbruck Court)

Hereinafter referred to as “University” and/or “Executive Director”

(Effective 03/30/2017 – in short: “Statutes”)

1. Academic Council and Head of Academic Council:

1.1. Academic Council:

The Academic Council is responsible for:

- 1.1.1. electing the Head and Deputy Head from a list of three candidates proposed by the Executive Director. With the consent of the Academic Council the proposal may be reduced to two candidates.

A final decision on the matter shall be discussed and issued by the Academic Council.

- 1.1.2. applying to the Executive Director for dismissal of the Head or Deputy Head, or statements on such intentions on the part of the Executive Director in case of gross infringement or negligence of their duties or inability to continue or fulfill their duties.

A final decision on the matter shall be discussed and issued by the Academic Council.

- 1.1.3. changes relating to accredited study programs in agreement with the Executive Director.

The Accreditation Commission (see 2.2.1.) shall discuss and prepare a decision on the matter; a final decision shall be issued by the Academic Council.

- 1.1.4. the installation and discontinuation of study programs and further education programs in agreement with the Executive Director.

The Accreditation Commission (see 2.2.1.) shall discuss and prepare a decision on the matter; a final decision shall be issued by the Academic Council.

Study programs accredited by 08/31/2012 and authorized further education programs, or proposals for study programs and further education programs submitted by the Executive Director (see list of proposals attached ./1.1.4.) are formally recognized as valid components of the University.

- 1.1.5. the submission of budget proposals (investments, operating and personnel expenses) to the Executive Director.

The Budget Commission (see 2.2.3.) shall discuss and prepare a decision on the matter; a final decision shall be issued by the Academic Council.



- 1.1.6. the submission of proposals for the appointment and dismissal of teaching and research staff to the Executive Director.

It is hereby established that the teaching and research staff as mentioned in the University of Applied Sciences Studies Act comprises all employees of the University who practice teaching and research activities; their status as teaching and research staff is independent of whether they are employed in full-time, part-time, or any other form of employment. The classification as teaching and research staff in accordance with the present provisions depends on active involvement in the University's organization, which includes the assignment of an appropriate work area within the premises of the University.

The Commission for Teaching (see 2.2.6.) shall discuss and prepare a decision on the matter; a final decision shall be issued by the Academic Council.

- 1.1.7. coordinating the contents of all teaching operations.

The Commission for Teaching (see 2.2.6.) shall discuss and prepare a decision on the matter; a final decision shall be issued by the Academic Council.

For organizational and operational purposes, the preparation and implementation of tasks pertaining to this area of responsibility are delegated, until further notice, to the respective Heads of Department and Studies; the Head of the Academic Council, however, reserves the right to revoke this delegation, either as a whole or relating to individual study programs, at any time. The Heads of Department and Studies assume their respective responsibility for coordination after consultation with representatives of relevant modules or departments, where applicable.

The Heads of Department and Studies must consider any general guidelines for the implementation of their respective tasks, which may be set by the Academic Council at any time.

Extracurricular courses and lectures, such as career seminars hosted by the Career Center, communication trainings hosted by the Language Center, lectures hosted by the International Relations Office, or events hosted by the Alumni and Friends Association, are excluded from the above provisions.

- 1.1.8. evaluating all teaching operations, including examination regulations and curricula.

The Commission for Teaching (see 2.2.6.) shall discuss and prepare a decision on the matter; the final decision shall be issued by the Academic Council.



For organizational and operational purposes, the preparation and implementation of tasks pertaining to this area of responsibility are delegated, until further notice, to the respective Heads of Department and Studies; the Head of the Academic Council, however, reserves the right to revoke this delegation, either as a whole or relating to individual study programs, at any time. The Heads of Department and Studies assume their respective responsibility for evaluation after consultation with representatives of relevant modules, where applicable.

The Heads of Department and Studies must consider any general guidelines for the implementation of their respective tasks, which may be set by the Academic Council at any time.

- 1.1.9. the awarding and revocation of academic degrees, the recognition of academic degrees earned abroad, and the conferral of honorary awards in agreement with the Executive Director.

A final decision on the matter shall be discussed and issued by the Academic Council.

The respective Heads of Department and Studies will announce the individuals who qualify for an academic degree to the Academic Council in due time by providing a written list of names and certifying that the listed individuals fulfill all requirements to obtain the respective academic degree.

- 1.1.10. issuing rules of procedure and a statute in agreement with the Executive Director. The statute shall be published in suitable form and, as a minimum, include the study and examination regulations, rules for the election of the Academic Council, the establishment of working groups, where applicable, and their statutes, measures aimed at gender equality, provisions for the advancement of women, and guidelines for the appropriate conferral and use of academic titles and for the awarding of academic honors.

A final decision on the matter shall be discussed and issued by the Academic Council.

- 1.1.11. rulings on complaints lodged against decisions taken by Heads of Department and Studies.

The Complaints Commission (see 2.2.2.) shall discuss and prepare a decision on the matter; the final decision shall be issued by the Academic Council.



1.2. Head of Academic Council:

The Head of the Academic Council is responsible for:

- 1.2.1. the official representation of the Academic Council and the execution of decisions taken by the Academic Council.

The Head of the Academic Council officially represents the Academic Council; should the Head of the Academic Council be prevented for any reason, it is the responsibility of the Deputy Head to represent the Academic Council.

- 1.2.2. instructing members of the teaching and research staff, if employed on a full-time basis, as to the nature and extent of the exercise of their teaching assignments, insofar as this is necessary for the regular operation of studies according to the respective curricula.

- 1.2.3. the assignment of lectureships on the basis of proposals by or in consultation with the Academic Council.

Lectureships may be assigned to any member of the University's teaching and research staff (as defined in 1.1.6.) and, in accordance with the budget available, also to external lecturers (i.e. all lecturers who are excluded from the definition provided in 1.1.6.).

For organizational and operational purposes, the preparation and implementation of tasks pertaining to this area of responsibility are delegated, until further notice, to the respective Heads of Department and Studies; the Head of the Academic Council, however, reserves the right to revoke this delegation, either as a whole or relating to individual study programs or particular cases, at any time. The Heads of Department and Studies assume their respective responsibility after consultation with representatives of relevant modules or departments, if needed. The delegation only applies to members of teaching staff who either had a contractual relationship with the University, including a teaching assignment, already prior to 09/01/2012, or were actively teaching after that date during the winter term 2012/2013. None of the courses held by said members of teaching staff during the last four semesters before the assignment of a lectureship may have been evaluated, as part of appropriate performance evaluations, in such a way as to rank among the ten percent of all courses of the respective study program and respective semester with the lowest evaluation scores, whereas only general evaluations of individual lectures and not partial evaluations are taken into account. If a lectureship is assigned to a member of teaching staff who held at least one course ranking, in the above sense, among the ten percent of courses with the lowest evaluation scores, the applicant Head of Department and Studies has to provide a detailed justification of why



the assignment should be approved of and give notice to the members of the Academic Council through the Head of the Academic Council. Even if only one member of the Academic Council requests a detailed discussion of the lectureship to be assigned as well as of its justification, such a discussion has to take place in the following meeting of the Academic Council. If none of the members of the Academic Council requests such a discussion, the Head of the Academic Council is entitled to assign or refuse the respective lectureship without further consultation with the Academic Council. If, in the aforementioned case, a member of the Academic Council requests a plenary discussion of the matter, the Head of the Academic Council shall be informed in due time and ensure that the respective Head of Department and Studies is available for a hearing in the Academic Council.

In particular, the following procedures are thus excluded from the delegation of the responsibility to assign lectureships:

- the assignment of lectureships to teaching staff who have held at least one course during the last consecutive four semesters which has been evaluated in such a way as to rank among the ten percent of all courses of the respective study program and respective semester that achieved the lowest evaluation scores;
- the assignment of lectureships to staff members who have up to this point not yet adopted and exercised a teaching assignment;
- the assignment of lectureships to staff members who are close relatives, as defined in the Austrian Insolvency Act (IO), § 28,3, to the respective Head of Department and Studies;
- the assignment of lectureships to persons who are close relatives, as defined in the Austrian Insolvency Act (IO), § 28, 3, to employees integrated in the organization of the University and assigned a respective work area independent of their weekly working times; the respective Heads of Department and Studies are obligated to interview such persons about their degree of relation to the employee concerned in consideration of the definition in the Austrian Insolvency Act (IO), § 28, 3; any further examination on the part of the respective Head of Department and Studies is redundant;
- the assignment of lectureships to staff members who are expected to assume a teaching assignment of more than six weekly semester hours; the respective Head of Department and Studies have to inform themselves in advance about the number of assignments per semester; this is to avoid that the limit of six weekly



semester hours is violated through simultaneous teaching and delegation responsibilities without previous consultation with the Head of the Academic Council;

In each case where a delegation is not permissible or revoked, the Commission for Teaching (see 2.2.6.) shall discuss and prepare a respective decision; a final decision (in terms of a proposal or statement within the frame of a hearing) shall be issued by the Academic Council.

In case an assignment of lectureship is necessary to sustain regular operation of studies, but time limits prevent due consultation with the Academic Council, the Head of the Academic Council may accept the assignment of lectureship proposed by the respective Head of Department and Studies after consultation with just the Commission for Teaching (2.2.6.).

In each case of permissible delegation the Heads of Department and Studies are required to promptly forward a list of all lectureships assigned within the scope of their delegation during the respective semester to the Academic Council through the Head of the Academic Council. Since some cases may require the conclusion of a teaching agreement between the Executive Director and the lecturer, the list shall be handed to the Executive Director as well. The Heads of Studies must consider any general guidelines for the implementation of their respective tasks, which may be set particularly for the purpose of quality assurance by the Academic Council and/or the Head of the Academic Council in consultation with the Commission for Teaching, at any time. The set guidelines shall be assessed at the end of each academic year and, if necessary, be adapted as appropriate by the Academic Council and/or the Head of the Academic Council.

The assignment of lectureships is subject to regulations of the respective curricula, relevant accreditation rules, internally valid standards of quality as well as to regulations relating to the budget and, where applicable, to contracts of employment.

2. Working Groups:

- 2.1. The working groups are solely responsible for the process of preparing respective decisions of the Academic Council by way of a detailed examination of the factual and legal circumstances and producing a well-founded written proposal on the implementation of the decisions within the period of time set by the Academic Council or the Head of the Academic Council. The individual working groups are entitled to base their proposals or recommendations to the Academic Council on independently initiated analyses, deliberations and/or investigations on the respective matter. The working groups, however, do not hold the authority to take final decisions or issue



orders. Respective commissions shall carry out further investigations or perform relevant tasks, if desired by the Academic Council after due consideration of the received proposals. The Academic Council as a whole and/or the Head of the Academic Council individually are entitled to withdraw the delegation of tasks to respective working groups and assume responsibility for said tasks themselves, at any time.

2.2. The following working groups are established as permanent commissions:

2.2.1. Working group for accreditation processes (Accreditation Commission):

The Accreditation Commission is responsible for the preparation of decisions by the Academic Council relating to the introduction and closure of degree courses or programs for further education as well as to changes of accredited programs.

2.2.2. Working group for complaints (Complaints Commission):

The Complaints Commission is responsible for the preparation of decisions by the Academic Council relating to complaints against decisions taken by Heads of Department and Studies.

2.2.3. Working group for budget requests (Budget Commission):

The Budget Commission is responsible for the preparation of decisions by the Academic Council relating to requests for budget (such as investments, operating and personnel expenses).

2.2.4. Working group for teaching operations (Commission for Teaching):

The Commission for Teaching is responsible for the preparation of decisions by the Academic Council relating to academic issues of teaching and the qualitative advancement of teaching, which comprises all issues of the development and regular revision of academic standards in consultation with the Executive Director. The tasks of the Commission for Teaching, subject to delegation to respective Heads of Department and Studies, particularly include:

- the coordination of the contents of all teaching operations;
- the submission of proposals for the appointment and dismissal of teaching and research staff;



- the evaluation of all teaching operations, including examination regulations and curricula, as well as
- the establishment of a generally valid mode for the assignment of lectureships (see 3.2.3.) and the presentation of suggested changes to this mode in the form of a proposal for a resolution of the Academic Council.

2.3. The Academic Council is entitled to establish, in accordance with legal regulations, further project-based commissions to assist in its duties. Such commissions shall be referred to as “project teams” without the necessity for additional designations. The establishment of such commissions requires a written application by one of the members of the Academic Council addressed to the Head of the Academic Council. An application is accepted upon the approval of at least two thirds of valid votes cast within the Academic Council or upon order of the Head of the Academic Council.

Specific project teams are established to handle issues pertaining to the following areas of responsibility, whereas the groups as described below do not hold the authority to take final decisions. The Executive Director is directly affected by the issues in question and therefore entitled to appoint representatives to participate in any meetings held by respective project teams; these are obliged to inform the Executive Director about any meetings in advance.

2.3.1. Project team with a focus on research

2.3.2. Project team with a focus on internationalization

2.4. The body of members to the Academic Council which were elected by the Heads of Department and Studies, the body of members elected by the teaching and research staff, as well as the body of members elected by the students each have to appoint two of their members to respective commissions. All other members of the Academic Council are entitled, but not obliged, to participate in any of the meetings held by said commissions. If a member of the Academic Council intends to participate in a meeting by a working group to which it is not appointed, the chairperson of the respective commission shall be informed in appropriate form at least three days prior to the meeting. The members of a working group who represent a specific body of the Academic Council are elected by simple majority. In case the number of members running for election is not sufficient, the members to be appointed to a commission shall be determined by drawing lots. The members of the Academic Council who represent a specific body shall, as far as this is possible, be equally distributed across all commissions. Members to the individual commissions are elected or appointed for a period of one year from the date of election or appointment, whereas they may be re-elected at the end of this period. If members of



the Academic Council who are at the same time members of a specific commission decide to resign from the Academic Council, they are, as a result, also withdrawn from any position they held in the respective commission. Alternate members do not automatically assume functions performed by resigned members; the respective commission shall arrange for a new election to fill the position which became vacant through the resignation of a member.

2.5. Like the Academic Council itself, each working group is entitled to consult suitable informants and collect information in accordance with the Rules of Procedure. External experts, however, may only be invited after due examination of financial resources and upon permit by the Head of the Academic Council.

2.6. **Commissions** must adhere to the **Rules of Procedure** as outlined below:

2.6.1. Each working group shall arrange for a ballot to elect, from its own ranks, a chairperson and a deputy chairperson by simple majority of the valid votes cast; the elected persons hold their respective office until they are recalled, again by simple majority, or until another person is elected for the respective position.

The chairperson of the respective commission shall invite the members of the commission in due time; at the same time also members of the Academic Council who are not involved in the commission shall be invited for participation.

2.6.2. Any proposals and recommendations require a previous resolution of the respective commission. The commissions constitute a quorum if over half of their members are present; should a commission fail to constitute a quorum, another meeting must be organized to pass relevant resolutions on the same subject within a period of fourteen days; the majority requirement does not apply for rearranged meetings. Resolutions of commissions are passed by simple majority of the valid votes cast. Each meeting shall be led by the chair of the respective commission. If the chair is prevented for any reason from this function, it is in the duty of the deputy chair to run a meeting. In case of a voting tie, the chair elected according to the procedure as described in 2.6.1. – not the head of another commission meeting – has the casting vote. Members of the commission may appoint other members of the same commission to vote on their behalf; the appointment of a proxy must be in writing and refer to the precise subject of the respective election. A member of the commission is not allowed to act as a proxy for more than one other member of the same commission.

2.6.3. The commissions must, by analogy, also adhere to the Rules of Procedure of the Academic Council.



2.6.4. The chair of each commission is obligated to ensure that the results of each meeting are recorded in writing. Both the chair of the respective commission as well as the Head of the Academic Council shall store all records in chronological order. The members of the Academic Council may be granted insight into the records as requested.

3. Equal Opportunities Commission:

The document "Diversity – Equal Treatment and Advancement of Women at MCI" as per respective attachment ./3. (Effective 06/15/2016) was admitted by resolution of the Academic Council, which was passed on 06/15/2016, and is herewith effective. The amendment to the present Statutes was also approved of by the Executive Director.

4. Rules for the election of members to the Academic Council of the University:

4.1. Within fourteen days from the **announcement of an election**, the Head of the Academic Council shall compile a register of members of the individual bodies of the council who are entitled to vote on the respective date; an election must not be completed later than three months prior to the end of a term of office of the Academic Council.

The **electoral registers** shall be displayed openly for inspection for fourteen days; the place on the premises of the University where the register is to be displayed must be determined via public announcement (e.g. on the homepage). During the period of display, appeals against the register may be addressed to the Head of the Academic Council. The Head of the Academic Council must consider the received appeals and take a final decision within three working days after the end of the period of display. Appeals against this decision are not admissible.

The first, already established Academic Council assumes respective responsibilities with 09/01/2012; **the term of office** runs for three years from the date of commencing work. Succeeding Academic Councils are equally elected for a term of office of three years from the date of commencing work.

4.2. **Rules for the election of representatives of the Heads of Studies:**

The rules for the election of Heads of Department and Studies as per respective attachment ./4.2. (Effective 05/05/2015) were validated by resolution of the Academic Council, which was passed on 05/05/2015 in consultation with the Executive Director of the University.



4.3. Rules for the election of representatives of teaching and research staff:

The rules for the election of teaching and research staff as per respective attachment ./4.3. (Effective 05/05/2015) were validated by resolution of the Academic Council, which was passed on 05/05/2015 in consultation with the Executive Director of the University.

4.4. Rules for the election of student representatives:

The rules for election of student representatives as per respective attachment ./4.4. (Effective 28/01/2014) were validated by resolution of the Academic Council, which was passed on 05/05/2015 in consultation with the Executive Director of the University.

5. Rules for the election of the Head of the Academic Council and the Deputy Head of the Academic Council:

The Academic Council will pass an amendment to the present Statutes to determine the rules for the election of the Head of the Academic Council and the Deputy Head of the Academic Council in agreement with the Executive Director; until the relevant amendment has been published there is no official election procedure for the Head and Deputy Head of the Academic Council.

6. Constitution of the Academic Council:

A separate constitution for the newly elected Academic Council is not required. The newly elected Head of the Academic Council shall appoint the newly elected members of the Academic Council to a meeting at least four weeks prior to the end of the term of office of the current Academic Council and immediately after the end of the term of office of the previous Academic Council. If the newly elected Head of the Academic Council fails to call a constituent meeting in due time, any newly elected member of the Academic Council may call the constituent meeting.

7. Equality of women and men:

The document "Diversity – Equal Treatment and Advancement of Women at MCI" as per respective attachment ./3. (Effective 06/15/2016) was admitted by resolution of the Academic Council, which was passed on 06/15/2016, and is herewith effective. The amendment to the present Statutes was also approved of by the Executive Director.



8. Rules for the awarding of Bachelor and Master degrees:

The Academic Council agrees with the current form of awarding academic degrees and suggests the continuation of this form pending further notice. Changes to the current form of awarding academic degrees are only permitted upon prior approval of the Academic Council.

9. Guidelines for professorship at MCI:

The document "Guidelines for professorship at MCI" as per respective attachment ./9. (Effective 11/15/2016) was admitted by resolution of the Academic Council, which was passed on 11/15/2016, and is herewith effective. The amendment to the present Statutes was also approved of by the Executive Director.

10. Academic honors and awards at MCI:

The document "Academic honors and awards at MCI" as per respective attachment ./10. (Effective 03/30/2017) was admitted by resolution of the Academic Council, which was passed on 03/20/2017, and is herewith effective. The amendment to the present Statutes was also approved of by the Executive Director.

11. Examination regulations:

The examination regulations as per respective attachment ./11. (Effective 06/15/2016) were determined with effect from winter term 2016/2017 by resolution of the Academic Council, which was passed on 06/15/2016 in agreement with the Executive Director.

12. Study regulations for degree courses offered by the University:

12.1. General

The Bachelor degree courses offered at the University are self-contained academic education programs based on the Federal Act on University of Applied Sciences Degree Programs (University of Applied Sciences Studies Act 1993 in its current version) which combine, in an integrative way, scientific standards, practical orientation and internationality. Upon completion of the six-semester courses of study, students are awarded a first degree with professional qualification.

The Master degree courses offered at the University are self-contained academic education programs based on the Federal Act on University of Applied Sciences Degree Programs (University of Applied Sciences Studies Act 1993 in its current version), which



combine, in an integrative way, scientific standards, practical orientation and internationality. Upon completion of the four-semester courses of study, students are awarded a Master of Arts or Master of Science degree respectively.

The individual study regulations issued prior to 08/31/2012 form an integral part of the Statutes. They are identified and published, as amended from time to time, on the homepage of the University.

The Academic Council holds that the existing study regulations require partial revision; in view of the intended revision, the Academic Council expressly reserves the right to change the existing examination regulations.

13. Term of Validity:

The present Statutes become valid only in agreement with the Executive Director after approval of the Academic Council with two thirds of the total votes and proper announcement on the homepage of the University; they remain in effect until official termination or change.

With two thirds of valid votes cast and at least half of the total number of votes, the Academic Council is entitled to change the present Statutes or decide on their termination in agreement with the Executive Director at any time.

The Statutes may be terminated by simple majority of the Academic Council or by the Executive Director with three months' notice to the end of the calendar month. Written termination must be posted by registered mail in due time. Both parties waive the right to terminate the statutes prior to 08/31/2013.

Termination of or changes to the present Statutes must be announced in proper form on the homepage of the University.

In case of imminent danger, please follow the instructions of the Executive Director.

Attachments:

./3 Diversity – Equal Treatment and Advancement of Women at MCI

./4.2 Rules for the Election of Representatives of the Heads of Studies

./4.3 Rules for the Election of Representatives of Teaching and Research Staff

./4.4 Rules for the Election of Student Representatives



. /9 Guidelines for professorship at MCI

. /10 Academic honors and awards at MCI

. /11 Examination Regulations

Innsbruck, 30 March 2017

