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Career Advancement Plan for Women at TU Wien



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The original of this document has been drawn up in German. The German version shall be the authentic one and prevail over the English one in all matters of interpretation and construction. The English version shall be deemed to be only a translation for information purposes.

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Preamble

Pursuant to §§ 2 subpara. 9 and 3 subpara. 9 of the Universities Act of 2002 (hereinafter referred to as UG) gender equality, as well as the career advancement of women, represents one of the guiding principles and primary tasks of universities. Pursuant to § 41 UG, the universities and all its bodies are obligated to achieve a gender balance among the women and men working at the university. For the definition of “woman” and “man”, the entry in the civil status register shall be relevant. The Career Advancement Plan for Women covers the subject of equal opportunities for women and men. Equal treatment of, and equal opportunities for, genders outside the above two categories, are covered by the Equal Opportunities Plan.

The Vienna University of Technology, hereinafter referred to as TU Wien, commits itself to the career advancement of women and to creating positive and career-enhancing conditions for women. Accordingly, TU Wien views it as a joint task of all university members to achieve the objective that all women and men at TU Wien have opportunities for development commensurate with their qualifications and that any existing hurdles for women shall be removed or counterbalanced. The actual equal treatment of women and men and the career advancement of women shall be appropriately reflected in the human resource policy of TU Wien, in particular the strengthening of gender competences of all members of TU Wien, in research and teaching as well as in the distribution of resources (gender mainstreaming and gender budgeting). This is an important obligation for persons in management positions.

This also includes support for female students as potential future scientists. Research and teaching should be planned and carried out equally by all genders. Female students should be encouraged to pursue an academic career by the example of female role models. TU Wien is actively committed to ensuring that its study and working conditions offer all genders equal opportunities for scientific research, teaching and learning. The Career Advancement Plan for Women specifically covers measures oriented towards promoting women in order to eliminate inequalities between women and men.

The guiding principles are derived from the provisions of the Federal Equal Opportunities Act, as amended, hereinafter referred to as B-GIBG, and in particular from the general duty of promoting career advancement for women (§ 11 para. 1 B-GIBG), from the analogous application of preference in recruitment to the federal civil service (§ 11b B-GIBG), priority in promotions (§ 11c B-GIBG), priority in training and further education (§ 11d B-GIBG), as well as from §§ 2 subparas. 9 and 10 UG. The University's tasks are derived from § 3 subparas. 4 and 9 UG.

By creating its own incentive systems, TU Wien shall provide support for the implementation of the objectives of the Career Advancement Plan for Women, hereinafter referred to as FFP.

Part A. General provisions

§ 1 Legal basis

The legal basis of the FFP of TU Wien is covered by the Austrian Federal Constitution, § 11a B-GIBG, §§ 19 para. 2 subparas. 6 and 7 and §§ 41ff UG, and the TU Wien Statutes.

§ 2 Scope of application

The FFP applies to all members of TU Wien pursuant to § 94 UG.

§ 3 Objectives of the Career Advancement Plan for Women

By implementing the FFP, TU Wien pursues the following strategic and operational objectives, in particular:

1. guaranteeing equal opportunities for women and men;
2. strengthening gender competence;
3. applying gender mainstreaming and gender budgeting;
4. advancing the careers of women;
5. eliminating any existing under-representation of women;
6. preventing discrimination against women;
7. integrating relevant women's and gender research into research and teaching;
8. ensuring a liveable working environment;
9. strengthening information on and communication about gender equality;
10. ensuring the adequate infrastructure to realise gender equality and the advancement of women.

§ 4 Gender mainstreaming and gender budgeting

(1) In all university-related decision-making processes, the perspective of gender relations shall be included, and gender equality shall be considered in all these processes. To ensure that the principles of gender mainstreaming and gender budgeting are consistently implemented in all decision-making processes and in the planning of all measures to be taken, TU Wien shall draw on existing expert knowledge from the Committee on Equal Treatment, hereinafter referred to as AKG, and from Gender Competence at TU Wien, and shall involve them in these processes.

(2) To implement gender mainstreaming and gender budgeting, the goals of gender equality and the career advancement of women shall be integrated into the following activities, among others:

1. preparing draft chapters of the Statutes (§ 22 para. 1 subpara. 1 UG) and enacting or amending chapters of the Statutes (§§ 19 para. 1 and 25 para. 1 subpara. 1 UG);
2. preparing the development plan (§ 22 para. 1 subpara. 2 UG);
3. preparing a draft performance agreement (§ 22 para. 1 subpara. 4 UG) as well as negotiating and concluding it (§ 23 para. 1 subpara. 4 UG).

(3) The principles of gender equality and the advancement of women shall also be integrated into all target agreements (§§ 21 para. 1 subpara. 6, 22 para. 1 subpara. 6 UG).

(4) The principles of gender budgeting shall be taken into consideration when preparing the budget.

(5) Knowledge of gender mainstreaming and gender budgeting is expected of management staff and members of university boards and committees.

(6) Contingent upon budgetary resources, the Rectorate shall periodically host information and further-education events on gender mainstreaming and gender budgeting as well as gender equality, in particular for management staff.

§ 5 Under-representation

Women are deemed to be under-represented whenever their proportion in the overall number of staff members and research fellows pursuant to § 94 para. 1 subpara. 2 UG (the latter will hereinafter be referred to as research fellows) constitutes less than 50% at a particular hierarchy level or within a category of employment law in a given organisational unit.

§ 6 The duty of promoting the career advancement of women

(1) The objective of the FFP is to increase the proportion of female staff members and female research fellows in all organisational units, at all hierarchy levels and in all management positions and activities at TU Wien, both in fixed-term and permanent employment relationships and in training relationships, to at least 50%, regardless of the duration of such employment and training relationships. All measures that directly or indirectly influence the proportion of women shall also be aligned with this objective. Measures for the career advancement of women shall be integrated into human resource planning and personnel development. The urgency of the need for the career advancement of women shall be determined by the extent of their under-representation.

(2) To achieve these objectives, in all those areas in which the proportion of women is less than 50%, relevant measures shall be taken to increase the proportion of women by 20% in the first two years after this FFP has entered into force, until a proportion of women of 50% has been achieved in individual salary categories, salary schemes, deployment groups, salary groups and management positions.

If the proportion of women is below 10%, measures shall be taken with the objective of doubling the current proportion of women within two years of this FFP entering into force.

If the proportion of women is 0%, measures shall be taken with the objective of achieving a proportion of women of 5% within the next two years. If a proportion of women of 50% has already been achieved, this proportion shall be maintained as far as possible.

(3) To increase the proportion of women among professors and among young scientists, special measures shall be taken, for example establishing pre-doc and/or post-doc positions, tenure track positions as well as professorships for qualified women. Alternatively, for instance, additional positions could be created for employing highly qualified women (e.g. opportunity hiring).

(4) All university members and in particular members of management bodies are obligated to work towards the following within their sphere of activity:

1. eliminating any existing under-representation of women in the total number of staff members and research fellows and positions;
2. eliminating any existing discrimination against women in connection with the employment relationship;
3. taking into consideration the objectives pursuant to § 3 hereunder when taking any other measures that directly or indirectly influence the proportion of women.

(5) If a member of the Committee on Equal Treatment has good reason to assume that a decision on the part of a university body constitutes discrimination against persons due to their gender or due to their ethnicity, religion or belief, age or sexual orientation, or a violation of the duty of promoting the career advancement of women or the provisions of the Career Advancement Plan for Women and/or the Equal Opportunities Plan of TU Wien, the AKG shall have the right to make an appeal to the arbitration board within three weeks.

§ 7 Anti-discrimination policy

(1) The representative of TU Wien in the National University Federation shall work towards ensuring that the collective agreement has no gender-discriminatory effects.

(2) Female staff members shall not be discriminated against directly or indirectly when their remuneration is set in their individual employment contracts. The same shall apply to any wage supplements, contributions, and other contributions in kind.

§ 8 Public relations

Topics relating to women and gender equality shall be appropriately presented as essential features of the University's profile in terms of content and language.

§ 9 Information on applicable laws, regulations and administrative provisions

The Rectorate shall regularly update the heads of all organisational units, the AKG, and the head of Gender Competence in a legally binding and consistent form on all applicable and current laws, regulations and administrative provisions as well as information pertaining to employment law and social law and any other information relevant to gender equality and the career advancement of women. This information shall be forwarded, in a verifiable manner, in electronic or other form with the request to distribute it in the organisational unit.

§ 10 General information

(1) The extent of women's participation in university life and their contributions to research, teaching and administration shall be documented in the media of TU Wien (e.g. on the TU Wien website).

(2) The TU Wien website shall contain links to information on gender equality, an easy access has to be ensured.

(3) As part of orientation events and the orientation period of curricula, the governing body primarily responsible for enforcing the provisions of study law (Dean of Studies) shall provide information on legal protection against discrimination and on women's and gender research. Information shall also be provided on TU Wien's contact points for sexual harassment, harassment, and bullying. These include the Works Council for General Staff, the Works Council for Academic Staff, the Committee on Equal Treatment (AKG), as well as the Student Union of TU Wien (HTU), and the Ombuds Office for Academic Affairs.

(4) At the introductory events for new staff members of TU Wien (e.g. "getTUgether"), information shall also be provided about the AKG and Gender Competence, as well as their areas of responsibility and their services.

(5) In electronic and other directories of TU Wien, the names, addresses and email addresses of the members of the AKG and Gender Competence shall be included together with their function.

(6) The Rectorate shall support information events on the duties and activities of the AKG for university members pursuant to § 94 UG.

(7) The Rectorate shall also support information events and further education on gender competence, gender mainstreaming, gender budgeting, and gender equality (particularly for management staff) through the AKG or Gender Competence.

Part B. Awareness raising

§ 11 Use of gender-responsive language

(1) All bodies and administrative units of TU Wien shall use gender-responsive language in their releases, forms, minutes, speeches and other notifications directed at the general public or university members.

(2) Any wording as well as names of governing bodies and positions shall be chosen in such a way that they refer to all genders in equal measure.

(3) The use of boilerplates that, for example, at the beginning, at the end or in the footnotes of a text state that the chosen references to people apply to all genders shall not be permissible.

(4) Gender-responsive language shall also be used in teaching (e.g. in course announcements, teaching materials, academic papers).

§ 12 Data on the proportion of women

(1) Data on the proportion of women shall be collected every year as part of the general reporting obligations. Annual averages shall be reported.

Data on the current state shall be collected, documented and published, paying particular attention to the proportion of women among staff members, research fellows and students.

Data on the proportion of women at TU Wien shall be collected in total as well as individually for all faculties and for the central service and administrative facilities. In all groups of persons, the proportion of women shall be determined broken down by fixed-term and permanent staff members and research fellows, as well as by part-time and full-time staff members and research fellows.

Data on the following categories shall be collected:

1. Academic university staff and general staff: The contractual relationships are identified per head and as full-time equivalents as follows:

- for existing federal staff and federal staff whose contracts have been converted at the end of the implementation period of the UG;
- for newly appointed staff from 1 January 2004 in an employment relationship with TU Wien, broken down into available categories in the staff administration system (currently SAP) and the type of employment (global budget/external funding) as well as any possible differentiations laid down in the Statutes or the collective agreement.

For general staff, the proportion of women in management positions shall be determined.

2. Students – graduates:

The proportion of women among students at TU Wien, at each faculty, and in each field of study shall be identified according to the following categories:

- students beginning their studies;
- graduates of degree programmes in all fields of study (first-degree graduates, second-degree graduates).

All proportions shall be stated in numbers and percentages.

3. Teachers: Amount of teaching time.

The amount of teaching time shall be evaluated separately for every faculty according to the existing categories of teaching, and the proportion of women shall be identified in numbers and percentages as well as with regard to individuals.

The amount of teaching carried out in the field of women's and gender research shall be recorded separately according to the gender of the teachers, or respectively, the proportion of e-learning shall be determined.

Further surveys regarding gender equality shall be conducted regularly in the context of projects. The definition of areas to be covered shall be agreed upon with Gender Competence, the Rectorate and the AKG.

(2) The Rector shall have the ultimate responsibility for collecting data on the proportions of women pursuant to para. 1. They shall ensure the continuous and consistent collection of all necessary data in all organisational units and at all hierarchy levels of TU Wien.

(3) The Rectorate shall forward the data collected on the proportions of women pursuant to para. 1 immediately and in a verifiable manner to the AKG. The current statistics shall be published in aggregated form in the University Gazette and on the TU Wien website.

§ 13 Data on remuneration

(1) In addition, data on the remuneration of women and men shall be collected each year. Annual averages shall be reported.

(2) The following shall be specified:

- all costs per person excluding employer's contributions, and
- the costs for salaries and teaching remuneration.

The development of any differences in salaries between women and men shall be reported. The salaries for TU Wien shall be reported in total and separately for all faculties as well as for the central service and administrative facilities, divided according to contractual relationship and employment law, in an appropriately summarised form for each area to safeguard data protection (aggregation of data).

(3) The Rector shall have the ultimate responsibility for collecting data pursuant to para. 1. They shall ensure the continuous and consistent collection of all necessary data in all organisational units and at all hierarchy levels of TU Wien.

(4) The Rectorate shall forward the data collected on the proportions of women pursuant to para. 1 immediately and in a verifiable manner to the AKG. The current statistics shall be published in aggregated form in the University Gazette and on the TU Wien website.

§ 14 Reporting obligations on the career advancement of women

(1) To ensure transparency, the Rectorate shall prepare an annual report, as part of the University's internal reporting, on the career advancement of women, specifying the progress that has been made in the implementation of the advancement measures. This report shall be forwarded to both the Senate and the AKG and published in a suitable form (e.g. in the University Gazette and on the TU Wien website).

(2) The report shall specify the fulfilment of the set proportion of women in all deployment and salary groups, subject to available data, in particular for the criteria stated below:

1. staff members and research fellows of all organisational units in all contractual relationships and positions and in all employment relationships and training relationships;
2. termination and extension of employment contracts;
3. participation in training and further education according to contractual relationships, based on available data;
4. allocation of internal funding and awards;
5. the proportion of women among active students according to the intellectual capital report and of the graduates of the various degree programmes;
6. the proportion of hours of teaching by women, according to faculty and course type.

(3) In addition, the following budgetary data shall be reported:

1. payments for secondary employment according to deployment groups and gender;
2. number and sum of overpayments above the salary grades of the collective agreement (KV) for all KV employment contracts (global budget and external funding);
3. remuneration for overtime according to contractual relationships and positions;
4. number and volume of research projects per project manager per faculty;
5. award of travel grants according to contractual relationships.

(4) If a proportion of 50% of women is not achieved in one area, the principal reasons for this shall be identified. Within six months after the publication of the report, suitable measures to achieve the set proportion of women shall be proposed and the timeframe for the implementation of these measures shall be set. The implementation of these measures shall be stated and published in the target agreements. A report on this shall be sent to the AKG in a verifiable manner.

Part C. Teaching

§ 15 Women's and gender research and gender-specific teaching content in the curricula

When planning curricula, women's and gender research, or respectively women-sensitive and gender-sensitive topics, shall be integrated into both compulsory and elective courses. A minimum standard (3 ECTS credits) of gender-aware teaching (including by modern methods such as e-learning lessons) shall always be ensured, i.e. as an integral part of the curricula. In addition, the responsible body of TU Wien shall assign an appropriate proportion of courses to subjects related to gender and diversity, contingent on available budgetary resources, to enable students to focus on this area in elective and optional courses as an accredited specialisation.

§ 16 Review of the curricula

The Senate and/or the Study Committee shall submit every draft proposal to enact or amend a curriculum to Gender Competence for its opinion. Each draft proposal shall be complemented by a statement laying down to what extent the said draft proposal is taking the dimension of gender into account, and which concrete measures need to be taken in order to attain gender equality. The draft proposal and the statement shall be communicated to Gender Competence for its opinion, in such a timely manner that this opinion can be considered by the Senate at the same time as the draft proposal to enact or amend the curriculum.

§ 17 Participation of women in teaching

(1) Female teachers shall neither be discriminated against in the commissioning or assignment of teaching regarding university staff as well as external teachers nor be disproportionately charged with tasks regarding third-party-funded and non-third-party-funded research and the corresponding publication activities. Women shall participate in teaching of all categories in a balanced manner.

(2) The AKG shall be informed about the assignment of teaching, and the chairperson of the AKG shall be informed of the courses and tutorials that have been assigned. In the case of discrimination as a result of a non-objective distribution of teaching, an appeal can be made to the arbitration board.

§ 18 Use of gender-responsive language

Teachers and students shall use gender-responsive language and refrain from using examples, representations or topics that are gender-discriminatory or that encourage stereotypes.

§ 19 Evaluation of teaching

Evaluations of teaching pursuant to § 14 paras. 4 and 5 UG shall also take into account whether measures for the career advancement of women have been taken in planning the teaching and whether the teaching content has adhered to the duty of promoting equal treatment and has been communicated in a gender-sensitive manner (e.g. by using gender-responsive language, refraining from using examples, representations or topics that are gender-discriminatory or that encourage stereotypes and an uncritical discussion of gender issues, etc.). In addition, the data shall specify whether topics relating to women and gender are covered in teaching.

Part D. Research

§ 20 Advancement of women in research

(1) TU Wien shall support research conducted by women and men to an equal extent.

(2) Until an incentive system has been established, preference shall be given to research proposals of equal quality submitted by women if such applications exist.

(3) If governing bodies or university members are called upon to make a decision on the award of research funds from private sources, they shall not only take into consideration the qualification but also the gender-balanced distribution of funds.

§ 21 Equivalence of women's and gender research

When assessing qualifications (e.g. in habilitation procedures), academic and artistic theses on topics from the fields of women's and gender research shall be deemed to be equivalent to theses on other research topics within the same academic subject.

§ 22 Advancement of women's and gender research

TU Wien supports research on topics relating to women and gender in the artistic and scientific fields of studies represented at the institution.

Part E. Students

§ 23 Increasing the proportion of women in fields of study in which women are under-represented

(1) TU Wien shall take appropriate human-resource, organisational and financial measures to promote women's access, in particular to degree programmes in which women are under-represented.

(2) In all degree programmes in which the proportion of female students beginning their studies or female graduates is under 50%, strategies shall be developed and specific measures taken by the competent governing bodies or the persons in charge in order to increase the proportion of women in these degree programmes. Gender Competence gives advice on developing these measures and provides support in implementing them.

(3) Measures to increase the proportion of female students beginning their studies (e.g. the FIT campaign) shall also be financially supported by TU Wien, if possible.

(4) Students shall be informed about scholarships and awards from TU Wien in an appropriate manner. Women shall be strongly encouraged to apply.

(5) TU Wien shall work towards attracting additional scholarships for women and towards ensuring that scholarships can be intermitted for parental leave or leave for family reasons and that the age limit for scholarships can be extended for family commitments.

§ 24 Mentoring and coaching

Mentoring and coaching shall be deemed to be important measures taken to increase the number of graduates of bachelor's, master's and doctoral degree programmes at TU Wien. TU Wien ensures to develop and implement such programmes, contingent upon financial resources.

Part F. Human resources and organisational development

Chapter I: General provisions

§ 25 General considerations

(1) Human resources and organisational development shall be important instruments for increasing the proportion of women and for the career advancement of women at TU Wien. All measures related to HR and organisational development shall take the concepts of gender mainstreaming and gender budgeting into account and work towards strengthening the gender competences of all members of TU Wien. The AKG shall be included in preparing strategic plans (for example development plans) on the level of the faculties and the Rectorate in an advisory role.

(2) TU Wien shall take appropriate HR, organisational and financial measures with regard to the following areas:

1. promotion of women's academic achievements;
2. promotion of young female scholars and students;
3. elimination of any existing under-representation of women in a training or employment relationship with the University in all organisational units, at all hierarchy levels, and in all positions and activities;
4. further education and advancement of women's professional qualifications;
5. promotion of obtaining gender competence and social competence at all management levels by appropriate services of the HR;
6. consideration of gender competence and social competence as criteria for appointments of leading positions in the academic and non-academic field.

Chapter II: Recruitment

§ 26 General considerations

(1) Pursuant to the duty of promoting the career advancement of women under § 41 UG and § 11 B-GIBG, the proportion of women in all organisational units, at all hierarchy levels, and in all management positions and activities at TU Wien shall be increased to 50% pursuant to B-GIBG, or an existing proportion of at least 50% shall be maintained. Thus, in all organisational units in which this proportion has not been achieved, female applicants who are equally qualified for the

advertised position as the most qualified male applicant shall be given priority until a proportion of women of at least 50% has been achieved, unless reasons specific to a male applicant tilt the balance in his favour.

(2) The reasons specific to a male applicant pursuant to para. 1 shall not have any direct or indirect discriminatory effect on female applicants. In particular, using marital status or maintenance obligations as criteria shall not be permissible.

§ 27 Advertisement for positions and functions

(1) Job advertisements shall refer to both genders or shall be written in a gender-neutral form and shall include no additional text suggestive of a particular gender. Excluded from this requirement are jobs advertised as part of special initiatives aimed at eliminating a significant under-representation of one gender ("positive discrimination").

(2) The relevant qualifications for the vacancy (job profile) shall be incorporated into the job advertisement in their entirety. When defining the admission requirements in job advertisements, the unit advertising the job shall adhere to the criteria included in the relevant job profile. Language skills required for the position or function shall be stated in the job advertisement. In job advertisements relating to management positions and positions including human resources responsibilities (particularly post-doc positions, tenure track positions and management positions in administrative areas), gender competence shall be a selection criterion.

(3) Advertisements for vacant jobs or respectively for (additional) management functions shall contain the following boilerplate: "TU Wien is committed to increasing the proportion of women in particular in management positions. Qualified female applicants are explicitly encouraged to apply." In the case of advertisements for highly qualified positions in the academic-artistic area (as of post-doc, excluding professorships under § 99 paras. 3 and 4) as well as management positions in the administrative area (in accordance with the governance structure), a three-week deadline at international level, but at least at European level, shall be set. In the case of an existing under-representation (§ 11 para. 2 B-GIBG), the following sentence shall be added: "Preference will be given to women when equally qualified, unless reasons specific to a male applicant tilt the balance in his favour." (opening clause § 11b B-GIBG.)

(4) Staff members at TU Wien shall be informed of advertisements for jobs and management positions in a timely manner, also during a legally protected form of leave from their job or workplace. This shall also apply to internal job advertisements.

(5) The AKG shall be informed of job advertisements, including a description of the workplace and the duties of the relevant organisational unit, in a timely manner, so that the AKG will have 14 days to review them and issue a statement of opinion before release of the advertisement for publication in the University Gazette pursuant to § 42 para. 6 subpara. 1 UG.

(6) Job advertisements shall be subject to the AKG's right to raise objections, and subsequently, to lodge a complaint with the arbitration board.

(7) Job advertisements that are contrary to paras. 1 and 2 and job advertisements that are of such a general nature that they present no objective basis for the staff selection procedures shall not be permissible. The same applies to overly specific job advertisements where there are reasonable grounds for suspecting that the aim is to non-objectively restrict the potential pool of applications in favour of a certain person or a certain gender or when another form of discrimination under the B-GIBG has occurred.

(8) If a job advertisement is not mandatory pursuant to § 107 para. 2 UG, the AKG shall be notified in a verifiable manner of the appointment proposal resulting from a qualified selection procedure with a transparent justification of the selection before the employment contract is signed.

(9) A change to an IT-driven system for recruitment shall also incorporate the stipulations above.

§ 28 Encouraging female applicants

Targeted efforts shall be made by the unit advertising the job to encourage potential female applicants to apply. The AKG shall be notified, in a timely manner, of the measures undertaken at the start of the advertisement period in the statement of reasons for the selection decision.

§ 29 Repeating a job advertisement

(1) The unit advertising the job shall undertake verifiable efforts to find suitable female applicants. The AKG guidelines, as amended, on the non-necessity of a repeated job advertisement shall be observed.

(2) After the application deadline has expired, the unit advertising the job – where applicable via the relevant personnel department – shall submit to the AKG a list of the female and male applicants and a written statement of the measures taken to attract female applicants, including all application documents, unless the AKG has waived this right in writing. The AKG shall then give its opinion on this matter. Relevant evidence shall be added to the file.

(3) If no applications from suitably qualified women have been submitted by the application deadline and if no efforts have been undertaken to attract female applicants, the job shall be advertised again before the selection procedure begins and efforts shall be undertaken to attract female applicants. If the AKG does not present a reasoned objection in its statement of opinion, the repetition of the job advertisement may be omitted. If no applications are submitted by women following the new job advertisement, the selection procedure shall be carried out.

§ 30 Involvement of the AKG in selection procedures

(1) After the application period has ended, a list of all applications received, including all application documents, shall be submitted to the AKG without delay unless the AKG has waived this right in writing (§ 42 para. 6 subpara. 2 UG).

(2) If interviews with applicants are carried out as part of the selection procedure for a vacant job or management position, the list of those applicants invited shall be submitted to the AKG without delay (§ 42 para. 6 subpara. 3 UG). All application documents shall be made available to the AKG with due regard for provisions on data protection. All female applicants who meet the requirements of the job advertisement shall be invited. The AKG shall be invited to these application interviews in verifiable manner in writing and in a timely manner (no later than five working days in advance). In exceptional cases (e.g. an unusually large number of applicants), the number of applicants to be invited can be reduced as an exception and with the written agreement of the AKG.

(3) If third parties are involved in the assessment of applicants (e.g. external management consultants, human resource consultants) to make a pre-selection, the selection procedures shall include gender mainstreaming and gender budgeting as a compulsory quality attribute, pursuant to EU directives. These external parties shall be made aware of the Career Advancement Plan for Women and the Equal Opportunities Plan at TU Wien. The AKG shall be included in this selection process and invited by email to all job or admission interviews, hearings, etc. in a timely manner, i.e. no later than five working days in advance.

(4) In appointment procedures for professors, §§ 32-34 of this FFP shall also apply.

§ 31 Job interviews with female applicants following a job advertisement

(1) Discriminatory questions (e.g. on family planning) shall not be asked in job interviews. When assessing female applicants' qualifications, no selection or assessment criteria shall be used that are based on a discriminatory, stereotyped understanding of gender roles.

(2) Applications submitted by women during a legally protected form of leave from work shall be included in the selection procedure and shall be given equal consideration with other applications.

(3) As a principle, selection criteria not mentioned in the job advertisement shall not be considered. If, as an exception, the definition of ancillary criteria for decision-making is indispensable in a recruitment procedure, these shall not be non-objective. In addition, the qualifications stipulated in the job advertisement shall not be disregarded as a result of citing these ancillary criteria. The ancillary criteria shall be a suitable means for making a decision, i.e. aspects that are of no significance with regard to fulfilling future tasks shall not be included. Further, no ancillary criteria shall be applied that are based on a discriminatory, stereotyped understanding of gender roles. If, as an exception, ancillary criteria are applied in the selection decision, the reasons for the personnel decision shall be stated in a transparent manner and communicated to the AKG in writing.

(4) If women are under-represented pursuant to § 11 para. 2 B-GIBG and if no woman has been nominated to fill a vacancy, the person entitled to propose a nomination shall present the reasons for the non-consideration of each female applicant in writing.

Chapter III: Additional provisions for appointment procedures for professorships

§ 32 Involvement of the AKG in appointment procedures for professorships

(1) A maximum of two members of the AKG shall have the right to participate in meetings of the appointment committee in an advisory capacity and to make official proposals for procedural issues, give dissenting opinions and have contributions to discussions made by members of the appointment committee recorded in the minutes. The members of the AKG shall be invited in due time to every meeting of the appointment committee. If they are not invited, the appointment committee shall carry out the discussion and re-decide on the matter in a new meeting to which the AKG shall be invited in due form.

(2) If candidates are included in appointment procedures pursuant to § 98 para. 2 UG who did not apply, the AKG shall be notified immediately.

(3) The AKG shall have the right, in accordance with § 42 para. 4 UG and the relevant data protection regulations, to view all documents, in particular the final reports of the exploratory committees, application documents and assessment reports. The AKG shall also have the right to make copies of these. For this purpose, the report of the exploratory committee shall be submitted to the AKG before the job advertisement, but, at the latest, **together with** the draft of the job advertisement text.

(4) When searching for suitable persons for a professorship, the exploratory committee shall take care to ensure a gender balance among the available candidates in their list of proposals. For this purpose, the report of the exploratory committee shall be submitted to the AKG before the job advertisement, but, at the latest, **together with** the draft of the job advertisement text.

§ 33 Invitations to appointment lectures for professorships

If applicants are invited to a lecture or a personal presentation as part of an appointment procedure for professors, all female applicants who fulfil the legal prerequisites for recruitment or the recruitment requirements and meet the demands of the job advertisement shall be invited. In exceptional cases (e.g. an unusually large number of female applicants), the number of applicants to be invited can be reduced as an exception and with the written agreement of the AKG.

§ 34 Selection decisions

(1) Female applicants who are equally qualified for the advertised position as the most qualified male applicant shall be given priority in the appointment proposal until a proportion of women of at least 50% has been achieved in the relevant employment category.

(2) Female candidates in the appointment proposals who are equally qualified as the most qualified male applicant shall be given priority in contract negotiations for appointments of professors.

(3) If no female applicant is included in the appointment proposal, the appointment committee shall specify the reasons for the non-consideration in the written assessment of each female applicant.

The Rector shall notify the AKG in writing of his or her selection decision based on the appointment proposal prior to the start of any contract negotiations for the appointment of professors. The AKG shall have the right to lodge a complaint against this selection decision with the arbitration board on grounds of discrimination within three weeks after receiving the notification (§ 98 para. 9 UG).

Chapter IV: Career planning, training and further education

§ 35 Mentoring and coaching

(1) TU Wien shall support programmes for human resources development. In cooperation with the department competent for personnel development, TU Wien shall also draw up measures for the development of female staff and research fellows, in particular women's mentoring and coaching programmes and career-planning seminars, as well as gender training for all female staff members and female research fellows at TU Wien.

(2) Mentoring, i.e. the systematic, professional, organisational, and social introduction of, assistance for and support of, the female staff members, female research fellows and female students at TU Wien is an important aspect of career advancement. In the introductory phase for new female staff members and female research fellows, the immediate superiors – or in the case of research fellows, their supervisors – shall be obligated to act as mentors. Other staff members of TU Wien who are experienced in the relevant area of responsibility may also be appointed as mentors by these superiors. However, the immediate superiors shall remain responsible for the introduction of new female staff members and female research fellows according to individual needs.

(3) Acting as a mentor shall be considered an important contribution to fulfilling the duties resulting from the employment relationship. The immediate superiors shall pay particular attention to an additional workload resulting from this role when assigning official duties.

§ 36 Official duties

(1) When determining official duties, no task assignments shall be made that are discriminatory, career-hindering or based on a stereotyped understanding of gender roles. The same applies to the job profile for the workplace.

(2) In descriptions of duties and the consideration of suitability, no assessment criteria shall be included which result in a disadvantage for female staff members or which are based on a discriminatory, stereotyped understanding of gender roles.

(3) When determining official duties of academic staff, a balanced distribution of tasks in research, teaching and administration shall also be ensured for staff members working part-time. The workload shall be determined in such a way that carrying out research makes it possible to obtain further qualifications.

§ 37 Performance appraisal interviews

(1) Regular performance appraisal interviews shall be carried out for all female staff members at TU Wien. Performance appraisal interviews also serve the purpose of discussing the performance of the staff members with regard to the qualifications required for their career and supporting their advancement by providing the necessary framework conditions. For academic staff members, particular attention shall be paid to doctoral theses and habilitations.

(2) Until further notice, the basis for carrying out performance appraisal interviews shall be § 45a of the Civil Service Code (BDG), § 5 of the Contractual Employee Act (VBG), § 9 para. 4 of the Collective Agreement for University Staff and the information provided by the Vice Rector for Human Resources.

§ 38 Training and further education, in particular for female academic staff members

(1) The relevant immediate superiors shall, as part of their duty of mentorship, encourage female staff members to attend training and further education, and they shall also provide specific and timely guidance on the possibilities for training and further education that are of relevance to them. When permitting staff to participate in training and further education, attention shall be paid to gender balance.

(2) Superiors shall encourage academic staff members to obtain a doctoral degree or a habilitation. In addition, academic staff members shall be informed about relevant conferences, appropriate academic associations, possibilities for publication and opportunities to participate in research projects. Further, immediate superiors shall ensure that there is no discrimination against female staff members in receiving funding for official travel, travel grants, etc. and special leave compared to male staff members.

(3) All female staff members shall receive specific and timely guidance on possibilities for training and further education that are of relevance to them as part of their performance appraisal interviews.

(4) Further education shall include relevant courses and events in the area of key qualifications and soft skills (rhetoric, communication, training for job applications, presentation skills, teaching methods, foreign languages, project management, project acquisition, equal opportunities for women and men as well as equal treatment of all genders in administration and academia, mentoring, burn-out and bullying prevention, etc.).

(5) The department in charge of personnel development ("Personalentwicklung") shall regularly notify all staff members in a suitable form (e.g. Internet) of the current further-education programme.

(6) Further education in gender studies and in promoting the career advancement of women are recommended for all staff members.

(7) When planning internal further-education seminars, a family-friendly form of organisation shall be considered (e.g. the possibility of childcare at the location), contingent upon budgetary resources.

(8) Superiors shall permit female staff members to participate in relevant training and further-education seminars, if they so wish, contingent upon available funds and in consideration of any other official duties. Should it be necessary to change working hours for the participation in training and further-education events, these changes shall be approved by the immediate superiors, unless there are compelling service interests.

(9) Female staff members shall be given priority for registrations for further-education courses, particularly for those which will qualify staff to assume higher-level assignments and management positions, until a proportion of 50% of women has been achieved. This shall also apply to training and further-education courses with limited places.

(10) If an application to participate in such an event is not approved, the reasons for the rejection shall be submitted to the AKG in writing. If there is reasonable ground for suspecting that discrimination has taken place, an appeal can be made to the arbitration board.

Chapter V: Further provisions

§ 39 Changes in assignments

(1) The AKG shall be involved in decisions taken by the authorised governing body on changes in the work assignments of female staff members.

(2) Part-time employment shall not be applied as a discriminatory criterion in a selection decision. Organisational prerequisites shall be created so that leading positions are, in principle, accessible to part-time staff members as well.

§ 40 Maternity leave cover for staff members

In the case of an employment ban due to maternity pursuant to §§ 3 and 5 Maternity Protection Act (MSchG) as well as during parental leave and part-time employment as a result of parenthood of civil servants, contract employees, and other staff members, TU Wien shall give priority to appointing a substitute at the earliest possible opportunity.

If the appointment of a substitute is delayed or no substitute is appointed, the Committee on Equal Treatment shall be informed immediately.

§ 41 Composition of committees

(1) As a principle, with regard to the composition of committees, advisory boards, collegial bodies, working groups and similar non-permanent decision-making and advisory bodies, a balanced distribution of women and men shall be considered, and the duty of promoting the career advancement of women shall be observed. This shall also apply to the appointment of the chairperson.

(2) Committees appointed by the Senate (study committees, habilitation committees, appointment committees for professors), the Senate itself, and the Rectorate shall be subject to a compulsory proportion of women pursuant to UG as amended.

(3) When appointing members for inter-university study committees, attention shall be paid to fulfilling this quota.

(4) When appointing experts in appointment procedures for professors, attention shall be paid to a balanced representation of women and men

(5) The AKG shall be invited, in a timely manner, to meetings of the Senate, of appointment committees for professors, of study committees, of advisory boards for tenure track positions, as well as of the advisory boards regarding personal evaluation, in an advisory capacity.

§ 42 Women in university administration

(1) When appointing members for non-permanent advisory boards, committees and working groups for (inter-)university cooperations or university administration, attention shall be paid to nominating an appropriate number of women as members. If possible, women shall be included in the nomination proposal for the chairperson. This also applies to nomination proposals for monocratic offices.

(2) With regard to the composition of committees and boards concerned with matters of human resources and personnel development, the duty of promoting the career advancement of women shall be observed. If several members are to be appointed, attention shall be paid to the ratio of male and female staff members among the people who are under the responsibility of the committee.

(3) To realise the principle of gender mainstreaming, a maximum of two representatives of the AKG shall have the right to participate in the meetings of the advisory boards and committees pursuant to paras. 1 and 2 in an advisory capacity and shall have the right to make statements included in the minutes. They shall be invited to all the meetings at the same time as the ordinary members.

§ 43 External advice in matters of human resources

If external advice in matters of human resources is procured by TU Wien, the AKG shall be included in all relevant activities. When selecting external consultants, it shall be ensured that the consultants hired can demonstrate competences in gender mainstreaming and gender issues.

Part G. Institutions for the career advancement of women and equal treatment

§ 44 The AKG and its office

(1) The duties and rights of the AKG are derived from the B-GIBG, the UG, and in particular from §§ 42ff UG, the Chapter on the Committee on Equal Treatment, i.e. the AKG, of the Statutes and the FFP of TU Wien.

(2) The AKG consists of 36 members, 18 of whom are ordinary members and 18 of whom are substitute members. The substitute members can represent the ordinary members when the latter are unavailable. The groups of persons of the Senate shall nominate members based on the proposal of the AKG, pursuant to the Statutes chapter on the AKG.

(3) The Rector shall make available the resources necessary for the administrative support of the AKG (staff, expenses for premises and material expenses). A corresponding annual budget shall be allocated for this.

(4) The AKG and its office shall also be provided with rooms containing suitable equipment (as a minimum, adequate IT equipment, telephone) and the possibility for confidential consultations as well as a separate, suitably equipped room for administrative assistance.

(5) The head of the office of the AKG shall have completed a relevant university degree programme or shall have an equivalent qualification or relevant practical experience. When appointing this person, the AKG shall have the right to make a proposal. As far as the support of the AKG is concerned, the person holding this position is only bound by the directives and resolutions of the AKG.

(6) Work for the AKG shall be deemed to be an important contribution to fulfilling official duties in administration and shall count as working hours or made possible within the working time. The superiors shall pay particular attention to additional workloads resulting from this role when assigning official duties. The time spent on activities related to the AKG shall be considered in evaluations.

(7) Those members of the AKG who are in an employment relationship with TU Wien are entitled to work on tasks related to equal opportunities in their workplace and to use the facilities available in the workplace for this purpose.

(8) If the activity of a member of the AKG requires travel pursuant to § 41 para. 3 B-GIBG, they shall receive a compensation pursuant to the applicable provisions for the reimbursement of travel costs, contingent upon available financial resources.

§ 45 Gender Competence

(1) TU Wien shall establish an organisational unit responsible for the coordination of tasks that cover gender equality, advancement of women and gender studies pursuant to § 19 para. 2 subpara. 7 UG. It shall be called Gender Competence.

(2) Further regulations can be found in the Statutes of TU Wien.

§ 46 Liaising

(1) The chairperson of the AKG, their deputies and the head of Gender Competence as well as the head of the office of the AKG shall keep in regular contact with each other, inform and support each other, and develop joint strategies for the collaboration of women and men as equal partners at TU Wien.

(2) The chairperson of the AKG and their deputies shall also have the task of liaising with those organisational institutions of other universities that deal with gender equality and the advancement of women, with the ARGE GLUNA (which is an association on equal treatment and equality at Austrian universities), with the units responsible for gender equality in the federal ministries and with other institutions in Austria and abroad that are active in the field of the advancement of women and gender equality.

(3) If the participation of the chairperson and their deputies requires travel to meetings of the ARGE GLUNA, they shall receive a compensation pursuant to the applicable provisions for the reimbursement of travel costs, contingent upon available financial resources.

Part H. Budgetary matters and incentive systems

§ 47 Budgetary matters

(1) In preparing the budget and making budget allocations, budget applications that serve the duty of promoting the career advancement of women pursuant to the B-GIBG, the implementation of the UG and the implementation of the advancement measures contained hereunder and that counteract the under-representation of or discrimination against women shall be given priority, contingent upon available financial resources.

(2) The Rectorate shall include the AKG, in accordance with the UG, in preparing the development plan as well as the performance agreements and the target agreements.

§ 48 Incentive systems

The Rectorate of TU Wien shall establish incentive systems in cooperation with the AKG and Gender Competence in order to increase the proportion of women at TU Wien.

Part I. Implementation and reporting duties

§ 49 Implementation

(1) The implementation of the measures contained hereunder shall be the responsibility of those bodies at TU Wien that make decisions or proposals regarding the necessary organisational, personnel and financial matters pursuant to the relevant organisational provisions.

(2) Any form of discriminatory behaviour or discrimination on the grounds of gender shall constitute a violation of official duties and shall be sanctioned pursuant to the relevant (employment law or labour law) regulations. Implementing the measures intended to achieve de-facto equal rights of women and men in all positions and activities and in all employment relationships and training agreements at TU Wien shall be one of the duties resulting from the employment relationship.

§ 50 Reporting duties

(1) With regard to reporting duties, performance agreement monitoring, which is part of the intellectual capital report, shall, in principle, apply. In addition, the provisions of §§ 12 to 14 of this FFP shall be observed.

(2) All reports shall be submitted to the AKG. Their publication shall be regarded as submittal to the AKG.

(3) The AKG shall receive an official invitation to all meetings of the relevant collegial bodies where these reports are dealt with at least five working days in advance.

(4) All evaluation results and all reports on the proportion of women and the implementation of measures for the career advancement of women shall be published in the University Gazette and on the TU Wien website.

§ 51 Evaluation and quality assurance

Including criteria for the advancement of women and gender equality in evaluation and quality assurance pursuant to § 14 UG shall be compulsory.

In evaluations pursuant to § 14 para. 7 UG, including use of comparative yardsticks, any direct or indirect discrimination of any type, in particular discrimination against female staff members, shall be avoided. The duty of promoting the career advancement of women shall also be observed in evaluations.

§ 52 Period of validity

This FFP shall be valid for a period of six years and will be continued. Every two years, it shall be adapted to current developments (cf. § 11a (2) B-GIBG).

§ 53 Entry into force

The amendment to the chapter of the Statutes pursuant to University Gazette 2025, 10th part, consecutive no. 98, shall enter into force on the day after its announcement in the Gazette.