



women

**Part of the Statute
Action Plan
for the Advancement of Women
of the
Graz University of Technology**

Motion filed by the Rectorate on 30 May 2017 in response to the proposal of the
Working Group for Equal Opportunities

In its meeting held on 26 June 2017, the Senate adopted the Action Plan for the Advancement of
Women of the Graz University of Technology in its present form in the German original.

This English translation (8.3.2021) is provided as a convenience translation.

In cases of uncertainty, the German original is binding.

This part of the statute came into effect upon its publication in the *Mitteilungsblatt* on 5 July 2017.

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PREAMBLE

In § 1 of the Universities Act 2002 (hereinafter referred to as the UG or *Universitätsgesetz*), ensuring the equality of university members is a guiding principle of the university pursuant to § 2 para. 9–11. Universities are obliged to strive to achieve a balanced numerical ratio between the women and men working there pursuant § 41 of the UG.

The Action Plan for the Advancement of Women (hereinafter referred to as the FPL, from the German original *Frauenfoerderungsplan*), serves – along with the Affirmative Action Plan (hereinafter referred to as the GPL, from the German original *Gleichstellungsplan*) – as a tool that can be used to fulfil the constitutional requirements to ensure the actual equality of and equal opportunities for all university employees. For this reason, areas relating to equality were transferred from the FPL to the GPL.

TU Graz, therefore, considers that all university members must work together to help the university achieve the described aims: Women and men at the university should have development opportunities that match their qualifications, and the current disadvantages existing for women should be eliminated or compensated. TU Graz is committed to the advancement of women and the creation of conditions for women that are both positive and promote their careers.

The actual equality of women and men and the advancement of women must be adequately reflected in staff policies, research and teaching, as well as in the distribution of resources. The university is committed to ensuring a comprehensive understanding of gender equality, with the aim to achieve a balanced gender ratio in all areas, hierarchical levels and decision-making bodies. This is a commitment that requires particular support from persons in leading positions. This also includes the promotion of all students as potential future scientists. Research and teaching should be shaped and supported equally by people of all genders.

TU Graz is committed to supporting comprehensive and active diversity management. It identifies the need for action and takes measures to do justice to the diverse biographical, social and cultural experiential backgrounds of its staff and students and to offer a good working and study environment in which equal opportunities exist for all. TU Graz actively strives to support diversity and ensure equal opportunities in the academic system.

Part A: GENERAL PROVISIONS

§ 1 Legal basis

(1) The legal basis of the FPL of TU Graz is Art. 7 and 8 of the Federal Constitutional Law (hereinafter referred to as B-VG, from the German original *Bundes-Verfassungsgesetz*), the Federal Equal Treatment Act (hereinafter B-GIBG, German: *Bundesgleichbehandlungsgesetz*), § 11a, § 20b and §§ 41 to 44 UG.

§ 2 Scope of application

The FPL applies equally to all members and organs of TU Graz, according to § 94 UG, as well as to applicants who apply for admission to the university.

§ 3 Aims of the Action Plan for the Advancement of Women

By creating and promoting the FPL, TU Graz specifically pursues the following strategic and operational aims:

1. Ensuring equal opportunities for all genders: The aim is to create framework conditions that allow all genders access to all university fields of activity and functions.
2. Applying gender mainstreaming and gender budgeting: In the working context, gender mainstreaming sets a clear mandate to consider the different interests and life situations of women and men in the structure, the design of processes and workflows, the results and products, the communication and public relations, as well as in the area of controlling.
3. Promoting the advancement of women: The aims are to promote the scientific achievements of women, to promote young female scientists, to increase the proportion of women in research projects, habilitations and professorships and to promote female students at TU Graz.
4. Eliminating the existing underrepresentation of women: The existing underrepresentation of women at TU Graz in all organisational units, at all hierarchical levels and in all functions/activities should be eliminated.
5. Integrating women's and gender research/gender studies related to the subject of women's advancement into research and teaching.
6. Providing information and promoting communication on the topic of equal opportunity and the advancement of women should be ensured and improved. This is as an essential prerequisite to encourage all persons working at TU Graz to act on these contents.
7. Ensuring the provision of adequate infrastructure to promote the advancement of women in all areas where women are underrepresented.

Creating and applying the FPL helps ensure that equal opportunities that already exist or are experienced are protected and, at the same time, that these opportunities are further developed.

§ 4 Gender mainstreaming and gender budgeting ¹

Gender mainstreaming (GM) refers to the effort invested to consider the equality of women and men at all levels of society and in all (political) decisions from the outset, as well as to regularly review and adapt them. Gender mainstreaming, therefore, should not to be equated with the “advancement of women”. In the working context, gender mainstreaming sets a clear mandate to consider the different interests and life situations of women and men in the structure, the design of processes and workflows, the results and products, the communication and public relations, as well as in the area of controlling.

In order to ensure that the principles of gender mainstreaming and gender budgeting are consistently applied in all decision-making processes and in the planning of all measures, TU Graz actively involves the Working Group for Equal Opportunities (hereinafter AkG, German: *Arbeitskreis für Gleichbehandlungsfragen*) and the Office for Gender Equality and Equal Opportunity (hereinafter BGF, German: *Büro für Gleichstellung und Frauenförderung*).

(1) The gender perspective should be included in all university decision-making processes, and all decision-making processes need to be made usable with respect to gender equality (§§ 21-25 UG).

(2) To carry out gender mainstreaming and gender budgeting, the following (among others) will be taken into consideration:

1. How parts of the statutes are drafted (§ 22 para. 1 subpara. 1 UG) and parts of the statutes are enacted or amended (§ 19 para. 1 and § 25 para. 1 subpara. 1 UG),
2. How the development plan is created (§ 22 para. 1 subpara. 2 UG),
3. How a performance agreement is drafted (§ 22 para. 1 subpara. 4 UG), negotiated and concluded (§ 23 para. 1 subpara. 4 UG), so that it includes the objectives to support equal opportunities and promotes the advancement of women.

(3) The principles of equal opportunities and the advancement of women will also be included in all agreements on objectives (§ 21 para. 1 subpara. 6 and § 22 para. 1 subpara. 6 UG).

(4) The principles of gender budgeting will be considered in the preparation of budgets.

(5) When the Senate issues guidelines for the activities of collegial organs pursuant to § 25 para. 1 subpara. 15 UG, attention will also be paid to the principles of gender mainstreaming and gender equality.

(6) Managers and members of university committees are expected to be familiar with the concepts of gender mainstreaming and gender budgeting.

(7) The Rectorate shall ensure the regular provision of information and access to training events on gender mainstreaming and gender budgeting, as well as on equal opportunities for all genders and, in particular, for managers, depending on the budgetary resources.

¹ See also GPL § 50 ff

PART B: WOMEN'S ADVANCEMENT

§ 5 Underrepresentation

Women are considered as underrepresented if their share in the total number of employees at TU and in all functions falls below the share stipulated in § 11 para. 2 B-GIBG.²

§ 6 Requirement to promote the advancement of women

(1) In accordance with the requirement to promote the advancement of women as described in § 41 UG and in conjunction with § 11 B-GIBG, the proportion of women in all functions at TU Graz should be increased so long as they are underrepresented. If a share of at least 50% is not achieved, female applicants who are equally suitable for the desired position as the best-suited competitor will be given priority until a share of at least 50% women is achieved, unless the competitor has additional personal qualifications.

(2) The aim is to increase the proportion of female university staff employed at TU Graz to at least 50% in all functions, both in temporary and permanent employment relationships and in training relationships. All measures that directly or indirectly influence the proportion of women should be directed towards this goal. Measures for the advancement of women must be integrated into staff planning and staff development. The urgency of the need to promote women's advancement is based on the extent of underrepresentation.

(3) All members of the university and, in particular, those in management positions will be obliged within their sphere of activity:

1. to improve the representation of women with regard to the total number of employees; and
2. to work towards eliminating the disadvantages for women that exist as part of the employment relationship,
3. to make every effort to maintain a proportion of women of 50%, if this has been reached, and
4. to consider the objectives described in § 3 of this document regarding all other measures that directly or indirectly influence the proportion of women.

§ 7 Prohibition of discrimination

(1) Female employees may not be discriminated against either directly or indirectly when entering into an employment relationship with TU Graz, when filling (management) positions, when being delegated to collegial organs, when determining salaries in individual employment contracts and in making staff decisions. The same applies to any allowances, contributions and other monetary benefits.

² At the time of the adoption of the present FPL, 50%.

(2) No one may be discriminated against either directly or indirectly on the grounds of their gender, either during the admission procedure for a degree programme or as a student.

§ 8 Providing information and promoting communication on the topic of equal opportunities and the advancement of women

Topics that promote the advancement of women and are relevant to equal opportunities for all genders should be communicated appropriately both in-house and externally. These communications are essential features of the university profile in its public relations work; furthermore, the formation of university and non-university cooperations and networks is encouraged.

§ 9 General information

(1) The proportion of women in university life and their contributions to research, teaching and administration are regularly documented in the TU Graz media.

(2) The TU Graz website presents clearly visible links to information relevant to women and equal opportunities.

(3) As part of the admission procedure (§§ 60 ff UG), all TU Graz students and staff will be provided with information on the departments concerned with equal opportunities and the advancement of women, as well as the legal basis for this information (AkG, BGF).

(4) As part of in-house continuing education and staff development programmes offered at TU Graz, the Rectorate promises to ensure that information and continuing education events on the topics of equal opportunities, gender and diversity, the compatibility of studies and career and anti-discrimination are held regularly, especially for executives. These offers will be prepared by the AkG together with the BGF.

Part C: HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT

Section I: General information

§ 10 Equality-related staff development

(1) TU Graz actively promotes the creation and application of a staff policy that supports equal opportunities. Human resource and organisational development should be regarded as an important instrument that can be used to increase the proportion of women and promote the advancement of women. The concept of gender mainstreaming will be considered when developing or updating all measures concerning staff and organisational development.

(2) TU Graz will take appropriate staff, organisational and financial measures in the following areas:

1. the promotion of scientific achievements by women,
2. the promotion of young female scientists and students,

3. the elimination of the existing underrepresentation of women in a training or employment relationship with TU Graz and in all functions, and
4. the continuing education and promotion of professional qualification for women.

All procedural regulations on the involvement of the Working Group for Equal Opportunities can be found in the GPL § 23 - § 32, see also Annex I.

Section II: Specific measures

§ 11 Increase the proportion of women in fields of study in which women are underrepresented

- (1) TU Graz will take appropriate staff, organisational and financial measures to promote the access of women to all fields of study and, in particular, to fields of study with a proportion of women below 50%.
- (2) In all ordinary fields of study in which the proportion of female students in the introductory phase of their studies or the proportion of female graduates is/falls below 50%, the Rectorate/the Vice Rector for Academic Affairs will, together with the respective faculty, set specific goals, develop corresponding strategies and take measures to increase the proportion of women in these fields of study. This process will be carried out in coordination with the Office for Gender Equality and Equal Opportunity.
- (3) After two years, the results that have been achieved and whether the measures taken were successful with regard to the objectives will be assessed. Accordingly, the subsequent objectives will be reviewed and, if necessary, the measures will be adjusted.

§ 12 Promotion of research by women

- (1) TU Graz promotes the research activities of women.
- (2) When awarding scholarships and study grants, female applicants will be considered in proportion to their share among the students and, when awarding doctoral scholarships, at least in proportion to their share among the graduates. The proportion of women should be considered when allocating merit-based and promotion scholarships. This means that, in the interests of equality, women are to be given priority until the quota has been reached.
- (3) When allocating funds for research promotion (e.g. start-up funding), these funds will be divided proportionally with respect to the number of applications submitted by women and men.
- (4) If organ or commission members or other members of TU Graz make decisions regarding how funds for research promotion which are available from private sources or foundations will be allocated, they will ensure that these funds are distributed to women and men equally and submit a report on this distribution to the AkG.

§ 13 Scholarships

(1) TU Graz will continue to encourage all persons working at the university to acquire new skills or carry out research activities in the field of gender and diversity.

§ 14 Mentoring and coaching – support for women in career planning, training and continuing education

The Rectorate will set up programmes specifically for women in both academic and non-academic areas as part of the staff development in cooperation with the Office for Gender Equality and Equal Opportunity. The existing programmes will be continuously developed. Sufficient budgetary, staff and spatial resources will be provided for this purpose.

§ 15 FIT

TU Graz actively supports the project “FIT - Frauen in die Technik” (FIT - Women in Technology) and recognises the need to take measures to increase the number of first-year students and the number of women completing their first academic degrees in scientific and technical fields of study.

Regulations to ensure the provision of adequate infrastructure for the realisation of equality and the advancement of women can be found in the GPL of TU Graz § 36 f, see also Annex II

BUDGETING/ GENDER BUDGETING and INCENTIVE SCHEMES can be found in GPL § 50f, see also Annex III.

Part D: ACTION PLANS AND REPORTING REQUIREMENTS

§ 16 General provisions for action plans

(1) To support action plans, all TU Graz organs that have to make decisions or develop proposals on organisational, staff and financial matters to achieve this purpose and comply with the respective organisational regulations are responsible for carrying out the measures contained in the FPL.

(2) The standard of gender equality achieved must be maintained, but must also be continuously raised. The responsible organs at TU Graz agree to carry out measures and strive to achieve the goals described in laws and international legal norms (in particular Art. 7 B-VG; in §§ 1, 2 subpara. 9, 3 subpara. 9 UG; in §§ 41, 42 B-GlBG; in relevant EU norms such as the Equal

Treatment Directive; as well as in the UN Convention on the Elimination of All Forms of Discrimination Against Women). All responsible organs at TU Graz recognise the need to take measures to raise awareness and to give persons affected by discrimination the opportunity to assert their rights and to receive specific and directed support in doing so.

(3) Any form of discriminatory action and behaviour on the basis of gender, ethnicity, religious or other beliefs, age, or sexual orientation constitutes a violation of the duties implicit in the training or employment relationship and will be sanctioned in accordance with the (employment or labour) legal regulations. Persons who have other legal relationships with TU Graz are also subject to this regulation, including members of the University Council, reviewers and external private lecturers.

(4) Carrying out measures to achieve the *de facto* equality of women and men in all employment groups, in accordance with employment or labour law or the collective agreement, and in all functions at TU Graz is one of the duties resulting from the employment relationship. Violation of these provisions will be punished in accordance with the provisions of the employment or labour law. Persons who have other legal relationships with TU Graz are also subject to this regulation, including members of the University Council, reviewers and external private lecturers.

(5) Staff in all responsible organs at TU Graz will regularly undergo further training on the topics of equality, diversity, the advancement of women and gender mainstreaming.

§ 17 Reporting obligations for the advancement of women

(1) In order to ensure transparency, an annual report on the advancement of women will be submitted by the Rectorate on the outcome of carrying out these promotion measures. This report will be forwarded to the Senate, the University Council and the AkG and published in an appropriate form (e.g. in the *Mitteilungsblatt* and on the TU Graz website).

(2) Whether or not the legally defined and fixed quota for women has been achieved in all employment and salary groups will be reported upon, based on the available data. In particular, this report will include the categories listed below:

1. Employees of all organisational units in all employment relationships and functions and in all employment and training relationships,
2. the termination and extension of employment,
3. the participation in training and continuing education events, sub-categorised by employment relationships and based on the available data,
4. the allocation of internally awarded grants and prizes (e.g. best thesis),
5. the proportion of women among the active students, based on the academic performance report /Wissensbilanz, and the proportion of women among the graduates from the different degree programmes.
6. the proportion of teaching hours held by women, sub-categorised by faculty, course type, employment status and salary.

(3) If the minimal proportion of women (i.e. 50%) in an area is not achieved, the reasons for this need to be investigated. Within six months of publishing the report, suitable measures need to be proposed to address the underrepresentation of women, and the period of time envisaged to carry out these measures needs to be set. The action plan to carry out these measures will be specified and published in the target agreements signed between the Rectorate and the faculties. A report on this will be verifiably submitted to the AkG.

(4) In addition, the following budgetary data are reported:

1. the number and sum of overpayments that exceed those listed in the collective agreement (KV) compensation policy for all KV employment relationships (global budget and third-party funds),
2. the compensation for overtime based on employment status and function,
3. the number of and funding for research projects managed per project leader and per faculty,
4. the allocation of travel funds based on employment status.

Depending on the budgetary resources, the Rectorate will provide resources for the data collection and data preparation.

CALCULATION MONITORING and CALCULATION CONTROLLING can be found in GPL § 53 ff, see also Annex IV.

Part E: ENTRY INTO FORCE

§ 18 Entry into force

The GPL of TU Graz entered into force on the day of its publication in the TU Graz *Mitteilungsblatt*, on July 5, 2017.

ANNEX Action Plan for the Advancement of Women at TU Graz

P. 13: ANNEX I – Procedural regulations involving the Working Group for Equal Opportunities according to GPL § 23-§ 32

P. 18: ANNEX II – Regulations to ensure adequate infrastructure to promote gender equality and the advancement of women according to GPL § 36 f

p. 19: ANNEX III – BUDGETING / GENDER BUDGETING and INCENTIVE SCHEMES as per. GPL § 50 f

P. 20: ANNEX IV – Survey of gender distribution according to GPL § 54

P. 22: ANNEX V – EQUALITY MONITORING & EQUALITY CONTROLLING as per GPL § 53 ff

ANNEX I – Procedural regulations involving the Working Group for Equal Opportunities, please refer to GPL § 23-§ 32

Section II: Procedural Regulations Involving the Working Group for Equal Opportunities³

§ 23 Requirement to promote the advancement of women

To fulfil the requirement to promote the advancement of women as described in § 41 UG and in conjunction with § 11 B-GIBG, the proportion of women in all functions at TU Graz should be increased so long as they are underrepresented. If a share of at least 50% is not achieved, female applicants who are as well-suited for the desired position as the best-suited competitor will be given priority until a share of at least 50% women is achieved, unless the competitor has additional personal qualifications.

§ 24 Job advertisements

(1) Advertisement texts will, with the exception of specially dedicated posts, be written in a female and male or a gender-neutral form and should not contain any additional remarks that suggest a preference for a certain gender, contain discriminatory formulations as described in the B-GIBG, or exclude the application of persons with a disability.

(2) Advertisement texts must be able to serve as an objective basis for decision-making during the admission procedure. Therefore, in addition to all admission requirements, they must contain a comprehensive profile of the requirements (especially the relevant and desired qualifications) and comprehensible, sufficiently detailed qualification criteria.

Language skills required to perform the duties of the post or function should be specified in the advertisement text.

(3) If one or more groups are underrepresented, advertisement texts for filling both posts and management functions should contain this additional text:

TU Graz aims to increase the proportion of women and, in particular in management and academic staff. Therefore, qualified women are explicitly encouraged to apply. If certain groups are underrepresented (§ 11 para. 2 B-GIBG), the sentence should also be added “If the applicants have equal qualifications, women will be given priority unless reasons relating to the person of an equally qualified competitor prevail.” (Opening clause § 11b B-GIBG)

(4) TU Graz is committed to supporting equal opportunities in practice and designs its job advertisements to comply with non-discriminatory principles, making special reference to equal opportunities objectives in all advertisements and application situations. Advertisement texts for filling both positions and management functions should contain the additional text “Disabled people with appropriate qualifications are expressly invited to apply.”

(5) The advertisement text for the organisational unit concerned, including the description of the job and duties, should be demonstrably brought to the attention of the AkG by submitting it to

³ All procedural regulations can be found in this GPL, including the regulation on the advancement of women. Equal opportunities and the advancement of women always are related to one another; the advancement of women should be seen less as the advancement of women and more as compensation for existing unequal treatment.

the AkG office at least two weeks prior to the publication of the advertisement in accordance with § 42 para. 6Z 1 UG.

(6) In the case of advertisements for management positions and professorships, the competence in gender mainstreaming should be named as a selection criterion.

(7) If the AkG has reason to believe that a job advertisement text is discriminatory or otherwise contradicts these provisions, it will be entitled to appeal to the Arbitration Board within three weeks. The job advertisement cannot be published until the Arbitration Board has reached a decision.

(8) Advertisement texts that contradict paragraphs 1 and 2 as well as advertisement texts that are so vaguely written that they do not provide an objective basis for decision-making in the subsequent staff selection procedure are inadmissible. The same applies to an over-specified advertisement if a justified suspicion exists that an attempt is being made to restrict the potential group of applications unobjectively or to favour a certain person or person of one gender, or if any other discrimination exists pursuant to the meaning of the B-GIBG.

(9) If an advertisement is not published as described in § 107 para. 2 UG, the AkG needs to be provided with this information before the employment contract is signed. Specifically, the AkG office must be informed of the proposed appointment resulting from a qualified selection procedure and receive a comprehensible justification for the selection.

§ 25 Re-issuing the job advertisement

(1) The university institution or the body responsible for advertising an open position must demonstrably and actively search for suitable applicants. The relevant evidence needs to be included in the files. The AkG guidelines regarding the failure to re-issue the job advertisement, as amended from time to time, will be applied.

(2) By the end of the application period, if no applications have been received from women who fulfil the legal prerequisites and admission requirements and meet the requirements described in the advertisement text, the institution or body advertising the position needs to submit to the AkG in writing a description of the measures taken to encourage women to apply, in the case of existing underrepresentation. In this case, the advertisement will be re-issued.

(3) The AkG may waive the re-issue of the advertisement.

§ 26 Involvement of the AkG in the selection procedure

(1) The AkG should be provided with the list of applications received, once the application deadline has passed and without delay (§ 42 para. 6 subpara. 2 UG).

(2) The AkG should be provided with the list of invited persons without delay if, in the course of the selection procedure for a vacant post or function, admission or selection interviews are held with applicants (§ 42 para. 6 subpara. 3 UG); the complete application documents need to be made available to the AKG.

(3) If underrepresentation occurs, all applicants who meet the requirements of the advertisement will be invited. The AkG must be invited to these interviews in writing at least two weeks in advance.

(4) If third parties are involved in the evaluation of applicants (e.g. external management consultants, staff consultants), it must be ensured that the selection procedures applied have

gender mainstreaming and gender budgeting as mandatory selection criteria in accordance with EU legal requirements and that the FPL and GPL of TU Graz are brought to the attention of these external third parties. The AkG must be involved in this selection process and invited in writing to all admission, interview and application talks, hearings, etc. at least two weeks in advance.

(5) In appointment procedures for university professors, § 30 to 33 of this GPL also apply.

§ 27 Admission interviews with applicants based on job advertisements

(1) In admission interviews, hearings and the like, no discriminatory questions (e.g. about family planning) should be asked. When assessing the suitability of applicants, no selection and evaluation criteria may be used which are based on a discriminatory, stereotypical understanding of gender (consider the academic curriculum vitae).

(2) Applications submitted by women during a period of absence from work (i.e. employment gap) provided for by law will be included in the selection procedure and considered under the same condition as the other applications.

(3) As a general rule, admission criteria that are not mentioned in the advertisement text may not be considered. If auxiliary criteria must be developed to facilitate decision-making (in an exceptional case) in the respective staff recruitment procedure, these cannot be biased. Nor may the requirements formed as a result of the introduction of the auxiliary criteria deviate from the qualification requirements stated in the advertisement text. The auxiliary criteria must allow for decision-making. Aspects that are insignificant with regard to the future performance of the task may not be used. Furthermore, no auxiliary criteria may be used that are based on a discriminatory or stereotypical understanding of gender roles. If, in exceptional cases, auxiliary criteria are used in the selection decision, the resulting staff decision needs to be justified plausibly to the AkG in writing.

(4) When selecting applicants, consideration will be given to CVs that have an interruption due to the provision of childcare, other care, or due to the responsibility to nurse dependents.

(5) If women are underrepresented pursuant to § 11(2) B-GIBG, and no woman has been proposed for the appointment, the body that issued the advertisement needs to provide in writing to the AkG reasons for not considering each applicant in detail, referring to the criteria listed in the advertisement text and the qualifications of the selected applicants.

§ 28 Additional provisions for appointment procedures (§§ 98 ff UG)

(1) A maximum of two members of the AkG have the right to participate in meetings of the appointment committees in an advisory capacity to make motions on procedural matters, to record special votes and to ascertain that certain contributions to the discussion made by members of the appointment committee are recorded in the minutes.

The AkG should be invited to each meeting of the appointment commission well in advance. In the absence of such summons, the appointment commission needs to hold a new meeting, duly inviting the AkG, to deliberate and pass a resolution on the matter upon which the decision is based.

(2) The chairperson of the Senate must draw the attention of the members of the appointment committee to the requirement to promote women at the constituent meeting.

- (3) If candidates are included in the appointment procedure who have not applied (§ 98 para. 2 2nd sentence UG), these names need to be communicated to the AkG in writing without delay.
- (4) The AkG has the right to inspect all documents and, in particular, the application documents and the expert reports, in accordance with § 42 para. 4 UG, and also to reproduce them.
- (5) Female candidates who are as well-suited as the best-suited of the other candidates will be given priority in the appointment procedure.
- (6) Appointment negotiations need to be conducted as a matter of priority with female candidates in the appointment procedure who are as well-suited as the best-suited of the other candidates.
- (7) (1-6) should also be applied for the appointment procedures in correspondence with § 99.

§ 29 Invitations to professorial appointment lectures

- (1) In an appointment procedure, if applicants are invited to give a lecture or a personal presentation, all applicants who are eligible to do so based on the TU guidelines for appointment procedures will be invited in any case.
- (2) The AkG is entitled (according to § 42 (5) UG) to obtain additional expert appraisals of the invited applicants. All documents required for this purpose should be made available to the AkG and, in particular, for the production of photocopies (according to § 42 (4) UG)

§ 30 Selection decisions

- (1) Female applicants who are as well-suited as the best-suited applicants will be given priority in the appointment procedure until a proportion of women in the respective staff category of 50% has been reached.
- (2) Appointment negotiations need to be conducted as a matter of priority with female candidates in the appointment procedure who are as well-suited as the best-suited of the other candidates.
- (3) If no female candidate has been included in the appointment procedure, the appointment committee, when assessing the candidates, needs to explain in detail and in writing the reasons for their non-inclusion.
- (4) The Rector needs to notify the AkG in writing of his or her selection decision resulting from the appointment procedure before the appointment negotiations begin. The AkG can file a discrimination claim against this selection decision with the Arbitration Board within two weeks of receiving the notification (§ 98(9) UG).
- (5) (1) - (4) should also be applied for the appointment procedures in correspondence with § 99.

§ 31 Appointment of experts

When appointing experts, these must be informed that reviews of the work of scientists and scholars must consider life histories that are interrupted due to the provision of childcare, other forms of care, or due to the responsibility to nurse dependents.

§ 32 Provisions for habilitation procedures

The AkG must be involved in all habilitation procedures.

- (1) At least 50% of the members of the collegial organs established by the Senate need to be women (§ 20 para. 2 UG). If the proportion of women in the nominations of the individual groups falls below

this percentage, the nomination needs to include a statement of reasons for this, which will be forwarded by the Senate to the Working Group on Equal Opportunities.

(2) The AkG needs to be invited to all meetings well in advance and may participate in the meetings in an advisory capacity.

(3) The AkG will provide support in finding suitable persons to act as experts.

(4) The result of the Senate's selection of experts will be communicated to the AkG.

(5) The chairperson of the habilitation committee must inform the AkG about the receipt of the expert opinions.

(6) The expert opinions may be inspected and reproduced by the AkG.

ANNEX II – Regulations to ensure adequate infrastructure to promote gender equality and the advancement of women according to GPL § 36 f

Section IV: Ensuring Adequate Infrastructure to Support Equal Opportunities and to Promote the Advancement of Women

§ 36 Working Group for Equal Treatment Issues

The Working Group for Equal Opportunities will address all matters concerning the equality of women and men, the advancement of women and equal opportunities without drawing a distinction on the basis of gender, ethnic affiliation, religious or other beliefs, age, or sexual orientation, in the sense of the B-GIBG.

- (1) The duties and rights of the AkG are guided by the B-GIBG, the UG and, in particular, §§ 42 ff leg cit.
- (2) In cases described in § 42 para. 8, 8a to 8c UG, the respective time limits for appealing to the Arbitration Board will be dated from the next working day after the AkG office receives the notification of the decision.

§ 37 Rights and duties of the members

- (1) People who fulfil duties as a member of the AkG also are considered as making an important contribution toward the fulfilment of their duties or service obligations at TU Graz, resulting from the educational or employment relationship. For this reason, time invested as an AkG member will be treated as working or service time.
- (2) When assigning and choosing tasks performed at the workplace and when determining official duties, the additional burden that results from the activity as an AkG member should be considered.
- (3) The AkG members should not suffer any professional disadvantage as a result of their function, neither while fulfilling their function nor after leaving this function.
- (4) The AkG members should be enabled to participate in regular training and information events.
- (5) If the AkG member's activity requires travel within the scope of the function, this travel will be paid for as a business trip. AkG members who are not employed by TU Graz are entitled to an appropriate reimbursement of expenses.
- (6) The time needed by AkG members and substitute members to perform activities in their official function should be regarded as working time.
- (7) The AkG chairperson and the deputy chairperson will be provided with a project assistant position for their term of office as compensation in order to help them perform their tasks. The chairperson and the deputy chairperson will agree upon the distribution of this position. This position is financed by funds from the Rectorate.

PART H: BUDGETING / GENDER BUDGETING AND ADVOCACY SYSTEMS**§ 50 Gender budgeting**

In accordance with the Federal Constitution (Art. 13 para. 3 B-VG), TU Graz is required to anchor gender budgeting and thus strive for the actual equality of women and men in budget management.

Gender budgeting, as a sub-strategy of gender mainstreaming (GM), is performed to analyse and consider the effects of (financial policy) decisions on women and men. This is to ensure that the resources are equitable distributed and available to women and men. Accordingly, in order to implement gender budgeting, it is necessary to analyse and, if necessary, restructure revenues and expenditures.

- (1) When drawing up target and performance agreements and when drawing up and allocating budgets, the requirements for the advancement of women in the Federal Equal Opportunities Act (B-GIBG), the Universities Act (UG) and the advancement measures contained in this GPL will be included as aspects that are relevant to planning and distribution. Budget applications which, in particular, counteract the underrepresentation or discrimination of women or other underrepresented groups or contain measures to assure equal opportunities and prevent discrimination will be prioritised and considered, depending on the available funds.
- (2) When drawing up the performance agreement, the Rectorate will involve the AkG and the BGF and request any suggestions and proposals.
- (3) The Rectorate will involve the AkG and the BGF when defining indicators for budget allocation. An indicator for the allocation of budget funds will, in any case, be measures that aim at the *de facto* equality of women and men in the organisational unit concerned.

§ 51 Incentive schemes

- (1) The TU Graz Rectorate will ensure the creation and maintenance of budgetary incentive systems for the advancement of women as part of budget allocation.
- (2) Specific measures to ensure equality will be integrated into the target and performance agreements signed with the faculties in order to define specific objectives and provide incentives for achieving these objectives. These will be defined by the Rectorate together with the respective deans. The AkG and the BGF should be involved in the development of suitable measures. Indicators will be jointly developed as criteria for this incentive system; among other things, the entry and promotion opportunities for women and men into/in the faculties or in the individual scientific branches are to be considered as such criteria.

ANNEX IV – Survey of gender distribution according to GPL § 54**§ 54 Survey of gender distribution**

(1) The gender distributions will be collected annually as part of the general reporting obligations. Annual averages will be collected. The reference date is established as December 31st of each calendar year.

The current status will be surveyed, documented and published, paying particular attention to gender disparities among employees and students.

The proportions of women and men will be surveyed and reported separately for TU Graz as a whole as well as for all faculties, all service departments and other administrative units.

For each group of persons, the proportions are determined separately for fixed-term and permanent employees as well as for part-time and full-time employees.

1. Academic university staff and general staff:

The employment relationships are reported both by numbers of individuals and by full-time equivalents, namely:

- for existing and transferred federal staff at the end of the implementation period of the UG,
- for new staff employed by the University as of 01.01.2004, broken down according to the categories available in the staff administration system (currently SAP) and according to the type of employment (global budget/third-party funds) as well as according to any further differentiations made within the framework of the statutes or the collective agreement.

2. Students - graduates:

The gender distribution of students at the university, in the respective faculties and in the individual fields of study, is to be determined according to the following categories:

- First-year students,
- Students who graduate from all individual degree programmes, by type of study (BA, MA, doctorate)

The respective shares should be shown in absolute figures and in percentages.

3. Research fellows, according to the available data.**4. Teachers: Time spent teaching.**

The amount of time spent teaching will be surveyed separately for each faculty, according to the respective existing teaching categories. The respective proportions will be reported in absolute figures and percentages as well as in relation to individuals.

If teaching takes place in the field of women's and gender studies and/or diversity studies, this should also be recorded.

5. Other areas:

If a decision is made in the following cases based on an application, request, etc., the proportion of women and men filing the application, request, etc. per calendar year will be submitted to the AkG:

- a) in the allocation of research funds,
- b) in the allocation of funds for continuing education related to research,
- c) in the allocation of funds for continuing education that is not related to research,
- d) when awarding travel grants (both from the global budget and from

third-party funds), and
e) in the allocation of funding (e.g. scholarships), in accordance with their share of the staff.

(2) The Rector is ultimately responsible for taking the survey of gender distributions pursuant to para. 1. He/she will ensure that the required data are collected continuously and as completely as possible in all organisational units and at all hierarchical levels of TU Graz.

Sufficient human resources will be made available for data collection and processing, subject to budgetary resources.

(3) The results of the survey of the respective shares pursuant to para. 1 will be verifiably transmitted to the AkG by the Rectorate. The current statistics will be published in an aggregated form in the official *Mitteilungsblatt* and on the TU Graz website.

(4) If staff matters are to be decided, reference will be made to these data. This will also be recorded in a written statement, providing the reasons for the decision.

ANNEX V – EQUALITY MONITORING & EQUALITY CONTROLLING as per GPL § 53 ff**§ 53 Equality monitoring**

TU Graz is developing a gender equality controlling system to ensure transparency and to pursue the objectives of gender budgeting. Gender equality monitoring, which includes gender-specific data collection, data processing and gender-specific analysis, will be carried out. Sufficient staff resources will be made available by the Rectorate to complete these tasks.

§ 55 Increasing salaries

(1) In addition to other measures, the salaries of women and men will be surveyed separately each year. Annual average values will be collected.

(2) To be shown separately are:

- All costs per person, excluding employer contributions and
- the cost of salaries and teaching fees (including any allowances, contributions and other monetary benefits).

The report should include information about the development in any existing wage differences between women and men (i.e. changes in the gender pay gap).

The TU Graz salaries as a whole and the salaries accorded all faculties, as well as for all service facilities and administrative units, will be determined separately in each case, depending on the employment relationship and the employment and labour law. This information should be presented in an appropriately summarised manner for the respective area in order to preserve data protection (data aggregation).

(3) The Rector is ultimately responsible for collecting these data pursuant to para. 1. He/she is responsible for ensuring that the required data are collected continuously and as completely as possible in all organisational units and at all hierarchical levels of TU Graz.

(4) The results of the survey pursuant to para. 1 will be verifiably transmitted to the AkG from the Rectorate without delay. The current statistics will be published in an aggregated form using the TU Graz internal electronic communication tool of (TU4U), so that conclusions cannot be drawn about individual persons.

§ 56 Equality controlling

(1) Gender-aggregated data collected as part of the gender equality monitoring are used to show where action is needed.

(2) In the analysis of the data for results relevant to gender, budget items with a leverage function will be identified and examined with faculties and administrative units. They need to determine whether the results are truly gender-relevant, in order to avoid discrimination, and to take gender-specific inequalities into account. This requires close scrutiny; many budget allocations that, at first glance, appear to be “gender-neutral” may have gender relevance.

(3) Targets, measures and indicators will be defined for those budget items with a leverage function and integrated into the target and performance agreements.

(4) TU Graz establishes a reporting system for the university management as a control basis for the target and performance agreements as part of the gender equality monitoring process.

(5) TU Graz will set up a project group for this purpose and provide corresponding resources.