

Tasks of Senior Governing Bodies

Universities Act 2002
(Version April 2008)

University Council Tasks

- approving the development plan, the organisation plan and the draft performance agreement of the university, as well as the rules of procedure of the rectorate;
- giving an opinion with regard to the text of the advertisement for the post of the rector drawn up by the senate;
- selecting the rector from a shortlist of three candidates nominated by the senate and selecting the vice-rectors on the basis of nominations made by the rector after receiving the opinion from the senate;
- concluding the rector's service agreement and the target agreement with the same;
- dismissing the rector and vice-rectors;

University Council Tasks

- nominating one female and one male member of the arbitration board;
- giving an opinion with regard to curricula and course offerings not included in the performance agreement;
- approving the formation of companies and foundations;
- approving the guidelines for financial management, and the financial statements, the performance report of the rectorate and the intellectual capital report, and forwarding the same to the Federal Minister;
- appointing an auditor to audit the financial statements of the university;

University Council Tasks

- approving the assumption of non-current liabilities, and empowering the rectorate to assume such liabilities up to a certain limit without seeking the prior approval of the university council;
- mandatory reporting to the Federal Minister in the case of serious breaches of the law by university governing bodies or the danger of serious financial loss;
- approving regulations issued by the rectorate for the granting of authorisations to employees according to § 28 para. 1.

Rectorate Tasks

- preparing a draft statute for submission to the senate;
- preparing a university development plan for submission to the senate and the university council;
- preparing a university organisation plan for submission to the senate and the university council;
- preparing a draft performance agreement for submission to the university council;
- appointing the heads of organisational units;
- concluding target agreements with the heads of organisational units;
- assigning university members (§ 94 para. 1 subparas. 2 to 6) to organisational units;

Rectorate Tasks

- admitting students;
- collecting tuition fees in the amount provided for by statute;
- initiating evaluations and publication of the results thereof;
- awarding habilitation degrees (*venia docendi*);
- giving opinions on curricula;
- establishing an accounting and reporting system;
- allocating budgets;
- preparing the annual performance report, the financial statements and the intellectual capital report;

Rectorate Tasks

- enacting regulations for the granting of authorisations to employees of the university according to § 28 para. 1;
- establishing a planning and reporting system which guarantees the fulfilment of the reporting obligations of the universities according to the legal provisions and the directives of the Federal Minister of Finance on the establishment of a share and finance controlling.

Rector Tasks

- presiding over the meetings of the rectorate and acting as its spokesperson;
- nominating candidates for election as vice-rector;
- managing the university office;
- negotiating and concluding performance agreements with the Federal Minister;
- acting as the superior of all university staff;
- negotiating the vice-rectors' employment contracts;
- selecting professors from shortlists drawn up by the appointments committees;

Rector Tasks

- conducting contract negotiations for appointments of professors;
- concluding employment and service contracts;
- awarding authorisations according to § 28 para. 1.

Senate Tasks

- enacting and amending the statute;
- approving the draft development plan prepared by the rectorate within two months; if the senate fails to give approval within the appointed period, the development plan shall nevertheless be forwarded to the university council;
- approving the draft organisation plan prepared by the rectorate within two months; if the senate fails to give approval within the appointed period, the organisation plan shall nevertheless be forwarded to the university council;
- changing the size of the university council and electing its members (§ 21 para. 6 subpara. 1 and para. 7);

Senate Tasks

- advertising the position of the rector and drawing up a shortlist of three candidates for selection by the university council;
- expressing an opinion on the rector's recommendations with regard to the vicerectors (number, extent of employment and shortlist);
- participating in procedures for the dismissal of members of the university council, the rector or vice-rectors;
- participating in procedures for the awarding habilitation degrees;
- participating in procedures for the appointment of professors;

Senate Tasks

- enacting the curricula for degree programmes and certificate university programmes for further education (§§ 56 and 57);
- prescription of the academic degrees and titles for graduates of certificate university
- programmes for further education;
- hearing appeals in matters relating to studies;
- establishing criteria for the allocation of income from tuition fees;
- appointing collegial bodies with or without decision-making power (paras. 7 and 8);
- enacting directives on the activities of collegial bodies;

Senate Tasks

- approving the implementation of decisions by collegial bodies with decision-making power;
- opinions to the rectorate prior to the assignment by it of persons to given organisational units;
- establishing a working group on equal opportunities;
- nominating one female and one male member of the arbitration board;
- delegating one of its members to the arbitration committee.